Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**AJK COLLEGE OF ARTS AND SCIENCE**
Name of the head of the Institution	**B.SATHEESH KUMAR**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0422-2363400**
Mobile no.	**9626696187**
Registered Email	**ajkcas@ajkcas.com**
Alternate Email	**principal@ajkcas.com**
Address	**Palakkad Main Road, Navakkarai (Post)**
City/Town	**Coimbatore**
State/UT	**Tamil Nadu**
Pincode	**641105**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Ms.Manimekala. B**
Phone no/Alternate Phone no.	**04222363400**
Mobile no.	**9626696187**
Registered Email	**ajkcas@ajkcas.com**
Alternate Email	**iqac@ajkcas.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.ajkcas.com/IQAC.php

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.ajkcas.com/student-faculty.php#pane-01

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.89**	**2014**	**24-Sep-2014**	**23-Sep-2019**

6. Date of Establishment of IQAC	**03-Dec-2014**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Introduction of Smart Classrooms including Smart walls and Smart boards	**12-Jun-2018** **1**	**1509**
Academic Administrative	**21-Jun-2018**	**1636**

Audit (AAA) conducted and its follow up action	2	
Introduction of new Certification Programme	19-Jun-2018 60	1393
Introduction of new Certification Programme	03-Dec-2018 180	75
[View File](#)		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
National Service Scheme	NSS Regular Activity	Central and State Government	2018 365	34000
National Service Scheme	NSS Special Camp	Central and State Government	2018 365	36000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

? Initiated ICT enabled teaching learning process- Smart Walls/Board, and Enhancement of Learning Management System ? Enhancing the number of MoUs and Collaborations for the benefit of students ? Formalized Standard Operating Procedures for all the academic based activities ? Started the AJK Guidance Centre - UGC NET / SET as well as AJK Academy for Competitive Examinations ? Introduced NCVRT certificate and Value added courses for the students

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

Plan of Action	Achivements/Outcomes
Strengthening Research Activities	Prepared a Research SOP exclusively for the research students Conducted more research based seminars and workshops Started the Research Programme in Management, Catering Science & Hotel Management
Quality Exercises	Organizing he IQAC Executive Committee Meetings regularly. Meeting conducted : 20.06.2018, 30.11.2018,02.02.2019 Prepared standard Operating Procedure to streamline various academic activities Outcome : SOPs created for Internships, Mentor Mentee Meeting, Academic Audit Manuals, Peer Tutoring, Peer Counselling. Streamlining the remedial classes for the students Introducing peer tutoring and peer mentoring Enhancing the Mentor- Mentee meeting. Created an SOP clearly specifying the roles and responsibilities of a Mentor.
Newsletter	College Newsletter for the academic year 2018- 19 was released on 30.06.2019
Orientation Programme	Programme was conducted for the students and for the newly joined faculty members
Parents Teacher Meeting	Parent Teachers Meeting was organized twice in the academic year
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
College Committee Meeting	09-Aug-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	**2020**
Date of Submission	**04-Feb-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Module 1: Basic Administration Admissions The admission process is completely digitized. Enable students to use the website for enquiries and to fill out applications. Attendance Teachers can take attendance in the classroom using a mobile app. Instant communication of absence messages to the parents. Fee Management Get a realtime view of the outstanding balances and cash collections on the mobile app. Internal Assessments The Internal Assessments function is designed to cater to any kind of a continuous model. It is highly flexible with the ability to cater to any programme. Digital Student Record Instantly lookup student details like contact information, grades, homework or billing at any time. Staff Record Get visibility into the staff resources and capabilities. Track timetables, attendance and performance. Module 2: Academics Academic planning The inventive Timetabling function enables staff planning substitutions. Assignments: Module for posting receiving and evaluating assignments. Internal Assessments The Internal Assessments function is designed to cater to any kind of a continuous model. Question Bank Generate and consolidate all the question papers as a bank. Teaching Plans Auto generates teaching plans for all the teachers. Teachers can alter the plans and update the topics. Online Assessment Take advantage of the ability to conduct online tests for students. Feedback Used to collect filled in feedback from students. Module 3: Learning Management Outcome Based Education (OBE) Execute Outcome Based Education end to end from Curriculum Design to Assessments. Define the PEO, PO, CO, Assessments weightage. Choice Based Credit System (CBCS) Define Course Offering for students based on CBCS. Students can register for courses as per their**

choice. Fix the capacity and prerequisites for each course and fully automate the registration process. Module 4: Back Office Payroll Automate the payroll processing and generate payslips. Integrate biometric attendance and leave management. Purchasing Automate your purchasing process. Define your vendors, your orders and project the budget for payments. Module 5: Advanced Administration Transportation Organise bus routes and students by boarding points. Automatic integration with fee management to calculate, track and receive transportation fees from students. Visitor Management Track all the visitors in one screen. Register visitors and print entry passes. Library Create and maintain book catalogue and keep track of library resources. Check in and Check out of books to students. Leave Management Staff and students can apply for leave online. Payments Offers the payment approval management capability. Project the payments for a period of time to faculty, staff or vendors. Health Record Record health issues of students that is important for the Institutions. Significant health related events can be recorded. Hostel Housing Assign students and/or staff to rooms and dormitories. Automatic integration with Fee Management to simplify and track hostel payments. Enquiries Keep track of all the enquiries. Assign follow up actions for enquires. View the enquiry status and the follow up progress in a dashboard in the mobile app. Inventory Keep track of all the resources in the Institutions. Streamline your goods receipts and keep track of the consumption by student, faculty and staff.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college is affiliated to Bharathiar University and it follows university prescribed curriculum for every Programme offered in the institution. In addition to that, the college has strategized ways and means to strengthen its teaching and learning process in various ways. The Internal Quality Assurance

