

AJK COLLEGE OF ARTS & SCIENCE

Navakkarai, Coimbatore – 641 105

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions (Revised in October 2013)

2017-18



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution	AJK College of Arts and Science
1.2 Address Line 1	Palakkad Main Road
Address Line 2	Navakkarai
City/Town	Coimbatore
State	TamilNadu
Pin Code	641 105
Institution e-mail address	ajkcas@gmail.com
Contact Nos.	0422-2363400
Name of the Head of the Institution:	Dr.O.B.Pramod Kumar
Tel. No. with STD Code:	0422-2363400
Mobile:	8220981773

Name of the IQAC Co-ordinator:

Ms.B.Manimekala

Mobile:

8220981773

IQAC e-mail address:

ajkcasiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

TNCOGN19304

1.4 NAAC Executive Committee No. & Date:

F.19.26/EC/(SC.3)/D.O/2014/33 dated 25-09-2014

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

www.ajkcas.com

Web-link of the AQAR:

http://ajkcas.com/AQAR2017-18.doc

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.89	2014	23-09-2019
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

03-12-2014

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

2017 - 2018

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

- i. AQAR 1 for the year 2014 - 2015 submitted to the NAAC on 17/06/2015
- ii. AQAR 2 for the year 2015 – 2016 submitted to the NAAC on 27/05/2016
- iii. AQAR 3 for the year 2016 – 2017 submitted to the NAAC on 29/06/2017

1.10 Institutional Status

University	State	<input type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
Regulatory Agency approved Institution	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				

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

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input checked="" type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>		
Others (Specify)	<input type="text" value="M.Phil & Ph.D"/>								

1.12 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="04"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="04"/>
2.3 No. of students	<input type="text" value="--"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="02"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="20"/>
2.10 No. of IQAC meetings held	<input type="text" value="05"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="01"/> Faculty <input type="text" value="01"/>
Non-Teaching Staff Students	<input type="text" value="01"/> Alumni <input type="text" value="01"/> Others <input type="text" value="01"/>

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

If yes, mention the amount

-

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Subject Oriented

2.14 Significant Activities and contributions made by IQAC

1. Recharge programmes for all department faculties were conducted.
2. Orientation Programme was conducted for newly joined faculty members.
3. Academic and Administrative Audit was conducted at the end of each semester. After audit immediately on the spot, the report was given to the departments. This new system was established.
4. Review meeting has been arranged by IQAC and remedial measures have been given. Quality Circle meeting was conducted on 16th Sep 2017.
5. IQAC scrutinized the mode of conduct of internal tests, quality of question papers and evaluation of answer sheets.
6. On the basis of feedback from Parents and Students attendance is centralized and every day forenoon and afternoon, the college informed the student's absent status through SMS to the parents. This system made the parents very happy.
7. Co-curricular and extra curricular activities were conducted periodically.
8. Internal test papers were corrected by the faculty members on the same day. Centralized evaluation system was established.
9. Faculty Orientation Programme was conducted.
10. Bridge course was conducted for the first year students.
11. Certificate Courses (interdisciplinary) are conducted for students.
12. Eight papers were presented in the International Journals and 103 research articles were published in the reputed UGC journals.
13. Research Scholars published their research articles in the reputed UGC approved Journals

