



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>AJK College of Arts and Science</b>
• Name of the Head of the institution	<b>Dr. B. Satheesh Kumar</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>04223501630</b>	
• Mobile no	<b>9626696187</b>	
• Registered e-mail	<b>ajkcas@ajkcas.com</b>	
• Alternate e-mail	<b>ajkcas@gmail.com</b>	
• Address	<b>Palakkad Main Road, Navakkarai (Post)</b>	
• City/Town	<b>Coimbatore</b>	
• State/UT	<b>Tamil Nadu</b>	
• Pin Code	<b>641105</b>	
<b>2.Institutional status</b>		
• Affiliated /Constituent	<b>Affiliated</b>	
• Type of Institution	<b>Co-education</b>	
• Location	<b>Rural</b>	

• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>Bharathiar University</b>				
• Name of the IQAC Coordinator	<b>Mrs. Sujitha Amalin Nancy</b>				
• Phone No.	<b>04222363400</b>				
• Alternate phone No.	<b>04223501630</b>				
• Mobile	<b>9626696187</b>				
• IQAC e-mail address	<b>iqac@ajkcas.com</b>				
• Alternate Email address	<b>ajkcas@ajkcas.com</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://ajkcas.com/pdf/iqac/agar-reports/AQAR-21-22.pdf">https://ajkcas.com/pdf/iqac/agar-reports/AQAR-21-22.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://ajkcas.com/pdf/iqac/iqac-academic-calendar/IQAC_Academic_Calendar_2022_23_Odd-&amp;-Even.pdf">https://ajkcas.com/pdf/iqac/iqac-academic-calendar/IQAC_Academic_Calendar_2022_23_Odd-&amp;-Even.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.89</b>	<b>2014</b>	<b>24/09/2014</b>	<b>23/09/2019</b>
<b>Cycle 2</b>	<b>A+</b>	<b>3.34</b>	<b>2022</b>	<b>10/05/2022</b>	<b>31/12/2028</b>
<b>6.Date of Establishment of IQAC</b>			<b>03/12/2014</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>0</b>	<b>0</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Achieved autonomous status in May 2023.		
Carried out 6 research projects.		
Workbooks, Internship Training log books were prepared and gave to all students to improve their record keeping skills every semester.		
21 FDPs, 3 orientation programs, 13 PDPs, 4 ATPs, 9 Collaborative Quality Initiatives with other institutions and 16 Other Quality initiative Programmes were organized.		
Implementation of NAAC peer team recommendations		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
Starting of new programmes	Started new programmes BBA Aviation Management , B.Sc. Forensic Science and M.Sc. Cyber Security
Learning through MOOCs	5 NASSCOM Add-on Certificate courses and 1 Simplylearn Add-on Certificate course were provided to the students.
MoU with other institutions	Signed MoU with Annai Hajira Women's College, Thirunelveli
New Research Programme	Tamil Research Programme started
Skill Development Training for students	B.Com. PA 2 students underwent 52 day free Logistics Training of Centre for Modern Skills Development India and placed at Bengaluru.
KAPILA (Kalam Program for IP Literacy and Awareness).	Registered
ATR on Feedback	Initiated Infrastructure developments like AJK Magic Chef - An Additional Eatery outlet AJK TurF Ten5 - A Play Field Expansion of Staff Quarters, Boys Hostel and Girls Hostel Crime Scene Investigation (CSI) laboratory for Forensic Science department

<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
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- Name of the statutory body

Name	Date of meeting(s)
College Committee meeting	27/10/2022

<b>14. Whether institutional data submitted to AISHE</b>
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Year	Date of Submission
2022-2023	05/04/2024

### 15. Multidisciplinary / interdisciplinary

The Institution already provides multidisciplinary/interdisciplinary education through CBCS/elective system as per the University norms. Towards NEP-2020, we shall further restructure the pedagogy, allowing larger choices of subjects / flexibility of curricular choice to students to provide multidisciplinary capacities / competencies in intellectual, social, analytical, science and moral domains, inside and outside the classroom, by integrating formal and informal learning, according to their interest and promote multidisciplinary and interdisciplinary research. Once multidisciplinary competencies are developed, students shall be emphasized on specialized learning in interdisciplinary areas.