Cell (IQAC) of the institution ensures effective delivery of the curriculum at all levels by systematic planning, implementing and monitoring the teaching-learning process at all levels. University communicates the tentative schedule of practical and theory semester examinations to all the affiliating colleges in the beginning of every academic year. In accordance with the tentative schedule of the University, the IQAC meticulously prepares an Academic Calendar incorporating the schedule for the conduct of Continuous Internal Assessments (CIA), Model examinations, preparation of lesson plans, Class committee meetings, mentor mentee meetings, peer tutoring sessions and other academic events that coerce effective curriculum planning and delivery in the institution. Based on the academic calendar the departments schedule their academic events accordingly. This assists for a proper flow of academic activities at all levels of the institution. IQAC conducts internal twice in a semester to verify the compliance of departments with the academic calendar. This brings in second level of monitoring and involvement among the departments for conducting the activities as scheduled. Every semester course allocation is done to members of the faculty according to their specialization and expertise. In the planning stage it is important to sketch out a balanced lesson plan that includes course topics, teaching pedagogy and the required number of hours. The members of the faculty need to precisely prepare a suitable lesson plan for the courses allotted to them and should obtain approval from the HoD. This sets out the time framework of the faculty members for effective curriculum delivery. At the end of each teaching session, the faculty member enters the lesson plan and attendance in the Learning Management System. Once in every fortnight the consolidated lesson plan entries of each class is submitted by the class advisor to the HoD for verification. Any deviations in curriculum delivery will be rectified by this monitoring process. The institution systematically monitors and evaluates the quality of teaching-learning process by obtaining feedback from students through various approaches. A Class Committee meeting is one such approach which is conducted every fortnight by the Class Advisor involving fast, average and slow learners of the class. The effectiveness of teaching learning process and syllabus coverage is verified in the meetings. Based on the feedback given by the students, counteractive measures are initiated by the department. Mentor-Mentee Meetings conducted once in every fortnight is another process where the feedback on effectiveness in curriculum delivery and teacher quality is obtained from the students. The mentor reciprocates by communicating the feedback to the respective HODs. At the end of the semester, feedback regarding curriculum is obtained from all the stakeholders and is then discussed in the Academic Advisory Committee Meeting to enhance the curriculum. The suggestions for curriculum enhancement are sent to the University as proposal for syllabus enhancement.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Advanced java concepts		13/08/2018	60	focus on emp loyability	Programming
Certificate in Web Designing		13/08/2018	60	ocus on empl oyability	Programming
Intellectual property rights		13/08/2018	60	focus on ent repreneurshi p	Intellectual property rights
Knowledge		13/08/2018	60	focus on emp	Knowledge

management		loyability	Management

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCA	Computer Applications	18/06/2018
BSc	Catering Science and Hotel Management	18/06/2018
BSc	Computer Science	18/06/2018
BSc	Information Technology	18/06/2018
BCom	Computer Applications	18/06/2018
BSc	Electronics and Communication System	18/06/2018
BBA	Computer Applications	18/06/2018
BSc	Costume Design and Fashion	18/06/2018
BA	English	18/06/2018
BCom	Professional Accounting	18/06/2018
BSc	Visual Communication	18/06/2018
BCom	Banking and Insurance	18/06/2018
BSc	Biotechnology	18/06/2018
MSW	Social Work	18/06/2018
MSc	Computer Science	18/06/2018
MSc	Electronics and Communication Systems	18/06/2018
MCom	Commerce	18/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	1436	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field

		Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The institution systematically monitors and evaluates the quality of teaching-learning process by obtaining feedback from students through various approaches. A Class Committee meeting is one such approach which is conducted every fortnight by the Class Advisor involving fast, average and slow learners of the class. The effectiveness of teaching learning process and syllabus coverage is verified in the meetings. Based on the feedback given by the students, counteractive measures are initiated by the department. Mentor-Mentee Meetings conducted once in every fortnight is another process where the feedback on effectiveness in curriculum delivery and teacher quality is obtained from the students. The mentor reciprocates by communicating the feedback to the respective HODs. At the end of the semester, feedback regarding curriculum is obtained from all the stakeholders and is then discussed in the Academic Advisory Committee Meeting to enhance the curriculum. The suggestions for curriculum enhancement is sent to the University as suggestion for syllabus enhancement. Apart from the feedback received from the students to assess the quality of teaching learning process, the institution also receives feedback on curriculum aspects and courses from different stakeholders such as students, alumni, teachers, and employers. The feedback received will be consolidated and a feedback analysis will be done. The feedback analysis report is kept Academic Advisory committee meetings and the suggestions are considered for curriculum development. The feedback mechanism is categorized in to two categories in the institution. The feedback received for assessing the quality of university Curriculum and feedback received for value added and certificate courses provided by the institution. The feedbacks are received from all the stakeholders like Teachers, alumni, Employer and Student. The feedback is obtained for both Programme and Course categories. Mechanism for dealing with University Curriculum Feedback: The institution receives the feedback on the university curriculum. The feedback is consolidated and sent to the university as suggestions for the enhancements of the syllabus. Mechanism for dealing with Certificate courses /Value added courses provided by the institution The feedback received on the certificate courses and value added courses are consolidated and a feedback analysis is done. The feedback analysis report and the feedbacks are kept on the academic committee meeting comprising of experts for each discipline. The suggestions are received from the committee members and the syllabus is modified accordingly.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1336	113	56	2	12

