



# **YEARLY STATUS REPORT - 2023-2024**

## **Part A**

### **Data of the Institution**

#### **1.Name of the Institution**

**AJK College of Arts and Science**

• Name of the Head of the institution **Dr.S.Raju**

• Designation **Principal**

• Does the institution function from its own campus? **Yes**

• Phone No. of the Principal **04223501630**

• Alternate phone No. **04223501630**

• Mobile No. (Principal) **9626696187**

• Registered e-mail ID (Principal) **ajkcas@ajkcas.com**

• Address **Palakkad Main Road, Navakkarai  
(Post)**

• City/Town **Coimbatore**

• State/UT **Tamil Nadu**

• Pin Code **641105**

#### **2.Institutional status**

• Autonomous Status (Provide the date of conferment of Autonomy) **31/05/2023**

• Type of Institution **Co-education**

• Location **Rural**

• Financial Status **Self-financing**

• Name of the IQAC Co-ordinator/Director **Dr .S.Mohnavel**

• Phone No. **04222363400**

• Mobile No: **9626696187**

• IQAC e-mail ID **iqac@ajkcas.com**

**3.Website address (Web link of the AQAR (Previous Academic Year)**

<https://ajkcas.com/pdf/iqac/iqac-reports/IOAC Report 2022-2023.pdf>

**4.Was the Academic Calendar prepared for that year?**

**Yes**

• if yes, whether it is uploaded in the Institutional website Web link:

[https://ajkcas.com/pdf/iqac/iqac-academic-calendar/AcademicPlan\\_2023\\_24\\_Odd-and-Even.pdf](https://ajkcas.com/pdf/iqac/iqac-academic-calendar/AcademicPlan_2023_24_Odd-and-Even.pdf)

### 5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 2</b>	<b>A+</b>	<b>3.34</b>	<b>2022</b>	<b>10/05/2022</b>	<b>31/12/2028</b>

**6.Date of Establishment of IQAC**

**03/12/2014**

**7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?**

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>Nil</b>	<b>0</b>

**8.Provide details regarding the composition of the IQAC:**

• Upload the latest notification regarding the composition of the IQAC by the HEI [View File](#)

**9.No. of IQAC meetings held during the year** **4**

• Were the minutes of IQAC meeting(s) and **Yes**

compliance to the decisions taken  
uploaded on the institutional website?

- If No, please upload the minutes of the meeting(s) and Action Taken Report
- No File Uploaded

**10. Did IQAC receive funding from any funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

Became Permanent Institute Member of Quality Circle Forum of India

BoS Meetings were conducted for Autonomous I, II, III Year Scheme & I, II Year Syllabus

Submitted for AISHE on 05.04.2024

NIRF 2024 ranking Participated

Applied for Promotion of 3 Associate Professor To Professor to Bharathiar University

**12. Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:**

Plan of Action	Achievements/Outcomes
<p>1. Curriculum Designing 2. Formation of Statutory and Non Statutory Committees 3. Governing Body Meeting 4. Academic Council Meeting 5. Participation in AISHE 6. Applying for NIRF Ranking 7. ISO Audit 8. FDP on Autonomy and Curriculum 9. FDP, PDP and ATP Programmes</p>	<p>1. BoS meetings were conducted on 28.07.2023, 24.11.2023 and 06.04.2024 and curriculum was designed for autonomous batch 2. Formed 3 new statutory bodies and 6 new non statutory committees 3. Conducted on 15-11-2023 4. Conducted on 30-08-2023 5. Participated 6. Participated 7. ISO 21001:2018 certificate audit was conducted. 8. 7 day FDP on Implementation of Autonomy and PDP Workshop on Optimizing Learning Outcomes: A Curriculum and Assessment Mapping conducted for Faculty members 9. 4 FDPs, 5 PDPs, 1 ATP and 2 Training programmes were conducted for teaching and nonteaching faculty members.</p>

**13. Was the AQAR placed before the statutory body?** Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
College Committee meeting & Governing Body Meeting	25/10/2023

**14. Was the institutional data submitted to AISHE ?** Yes

- Year

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>AJK College of Arts and Science</b>
• Name of the Head of the institution	<b>Dr.S.Raju</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone No. of the Principal	<b>04223501630</b>
• Alternate phone No.	<b>04223501630</b>
• Mobile No. (Principal)	<b>9626696187</b>
• Registered e-mail ID (Principal)	<b>ajkcas@ajkcas.com</b>
• Address	<b>Palakkad Main Road, Navakkarai (Post)</b>
• City/Town	<b>Coimbatore</b>
• State/UT	<b>Tamil Nadu</b>
• Pin Code	<b>641105</b>
<b>2.Institutional status</b>	
• Autonomous Status (Provide the date of conferment of Autonomy)	<b>31/05/2023</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>
• Financial Status	<b>Self-financing</b>
• Name of the IQAC Co-ordinator/Director	<b>Dr.S.Mohnavel</b>

• Phone No.	04222363400				
• Mobile No:	9626696187				
• IQAC e-mail ID	iqac@ajkcas.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://ajkcas.com/pdf/iqac/iqac-reports/IOAC_Report_2022-2023.pdf">https://ajkcas.com/pdf/iqac/iqac-reports/IOAC_Report_2022-2023.pdf</a>				
<b>4.Was the Academic Calendar prepared for that year?</b>	Yes				
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Cycle 2	A+	3.34	2022	10/05/2022 2	31/12/2022 8
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<b>7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?</b>					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
NIL	NIL	NIL	Nil	0	
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<b>9.No. of IQAC meetings held during the year</b>	4				
• Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?	Yes				

<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10. Did IQAC receive funding from any funding agency to support its activities during the year?</b>	No
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### **15.Multidisciplinary / interdisciplinary**

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 interdisciplinary areas.

### **16.Academic bank of credits (ABC):**

Being an affiliated institution, the college follows the University's prescribed curriculum which has integrated crosscutting topics relevant to gender, environmental sustainability, human rights and professional ethics in various courses to inculcate values. 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 ICC to deal with the sexual harassment related grievances of the students. We follow a zero-tolerance policy towards sexual harassment. 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 environmentfriendly practices. The curriculum incorporates a 2 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".

### **17.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.

**18.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 extracurricular 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.