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

Being an affiliated institution, the college follows the University's prescribed curriculum which has integrated crosscutting topics relevant to gender, environmental sustainability, human rights and professional ethics in various courses to inculcate values. Apart from delivering the contents of the university-approved syllabus, the institution takes extra efforts to integrate and inculcate value education and virtues of a blissful life in students, taking these as internal elements of quality education. All effort is made to evolve systems to imbibe these values in whoever is attached to our institution. The college has active Women Empowerment Cell, Equal Opportunity Cell and Gender Sensitisation Action Plan which hold various awareness programmes on gender equity and gender issues for the students. There is an ICC to deal with the sexual harassment related grievances of the students. We follow a zero-tolerance policy towards sexual harassment. The institution is an eco-friendly campus. It has initiated various environment conservation and/or protection initiatives such as the promulgation of Environmental Policy and Waste Management Policy as per the present-day needs. The Eco Club of the college organizes various programmes like Earth Day Celebration, Conservation of the Environment, Planting Tree Saplings and adopting environmentfriendly practices. The curriculum incorporates a 2 credit course named Extension Activity which carries an internal mark of 50. To evaluate this, IQAC introduced a new system called "Extension Activity Assessment Sheet".

### 17. Skill development:

The institution offers various skill based trainings/value added/certificate/diploma courses to students through NCVRT, SWAYAM and NPTEL as well as on its own towards NEP-2020. These courses strengthen the University curriculum and meet the graduate attributes. We nurture their vocational, employable, analytical, managerial, creative, innovative and entrepreneurial skills. Emulating the skill-based model of education, we will make the youth skillful, employable and self reliant in tune with the changing demands of the industry, offering more skill-based employment opportunities.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Apart from the curriculum, Readers Club, Language Club, Heritage Club and Cultural Club of the Institution play significant role in integrating the Indian Knowledge System. The students and teachers know the importance of preserving their mother tongue and promoting other Indian languages for the development and progress of the nation. Among students and other stakeholders, the institution spreads awareness on our rich culture, tradition & heritage and the need to preserve and perpetuate them for continuity. It stimulates interest and a sense of responsibility in promoting this cause. A concerted effort is made through curricular, co-curricular and extra-curricular activities to inculcate in the students of diverse regions and communities, a sense of national pride, values of social cohesion & harmony, mutual respect for other cultures, religious beliefs and social status. The institution celebrates national and religious festivals with a passion to promote community, religious & cultural harmony, effective socialization, national integration and preserve & maintain the rich culture & traditions of our country.

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

We focus on measuring the students' performance through outcomes that include knowledge, skills and attitudes for a rewarding career. As a qualitative initiative, our OBE model measures the progress of the graduates in four parameters - Programme Educational Objectives (PEOs), Programme Specific Outcomes (PSOs), Programme Outcomes (POs) and Course Outcomes (COs). The institution follows the Outcome-Based Education (OBE) pedagogy to impart quality and outcome oriented education to the students with defined POs & Cos. The outcome of every student is assessed and remedial measures are taken for improving the outcome and the reaching the attainment level.

#### **20.Distance education/online education:**

With the focus on technology-based e-learning that combines online and on-campus learning, the institution keeps pace with present times to build the skills, the students need to leapfrog to a brighter future. Teaching-learning process is made more comprehensible and interactive through LMS. Teachers create online classroom and invite students to the class. Study materials are made available in LMS, website and social media. Online assessment is made through LMS and mobile education apps. The staff and students undergo online courses through SWAYAM and NPTEL. They access e-resources through digital library. During the pandemic, more than 50 webinars were organized and more than 600 students completed Online Certificate Courses. Online reviews and examinations were conducted for internships, project works and research viva voce. The institution has inked MoU for online education.