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution effectively follows the concept of Students Mentoring system with the following Objectives: 1. To provide guidance to students on academic matters and to foster a close and constructive professional relationship between students and member of the faculty. 2. Assisting constructive interaction, guidance and mentorship for the students. 3. Providing a reliable and comprehensive support system to motivate students to excel in both academic and non-academic fields. Process: • Mentor – Mentee meetings are conducted once in every 15 days and a set of 20 students are assigned to each mentor. • The meeting hour is incorporated as part of the time table and the details of mentor – mentee meeting should be maintained by the mentor by filling a mentor-mentee meeting form. • Any academic related issues will be directed by the mentor to Head of the Department/ respective person in-charge and necessary initiatives are taken to resolve the issues. • Personal issues will be counselled by the Mentor and can also be forwarded to the college counsellor. Responsibilities of a Mentor • Mentors play the role of second parents to their mentees and they should guide and direct the mentees like what they do on their own children. • The mentors also play significant role in shaping the life of their mentees under their care. • A mentor may help with exploring careers, setting goals, developing contacts, and identifying resources. The mentor role may change as the needs of the mentee change. • Advise and guide the mentees on the accomplishment of their goals • Provide guidance and help increase the mentee's exposure to new experiences • Counsellor to enhance the mentees self-esteem through supportive, non-judgmental discussions • Role model to walk the talk and demonstrate the behaviours necessary for success • A mentor helps students to develop critical thinking skills, self-discipline, and good study habits • Develop an effective environment inside the class to meet all student requirements and maintain effective communication with all students and parents. • Conduct regular Mentor- Mentee Meetings to discuss on the academic and personal issue of the mentees and maintain the mentor – mentee meeting forms • Schedule special counselling hours every week and display it well in advance. • Treat students with respect, and teach them to treat others with respect. • Motivate and help students to do minor educational projects in related area / topics (suggested by the faculty member or chosen by the Student himself / herself), so that their analytical and self-learning skills improve.) Feel comfortable with exceptional learners, slow learners and learners with diverse needs. • Handle the issues and misbehaviour of mentees with care and weed out the cause. • Motivate the mentees to participate in intercollegiate technical symposiums, workshops and conferences. • Maintain cordial relationship with the

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1435	69	1:20

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
69	69	28	28	13

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr.Jasmine Priya.M	Assistant Professor	Kanavu Nayagan Abdul Kalam

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

1. The institution has a well-established Standard Operating Procedure for the conduct of internal tests and evaluation process. 2. Exam cell collects two sets of question papers from the departments twenty days before the commencement of each test / exam. 3. Vetting of the question papers are conducted and completed one week before the exams through a vetting committee comprising of senior subject experts from each discipline. 4. One of the question papers for each course will be randomly chosen for printing and distributed during tests/ examinations. 5. The exam cell prepares a schedule for central valuation of the answer scripts and communicates it to the departments. 6. On completion of the internal tests the exam cell will collect all the answer scripts and arrange for central evaluation of the answer scripts. Central valuation is started after the completion of the first test/exam and should be completed by the third day after the last test/exam is held. 7. In order to have fairness in the internal valuation system, the students can apply for revaluation of answer scripts similar to the University pattern. 8. The exam cell will circulate a circular with a mention on the revaluation date and evaluator name. Revaluation will also be done in centralized manner. At the end of the revaluation process, the updated marks will be released by the exam cell. 9. A complaints box is placed near the exam cell to receive complaints from the students so as to ensure quality in the evaluation system.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college initiates the academic calendar after receiving the tentative schedule from Bharathiar University. The university tentative schedule incorporates the dates for university practical and end semester examinations. The academic calendar is prepared keeping compatible with the tentative schedule of the University. Academic activities like seminars, workshops and schedule for internal examinations are planned and incorporated in to the academic calendar. This pre- planning helps the students to prepare for the academic semester in advance. This will also help the faculty members to have more ease in planning out lessons, which gives these calendars another dimension in terms of how they operate. Much effort is put in preparing the academic calendar by the institution. In compliance with the academic calendar the members of the faculty prepared a precise teaching plan for their courses. The compliance of the faculty to the lesson plan is checked in a well systemized manner. Regular staff meetings are convened by the Principal to monitor the calendar of events and keep it on track. The non-conduct of any academic activity on any day due to various reasons like natural calamity will be compensated by having the academic sessions on Saturdays. The calendar also declares the dates for practical model and end-semester examinations. This enhances the monitoring of teaching learning process for everything is planned well in advanced and circulated to everyone. It is made mandatory that all academic activities and the continuous internal evaluation should go as per the academic calendar schedule.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.ajkcas.com/academics.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.ajkcas.com/IQAC.php

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory	180	AJK Educational and Charitable Trust	1.5	1.5

by the University)					
Students Research Projects (Other than compulsory by the University)	730	AJK Educational and Charitable Trust	3		2

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
An introduction to IPR	IQAC	19/06/2018
IPR - Overview	IQAC	17/07/2018
Intellectual Property Rights - Seminar on Indian Trade Mark Law Compliance with TRIPS	Commerce CA	16/08/2018
IPR Seminar on Registration Licensing of Trademark	Commerce PA	10/12/2018
IPR Seminar on Indian Patent Rights	Catering Science and Hotel Management	11/02/2019
IPR for Software Coding	Computer Science	06/03/2019
IPR, Patents and Copyrights	IQAC	12/04/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
AJK Incubation	G.Stalin	AJK Educational and Charitable Trust	G.J BEST BAKERY	Bakery Products	10/08/2018
AJK Incubation	I.Kumaran	AJK Educational and Charitable Trust	I SWEETS	Sweets	20/12/2018

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
[View File](#)			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
[View File](#)	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
40	43

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Auto LIB	**Fully**	**5.1**	**2010**

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	**320**	**5**	**1**	**1**	**5**	**1**	**17**	**10**	**5**
Added	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**40**	**0**
Total	**320**	**5**	**2**	**1**	**5**	**1**	**17**	**50**	**5**

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Lecture Capturing System	https://www.ajkcas.com/facility.php
Audio- Visual Recording room	https://www.ajkcas.com/facility.php