**19.Focus on Outcome based education (OBE):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.

**20.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 eresources 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.Programme

1.1	19
Number of programmes offered during the year:	

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

#### 2.Student

2.1	1399
Total number of students during the year:	

File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>

2.2	341
Number of outgoing / final year students during the year:	

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

2.3	1237
Number of students who appeared for the examinations	

conducted by the institution during the year:		
File Description	Documents	
Institutional Data in Prescribed Format	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1	460	
Number of courses in all programmes during the year:		
File Description	Documents	
Institutional Data in Prescribed Format	<a href="#">View File</a>	
3.2	79	
Number of full-time teachers during the year:		
File Description	Documents	
Institutional Data in Prescribed Format	<a href="#">View File</a>	
3.3	79	
Number of sanctioned posts for the year:		
<b>4.Institution</b>		
4.1	276	
Number of seats earmarked for reserved categories as per GOI/State Government during the year:		
4.2	55	
Total number of Classrooms and Seminar halls		
4.3	417	
Total number of computers on campus for academic purposes		
4.4	24.32	
Total expenditure, excluding salary, during the year (INR in Lakhs):		
<b>Part B</b>		

## CURRICULAR ASPECTS

### 1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

As an autonomous institution since the 2023-2024 academic year, AJK College of Arts and Science adheres to the guidelines set forth by Bharathiar University, Coimbatore. The college has established systematic procedures for the development, revision, and implementation of curricula across all programmes. This process is managed by a Curriculum Development Cell, which collaborates with departmental Boards of Studies and the Academic Council. The curriculum design incorporates recent technological advancements, global opportunities, essential core courses, theoretical concepts, and laboratory experiences, ensuring that students develop the necessary domain knowledge, skills, and attitudes.

The factors considered in curriculum design include:

- Syllabi from esteemed Indian and international universities
- Model curricula from Bharathiar University and TANSICHE
- Suggestions from academia, industry experts, and alumni

The curriculum is designed to meet the requirements of local, national, and international standards of academic excellence. It incorporates the Choice-Based Credit System (CBCS), Outcome-Based Education (OBE), and the Learning Outcome Curriculum Framework (LOCF). Through this curriculum, the college aims to prepare students for the competitive job market by fostering essential soft skills and technical expertise, while also enlightening an entrepreneurial mindset. Continuous engagement with industry leaders, alumni, and faculty ensures that the curriculum meeting out the industrial current trends, equipping students for the dynamic and ever-evolving global environment.

File Description	Documents
Upload additional information, if any	<a href="#">View File</a>
Link for additional information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-1/1.1.1/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-1/1.1.1/</a>

### 1.1.2 - Number of Programmes where syllabus revision was carried out during the year

19

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

440

File Description	Documents
Curriculum / Syllabus of such courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	<a href="#">View File</a>
MoUs with relevant organizations for these courses, if any	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of new courses introduced across all programmes offered during the year

440

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

19

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The cross-cutting issues of gender equity, environmental sustainability, human values, and professional ethics are integrated into the curriculum of all programs offered by the institution. The Women Empowerment Cell, Equal Opportunity Cell, and Gender Sensitization Action Plan conduct various awareness programs for students on gender-related issues, ensuring a safe and inclusive environment for everyone. The institution adheres to a strict zero-tolerance policy against sexual harassment, supported by the Internal Complaints Committee (ICC) to address any related grievances. Furthermore, the campus promotes eco-friendly practices, with the Environmental Policy and Waste Management Policy contributing to its green initiatives. The Eco Club organizes various events, such as Earth Day celebrations, conservation drives, and tree planting activities, to promote environmental conservation. Additionally, the institution has introduced the 'Extension Activity Assessment Sheet' to evaluate the two-credit course on extension activities, which carries an internal mark of 50, ensuring that the curriculum remains relevant and comprehensive.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

26

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.3.3 - Number of students enrolled in the courses under 1.3.2 above

1081

File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.3.4 - Number of students undertaking field work/projects/ internships / student projects

1274

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is

A. All 4 of the above

**obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni**

File Description	Documents
Provide the URL for stakeholders' feedback report	<a href="https://ajkcas.com/pdf/feedback/Feedback_Analysis_Report_ATR_23-24.pdf">https://ajkcas.com/pdf/feedback/Feedback_Analysis_Report_ATR_23-24.pdf</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - The feedback system of the Institution comprises the following**

**A. Feedback collected, analysed and action taken made available on the website**

File Description	Documents
Provide URL for stakeholders' feedback report	<a href="https://ajkcas.com/pdf/feedback/Feedback_Analysis_Report_ATR_23-24.pdf">https://ajkcas.com/pdf/feedback/Feedback_Analysis_Report_ATR_23-24.pdf</a>
Any additional information	<a href="#">View File</a>

## **TEACHING-LEARNING AND EVALUATION**

### **2.1 - Student Enrollment and Profile**

#### **2.1.1 - Enrolment of Students**

##### **2.1.1.1 - Number of students admitted (year-wise) during the year**

**622**

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

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

**276**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

After admission, the institution identifies and assesses the learning levels of first year students through a Psychometric Test. Students' profiles with medium of study, marks obtained in the qualifying examination and dwelling & economic status are also prepared. Based on the psychometric test & qualifying examination marks, list of fast, medium and slow learners are prepared. Accordingly, induction programmes & bridge courses on fundamentals, communicative English are conducted.

Programmes for Slow Learners: Supplementary study materials and video tutorials are provided. Faculty guides them to answering, discusses university examination question papers and clarifies their doubts. Peer tutoring is done for sets of 4 to 5 slow learners. It helps advanced learners to reinforce their learning. Mentors counsel slow learners in mentor-mentee meetings. Remedial classes are arranged after examination. The students' progress is monitored regularly.

Programmes for Advanced Learners: Additional learning and reference materials are provided. They are encouraged to do research/projects, participate events, present papers & advance courses. The college provides additional coaching through AJK Academy for Competitive Examinations. Class toppers & university rank holders are awarded with cash prizes and proficiency certificates.

To cater to all learners, a variety of programs were organized seminars and workshops, skill enhancement & employability development, alumni interactions & internships

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-2/2.2.1/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-2/2.2.1/</a>

### 2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/06/2023	1398	79

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

**Experiential Learning:** Experiential learning in the institution covers a variety of activities including online internships, case studies, open source tool practical and field works. Students are encouraged to do mini projects & capstone projects as assignments. The students undergo industrial visits and field visits to enhance their experiential learning. Students are involved in activities like food, snacks & bakery preparation and event management for several occasions, organizing online events, learning online digital marketing skills, programming skills, documentary & short film making, photo contest cum exhibition and outreach activities.

**Participative Learning:** Students gain participative learning experience through assignments, a part of their internal assessment. Faculty members use Kahoot, Google Quiz etc. to create quizzes, which make the students' participation imperative. Activities like Buzz groups, debates, seminars, role-plays and group discussions are part of lecture sessions.

**Problem Solving Methodologies:** Practicals are conducted using online tools where students solve the given exercises related to their course. Efforts are paid to give the students opportunities to think critically and find solutions for projects. Students are involved in various data analysis, suggesting solutions, which

enhance their problem solving and decision-making skills.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://ajkcas.com/naac/AOAR23-24/CRITERIA-2/2.3.1/">https://ajkcas.com/naac/AOAR23-24/CRITERIA-2/2.3.1/</a>

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

100% of the classrooms are ICT enabled with smart walls and regularly used by faculty members to make the classroom teaching efficient, in addition to conventional teaching methodologies.