14. Staff member from Costume Design & Fashion Department acted as a resource person in International Seminar on Textiles and Fashion Industry Career Opportunities held on 19th Dec 2017 at Idhaya College for Women.
15. FDP programme was conducted on How to write a research paper held on 15th July 2017.
16. Ranked 115th rank in Unnat Bharath Abhiyan among Higher Educational Institutions in India
17. As per the direction of MHRD, the activities connected with the implementation of Digital Action Plan 17 by 17 were continued. We motivate our students to come forward and register in Swayam Prabha website. Nearly 586 students were registered.
18. We have conducted 22 guest lectures, 13 seminars, 20 workshops and 10 national level programmes and 01 International level conference were conducted. The research papers received and presented in the national and international level programmes were published in the international journal with ISSN numbers.
19. The Management Studies with CA department conducted the Statelevel Intercollegiate Meet – Optimus '17 on 22nd Sep 2017.
20. The 7th Graduation Ceremony of our college was conducted on 26th November 2017; the rank holders of Bharathiar University, UG, PG and M.Phil students were appreciated and awarded.
21. The department of Catering Science and Hotel Management organized a Two days National Level Seminar and Workshop on Young Chef Conclave – Season II on 16th & 17th Feb 2018.
22. The Computer Applications Department conducted a National Level Seminar on Artificial Intelligence and Machine Learning on 20th Feb 2018.
23. The Visual Communication department conducted National Level Short Film Fest Competition 2018 on 23rd Feb 2018.
24. The PG department of Computer Science organized a national Level Workshop on Selest, on 23rd Feb 2018.
25. The department of Information Technology conducted the National Level Seminar on Business Intelligence and Analytics on 26th Feb 2018.
26. Catering Science and Hotel Management department had conducted 9th Kitchen Fest – Kara Sara Pandiyanattu Samayal on March 11th 2018, to show case the cooking talents of the catering students and to spread the significance and importance of Madurai style of food taste in Coimbatore.
27. Consultancy was provided by the Visual Communication department to the ASFASM for doing the videography and recording of the conference - Avantecah 2017, held on 25th Nov 2017.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Strengthening Research Activities	Research Articles were published in the UGC approved journals
Quality Exercises	Quality Circles formed. Quality Circle meeting was conducted. Quality Circle meeting was conducted on 16 th Sep 2017.
Monitoring Mechanism	Academic Audit and review meeting of quality circles conducted.
Co-Extra Curricular Activities	HoDs are authorized to conduct the events
Institutional Social Responsibility	Departments are motivated to conduct the social awareness events
NSS	Ranked 115 th rank in Unnat Bharath Abhiyan among Higher Educational Institutions in India
	Pichanur Village was adopted and provided the Water Tank and dustbin with trolley to Pichanur Panchyat on 15 th Nov 2017
	NSS unit conducted a Special Camp at the Pudhupathi Tribal Villgae and Pichanur Village from 04.01.2018 and 10.01.2018 to provide a unique opportunity for the students to be in groups and live with collective experience of sharing and constant interaction with the community in the village.
	Mr.Mohammed Sebin, II BCA, NSS Volunteer of our College had received Swami Vivekanda Young Achiever Award by Swam Vivekanda Research and Education Centre, Bharathiar University, Coimbatore.
Newsletter	College Newsletter published
Orientation Programme	Orientation Programme was conducted for students
Wifi facility	Wifi facility was provided for students.
Study materials	Study materials uploaded in website. Students can download, using their register number
Impulse - An Inhouse Journal	Faculty members were published the research articles in the inhouse journal Impulse.

To encourage the students to participate in State / University / National level Sports	<ol style="list-style-type: none"> 1. Mr.Vishnu, of II B.Sc Computer Science participated in Bharathiar University Intercollegiate Taekwondo Tournament for Men and won second Place. 2. Mr.Vishnu Muraly.M, of II BBA CA participated in National Level FootBall Championship and won first place, conducted in Trivandrum.
Registration in Swayam website	As per the direction of MHRD, nearly 998 students were registered in the swayam website
Consultancy	Consultancy was provided by the Visual Communication department to the ASFASM for doing the videography and recording of the conference - Avantecah 2017, held on 25 th Nov 2017.
Red Ribbon Club (RRC)	<ol style="list-style-type: none"> 1. Awareness Programme conducted on Social Responsibility for the Preention and Control of HIV / AIDS headed by RVM.Kumanan, District Programme Manager – AIDS Prevention Control Unit in Coimbatore on 15th Aug 2018. 2. Blood donation Camp in AJK College in association with Department of Public Health and Preventive Medicine, Government Primary Health Centre, Madukkarai Block and Coimbatore Medical College Hospital Blood Bank on 6th March 2018. 70 units of blood was donated in service to treat the suffering patients.