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites

250	259	250	253

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Standard Operating Procedures are meticulously created for the maintenance and utilization of physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.The college confirms optimum allocation and consumption of the available financial recourses for maintenance and utilization of the facilities available by conducting regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students. The SOPs outlines the following parameters. 1. Purpose and Objective 2. Scope 3. Maintenance Policy and Procedure 4. Repair Service Policy and Procedure/Replacement/Refurbishment of the Laboratory equipment 5. Rules to be followed inside the Laboratory Computer Laboratory: Maintenance Policy and Procedure The IT Technical Department is responsible for managing the maintenance function of the entire computer and other devices. The following policy statements are designed to establish the structure of an effective and efficient maintenance system. • All the computer systems will be serviced at the computer systems at the start of every semester the computers will be serviced completely • Regular servicing of UPS Batteries is done once in every three months. • LCD projectors will be serviced once in every six months. Repair Service Policy and Procedure 1. To request repairs or service for any computer equipment, the Head of the Department/Concerned staff member should not be involved in calling the vendor directly. 2. Departments which are in need of repair and services have to make an entry specifying the details of the issue in the Complaints/Maintenance register maintained at the college office. 3. The technical staff will review the Complaints/Maintenance on daily basis. Biotech Laboratory: The Head of the Department of Biotechnology is responsible for managing and maintenance of all the devices and equipment in the laboratory. The policy statements are designed in the SOP to establish the structure of an effective and efficient maintenance system. The Sop clearly explains all the procedures for Repairs and Maintenance of the laboratory equipment individually. Library : Similarly procedures are also maintained for maintenance of classrooms and library. Purchase of books.is initiated by getting the list of book requirements from the concerned department heads are involved in the process. The finalized list of required books is duly approved and signed by the Principal. Classrooms: The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other. 2. Administrative officers will take in charge for student's academic requirements.

https://www.ajkcas.com/IQAC.php

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
	No Data Entered/Not Applicable !!!		
	View File		

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability	Date of implemetation	Number of students	Agencies involved

enhancement scheme		enrolled	
No Data Entered/Not Applicable !!!			
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student councils provide a representative structure through which students can debate issues of concern and undertake initiatives of benefit to the institution and it is important that they be given the opportunity to express their views on issues of concern to them. The college has constituted an effective student council as per the recommendations of Committee headed by Shri.J.M.Lyngdoh. The following are the various categories of student council members. S.No. Designation 1 President 2 Vice – President 3 Student Welfare Officer 4 Secretary 5 Joint Secretary 6 Treasurer 7 Sports Secretary 8 Cultural Secretary 9 Extension Activities - Secretary 10 Extension Activities Joint Secretary 11 Extension Activities -Representative 12 One Representation from each class. • The council members are formed purely on the election basis and the following rules are followed for contesting in the elections. • The candidate should in no event have any academic arrears in the year of contesting the election. • The candidate should have attained the minimum percentage of attendance of 75. • The candidate shall have one opportunity to contest for the post of office bearer, and two opportunities to contest for the post of an executive member. • The candidate shall not have a previous criminal record, nor shall the candidate also not have been subject to any disciplinary action by the College authorities. • The candidate must be a regular, full time student of the college Student representation in Mandatory Committees: The students also make an active representation in various committees and cells of the institution. The institution advocates the students in organization and planning various activities of cells and committee to endorse the consciousness of decentralization. 1. Internal Quality Assurance Cell 2. Internal Complaints Committee 3. Equal Opportunity Cell 4. Academic Advisory Committee 5. Hostel Committee (Boys and Girls) 6. Department Associations 7. Entrepreneurship Development Cell 8. Women Empowerment Cell 9. Grievance Redressal Committee 10. Website Committee 11. Library Committee 12. Cafeteria Committee 13. Cultural Committee 14. Readers Club Apart from this, each department has a department association with various student representations

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The institution has an operative registered alumni association called "AJK Alumni Association". Apart from various chapters were also inaugurated and in operation. Alumni chapters are conducted once in a year to strengthen the institution alumni network Non- Financial Contribution: 1. Offering Expertise Alumni network has a real life benefit for current students. They play an active role in voluntary programs like mentoring students in their areas of expertise. Various alumni seminars and technical Talks activities are organized by the departments every semester. 2. Assistance in Employability Alumni contribute their valuable time to offer career support to current students. This enhances the students' experience and gives them that competitive edge in today's tough job market. Many career guidance programmes were organized by the

department where the alumni sensitize the students on preparing for interviews and deciding their career trajectory. Alumni who have cleared Competitive examinations (NET, SET, and TNPSC) are invited to give motivational lectures to inspire and instigate confidence among the students. 3. Representation in IQAC and other Academic Committees Our alumni members make an active representation in IQAC for quality enhancement and various other academic committees. Alumni feedbacks on the syllabus content were received by the Academic Advisory Committee for various skill development and value added /certificate courses offered by the institution. The suggestions by the alumni are considered for revising the syllabus. Alumni who have become entrepreneurs are a part of the EDC cell of the college. They motivate our young budding entrepreneurs of the institution by conducting motivational programmes. 4. Support system Our alumni render best driving force to the institution. They are our most loyal supporters and our best ambassadors, offering invaluable marketing and promotion across their personal and professional networks