#### Usage of LMS and Mobile Education Apps

LMS makes classrooms and online teaching more effective. Assignments, case studies and home works are uploaded and evaluated through the LMS software. Faculty members' PPTs and study materials are uploaded in the LMS and institute website. The teaching-learning process is more comprehensible and effective by various mobile education apps and virtual simulation tools.

#### E-Content Preparation

All the faculty members prepare e-content videos for their courses and upload on the institution's AJKCAS Educational YouTube Channel.

#### Digital Library

A Digital library with a good Internet connection promotes independent learning. The institution has subscribed to e-journals and provided access to Knimbus, INFLIBNET, DELNET, soul3.0 e-resources.

#### Language Laboratory

Language laboratory with 60 computers improves the communication proficiency of students. Thaliyola software in the laboratory improvises the listening, reading, speaking and writing skills of the students.

## Usage of ICT

Faculty members use smart walls to make the online teaching effective and interactive. Teaching is made more comprehensible by using virtual tools, simulation videos, pictures, graphs and other objects.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="https://ajkcas.com/naac/AOAR23-24/CRITERIA-2/2.3.2/Website_link_for_ICT_facilities.pdf">https://ajkcas.com/naac/AOAR23-24/CRITERIA-2/2.3.2/Website_link_for_ICT_facilities.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

71

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>

### 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The institution has a systematic method of preparing and adhering to the Academic Calendar and lesson plan. In order to ensure adherence to the academic calendar and teaching plan. Prior to the commencement of the academic year, the college organizes Department Meeting, bringing together the Director, Dean, Heads of Departments and Extension Activities leaders. During this meeting, each department outlines its academic initiatives and collaboratively develops the academic calendar to foster academic growth and excellence. The Principal, Vice-principal, the Dean, Controller of Examinations and IQAC in consultation with the members of the college council, prepare the academic calendar of the college.

A series of meetings are conducted for the preparation of a detailed checklist of activities for the year. The Academic calendar of AJK College of Arts and Science provides a source of

information to the key dates and deadlines of important academic and administrative activities of the year to faculty and students. The calendar encompasses primarily dates that include opening and closing of the college, along with breaks like Government holidays and also include the teaching-learning-evaluation schedules like Continuous Assessment and End Semester Examination dates and dates of events planned for the academic year. This will enable the students and the faculty to prepare and organize the academic activities well in advance.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

79

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

### 2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

15

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

307

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

### 2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

14

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

28

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The Controller of Examinations office at the institution has implemented a fully automated system that utilizes dedicated autonomous software to streamline and enhance the efficiency and confidentiality of the Examination Management System (EMS). At the beginning of each semester, subject entries are made, including course codes, names, credits, and marks. Payment of fees for end-

semester exams is processed through a dedicated payment gateway integrated with LMS software. Continuous Internal Assessment (CIA) marks are entered and made available for course instructors to update. End-semester exams are conducted and evaluated by external examiners, who then enter the marks into the system using their login credentials. After receiving approval from the Result Passing Board meeting, results are published by combining CIA and End-Semester Examination (ESE) marks. The ESE results are made available on the college website for student access. Transparency in the evaluation process is maintained by providing the option to apply for copies of answer scripts online. The mark sheets are secured with encryption and random numbers to ensure their authenticity. This streamlined EMS process, powered by dedicated autonomous software, has significantly enhanced the efficiency, accuracy, and security of the examination process at the institution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-2/2.5.3/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-2/2.5.3/</a>

## 2.6 - Student Performance and Learning Outcomes

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

The institution follows the principles of Outcome-Based Education (OBE) and has developed its own curriculum, which has received approval from the Board of Studies (BOS) and the Academic Council. Various workshops and webinars are organized to enhance the understanding of OBE and its benefits among faculty and students.

### Awareness for Educators:

The college conducts Faculty Development Programs (FDPs) and Outcome-Based Education (OBE) workshops led by distinguished experts, with the goal of enhancing teachers' understanding of Program Outcomes (POs), Program Educational Objectives (PEOs), Program Specific Outcomes (PSOs), Course Outcomes (COs), and Bloom's Taxonomy. Charts illustrating the calculations of attainment levels are provided for improved clarity.

### Awareness for Students:

OBE is introduced to students during their orientation programs. Class advisors are responsible for educating students about the significance of OBE criteria and attainment levels. The university syllabus, including POs, PSOs, PEOs, and COs for each course, is communicated to students and published on the college website. The principles of OBE are also integrated into the College E-Prospectus and Handbook to ensure that students have a comprehensive understanding of the concept.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://ajkcas.com/naac/AOAR23-24/CRITERIA-2/2.6.1/">https://ajkcas.com/naac/AOAR23-24/CRITERIA-2/2.6.1/</a>

### 2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

To ensure that students achieve the desired learning objectives, the institution has implemented several measures to assess their levels of attainment. The CIA test papers are designed according to Bloom's Taxonomy, with Course Outcomes (COs) and Program Outcomes (POs) mapped in the Learning Management System (LMS) at the beginning of each semester. Additionally, the questions in the LMS question bank are also aligned with the COs. After each examination, low-performing students are identified, and tailored assignments and open tests are administered to them. They receive counseling to enhance their performance in future assessments. End Semester Examination involves external examiners who evaluate the examination papers, aligning questions with Course Outcomes (COs) in the autonomous software. Following the evaluation, they input the marks into the system, enabling the institution to verify the attainment levels. The attainment of Program Outcomes (POs) is assessed at the end of the program after mapping all COs. The institution employs both direct and indirect measures to evaluate the attainment of POs and COs. Through these activities, the institution aims to ensure that students are making progress toward their desired learning objectives and are well-prepared to face the challenges of their chosen professions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-2/2.6.2/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-2/2.6.2/</a>

### 2.6.3 - Pass Percentage of students

#### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

290

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-2/2.6.3/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-2/2.6.3/</a>

### 2.7 - Student Satisfaction Survey

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

<https://ajkcas.com/igac#igac-section8>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The institution demonstrates an unwavering commitment to supporting academic and research endeavors by maintaining state-of-the-art research facilities, regularly updating them to meet the needs of researchers, and providing access to cutting-edge technology and resources across all disciplines. Additionally, a comprehensive policy for promoting research is in place, outlining the processes for initiating, supporting, and evaluating research

activities to ensure alignment with the institution's objectives. This policy is publicly accessible on the institution's website and is actively implemented to cultivate a dynamic research environment. Faculty members are encouraged to pursue external funding opportunities to support their research efforts, while both students and faculty are motivated to explore new frontiers in research, aiming to make groundbreaking contributions in technological applications, designs, and institutional capabilities. They are also encouraged to publish high-quality papers in peer-reviewed journals to disseminate their research findings. Furthermore, the institution provides generous seed funding to faculty members to establish their laboratories and initiate their research projects, reinforcing its commitment to fostering a robust and vibrant research and innovation ecosystem.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	<a href="#">View File</a>
Provide URL of policy document on promotion of research uploaded on the website	<a href="https://ajkcas.com/pdf/Research_Policy.pdf">https://ajkcas.com/pdf/Research_Policy.pdf</a>
Any additional information	<a href="#">View File</a>