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate any other body (College Committee Meeting)

Provide the details of the action taken

- AQAR was prepared after a detailed discussion in the quality circle meetings.
- AQAR was placed before IQAC and college committee and got approved

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	02	--	02	--
PG	05	--	05	--
UG	13	--	13	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others (M.Phil)	03	--	03	--
Total	23	--	23	--
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	18
Trimester	--
Annual	--

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure*

- Students are satisfied with the teaching and learning process
- Students felt that the study materials are very effective and useful.
- More ICT impact teaching is provided.
- More remedial classes for allied subjects are needed.
- More training on soft skill programme is needed.

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

Revision is done periodically by the university only. The syllabus was updated in the following departments:

UG Level:

- There is a change of syllabus in the Paper I and Paper III – Tamil and Malayalam for the academic year 2017-18
- The syllabus for the academic year 2017-18, for I semester (first year) of **BCA / B.Sc Computer Science / B.Sc Information Technology** incorporates a change for the course titled “Digital Fundamentals and Architecture” as “Digital Fundamentals and Computer Architecture”.
- **B.Sc Computer Science**, there is a change in the list of practical programs in the skill based subject-Software testing lab.
- **B.Sc Catering Science and Hotel Management**, there is a change in the following course syllabus: Food Production & Patisserie – I (Unit V, Changed) and Tourism Marketing Management.
- **B.Sc Costume Design and Fashion, there is a change in the following course syllabus:**
 1. There is a change in the Basic Illustration (I semester) syllabus for the students admitted in the year 2017-18
 2. There is a change in the Fashion Sketching (II Semester) syllabus for the students admitted in the year 2017-18
 3. There is a change in the Fashion Designing (III Semester) syllabus, Unit V totally changed for the students admitted in the year 2017-18
 4. There is a change in the Fashion Designing – Practical (III Semester) syllabus for the students admitted in the year 2017-18

5. The syllabus for the academic year 2017-18, for III semester, incorporates a change for the course titled “Fashion and Clothing Psychology” as “Fashion Business and Clothing Psychology”. There is a change in the III, IV and V units.
6. There is a change in the Fabric Structure and Design – Core Practical (IV Semester) syllabus for the students admitted in the year 2017-18
7. There is a change in the Textile Processing (IV Semester) syllabus, Unit II, III and IV totally changed for the students admitted in the year 2017-18
8. The syllabus for the academic year 2017-18, for IV semester, incorporates a change for the course titled “Garment Quality and Cost Control” as “Garment Quality Control and Management”. There is a change in all the 5 units.
9. There is a change in the Textile Finishing (V Semester) syllabus, unit II and V totally changed for the students admitted in the year 2017-18
10. Accounting and Business management core paper was removed from the 2015-16 onwards scheme (Bharathiar University Annexure No 404 A, SCAA dated 06.02.2014). Apparel Marketing and Merchandising (Elective II) was added from 2017-18 onwards scheme (Annexure No. 36A, SCAA dated: 3.7.2017)

➤ **BBA CA**

1. Vth Semester instead of **Advertising and Sales promotion** there is a new subject introduced **Business correspondence** in 2017-2018 syllabus.
2. In Elective I instead of Software Design Technique there is a new elective **Intellectual Property Rights** were introduced.
3. In Elective II instead of **Systems Analysis and Design** there is a new subject **Advertising and Sales Promotion** were introduced.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
57	49	9	--	--

2.2 No. of permanent faculty with Ph.D.

08

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
18	22	4	1	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	--
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	06	--
Presented papers	08	01	--
Resource Persons	01	--	--

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

- Lectures by experts in the field
- ICT enabled learning
- Group discussion
- Industrial visits
- Field visits
- Internship and project works
- Giving Seminars to Students
- Inter Departmental Activities

2.7 Total No. of actual teaching days during this academic year 180

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

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus **development as member of Board of Study**/Faculty/Curriculum Development workshop 02 -- --