5.4.2 – No. of enrolled Alumni:
355

5.4.3 – Alumni contribution during the year (in Rupees) :
400366

5.4.4 – Meetings/activities organized by Alumni Association :
5

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Practice I: Academic Administration: The institution practices participative and decentralized style of administration by engaging every stakeholders of the institution, creating a sense of belongingness and responsibilities, and harnessing the potentials from different perspective. The following are the some of the participative and decentralized style of management followed in the college: • At the commencement of every academic year, the college secretary, director and the principal addresses and interacts with the teaching faculty, students and non-teaching faculty encouraging their commitment and inviting productive suggestions, which is a good sign of participative management. • The principal of the college initiates academic council meeting with all the deans, HoDs and other committee heads/coordinators related to academic, research, cultural, sports, NSS and social activities. • HOD encourages participation of the member faculty to chalk out action plan for the entire academic session to conduct events such as workshops, seminars, invite talks, for the development of the students. • Decentralized style of management is followed at all department level, where the HoDs take lead role in effectively and efficiently running the department. • Student council meetings are convened regularly where the secretary interacts with the students bring about constant improvements are brought in academic activities • Alumni meetings are conducted whose academic and participative suggestions are brought in the development of the institution. • Parents teachers meeting are conducted every year were feedbacks are received and constructive suggestions are made. Practice II: Student Representation in various committees Student councils provide a representative structure through which students can debate issues of concern and undertake initiatives of benefit to the institution and it is important that they be given the opportunity to express their views on issues of concern to them. The college has constituted an effective student council as per the recommendations

of Committee headed by Shri.J.M.Lyngdoh. Regular student council meeting is done where the Secretary, Principal, IQAC Coordinator and the Heads will be part of the meeting The grievances of the students are heard and proper initiatives are taken accordingly. Student representation in Mandatory Committees: The students also make an active representation in various committees and cells of the institution. The institution advocates the students in organization and planning various activities of cells and committee to endorse the consciousness of decentralization. 15. Internal Quality Assurance Cell 16. Internal Complaints Committee 17. Equal Opportunity Cell 18. Academic Advisory Committee 19. Hostel Committee (Boys and Girls) 20. Department Associations 21. Entrepreneurship Development Cell 22. Women Empowerment Cell 23. Grievance Redressal Committee 24. Website Committee 25. Library Committee 26. Cafeteria Committee 27. Cultural Committee 28. Readers Club Apart from this, each department has a department association with various student representation

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The college is affiliated to Bharathiar University and it follows university prescribed curriculum for every Programme offered in the institution. In addition to that, the college has strategized ways and means to strengthen its teaching and learning process in various ways. The institution receives the feedback on university curriculum and sent to the university as suggestions for the enhancements of the syllabus. The feedback received on the certificate courses is consolidated and feedback analysis report is kept on the academic advisory committee meeting comprising of experts for each disciplines and modified accordingly
Teaching and Learning	IQAC prepares an Academic Calendar incorporating the schedule for the conduct of Continuous Internal Assessments (CIA), Model examinations, preparation of lesson plans, Class committee meetings, mentor mentee meetings, peer tutoring sessions and other academic events that coerce effective curriculum planning and delivery in the institution. This assists for a proper flow of academic activities at all levels of the institution. In the planning stage it is important to sketch out a balanced lesson plan that includes course topics, teaching pedagogy and the

	required number of hours. This sets out the time framework of the faculty members for effective curriculum delivery.
Examination and Evaluation	The institution has a well-established Examination cell which plans and executes all the process relating to internal tests and university exams in a systematic manner. The cell has an ingrained Standard Operating Procedure for the conduct of internal tests and evaluation. Exam cell collects two sets of question papers from the departments twenty days before the commencement of internals and vetted. On completion of the internal tests, collected answer scripts are subjected for central valuation. Valuation is started after the completion of the first test/exam and should be completed by the third day .
Research and Development	A Research advisory committee has been formulated by the institution to monitor the research and development activities. Following are the functionalities of the committee. • Liaising with the Head of the institution in developing College research strategy • Creating research ambience in the department by initiating more number research based activities • Encourage and assist the members of the faculty in pursuing research • Implementing the institution's research policy and procedures in the department • Applying for major and minor funding proposals and guiding the fellow faculty members for the same • Builds strong intra and inter-professional relationships that enhance new and existing research linkages
Library, ICT and Physical Infrastructure / Instrumentation	The college offers the central library facilities with fully computerized, easy access system occupying around 1500 sq.mt. of space. There are good number of books and titles from well-known national and foreign publications covering a wide range of issues in the area of computer and management studies. Currently The college is equipped with digitized teaching learning equipments such as smart boards, smart walls LCD projectors, LED/LCD TV displays of major events in every floor and in library for news update, free Wi-Fi facilities and

	public announcing systems. The college has sufficient number of classrooms for teaching and learning activities with suitably designed set up of proper space, aeration, well lit with comfortable seating furniture and is supported with the state- of- art infrastructure facilities. The computer science lab has upgraded computers with appropriate LAN connectivity and internet facilities which enables the faculties to conduct practical sessions, online examinations.
Human Resource Management	The employment techniques, service rules and promotion policies are made translucent and employees are benefitted with Casual Leave and other staff welfare initiatives. The salary for the staff members will be credited in the bank account directly. • For proficient development of the human resource, the institute delegates the faculty and staff to undergo development programs outside the institute, provides technical resources and financial assistance to undertake such development programs. • The institute organizes Human Resource development Programmes for faculty, staff and students for enhancing their skill set and training. • Faculty and students are felicitated for their academic achievements. • The college practices performance appraisal methods for the faculty members. At the end of every year, performance evaluation of the staff is done by Head of the Institution. This is used for deciding promotions and increments. Self-performance evaluation is done by the faculty and reports are submitted to the Head of the Department.
Industry Interaction / Collaboration	Industry Institute Interaction Cell has been made very active. A clear and focused agenda is set for the IIIC at the beginning of the semester itself on the number MoUs and collaborations to be signed for the academic year. To produce proficient graduates ready for the industry, it is necessary to know the requirements of the industries through industry-institute interaction. Hence, a good and vibrant industry institute interaction to promote education and entrepreneurship is definitely required. To build good rapport between the industry and the

	institute, the number of Memorandum of Understanding (MoUs) with the industries is highly enhanced
Admission of Students	Admission of the students is based on the merit. • The institute maintains this repute by adopting following strategies: • Maintaining good results in University examinations by means of recent trends of teaching learning, providing quality infrastructure and facilities, maintaining good training and placement track records. • Encouraging extra-curricular activities like sports and other competitions. • Maintaining Ragging-free environment