## Extended Profile

### 1. Programme

1.1	567
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	1027
Number of students during the year	

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

2.2	285
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	237
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Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1		75
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2		75
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1		51
Total number of Classrooms and Seminar halls		
4.2		277.3
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		387
Total number of computers on campus for academic purposes		
<b>Part B</b>		
<b>CURRICULAR ASPECTS</b>		
<b>1.1 - Curricular Planning and Implementation</b>		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
AJKCAS is affiliated to Bharathiar University&follows the universitprescribed curriculum for all its programmes.University communicates the tentative academic schedule to all the affiliating colleges.IQAC mprepares an academic calendar,in tune with the		



university's schedule for the conduct of CIA, model examinations&other academic activities.Based on the workload prescribed by the university, every department prepares a timetable&subjects are allocated to the faculty members by the HODs according to their specialization&expertise.Faculty members sketch out a balanced lesson plan that include course topics,teaching pedagogy&contact hours.Students are provided with the study materials&question bank of their subjects at the beginning of every semester.Classes are handled according to the lesson plan & daily log entries are made in LMS.Class Committee meetings are conducted every month by the Class Advisor. The effectiveness of the teaching-learning process&syllabus coverage is verified&based on the feedback curative measures are initiated,if needed.Remedial classes are conducted for slow learners.Peer tutoring is yet another effective mechanism followed in the institution.Mentor-Mentee meetings conducted15 days oncewhere the feedback on effectiveness in curriculum delivery&teaching quality is obtained from the students. IQAC systematically monitors&evaluates the quality of the teaching-learning process by obtaining feedback from students.A bridge course is offered to Ist year students, apart from the regular curriculum delivery to bridge gap between studies at pre- university level & their course.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-1/1.1.1/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-1/1.1.1/</a>

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college commences to work based on the academic calendar on receiving a tentative schedule from Bharathiar University. The institution works out the academic calendar in line with the schedule of the University through its Academic Calendar Committee.The College academic calendar is a significant document that includes the schedule for commencement of classes, fees payment deadlines,CIA,model examinations,seminars,workshops,etc.The CIA-I is conducted after 30 working days covering 2 units of the respective curriculum and second internal after subsequent 30 working days and covering the next 2 units.Model examination is conducted after 80 working days and includes the entire portions of the curriculum.IQAC is responsible for monitoring the adherence of the academic calendar

for the conduct of various events. IQAC sends circulars to the faculty members regarding the dates for the Submission of study material, question bank, conduct of internal examination, internal marks and tracks them continuously. Each department in the academic year start with the student orientation programme followed by seminars, workshops, conferences, IV, internships etc. A report is submitted to the IQAC after the conduction of each activity. IQAC seeks explanation to the respective HoDs in case of delay or nonconduct of the activities as per the schedule given in the calendar. Monthly attendance, CIA and model examination marks statements were collected from each department Heads and maintained at IQAC. The faculties update syllabus completion status in LMS. It helps IQAC to track and monitor the faculties towards the adherence of the academic calendar.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-1/1.1.2/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-1/1.1.2/</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

28

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

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

58

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

1545

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

Being an affiliated institution, the college follows the University's prescribed curriculum which has integrated crosscutting

topics relevant to gender, environmental sustainability, human rights and professional ethics in various courses to inculcate values. Apart from delivering the contents of the university-approved syllabus, the institution takes extra efforts to integrate and inculcate value education and virtues of a blissful life in students, taking these as internal elements of quality education. All effort is made to evolve systems to imbibe these values in whoever is attached to our institution. The college has active Women Empowerment Cell, Equal Opportunity Cell and Gender Sensitisation Action Plan which hold various awareness programmes on gender equity and gender issues for the students. There is an ICC to deal with the sexual harassment related grievances of the students. We follow a zero-tolerance policy towards sexual harassment. The institution is an eco-friendly campus. It has initiated various environment conservation and/or protection initiatives such as the promulgation of Environmental Policy and Waste Management Policy as per the present-day needs. The Eco Club of the college organizes various programmes like Earth Day Celebration, Conservation of the Environment, Planting Tree Saplings and adopting environmentfriendly practices. The curriculum incorporates a 2 credit course named Extension Activity which carries an internal mark of 50. To evaluate this, IQAC introduced a new system called "Extension Activity Assessment Sheet".