### 3.1.2 - The institution provides seed money to its teachers for research

#### 3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0.35

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	<a href="#">View File</a>
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	<a href="#">View File</a>
List of teachers receiving grant and details of grant received	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded

## 3.2 - Resource Mobilization for Research

### 3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

2.12

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	<a href="#">View File</a>
List of projects and grant details	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.2.2 - Number of teachers having research projects during the year

3

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-3/3.2.2/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-3/3.2.2/</a>
List of research projects during the year	<a href="#">View File</a>

### 3.2.3 - Number of teachers recognised as research guides

9

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<a href="#">View File</a>
Institutional data in Prescribed format	<a href="#">View File</a>

### 3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

3

File Description	Documents
Supporting document from Funding Agencies	<a href="#">View File</a>
Paste link to funding agencies' website	<a href="https://www.martifoundation.com">https://www.martifoundation.com</a>
Any additional information	<a href="#">View File</a>

## 3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The institution cultivates a dynamic environment that fosters innovation and incubation among students, offering essential facilities and guidance to develop their entrepreneurial skills. Students are encouraged to actively utilize technology to address societal needs and receive support in research documentation,

publication, and patenting. To enhance entrepreneurial awareness, the institution organizes workshops, seminars, guest lectures, and informational meetings, allowing students to engage with successful entrepreneurs across various fields. Additionally, product service training is provided to raise awareness about product marketing. The institution has established an Institute Innovation Council (IIC) in collaboration with MHRD, Government of India, to inspire and support students in their formative years. The IIC aims to cultivate a culture of innovation by encouraging creativity and transforming ideas into tangible innovations, thereby strengthening the institution's innovation ecosystem. To promote research and training in intellectual property rights (IPR), a Centre for Intellectual Property Rights has been established, offering advanced research in IP law and conducting various training and extension activities to raise awareness in this field.

To enhance the learning experience, faculty members employ a variety of teaching methods, including lectures, interactive sessions, project-based learning, fieldwork, computer-assisted instruction, and experimental approaches. This diverse array of strategies ensures effective teaching and positive learning outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-3/3.3.1/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-3/3.3.1/</a>

### 3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

51

File Description	Documents
Report of the events	<a href="#">View File</a>
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4 - Research Publications and Awards

<b>3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software</b>	<b>A. All of the above</b>
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File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year**

**3.4.2.1 - Number of PhD students registered during the year**

**5**

File Description	Documents
URL to the research page on HEI website	<a href="https://ajkcas.com/research#research-section2">https://ajkcas.com/research#research-section2</a>
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year**

**97**

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

### 3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

42

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-3/3.4.4/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-3/3.4.4/</a>

### 3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

#### 3.4.5.1 - Total number of Citations in Scopus during the year

143

File Description	Documents
Any additional information	<a href="#">View File</a>
Bibliometrics of the publications during the year	<a href="#">View File</a>

### 3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

#### 3.4.6.1 - h-index of Scopus during the year

10.381

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.5 - Consultancy

#### 3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0.3546

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<a href="#">View File</a>
List of consultants and revenue generated by them	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

#### 0.10

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	<a href="#">View File</a>
List of training programmes, teachers and staff trained for undertaking consultancy	<a href="#">View File</a>
List of facilities and staff available for undertaking consultancy	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

During the academic year 2023-2024, our college successfully completed 87 outreach programs, benefiting 5,588 students and 2,456 villagers. These activities included awareness campaigns on child labour, drug abuse, sanitation, and nutrition, as well as health initiatives such as blood donation camps and free eye check-ups. We also conducted personality development workshops, yoga sessions, and leadership training. Our environmental efforts encompassed tree planting, river clean-ups, and sustainability awareness initiatives. Notably, we celebrated significant days such as World Zoonoses Day, World Heart Day, and International Literacy Day, social justice events and Swachhata programs. Our

community work included providing groceries to individuals affected by HIV, relief materials to flood victims, and hosting skill development programs like paper bag making and computer education workshops. We also renovated libraries at Pichanur Government Higher Secondary School and distributed books and supplies to local schools. Furthermore, we installed solar street lights in nearby tribal villages, enhancing infrastructure for rural communities. Our efforts were recognized with multiple awards, including the Best NSS Unit and Best Social Worker Awards. Through charitable initiatives, over Rs.2Lakh was allocated under the Dhaan Dharm Yojana, benefiting 2,456 individuals and contributing to social upliftment and community development.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AOAR23-24/CRITERIA-3/3.6.1/">https://ajkcas.com/naac/AOAR23-24/CRITERIA-3/3.6.1/</a>

**3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year**

38

File Description	Documents
Number of awards for extension activities in during the year	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)**

87

File Description	Documents
Reports of the events organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year**

5588

File Description	Documents
Reports of the events	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.7 - Collaboration****3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work**

93

File Description	Documents
Copies of documents highlighting collaboration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)**

39

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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 equipments, etc.

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: 55 classrooms, seminar hall and conference halls are provisioned with computers, smart walls & LCD projectors and audio systems. Computer & Research Laboratories: The 4 computer & research laboratories have 417 upgraded computers in appropriate LAN with Dell Power Edge T300, Intel Xeon Processor Server, Internet and wifi facilities for practical sessions, research and online placement training. The student-computer ratio is 3:1

27 state-of-the-art laboratories in Biotechnology (2), Catering Science & Hotel Management (5), Costume Design & Fashion (4), Visual Communication (3), Computer Science (5), Electronics and Communication Systems (1). Language Laboratory (1), Forensic Science Laboratory (6): A language laboratory with 60 computers & Thaliyola software improves the art of communication (LSRW) of students, especially from vernacular medium. Digital Teaching Equipment: LMS of the institution provides an excellent framework for the complete teaching-learning process. Hostel: The college has separate hostels for men and women within the campus. They are provided with Wi-Fi, an electric generator, dining hall, 1, 24x7 RO treated drinking water, TV & newspaper room, games and first aid kit facilities. Additional Physical Facilities: 200 CCTV cameras across the campus and in college buses. An electric generator of 125 KVA power to ensure an uninterrupted power supply. 32 Solar panels generating 10 KW power. 3 RO plant treated drinking water facility. 250 Seating Capacity Cafeteria. 24x7 security guards. 27 College buses provide free transport to required faculty and students with GPS to track their mobility. Rainwater harvesting. 7 Vermi compost pits.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-4/4.1.1/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-4/4.1.1/</a>

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

**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, cricket pitch, volleyball court & football field. For excellent sports

activities, the college has a coach/trainer. Facilities are in place for indoor games. Sports equipment are purchased periodically & maintained well in a spacious kit room. Department of Physical Education conducts various activities around the year, both indoor and outdoor, involving students and faculty. Skilled players are encouraged to participate in university level indoor and outdoor tournaments. Gymnasium/Fitness Centre: Established in the college in 2017 is equipped with modern fitness equipments. Cultural Facilities: 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 are celebrated. ELEGANZA and STAR NITE, 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. The college also organizes MIRACLE, an Inter-Collegiate Cultural Fest, where students from other colleges are allowed to perform in various on-stage & off-stage programmes. College organizes a number of awareness campaigns/programmes for public at large. Yoga Centre: AJK Yoga Centre facilitated by a Yoga Instructor is a well-aerated space. International Yoga Day is celebrated every year.