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	IMPLEMENTED
Administration	IMPLEMENTED
Finance and Accounts	IMPLEMENTED
Student Admission and Support	IMPLEMENTED
Examination	IMPLEMENTED

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration

View File

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
69	69	28	28

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Employee Provident Fund, Advance payments, Medical Leave, Maternity Leave, Sabbatical Leave, Health Cards, ESI, Medical check-up , Maintenance of Health Cards, Management funded Skill development programmes, Funding for attending conferences and Workshops, Funding for membership fee in technical bodies and societies	Employee Provident Fund, Advance payments, Medical Leave, Maternity Leave, Sabbatical Leave, Health Cards, ESI, Medical check-up , Maintenance of Health Cards,	Medical check-up , Maintenance of Health Cards, Scholarships

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal audit: Day to day financial transactions is handled in an efficient and transparent manner by experienced accounting staffs. All vouchers are audited by an internal financial committee on half yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal. The same process is being followed for the last five years. The institution presents timely and accurate information to the statutory authorities and Stake holders. External audit: Regular external financial audits are done by a certified auditor to ensure accuracy and completeness of the accounting records All the financial transactions of the college are audited by chartered accountant regularly as per the government rules. The auditor confirms whether all the transactions are appropriately authorized after the audit and the same is communicated to the management for review. All sorts of interrogations in the practice of audit would be attended instantly with the appropriate supporting documents within the prescribed time limits. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
AJK College of Arts and Science	50000	Research Seed Money

No file uploaded.

6.4.3 – Total corpus fund generated				
50000.00				

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	External Expert Audit Team	Yes	IQAC
Administrative	Yes	External Expert Audit Team	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• Conduct regular Parent- Teacher Meet one per semester and all the parents are informed about the new enhancement in teaching learning process and their wards involvement in academics • Feedbacks were given by the Parents for improvising the Parent – Teacher Association • Daily Attendance through SMS was modified based on the Parents Suggestions.

6.5.3 – Development programmes for support staff (at least three)

• The college maintains a Health Card System for teaching and non- teaching faculty members where the basic medical information like Blood group, Blood Pressure, Blood Sugar are tested for free of cost and maintained. • The college doctor will be regularly visiting the campus every 15 days once. All the staff members can utilize the facility at an affordable cost. • An In-house dispensary is also available within the campus

6.5.4 – Post Accreditation initiative(s) (mention at least three)

New need based courses on social services/professional courses and PG and Diploma Courses in emerging areas to be offered. Based on the recommendation received from NAAC peer team visit, the college instigated immediate steps to introduce need based courses in the subsequent proceeding semester of NAAC visit. It was decided by the Management to constitute an Academic Council purely for validating the skill development course syllabus offered by the institution. The first Academic Council meeting for syllabus verification of certificate and value added courses offered by AJK College of Arts and Science was held on April at 2.00 PM in Conference Hall under the Chairmanship of Dr.K.Kumaraswamy. It was decided to receive feedback from the students for the value added courses and to regularly revise the syllabus and introduce new courses every year. It is decided to evaluate the courses based on the relevance of the following parameters. •Design of the Course Content •Relevance of the Course Content •Adequacy of time allotted for completion of the course content •Adequacy of reading material •Clarity and relevance of reading material •Ease in understanding the course contents •Availability of the Faculty after working hours •Timely conduct of assessments •Fairness of the evaluation process •Knowledge gained after completion of the course •Regular and timely feedback on your performance Following this many certificate and value added courses are conducted in the following years. 2. Adequate thrust is given to faculty development activities, particularly in latest pedagogy and e-content preparation. Faculty development programs (FDPs) have proven to be successful for improving teaching skills in higher education. The college has taken significant number of measures to improvise the skillset of members of the faculty. Faculty development program (FDP) has been considered as a stand-alone educational pedagogy in fostering knowledge and professional skills of

faculty. Many Faculty Development Programmes are organized at the institution level for the faculty members to improvise their skill set. 3.E-Content Preparation:Measures were initiated for e-content preparation. 1.As a first step towards e-content preparation, study materials were prepared by the members of the faculty for all the courses. The e-content was vetted and screened by the heads of the department and uploaded in the college website for student reference. 2.The college initiated the use of Learning Management System (LMS). Google Classroom was adopted by the entire faculty fraternity. All the presentations, assignment and other academic activities were initiated through Google Classroom. 3.Smart boards were installed in nearly 30 classrooms. The classroom contents were recorded and will be uploaded I the Google classroom. 4.The institution has instigated various seminars and workshops inviting resource persons.The college has opened a YouTube Channel called "AJKCAS Educational Channel

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Laws on Gender Equality	14/08/2018	14/08/2018	300	245
Women Empowerment Rhetoric	28/11/2018	28/11/2018	185	140
Guest Lecture on Gender Equality	01/02/2019	01/02/2019	150	180
Two Days Free Skill Training Programme for Self Help Group Members "Fashion Jewellery Making"	19/02/2019	20/02/2019	150	5
Awareness Programme on	20/02/2019	20/02/2019	45	92

Sexual Harassment Against Women				
Rights of Transgender in Society	20/03/2019	20/03/2019	85	74
Personal Grooming	25/04/2019	25/04/2019	74	67

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
20 Percentage

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1500
Provision for lift	Yes	1500
Ramp/Rails	Yes	1500
Braille Software/facilities	Yes	0
Rest Rooms	Yes	1500
Scribes for examination	Yes	0
Special skill development for differently abled students	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code Of Conduct - Student	01/06/2018	Student Code of Conduct Handbook indicates the standard procedures and practices AJK College of Arts and Science for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and