2.10 Average percentage of attendance of students 86

2.11 Course/Programme wise - Distribution of Pass Percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA English	03	01	02	--	--	100
BCA	218	28	72	27	07	61.5
B.Sc Computer Science	140	28	57	25	04	81.4
B.Sc., Information Technology	64	07	22	06	--	51
B.Sc ECS	33	02	12	14	05	97
B.Sc., CSHM	145	59	11	16	20	72
B.Sc., CDF	50	30	10	10	-	89.4
B.Sc., VisCom	98	16	36	26	20	84.4
B.Com CA	193	04	36	59	23	66
B.Com PA	85	07	37	15	26	70.3
BBA CA	143	12	09	18	06	45
M.Sc., CS	34	23	-	5	-	89
M.Sc., ECS	12	06	06	--	--	100
M.Com	15	02	10	02	-	92.9
MSW	06	02	04	-	-	100

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

- The syllabus prescribed by the affiliating university (Bharathiar University) is followed. The study materials for all the five units of the syllabus are prepared and will be uploaded in the website. It is perused and scrutinised by IQAC.
- The question papers for the internal tests and model examinations are prepared in a centralised manner, which is verified by the IQAC. The system of central valuation is followed to evaluate the answer papers of internal tests and model examinations. The marks secured by the students are intimated to the parents.
- The parents are intimated regarding the absence of their wards through SMS, both in the forenoon and afternoon on all working days.
- Faculty members are permitted to attend and present the papers in National & International level Conferences and Seminars.
- Interdepartmental and intercollegiate activities were conducted which promotes creativity, originality, analytical thinking and co-operatively.
- Staff members are encouraged to organise National & International conferences, seminars and workshops.
- All academic processes are monitored by the IQAC through Quality Circles with the tools of feedback and academic audit.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	65
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	4	1	1	--
Technical Staff	5	1	--	--

Criterion – III

3. Research, Consultancy and Extension

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

The institution started offering M.Phil from 2011 onwards. The Department of Commerce, Computer Science and Electronics & Communication Systems are offering M.Phil programmes. We have obtained Bharathiar University recognition to the Departments of Commerce and Computer Science to offer PhD (full-time and Part-time). Thus the institution has become a full-fledged research centre.

- Number of research articles published in the UGC approved Journals – 105
- Number of staff members presented their research articles in international Conferences / Seminars – 08
- Staff members are motivated to register in Ph.D
- Staff members are motivated to write the proposals for minor / major projects.

Consultancy was provided by the Visual Communication department to the ASFASM for doing the videography and recording of the conference - Avantecah 2017, held on 25th Nov 2017.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted

Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	103	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	26
Conference proceedings	05	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	01	09	01	--	66
	Sponsoring agencies	--	--	--	--	--

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College
 Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- NSS conducted the Awareness programme on Voters ID on 11 July 2017.
- NSS conducted the Online Registration – Voter ID for the students headed by Mr.VijayaKumar, Revenue Inspector on 28th July 2017.
- NSS conducted the Swachhta Pakhwada – Cleaning Campus Programme on 4th Aug 2017.
- NSS conducted the Awareness Rally on Swachhta Pakhwada – Clean India and Door to Door Campaign in Pichanur Village.
- RRC conducted the Awareness Programme on Social Responsibility for the Preention and Control of HIV / AIDS headed by RVM.Kumanan, District Programme Manager – AIDS Prevention Control Unit in Coimbatore on 15th Aug 2018.
- NSS conducted the Swachhta Pakhwada Programme on NSS Clean Hostel Day from 11th Sep 2017 to 15th Sep 2017.
- NSS conducted the Swachhta Pakhwada Programme – Green Campus Day on 14th Sep 2017.
- NSS conducted the Swachhta Pakhwada Programme – Care for the Sorroundings headed by Mrs.Kavitha, Supervisor – Pichanoor Panchayat on 15th Sep 2017.
- NSS conducted the Swachhta Pakhwada Programme – Campus Cleaning on 19th Sep 2017.
- NSS conducted the Swachhta Pakhwada Programme – Awareness Rally on Clean India on 22nd Sep 2017.
- NSS conducted the Swachhta Pakhwada Programme – Awareness Rally and Door to door campaign on Clean India on 27th Sep 2017.
- .Computer Science department conducted an awareness programme on Cyber security to school students of Kanikkamatha English Medium Hr Secondary School, Palakkad on 28th Sep 2017.
- Visual Communication department students conducted Car Free Sunday – Street Mime Programme on Save Water, Save Farmers in Coimbatore on 8th October 2017.
- The Commerce PA department, went to the Oldage home – Universal Peace Foundation, Coimbatore on 11th October 2017.
- The department of Commerce PG conducted Personality Development to the school students of Pichanoor Government Hr Secondary School, Coimbatore on 16th October 2017.
- NSS conducted the Awareness Programme on Dengue and Nilavembu Kasayam distributed to Ambasamudram Village Peoples in Pichanur on 16th Oct 2017.