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

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

535

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

1076

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://ajkcas.com/student-faculty.php#corner-section3">https://ajkcas.com/student-faculty.php#corner-section3</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://ajkcas.com/student-faculty.php#corner-section3">https://ajkcas.com/student-faculty.php#corner-section3</a>

**TEACHING-LEARNING AND EVALUATION****2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of students admitted during the year**

462

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

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)****2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

285

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

**2.2 - Catering to Student Diversity**

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

After admission, the institution identifies and assesses the learning levels of first year students through a Psychometric Test. Students' profiles with medium of study, marks obtained in the

qualifying examination and dwelling & economic status are also prepared. Based on the psychometric test & qualifying examination marks, list of fast learners & slow learners are prepared. Accordingly, orientation/induction programmes and bridge courses on fundamentals, soft skills, communication skills and English are conducted.

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

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

File Description	Documents
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-2/2.2.1/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-2/2.2.1/</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1027	75

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

### 2.3 - Teaching- Learning Process

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

**Experiential Learning: Experiential learning in the institution**

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

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

**Problem Solving Methodologies:** Practical's are conducted using Laboratory where students solve the given exercises related to their course. Efforts are paid to give the students opportunities to think critically and find solutions for projects. Students are involved in various data analysis, suggesting solutions, which enhance their problem solving and decision-making skills.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-2/2.3.1/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-2/2.3.1/</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

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

**Usage of LMS and Mobile Education Apps**

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



and virtual simulation tools.

#### E-Content Preparation

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

#### Digital Library

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

#### Language Laboratory

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

#### Usage of ICT

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

61

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

75

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

18

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

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

#### 2.4.3.1 - Total experience of full-time teachers

75

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessments for theory subjects are based on the students' performance in CIA tests and assignments as per the regulations of the university. The institution is transparent in internal assessment process. It conducts two CIA and one model examination every semester. The CIA schedule and question paper patterns are circulated to students well in advance. The answer scripts are evaluated by the teachers. Parents can know about their wards' performance through LMS. Students can also apply for reevaluation in case of any grievance in the evaluation process. Assignments, which account for 5 of the total internal marks, are decided by the concerned faculty member. The students are assessed at various levels - knowledge, understanding and application through varied components of the CIA.

The assignment can be a case analysis, GD, MCQ test, review of literature, activity-based learning, seminar/conference presentation, role-plays, subject quizzes and debates. The performance in assignments is discussed with students and marks are allotted. The final internal marks incorporating the breakup of components for each course are verified and informed. Students can verify their marks and approach the concerned teacher directly in case of any clarification or discrepancy.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-2/2.5.1/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-2/2.5.1/</a>

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

College Level

The institution has transparent SOP for examination related procedures and grievances. The students who have grievance in the internal assessment can get it redressed by the concerned faculty. The faculty should immediately sort out the issues as per the SOP. If the student is not satisfied with the redressal, he/she can approach the HoD. In case of dissatisfaction, he/she can apply for revaluation in the college Examination section.

The Examination section fixes a common revaluation schedule and appoints re-evaluators. The revaluation marks are notified to the students through HoDs. The entire revaluation process is completed within 5 days. A Committee appointed by the Principal looks after any anonymous grievances collected in the Examination Grievance box.

#### University Level

The Examination section acts as a Liaison Office between the College and the University. The university has provisions to deal with students grievances at the end semester examinations.

The institution creates awareness on exam-related grievance redressal procedure of the University to the students. The Examination section circulates the procedures for retotaling, revaluation and obtaining a photocopy of answer scripts to the students. It collects students' applications and forwards to the University in time.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-2/2.5.2/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-2/2.5.2/</a>

## 2.6 - Student Performance and Learning Outcomes

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

The institution follows OBE pattern of Bharathiar University. It conducts various workshops and webinars to sensitize OBE and its rewards. Following are the various initiatives of the institution to communicate POs and COs.

#### Awareness for Teachers

The college is keen in conducting OBE workshops by eminent personalities to sensitize and create awareness among the faculty members on POs, PEOs, PSOs, COs and Blooms taxonomy. The College had organized FDPs with hands-on training to instil clarity on OBE parameters. GAs and POs are displayed in many places. The attainment level calculations are represented as charts for better understanding.