		Conduct and the rights, responsibilities including the restrictions flowing from it. That the Institute's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious and providing a system which promotes student growth through individual and collective responsibility.
Code of Conduct – Faculty Members	01/06/2018	A well-written code of conduct clarifies an Institution's mission, values and principles, linking them with standards of professional conduct. The code articulates the values the organization wishes to foster in leaders and employees and, in doing so, defines desired behaviour. Additionally, a code is a central guide and reference for employees to support day-to-day decision making. A code encourages discussions of ethics and compliance, empowering employees to handle ethical dilemmas they encounter in everyday work. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization. Members of the faculty are expected to become familiar with the Institution's policies that directly impact their daily work

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The college has framed a clear "Environment Policy" and operating as per the Policy.The Motto of our Environment Policy says Reduce, Recycle and Reuse(RRR) and we are committed in adopting the following environment friendly practices. •To minimize the water consumption by adopting best irrigation practices and installing low flow plumbing fixtures at rest rooms and wash-basins. •To adopt an excellent Rain Water Harvesting System •To maintain the Green Cover of the Institution at a maximum level (70) •To Reduce, Reuse, and Recycle the resources consumed in the Institution wherever practical. •To instigate measures for plastic free environment in and around the campus •Initiating measures to reduce all sorts of pollutants and pollution •To involve our staffs, students and neighbouring villages to participate in our efforts to protect the environment •To provide all employees with the training and resources required to meet our objectives •Maintaining a cleaner, safer and healthier environment a)Usage of Bicycles, Public Transport and Pedestrian Friendly Roads b)Plastic-free campus Paperless office c)Green landscaping with trees and plants Usage of Bicycles, Public Transport and Pedestrian Friendly Roads: The institution has deployed the parking lot outside the entrance and strictly no vehicles are allowed inside the campus. Therefore, the roads/pathways around the entire campus are pedestrian friendly. The institution has bought bicycles which were parked at the main entrance and can be utilized by faculty and student to travel inside the campus The noteworthy achievement of the institution in terms of utilizing public transportation is that 100 percent of our students are using the college bus as mode of transport as the institution provides free bus facility to all our students. This mode of using college bus contributes to substantial environmental benefits and lowers a great amount of carbon emissions. Plastic Free Campus The institution is the pioneer to frame the Environmental Policy which includes "Plastic Free Campus "as one of its objective. The institution has taken various steps to totally banish plastic from the campus, and also conducted various awareness programmes in the college for sensitizing students and staffs on the disadvantages of using plastics. The college has also conducted various sensitization programmes in villages located in and around the college. Paperless Office:The college has adopted the ERP automation for its academic and administrative activities in the year 2015. Also learning management system is used for administration, documentation, tracking, reporting, and delivery of academic contents. Green Landscaping with trees and plants: The college has an excellent green cover which amounts almost 70 of the total land area. Variety of trees and plants are grown and maintained using excellent irrigation practices.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1.Title of the Practice Internship Training Programme apart from curriculum for enhancing the skillset of students 2. Objectives of the Practice Following are the intended objectives of internship training: • Will expose students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry. • Provide possible opportunities to learn understand and sharpen the real time technical / managerial skills required at the job. • Exposure to the current technological developments relevant to the subject area of training. • Experience gained from the 'Industrial Internship' in classroom will be used in classroom discussions. • Create conditions conducive to quest for knowledge and its applicability on the job 3. The Context "An internship is a form of experiential learning that

integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths and give employers the opportunity to guide and evaluate talent." We prioritized this type of learning, requiring all students to partake in some sort of internship experience. But few challenges we faced are • Initially students have shown less interest in undergoing such internships as this is not part of the university curriculum and no marks will be awarded. • Sensitizing the students about the importance of internship becomes the primary task for the class advisors. • Few students faked the certificate from companies and the guides got the additional responsibility to check the originality of internship done. 4. The Practice The Learning and Development department will assist the departments and students in arranging for internship. The general procedure for arranging internship is given below: • Step 1: Student may request the Department / Learning Development cell of the institute to help them in their internships. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the training. (Sample attached) • Step 2: Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. In case the students arrange the training themselves the confirmation letter will be submitted by the students in the office of Learning Development Cell through concerned department. • Step 3: Students on joining Training at the concerned Industry / Organization, submit the Joining Report/Letters / Email. • Step 4: Students undergo industrial training at the concerned Industry / Organization. In-between Faculty Member(s) may evaluate(s) the performance of students by a surprise visit to the Industry/Organization or can communicate with the industry through phone call or E-mail to check the progress of the students. • Step 5: Students will submit training report after completion of internship. • Step 6: Training Certificate to be obtained from industry. • Step 7: List of students who have completed their internship successfully will be maintained in the Learning Development Cell. 5. Evidence of Success Internship offered various benefits to the students. The following are the few expertise students have acquired as a result of undergoing internship. • Learn to apply the domain knowledge in real industrial situations. • Gain experience in writing Technical reports/projects. • Expose students to the work responsibilities and ethics. • Promote academic, professional and/or personal development. • Expose the students to future employers. • Understand the social, economic and administrative considerations that influence the working environment of industrial organizations Benefits: • An opportunity to get hired by the Industry/ organization. • Practical experience in an organizational setting. • Helps them decide if the industry and the profession is the best career option to pursue. • Opportunity to learn new skills and supplement knowledge. • Opportunity to practice communication and teamwork skills. • Opportunity to learn strategies like time management, multi-tasking etc in an industrial setup. • Opportunity to meet new people and learn networking skills. • Makes a valuable addition to their resume. • Enhances their candidacy for higher education. • Creating network and social circle and developing relationships with industry people. • Provides opportunity to evaluate the organization before committing to a full time position. 6. Problems Encountered and Resources Required • Initially students have shown less interest in undergoing such internships as this is not part of the university curriculum and no marks will be awarded. • Attendance percentage of few students during the internship period was very low. • Sensitizing the students about the importance of internship becomes the primary task for the class advisors. • Few students faked the certificate from companies and the guides got the additional responsibility to check the originality of internship done. • Few students lack skills to write internship report and communication became a barrier. The