- The departments of Electronics & Communication Systems and English conducted the awareness program o Importance on Higher Education and E-Waste Management at BG Higher Secondary School, Vannamadai, Kerala on 3rd Nov 2017.
- Pichanur Village was adopted and provided the Water Tank and dustbin with trolley to Pichanur Panchyat on 15th Nov 2017.
- NSS volunteers planted the saplings in Pichanur Panchayat on 15th Nov 2017.
- The Social Work department conducted the Personality Development to the school students of Pichanoor Government Hr Secondary School, Coimbatore on 16th Nov 2017.
- NSS conducted the Unnat Bharat Abhyaan Programme at Government Higher Secondary School in Pichanur Panchayat on 25th Nov 2017.
- The students of Computer Applications department conducted the awareness programme on using Android Apps among Rural women, awareness programme on dengue fever and survey on Socio Economic environment Society at Pichanur Village, Coimbatore on 4th Jan 2018.
- NSS unit conducted a Special Camp at the Pudhupathi Tribal Villgae and Pichanur Village from 04.01.2018 and 10.01.2018 to provide a unique opportunity for the students to be in groups and live with collective experience of sharing and constant interaction with the community in the village.
- The students of Computer Science department conducted the Awareness Rally on Road Safety and Traffic Rules headed by Mr.Ravikumar, Police SubInspector, KK Chavadi, Coimbatore on 8th Jan 2018.
- The students of Information Technology department conducted Workshop on Abode Photoshop 7.0 to the students of Chittur Boys Higher secondary School, on 10th Jan 2018.
- The students of Computer Science, Information Technology and Computer Applications departments conducted the Awareness Rally for Wetlands headed by Mrs.Vanitha Mohan, Siruthuli and Dr.R.Baskar, NSS Programme Coordinator, Bharathiar University helod on 2nd Feb 2018.
- RRC conducted the Orientation Programme on Blood Donation on 2nd March 2018.
- RRC conducted the Blood donation Camp in AJK College in association with Department of Public Health and Preventive Medicine, Government Primary Health Centre, Madukkarai Block and Coimbatore Medical College Hospital Blood Bank on 6th March 2018

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7428.99sq.m	-		7428.99sq.m
Class rooms	49	-		49
Laboratories	16	01		17
Seminar Halls	4	-		4
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	59	40	Tuition Fees	99
Value of the equipment purchased during the year (Rs. in Lakhs)	4,05,000	11,41,557	Tuition Fees	15,46,557
Others	--	--	--	--

4.2 Computerization of administration and library

- ERP introduced in attendance preparation and informing the parents regarding absentees through SMS.
- Study materials are uploaded in the website
- Student Circulars are digitalized, LED TV
- Information's are send through the SMS to the Students
- Library is fully computerized and barcoded.
- Usage and availability of OPAC and Inflibnet
- Online journals are available
- CDs and Digital books facility is available
- Internet facility is provided for the students and staff members in the library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5147	18,36,847	296	1,52,117	5443	19,88,964
Reference Books	180	83,500	09	7,430	189	90,930
e-Books	25,10,925	17,300	28,78,325	19,650	53,89,250	36,950
Journals	20	25,400	15	17,000	35	42,400
e-Journals	318	17,300	351	19,650	669	36,950
Digital Database	2	5,800	01	5,900	3	11,700
CD & Video	416	--	02	--	418	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	335	5	10mbps	06	05	01	17	04
Added	02	--	Wi-fi	--	--	--	--	--
Total	337	5	10 mbps & wi-fi	06	05	01	17	04