File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-4/4.1.2/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-4/4.1.2/</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

55

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

24.32

File Description	Documents
Upload audited utilization statements	<a href="#">View File</a>
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The institution has an excellent library with 11,801 volumes of books in 6628 titles, 27 national & 9 international journals, 30 magazines, 12 newspapers and 208 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 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 LCS and E Modules 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 6792 e-journals & 195809 ebooks and DELNET for 4240 e-journals.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-4/4.2.1/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-4/4.2.1/</a>

**4.2.2 - Institution has access to the following:  
e-journals e-ShodhSindhu Shodhganga  
Membership e-books Databases Remote  
access to e-resources**

**A. Any 4 or more of the above**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)**

**0.88**

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

**4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)**

**4.2.4.1 - Number of teachers and students using the library per day during the year**

**742**

File Description	Documents
Upload details of library usage by teachers and students	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The College regularly updates IT facilities for academics, research and administrative services. 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 HoD 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. More than 200 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 hardware, network, intranet related services, CCTV and Wi-Fi are monitored and maintained by a System Administrator.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AOAR23-24/CRITERIA-4/4.3.1/">https://ajkcas.com/naac/AOAR23-24/CRITERIA-4/4.3.1/</a>

### 4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
1425	417

File Description	Documents
Upload any additional information	<a href="#">View File</a>
<b>4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus</b>	<b>A. 750 Mbps</b>
File Description	Documents
Details of bandwidth available in the Institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
<b>4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing</b>	<b>A. All four of the above</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-4/4.3.4/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-4/4.3.4/</a>
List of facilities for e-content development (Data Template)	<a href="#">View File</a>
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)</b>	
<b>24.32</b>	
File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

**Laboratory Equipment:** Availability of consumable products in Biotech, CS&HM, Visual Communication and CDF laboratories is checked by the respective lab in-charges & restocked. **ICT Facilities:** System administrator attends to the maintenance of computers, networks, communication devices & ICT facilities like projectors, AV equipment are under AMC with company authorized service centres for preventive maintenance. **Library:** Library Committee meets every semester to finalise the purchase of books, subscribe to hardcopy & online journals & newspapers, maintenance of the library & upgrading reprography, spiral binding, scanning & printing facilities in the library. Accession register for books & rare books, stock register for journals and registers for project/internship reports, CDs, back volumes & University question papers are maintained. **Transport:** 27 buses plying for the students & staff. Transport Manager administer fuel, consumables, spares, service, safety, insurance and RTO works. **Website:** M/s Fibroin

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-4/4.4.2/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-4/4.4.2/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

776

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships and freeships provided by the

**institution and non-government agencies during the year**

1706

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology**

A. All of the above

File Description	Documents
Link to Institutional website	<a href="https://ajkcas.com/academics#academics-section2">https://ajkcas.com/academics#academics-section2</a>
Details of capability development and schemes	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year**

671

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating**

A. All of the above

**awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## **5.2 - Student Progression**

### **5.2.1 - Number of outgoing students who got placement during the year**

**281**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### **5.2.2 - Number of outgoing students progressing to higher education**

**13**

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### **5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year**

**5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year**

0

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

0

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution**

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

**Student Council:** Student Council provides a platform through which students can debate problems with concern and undertake initiatives for benefit of the institution. The following are the categories of Student Council members at the institution.

Designation President Vice President Secretary Joint Secretary Treasurer Sports Secretary Cultural Secretary Extension Activities - Secretary Extension Activities - Joint Secretary Extension Activities - Representative General objectives of AJKCAS Student Council include: 1. Reinforcing communication between students, staff and management. 2. Marketing an environment conducive to academic and career development.

3. Representing the views of scholars on matters concern to them and suggesting.

4. Supporting smooth conduct of events and other curricular/extracurricular activities.

5. Avoiding ragging through counseling students and helping the administration whenever necessary. Representation in Administrative, Co-curricular and Extra curricular Bodies The institution facilitates and encourages the participation of students in activities of various cells, clubs, centres, organisations and committees to endorse the consciousness of decentralization. The students make active representation in the administrative bodies of the college. A few to mention are-

- Internal Quality Assurance Cell
- Academic Advisory Committee
- Library Committee
- Class Committee

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-5/5.3.2/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-5/5.3.2/</a>

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

31

File Description	Documents
Report of the event	<a href="#">View File</a>
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The institution has registered "AJK Alumni Association" in 2018 (No.446/2018) with more than 5320 members. The institution has eleven alumni chapters in South India and abroad. Alumni Meets are conducted to strengthen the institution-alumni network.

**Non-Financial Contribution:** 1. Offering Expertise Alumni network benefits the current students. Various alumni invited talks, seminars, technical sessions are organized by the departments regularly. 2. Assistance in Employability Alumni contribute their valuable time to offer career support to current students, enhancing their knowledge to compete in the job market through career guidance programmes.

3. Representation in IQAC and other Academic Committees Our alumni members represent in IQAC and other academic affairs. Alumni's feedback on curriculum, syllabus and add-on courses were received. Their suggestions are considered for betterment. Entrepreneur alumni, part of the ED Cell, motivate aspirants by conducting related programmes.

4. Support System Our alumni, the brand ambassadors offer invaluable marketing and support through their personal and professional networks.

**Financial Contribution:** Our alumni have contributed Rs.1.76 lakhs to the Institution for various purposes, including 35% for endowment programmes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-5/5.4.1/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-5/5.4.1/</a>

**5.4.2 - Alumni's financial contribution during the year**

E. <2 Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

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

The vision and mission statements of AJKCAS encapsulate successful leadership and embody the distinctive qualities of the

institution, ensuring effective governance through a robust structure. The institution promotes quality education by teaching and learning processes, outreach programs and research for professional self-sufficiency through its Internal Quality Assurance Cell (IQAC).

**Nature of Governance:** To implement its quality policy, the institution adheres to the guidance of several committees, including the College Committee, Governing Body, Academic Council, Finance Committee, and Board of Studies. This is done in compliance with the standards established by the UGC, the Government of Tamil Nadu, and Bharathiar University, Coimbatore.