guides and mentors took the responsibility of helping such students. Title of the Practice – Free Bus Facility Objectives • Our vision states "Towards building a dynamic learning community with ethical values by striving continuously for excellence in offering research-oriented quality education to rural students in meeting global demands and challenges." Imparting quality education for the rural students is considered to be one of the core beliefs of the institution. • To keep up our vision statement and to provide an opportunity to the students hailing from rural area to excel in education by providing free transportation facility. • To create equity to girl students by providing safe and secure free transportation facility. The Context The institution is located in the rural area of Coimbatore district. The barrier free education is the motto of the institution. Since the students are hailing from economically backward and rural community, the transportation is a challenge and barrier for the education. In order to overcome this institution aims to elevate the students from rural background to get an opportunity to excel in their career and compete in national level by providing free transportation facility to all the students. It is not an easy task for an institution to provide transportation facility on a completely free cost. • The institution needs to face the fuel charges and maintenance charges from the tuition fee collected from the students. • There are nearly 60 buses plying to the interior areas of Kerala and Tamil Nadu. All the drivers and cleaners needs to be paid monthly. • Institution has deal with severe financial difficulties due to this practice The Practice • The institution provides free transportation facility to all the students from the inception. • A huge amount is paid for to meet out the cost of maintenance and fuel expenses every year. • The majority of the students are utilizing the free transportation facility which makes our institution unique among the other institutions. • A well planned administrative system is employed to monitor the smooth functioning of the whole process. • Exclusive Transportation in charge is assigned who deals with maintaining proper bus timings, alternatives during bus breakdowns and student grievances. • All the 60 buses got a staff in charge. Every day student attendance is taken during both morning and evening hours. Evidence of Success • The free transportation facility has provided an opportunity to the students coming from rural background. • The number of students graduating from the institution has increased dramatically from 2010. • The increasing number of graduates in the institution is the strong evidence for the success of this practice.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.ajkcas.com/IQAC.php

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Our college Vision states that "Towards building a dynamic learning community with ethical values by striving continuously for excellence in offering research-oriented quality education to rural students in meeting global demands and challenges". To keep up the vision statement in educating the rural students the college has taken the following initiatives. • The institution is located in the rural area of Coimbatore district. The barrier free education to the rural students is the motto of the institution. Since the students are hailing from economically backward and rural community, the transportation is a challenge and barrier for pursuing their education. In order to overcome this institution aims to elevate the students from rural background to get an opportunity to excel in their career and compete in national level by providing free transportation facility to all the students. • To bridge the skill gaps of

the rural students and to make them industry-ready with the primary objective of improvising the employability skills of students various skill based certificate and value-added programs courses are introduced. Apart from providing certification programmes authorized by the college, various registered bodies like Bharathiar University, National Skill Development Corporation and National Council of Vocational and Research Training were also sought for providing the certifications. • The institution has established classroom environments that promote active learning, foster skill oriented and value based education to students and implement strategies to improvise the academic and technical skill set of the rural students. • To produce proficient graduates ready for the industry, it is necessary to know the requirements of the industries through industry-institute interaction. Hence, a good and vibrant industry institute interaction to promote education and entrepreneurship is definitely required. To build good rapport between the industry and the institute, the number of Memorandum of Understanding (MoUs) with the industries is highly enhanced. The institution has also taken efforts to enhance the placement training activities in the institution by recruiting exclusive language and soft skill trainers. Personality development workshops, soft skill trainings and technical training sessions should also be increased.

Provide the weblink of the institution
https://www.ajkcas.com/IQAC.php

8.Future Plans of Actions for Next Academic Year

• To produce proficient graduates ready for the industry, it is necessary to know the requirements of the industries through industry-institute interaction. Hence, a good and vibrant industry institute interaction to promote education and entrepreneurship is definitely required. • To build good rapport between the industry and the institute, the number of Memorandum of Understanding (MoUs) with the industries should be highly enhanced. • Implement strategies to improvise the academic and technical skill set of the faculty members. • Making the teaching – learning process as 100 ICT enabled. • Enhancing the number of value added/skill based certificate courses and introducing new programmes that suit the current technical advancements and trends in the industry. • Focusing on preparation of e-contents and motivating the faculty members to apply for funds to create MOOC contents on e-Patshala • To bridge the skill gaps for making the students industry-ready and with the primary objective of improvising the employability skills of students various skill based certificate and value-added programs courses should be introduced. Apart from providing certification programmes authorized by the college, various registered bodies should also be sought for providing the certifications • Enhance the placement training activities in the institution by recruiting exclusive language and soft skill trainers. Personality development workshops, soft skill trainings and technical training sessions should also be increased. • Industry Institute Interaction Cell should be made very active. A clear and focused agenda is set for the IIIC at the beginning of the semester itself on the number MoUs and collaborations to be signed for the academic year. • Improvise the system to elevate the research ambiance inside the institution through the following means. o Evolve strategies to set a clear and focused research agenda for the faculty members to improvise their research publications o It is made compulsory for the faculty members to publish a minimum of one research publication/Semester in a good peer –reviewed UGC - Care list of journals. o Faculty members are to be encouraged and motivated to apply for major and minor research projects. Research funding is included as one of the important parameter in Self- Appraisal forms for promotions and increments. o Seek support for new state-of-the-art research space. • Increasing and enhancing the various eco-friendly practices and ISR activities