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

<ul style="list-style-type: none"> ➤ As per the direction of MHRD, nearly 998 students were registered in the swayam website. Swayam Orientation Programme on Digital Action Plan was conducted to our staff members on 22nd Nov 2017. ➤ An awareness programme on digital payment services was organized for our staff members by Federal Bank held on March 2018.
--

4.6 Amount spent on maintenance in lakhs :

i) ICT	2, 42,990
ii) Campus Infrastructure and facilities	42, 56,340
	8, 06,250

iii) Equipments

iv) Others

--

Total :

5,30,5580

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Provision of Admission brochure which encompasses all details regarding the eligibility to various courses and other conditions relating to admission of students.
- Provision of handbook and academic calendar to all members of staff and students.
- Conduct of orientation programmes to students of First Year UG courses
- Tutorial system is followed.
- Bridge courses for all the first year students
- Remedial courses for slow learners.
- Tutor ward monitoring system.
- Placement Orientation Programmes, Counselling and guidance
- Academic Counselling for Research Guidance and creating Opportunities for higher Studies.
- Providing the scholarship for our students going for higher studies in our institution.
- Guest Lectures, Seminars, workshops. Technical talks, Video learning sessions were conducted.
- Enrolment of students in NSS and Sport activities

5.2 Efforts made by the institution for tracking the progression

- Tutor mentor system
- Grievance & Redressal Committee, Examination Committee, disciplinary committee, Research and Publication Committee, Attendance Committee, Logistic – Students Committee, Ragging Curb Committee, Sports Committee, Laboratory Committee, Time table Committee, Library Committee, Literary Debate Committee, Women’s Grievance & Internal Grievance Committee. Each committee was organised for monitoring the progress of the activities.
- Periodical meetings of Heads of the Departments
- Quality Circle meeting was conducted on 16th Sep 2017.
- IQAC meetings and Review meetings.
- All departments are maintaining the registers for recording the progress of the students and the progress report of CIA, Model and University Examinations along with the attendance are regularly send to their parents.
- The Placement cell regularly conducts the orientation programmes and arranges the campus

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1233	67	01	07

(b) No. of students outside the state

1186

(c) No. of international students

01

Men	No	%	Women	No	%
	955	73.01		353	26.99

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
148	68	-	164	1	381	203	08	-	258	-	469

Demand ratio **2:1** Dropout % **0.5**

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

--

No. of students beneficiaries

--

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	--

5.6 Details of student counselling and career guidance

The Department of Students Counselling and Career Guidance has been strengthened. The following programmes are conducted:

- Guest lecture on Interview Preparations and Corporate Grooming was conducted on 11th Sep 2017.
- Guest lecture on Recruitment Process was conducted on 12th Sep 2017.
- Guest lecture on How to present ourselves for an interview was conducted on 13th Sep 2017.
- Guest lecture on Motivation & Inspiration was conducted on 14th Sep 2017.

No. of students benefitted

400

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
27	400	351	18

5.8 Details of gender sensitization programmes

- According to the NCW, Government of India circular, AJK College **Women's Empowerment Cell conducted the Competition to create the awareness about the legal rights of women** on 1st Nov 2017. Nearly 490 girl students participated in the competition and various topics were discussed.
 1. Constitution of India mainly, the Preamble, Fundamental Rights, Directive Principles of State Policy, Fundamental Duties including Article 33 and 226.
 2. National Commission for Women Act, 1990
 3. Dowry Prohibition Act
 4. Protection of Women from Domestic Violence Act, 2005
 5. Sexual Harassment of Women at Work Place
 6. Criminal Law Amendment Act, 2013
 7. Maternity Benefit Act, 1961
 8. Medical Termination of Pregnancy Act, 1974
 9. Immortal Traffic Act, 1956
 10. Pre-Conception and Pre-Natal Diagnostic Techniques Act, 1994
 11. Minimum Wages Act, 1948
 12. SC and ST Amendment Act, 2015
 13. ST and other forest devellens Act 2008.
- One-day exclusive cultural programme for girls organised Women's Day celebrated