**Perspective Plans:** To achieve its objectives, the institution adopts an integrated approach to academic and administrative planning and implementation, supported by strategic initiatives such as faculty exchange programs, research promotion, and enhanced employability and entrepreneurship through industry-institute collaboration. The institution aims to attain regional excellence and improve its NIRF ranking.

**Teachers' Participation:** Teachers play a crucial role in decision-making and governance through various committees and administrative positions, including Directors, Deans, Heads of Departments, Placement Officers, as well as conveners and members of different cells, clubs, and centers. This collaborative decision-making approach encourages participation and improves the quality of education.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-6/6.1.1/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-6/6.1.1/</a>

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

AJK College of Arts and Science employs a decentralized approach to its academic and administrative activities. These functions are carried out through various statutory and non-statutory bodies, including Directors, Deans, Heads, and Administrative Heads. The Principal and Secretary act as the academic and administrative heads, responsible for decision-making, providing guidance, and

overseeing all operations. The highest statutory authority, the Governing Council and College Committee, addresses and resolves significant challenges. Decisions made by this body are subsequently delegated to the administrative and academic heads for implementation. Academic changes and developments are determined after consultations with academic heads, who then present these proposals to faculty members for execution. The Curriculum Development Cell and Academic Council, which are the statutory bodies responsible for curriculum designing and implementation related activities, approve and oversee these developments. Additional committees, both statutory and non-statutory, facilitate the smooth functioning of the college. Various cells and clubs also contribute to student welfare initiatives, fostering a holistic approach to education and student well-being. This decentralized structure enhances efficient decision-making and effective implementation, thereby supporting the overall advancement of the institution.

File Description	Documents
Upload strategic plan and deployment documents on the website	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-6/6.1.2/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-6/6.1.2/</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The College Committee and Statutory Bodies formulate strategic plans to promote academic excellence and the holistic development of students. The management's strategy emphasizes providing faculty with opportunities for professional growth, enhancing the research environment within the institution, fostering collaborations between industry and academia, and improving infrastructure.

**ICT-Enabled Teaching:** The institution recognizes the significance of ICT in education and provides free Wi-Fi across the campus to

facilitate ICT-enabled teaching and learning. Initially, Google Classroom was utilized for uploading class materials and assignments, while WhatsApp groups were employed for student communication. The institution later implemented an ERP software to automate classroom management, staff support functions, academic updates, examinations, student support systems, and administrative tasks. The Lecture Capture System records and processes lectures, making them accessible to students through the institution's website, YouTube, and LMS portal in both PDF and video formats. Students can use the portal to access various academic activities, including internal assessment marks, attendance information, schedules, assignment submissions, and a question bank, among others. This integration of traditional and ICT-enabled education has enhanced the effectiveness of teaching and learning while simplifying and streamlining data access.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-6/6.2.1/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-6/6.2.1/</a>
Upload any additional information	<a href="#">View File</a>

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

For the seamless operation of the institution, there is a well-structured organizational setup, along with established policies, staff appointment procedures, service rules, and a code of conduct, all approved by the College Committee in accordance with the guidelines set forth by statutory bodies such as the UGC and the University. The organogram illustrates the hierarchical structure of the institution. The Board of Management is responsible for ensuring effective management on campus. The College Committee develops quality policies, annual budgets, and financial allocations. The Secretary, Principal, VP, Directors and Deans oversee the academic standard and administrative activities of the institution, assisted by HODs and conduct meetings biweekly to discuss academic and administrative matters and to prepare an action plan for the upcoming month. Advisors and mentors implement all academic decisions and serve as a link between HoDs and students. IQAC focuses on overall quality enhancement and initiates activities to establish academic standards. The

office in charge coordinates the functioning of the administrative staff, including the ERP Team, technical staff, accountants, and other non-teaching and support personnel. The institution has established support systems such as the Placement Cell, Examination Cell, Physical Education Department, ED Cell, Student Council, NCC/NSS/YRC/RRC and various clubs, centers, and committees. Additionally, it provides various resources, including a library, laboratories, transportation, and a cafeteria. Service Rules and Procedures: Staff appointments are conducted in accordance with established norms regarding designations, experience, and qualifications. Qualified teachers are only appointed. During the screening process, candidates are shortlisted based on their merit. All appointments made within the institution, as well as any resignations, are ratified by the College Committee.

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="https://ajkcas.com/pdf/Organogram.pdf">https://ajkcas.com/pdf/Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://ajkcas.com/naac/AOAR23-24/CRITERIA-6/6.2.2/">https://ajkcas.com/naac/AOAR23-24/CRITERIA-6/6.2.2/</a>

<b>6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination</b>	A. All of the above
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File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

<b>6.3 - Faculty Empowerment Strategies</b>
6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The teaching and non-teaching staffs of the institution are supported by well-structured and effective welfare measures. These measures include various facilities, services, and amenities designed to enhance their academic and career development, economic well-being, social status and overall efficiency. The institution offers the following welfare initiatives to all staff members with the aim of increasing their effectiveness. Financial support is provided to all staff members for presenting papers at national and international conferences. Encashment of earned leave for both teaching and non-teaching staff. Staff members participating in academic activities, such as FDP and conferences, are granted leave on duty. Non-teaching staff members can utilize the institution's transportation facility at no cost. Through the Staff Club, annual tours are organized and festival gifts and bonuses are distributed to all teaching and non-teaching staff. Special privileges are granted to faculty members pursuing Ph.D. degrees. Free lodging facilities are available for staff members residing in hostels. The institution has signed MoU with Manomithra Psychiatric Clinic and periodically organizes counselling services for all staff, facilitated by a qualified counsellor, as well as yoga sessions to promote mental and physical well-being. Staff uniforms and shoes are provided at a discounted rate. Free medical check-ups for all teaching and non-teaching staff members, along with the maintenance of the Health Card System. Salary advances are available for faculty members in case of emergencies, and soft loans are also offered to staff members like family events, home construction, loans for vehicle purchases etc.,

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-6/6.3.1/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-6/6.3.1/</a>

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

41

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

12

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

67

File Description	Documents
Summary of the IQAC report	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

Internal and external financial audits are conducted to assess budget utilization and execution. These audits are performed at regular intervals to ensure transparency and support the institution's operational development. Internal audits are carried out semi-annually, while external audits are conducted annually at the end of each fiscal year by an external auditor.

(Chartered Accountant). The institution's findings are consolidated, and the annual returns are submitted to the Income Tax agency and other relevant authorities by the external auditor. The Finance Committee meets regularly to engage in financial planning, assess the funds utilized by the institution and departmental activities, and propose future action plans along with proposals submitted to the College Committee and Governing Body for approval. Funds are released in response to proposals submitted by the Finance Committee. The institution's accounting department meticulously tracks every online financial transaction. Financial resources are allocated for salaries, the infrastructure development and acquisition of new equipment, software, and hardware for all departments, the procurement of books for both the central and departmental libraries, day-to-day administration, transportation, hostel operations, and maintenance expenditures. Mechanisms for Addressing Audit Objections: The Finance Committee addresses issues as they arise. If there are any inquiries, the college's Finance Officer will respond promptly. For verification, the necessary documents or invoices will be provided. There have been no audit issues in the audit reports from the past five years.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-6/6.4.1/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-6/6.4.1/</a>

**6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)**

0

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

The institution is run by AJKEducational&CharitableTrust, which was established by educationists committed to sound financial management and dedicated to the betterment of society. The trustees have generously contributed a significant portion of their funds. As a self-financed institution, its primary sources of income are tuition fees and donations. The budget is allocated to cover day-to-day operational and administrative expenses, as well as the maintenance of assets. Effective institutional mechanisms are in place to monitor the utilization of financial resources for the development of classrooms, computers, laboratories, teaching equipment, libraries, and other essential requirements. Non-governmental organizations provide funding for research activities, outreach programs and these funds are utilized to complete research projects, which are subject to regular audits. Bharathiar University also provides annual funding for NSS regular and special camp activities. A separate account is maintained for these NSS activities and is audited regularly by the institution's Chartered Accountant. All major financial transactions are monitored by the office and audited by a Chartered Accountant. The financial resolutions of the institution are reviewed and recommended by the Finance Committee before receiving final approval from the management. The institution is committed to ensuring the optimal use of all available resources. The Income and Expenditure Audit statement of Account for each financial year of the institution is audited by a Chartered Accountant appointed by the management. The institution adheres to transparent accounting and auditing practices.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://ajkcas.com/naac/AOAR23-24/CRITERIA-6/6.4.3/">https://ajkcas.com/naac/AOAR23-24/CRITERIA-6/6.4.3/</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

### Mentoring and Professional Counselling for Students

- **Professional Counselling Services:** An MOU has been signed with Manomithra Psychiatric Hospital to address students' psychological concerns. Every 15 days, a professional counsellor who specializes in human behaviour and relationships visits the institution to assist students through three major interventions: individual counselling, group counselling, and coordination.
- **Peer Counselling:** The role of a peer counsellor is to mediate issues between students and faculty mentors. IQAC introduced the concept of peer tutoring, where professional counsellors will train peer counsellors and provide them with fundamental principles of peer counselling. This initiative equips our advanced peer counsellors to effectively manage stressful situations.
- **The Mentor-Mentee System:** The institution maintains a mentor-mentee ratio of 1:20. Regular meetings between mentors and mentees are held to discuss both academic and personal issues.

Conducting Audits through IQAC: IQAC is doing a significant role in initiating various institutional audits, including Academic and Administrative audits, ISO certifications, and Green, Energy, and Environmental audits. The institution adopts the AAA framework to enhance and maintain the quality of education while evaluating the efficiency and effectiveness of administrative procedures. To promote eco-friendliness, the institution has implemented various green sustainable practices, such as tree plantation, plastic eradication, restricting vehicle access on campus, e-waste management, and awareness programs on renewable energy sources. The IQAC gathers feedback on the outcomes of these activities through an annual green audit. To manage organic waste, biogas plants and solar panels have been installed. The IQAC has proposed a daily collection and disposal system for sorted waste, categorized as organic and non-organic, which is managed by the campus administration. An eligible External agency conducts the Green, Energy, and Environmental audits.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR23-24/CRITERIA-6/6.5.1/">https://ajkcas.com/naac/AQAR23-24/CRITERIA-6/6.5.1/</a>

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

IQAC aims to enhance the quality of processes within the institution. The student handbook and the academic calendar are prepared promptly circulated and published in the college website at the beginning of the academic year. The Curriculum Development Cell and the Academic Council formulate the curriculum structure, which is then distributed to the various departments. Each department develops its curriculum design based on the outline provided by the Academic Council. The structure, courses, and methodologies are approved by the BOS and subsequently by the Academic Council. As a semester system is in place, audits occur each semester, and internal academic audits are conducted annually to review teaching and learning documentation. External audits are performed by Certified ISO Auditors to ensure on-going quality improvements and maintenance. The institution has taken various initiatives to promote academic excellence, research, industry-academic collaborations, and new need-based diploma and certificate courses. The library was automated and digitalized, Wi-Fi was installed, smart walls were introduced in classrooms, and ICT was integrated into the teaching-learning process. Teachers were encouraged to pursue higher qualifications, secure research projects, and attend seminars, workshops, and FDPs to stay up-to-date with research advancements. During the academic year 2023-2024, 39 MoUs, Collaborations and Linkages with various industries and academic institutions were signed.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AOAR23-24/CRITERIA-6/6.5.2/">https://ajkcas.com/naac/AOAR23-24/CRITERIA-6/6.5.2/</a>

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)**

**A. Any 4 or all of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	<a href="https://ajkcas.com/pdf/igac/annual-reports/Annual_report_2023_2024.pdf">https://ajkcas.com/pdf/igac/annual-reports/Annual_report_2023_2024.pdf</a>
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The institution pledges gender equity and fairness of treatment. The campus is free from ragging & harassment. The grievances collected from Grievance drop boxes once a week are addressed on time.

a) **Safety and Security CCTV Surveillance:** Advanced CCTV cameras in the premises ensure safe and secured environment. **Security Guards:** Security guards patrol and monitor the premises and personnel 24x7. **Entry to hostels is restricted to outsiders and day scholars.** **Hostel Wardens:** Hostel wardens take care of welfare and safety of hostellers. **Students can leave the hostel only with the consent of Warden and Principal.** **Transport:** CCTV fixed safe transport facility is available for students and teachers.

#### b) Counselling

The Students Welfare & Counselling Centre provides counselling to students. **1. Mentor-Mentee System:** Mentor Mentee ratio is 1:16. Regular mentormentee meetings are conducted to address the psychological and personal issues of students. **2. Peer Counselling:** A peer counsellor mediates for problems between students and faculty mentors. **3. Professional Counselling:** MoU has been signed with Manomithra Institute of Medical Sciences, Palakkad for counselling the students and staff.

**Common Room:** Separate common rooms are available on the campus for boys and girls with first aid boxes, refreshing amenities and rest

**facilities.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://ajkcas.com/naac/AOAR23-24/CRITERIA-7/7.1.1/">https://ajkcas.com/naac/AOAR23-24/CRITERIA-7/7.1.1/</a>

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment</b>	<b>A. Any 4 or All of the above</b>
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File Description	Documents
Geotagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

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

**Response:** The institution has a well-defined "Environmental Policy" focusing on waste management. Waste management is monitored by maintenance team.