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ **University level** National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	29	61,940/-
Financial support from government	02	NA
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The Vision

AJK CAS provides quality education by promoting a culture in which the staff and students put their concentrated efforts, uplifting the image of the college. Apart from catering to the current needs, AJK provides great opportunities in preparing the students for a global challenge. Such a striving towards promoting Human Excellence in the students who hail from the rural areas of Kerala and Tamilnadu is highly challenging and worth while. It also inculcates the spirit of eco –consciousness in the students.

The Mission

In transforming our vision into an action plan, the policies of the affiliated college with its prescribed curriculum of Bharathiar University are preserved.

- Academic flexibility allows the institution to introduce value based courses for both UG and PG students.
- The Value added courses not only enhance the competencies of the students but also enrich their capacity to emerge as a successful product suitable to the societal needs.
- The skill-oriented programmes prepare the students and equip themselves for an appropriate career after their holistic personality development in their academic ventures.
- The institution’s monitoring system of the activities within the campus is effected through the academic calendar and academic audit.
- The feedback system that we adopt allows the institution to augment the teaching – Learning process.

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

6.3.2 Teaching and Learning

- Lecture method is generally followed in all the courses. Students are motivated to attend the intercollegiate competitions.
 1. Chalk & Talk
 2. Lab Classes
 3. Power Point Presentations
 4. Group Discussions
 5. Conducting Quiz
 6. Guided Library Learning
 7. Encouraged to attend the seminars, conferences, symposium and workshops
 8. Taken to Industrial Visits
 9. Internship Programme
- FDP for faculty members
- Training on communicative skills
- Usage of E-resources
- Study materials are uploaded in the website

6.3.3 Examination and Evaluation

- Continuous internal assessment is followed through conducting the internal examinations, providing assignments and seminars.
- Question papers for Internal Examinations were prepared by the staff members. Each and every subject has two different sets of question papers. The Examination committee scrutinizes the quality of question papers.
- CIA examination answer scripts are evaluated and marks will be sent to parents through letter communication.
- It is affiliated college, the end semester examination will be conducted by Bharathiar University.

6.3.4 Research and Development

- Research committee was headed by Dean of Computer Science. It encourages the research scholars to present and publish their research articles in the International journals.
- It motivates the staff members to publish their research articles in the UGC approved journals only. Total numbers of research articles published by the staff members: 103.
- Research Committee conducted the FDP programme by our staff on How to write the research paper.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The parents are intimated regarding the absence of their wards through SMS, both in the forenoon and afternoon on all working days.
- ERP introduced in attendance preparation and informing the parents regarding absentees through SMS.
- Study materials are uploaded in the website
- Student Circulars are digitalized, LED TV
- Information's are send through the SMS to the Students
- Library is fully computerized and bar-coded.
- Usage and availability of OPAC and Inlibnet
- Online journals are available
- CDs and Digital books facility is available
- Internet facility is provided for the students and staff members in the library

6.3.6 Human Resource Management

- Faculty members have academic freedom
- Honouring the faculty members for their achievements
- A good rapport among all the stakeholders

6.3.7 Faculty and Staff recruitment

- Appointing highly qualified and devoted teachers through advertisement
- Calling for the interview and testing their teaching ability by the members nominated by the college committee.
- As per the norms of UGC and Government.

6.3.8 Industry Interaction / Collaboration

- Department of Catering Science & Hotel Management went to the industrial visit to ITC Welcom Hotel, Coimbatore on 4 Aug, 2017
- Department of Commerce CA went to the industrial Visits to KSDL Sandal Wood Oil Division, Mysore on 5 Aug 2017
- Department of Computer Science went to the Industrial Visits to Aniframes, Mysore on 5 Aug 2017
- Department of Computer Applications went to the industrial Visits to Trans IT mPowerLabs (P) Ltd., Bengaluru on 8 Aug 2017.
- Department of Electronics & Communication Systems went to the industrial Visits to Radio Astronomy Centre, Ooty on 11 Aug 2017
- Department of Information Technology went to the industrial Visits to Global Reboty, Chandapura, Bengaluru on 17 Aug 2017.
- Department of BBA CA went to the industrial Visits to SLN Coffee Curing Industry, Coorg on 17 Aug 2017.
- Department of Catering Science & Hotel Management went to the Industrial visits to Heritage Grape Winery Pvt Ltd, Bengaluru from 18th to 21st Aug 2017
- Department of Costume Design & Fashion went to the industrial visits to Soucika

- Department of Computer Applications went to the industrial Visits to Kaynes Technology on 16 Sep 2017.
- Department of Visual Communication went to industrial visit to Malayala Manorama, Palakkad on 7 Oct 2017
- Department of Costume Design & Fashion went to the industrial visits to Soucika Boutique, Joanns Designs and Pranaah Boutique, Kochi on 3 Feb 2018
- Department of BBA CA went to the industrial Visits to Malabar Cements, Palakkad on 25 Sep 2017.

6.3.9 Admission of Students

As per the norms prescribed by the Government of Tamilnadu and Bharathiar University, Coimbatore. The details of admitted students are submitted to the University Verification and recognition of admission.

6.4 Welfare schemes for

Teaching	Insurance scheme
Non teaching	Insurance scheme
Students	Free bus facility

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	External	Yes	Quality Circle
Administrative	Yes	External	Yes	Quality Circle

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

For UG Programmes Yes No

For PG Programmes Yes No

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

--

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

--

6.11 Activities and support from the Alumni Association

- Alumni meetings are conducted regularly
- Guidance to the students
- Assisting placements

6.12 Activities and support from the Parent – Teacher Association

- Many parents voiced their opinion about the information sent by the college. They suggested that parent- teacher meet to be held twice in an academic year. The parents expressed their satisfaction about the college system.
- Parent teacher meetings are conducted regularly.

6.13 Development programmes for support staff

- Extending computer training programmes
- Orientation for the new staff

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

Inculcating eco-consciousness through

- Tree planting
- Rainwater harvesting
- Recycling
- Energy saving
- Plastic -free campus
- Litter-free campus.
- Paperless campus
- Eco-awareness seminars and workshops

Criterion – VII

7. Innovations and Best Practices

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

- Centralised preparation of study materials
- Centralisation of question paper setting
- Centralised internal tests and model examination.
- Central valuation for internal tests and model examination

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

The activities planned for the year 2016-2017 have been carried out. The quality of the academic and administrative system has been enhanced.

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

- Informing parents through SMS regarding the absence of their wards
- Strengthening of the exam cell
- Free Bus facility

7.4 Contribution to environmental awareness / protection

- Tree planting in and around the campus.
- Rainwater harvesting
- Restriction of vehicular movement inside the campus
- Awareness programme on ecology
- Swachhta Pakhwada – Cleaning Campus Programme on 4th Aug 2017
- Awareness Rally on Swachhta Pakhwada – Clean India and Door to Door Campaign in Pichanur Village.
- Swachhta Pakhwada Programme – Care for the Surroundings headed by Mrs.Kavitha, Supervisor – Pichanoor Panchayat
- Awareness Programme on Dengue and Nilavembu Kasayam distributed to Ambasamudram Village Peoples in Pichanur

7.5 Whether environmental audit was conducted? Yes No

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

SWOT

- Quality Circle exercises strengthen the Academic area
- Non-availability of UGC grants
- Research Programmes started
- Increasing number of Arts and Science Colleges

8. Plans of institution for next year

1. Starting new courses: B.Sc Biotechnology & MA Mass Journalism and Mass Communication
2. Department Library
3. MoUs with Companies, Institutions, universities
4. Research centres for Management and Catering Science and Hotel Management
5. Plan to go to Autonomous Status

Name **Ms.B.Manimekala**

Name **Dr.B.Satheesh Kumar**

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