**Solid Waste Management:** The institute has taken various solid waste management initiatives: Separate bins for degradable, non-degradable and bio-degradable solid wastes; napkin incinerators in women's toilets; vermin-compost pits for dry leaves and CSHM kitchen wastes - used as manure for plants and trees in the campus; food waste from CSHM are sent to nearby piggery; paper wastes are given to waste paper merchants for recycling and non-biodegradable waste is handed over to scrap merchants for recycling. **Liquid Waste Management** The waste water is properly channelized and removed to trees and plants. The laboratory waste

water has no hazardous chemicals. E-waste Management Annual Quality Assurance Report of AJK COLLEGE OF ARTS AND SCIENCE Caring for the environment, the institution consistently works towards generating minimal e-waste. Regular maintenance of electronic equipment and computers is done by inhouse technicians. The college has executed AMC to ensure longer life of equipment and collaborated with Green Era Recyclers, Coimbatore for proper recycling of e-waste. Hazardous Chemicals Polyacrylamide and agarose gel used by Department of Biotechnology is segregated separately and experiments conducted with microbes are decontaminated and decomposed.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**A. Any 4 or all of the above**

File Description	Documents
Geotagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

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

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

**A. Any 4 or All of the above**

File Description	Documents
Geotagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

<p><b>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</b></p> <ol style="list-style-type: none"> <li><b>1. Green audit</b></li> <li><b>2. Energy audit</b></li> <li><b>3. Environment audit</b></li> <li><b>4. Clean and green campus recognitions/awards</b></li> <li><b>5. Beyond the campus environmental promotional activities</b></li> </ol>	<p><b>A. Any 4 or all of the above</b></p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p><b>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance,</b></p>	<p><b>A. Any 4 or all of the above</b></p>
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reader, scribe, soft copies of reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	<a href="#">View File</a>
Details of the software procured for providing assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

- The institution hails the country's ethos of 'unity in diversity' and 'Incredible India'. In that spirit, a concerted effort is made through curricular, co-curricular and extra-curricular activities, to inculcate in the students of diverse regions and communities.
- The College celebrates national and religious festivals with inclusivity and passion to promote community, religious and cultural harmony, effective socialization and national integration.
- All the students, irrespective of their religion and community, are included in the organizing committee of the celebrations. The Heritage Club of the college spreads awareness on 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. English is the communicative language inside the campus to make the students feel inclusive, communicative and interactive.
- The curriculum also permits to learn Hindi, Malayalam, Tamil or French 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	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>

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

- Our institution takes initiatives to organize various events and programmes towards responsible citizens by enlightening the students and staff on the constitution of the country. Every day the classes commence with common prayer through public addressing system.
- Our college has inbuilt courses on Value Education and Human Rights for first year students. Students 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.
- Republic Day, Independence Day, Voters Day and Constitution Day celebration NSS arranges programmes to students for understanding the ethics, values, duties and responsibilities of citizens towards the society and the environment.
- The institution took part in Clean India Campaign - Swachh Bharat Abhiyan.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this**

A. All of the above

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

File Description	Documents
Code of Ethics - policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

- The institution celebrates 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.
- 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. 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, where the students are made mindful of the health benefits of Yoga.
- To honour our great leaders and get inspired by their deeds, the college celebrates the birth and death anniversaries of great Indian personalities and observes two minutes of silence. 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. organizes various activities on different themes throughout

the year.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	<a href="#">View File</a>
Geotagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

**1. USAGE OF ICT** AJKCAS has excellent ICT facilities delivering courses at high quality.

### Objectives

- To develop ICT literacy, equip students, evaluate teaching progress & digitalize administrative activities.
- Context Educators use teaching methods enabling learners absorbing knowledge efficiently. ICT tools help digitize administrative & academic activities of the institution.
- Practice LMS provides excellence in complete teaching learning.
- Academic & administrative processes are online. Evidence of success Students are digitally literate Seamless access to e-resources Improved administration Problems encountered / resources required Meeting infrastructure requirements Additional ICT maintenance & power consumption costs.

**2. Creating social responsibility**

Institution aims instilling a sense of social responsibility.

### Objectives

- To create responsiveness among students about their social responsibilities & channelize their energy serving society.
- Activities conducted instilling social responsibility in students help them realize their potential & privileges and work for betterment of society.

- Practice Accumulated money under Dhaan Dharm Yojana is utilized for charitable purposes. Institution adopted five villages for development activities & conducted many welfare programmes & signed MoUs for them.
- Evidence of Success Students involvement in extension activities to serve society Institution received many social responsibility awards Problems encountered/ resources required Students balancing academics & social service.

File Description	Documents
Best practices in the Institutional website	<a href="https://ajkcas.com/pdf/igac/best-practices/Best-Practices.pdf">https://ajkcas.com/pdf/igac/best-practices/Best-Practices.pdf</a>
Any other relevant information	<a href="https://ajkcas.com/naac/AOAR23-24/CRITERIA-7/7.2.1/">https://ajkcas.com/naac/AOAR23-24/CRITERIA-7/7.2.1/</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

- Learning IFCA accredited CS&HM here is distinctive.
- It is PIONEER in offering Ph.D. in CS&HM among all affiliated institutions in South India.
- The Faculty Brigade comprises qualified facilitators with enormous inland and overseas experience in industrial and academic segments.
- They have fair representation in SICA.
- Number of ISBN cookery books with copyrights and indexed research articles are in their credit.
- The Youtube Channel 'AJKCAS Kitchen for All Seasons' demonstrates various recipes.
- CS&HM laboratories are crafted with modern equipment in five-star level appeal, considered the best in the region.

The department runs a Culinary Club. CS&HM courses have established their distinctive approach by modelling its pedagogy in the following domains.

#### 1. Skill Development

- Food preparation for guests and occasions Food Festival on various themes Young Chef Conclave Celebration of CSHM important days Workshops by elegant industry professionals

## 2. Entrepreneurial Development

- Effectively utilization of ED Cell and Incubation Cell of the Institution. Internships at top-notch hotels.

## 3. Ethical and Human Value Development

- Add-on courses like Universal Human Values, Social Etiquettes, and Professional Attributes.
- Delivering food to Poor & Needy.
- Educating importance of Nutrition and Health.

### Improving Employability

- Undergoing placement training
- Gaining soft skills & language skills
- Offering 100% placement

File Description	Documents
Appropriate link in the institutional website	<a href="https://ajkcas.com/pdf/igac/institutional-distintiveness/INSTITUTIONAL-DISTINCTIVENESS.pdf">https://ajkcas.com/pdf/igac/institutional-distintiveness/INSTITUTIONAL-DISTINCTIVENESS.pdf</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

- Collaboration / Linkage with MNCs
- Establishing Centre of Excellence
- Planned to conduct National Football Tournament
- Implementing NEP 2020
- Motivating the students to come up with new ideas on business which can be convert as a start up in a later stage
- Promoting faculties to apply more funded research projects