#### Awareness for Students

In students' orientation programmes, the OBE concept is explained. The task of sensitizing the students on OBE is assigned to the Class advisors. They explain to the students the importance of OBE criteria and attainment levels. The university syllabus of all the programmes comprising POs, PSOs, PEOs and COs of each course are communicated to students and displayed on the college website. The scope of OBE has been replicated in the College E-Prospectus and Handbook.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-2/2.6.1/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-2/2.6.1/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

#### 2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The framed POs, COs and PEOs were circulated to faculty members & students and quick actions were taken to elucidate the associated terminologies. As the overall attainment level is viewed at university level, the institution initiated various measures to verify the attainment level of the students.

#### Activities Initiated for Evaluating the Attainment Levels

The CIA test question papers are set as per Blooms taxonomy. COs and POs are mapped in LMS in the semester beginning. Questions in question banks created in LMS by teachers are mapped with COs. Question-wise marks entered in the LMS are used to evaluate the COs. Assignments and open tests are conducted for the students with low attainment. They are advised accordingly to score more marks.

In the First internal test, attainment levels of COs are calculated. Steps are taken to reach better attainment in the subsequent tests. At the end of the semester, consolidated reports are prepared and the COs are evaluated.

The POs are evaluated at the end programme, after mapping the entire COs. The institution adopts both direct and indirect measures to evaluate the attainment of POs and COs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://ajkcas.com/naac/AOAR22-23/CRITERIA-2/2.6.2/">https://ajkcas.com/naac/AOAR22-23/CRITERIA-2/2.6.2/</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

206

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.ajkcas.com/pdf/igac/annual-reports/Annual_Report_2022-23.pdf">https://www.ajkcas.com/pdf/igac/annual-reports/Annual_Report_2022-23.pdf</a>

### 2.7 - Student Satisfaction Survey

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

<https://ajkcas.com/pdf/igac/student-satisfactory-survey/STUDENT SATISFACTORY SURVEY REPORT 22-23.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****2,54,400**

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides****5**

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

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year****5**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-3/3.1.3/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-3/3.1.3/</a>

### 3.2 - Innovation Ecosystem

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

The Research Advisory Committee organized 12 workshops, seminars and conferences on research to strengthen the research knowledge. Rs.2.11lakhs was received for 6 research projects and Rs. 46,400 has been raised through Endowments. Faculties published 28 ISSN indexed journal papers, 7 ISBN conference papers and 23 books with ISBN. Industry Institute Interaction Cell has been committed for improvising the relationship between the institution & industries. 37 MoUs, signed through this cell greatly help the students and faculty to explore current trends in the fields. Entrepreneurship Development Cell enables the students to get first- hand experience in entrepreneurship, prompting new ventures and provides comprehensive support for the students / alumni for startups. This cell organized 23 workshops, seminars and conferences for kindling the entrepreneurial skill set of the students. It supports the students to acquire the skill sets for initiating their start-ups. Skill Development Cell provides various skills to faculties and students through certificate courses, government agencies & university such as NCVRT and Bharathiar University. Centre for Digital Learning guides the students and faculties for self-learning through online mode by NPTEL and SWAYAM.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-3/3.2.1/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-3/3.2.1/</a>



### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

46

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

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

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

28

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

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

30

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Academic year 2022 to 2023 our college was successful in completion of total 67 outreach programmes and 5812 students and 2432 villagers benefited. 67 extension activities including 6 Swachh Bharat Abhiyan, Tree Plantation, Railway Track Cleaning, 10 Environmental Awareness Programmes on Implementing Community soak pit at puthupathi tribal village, Environmental Sustenance oriented program, energy efficient electrical appliances, World Toilet Day, Organic Garden Farming, Lifestyle for the environment, Skill Training workshop on Nontoxic and indigenous toys, Personality development with emphasis on understanding the self, Govt Scholarship, Career Counselling & Positive thinking, 5 Nutritional Awareness Programme on Breast Feeding, Rashtriya Poshan Maah, Iron And Folic Acid Supplementation Programm. 3 Yoga awareness Programmes, 2 Entrepreneurship development Programme on Seminar on Qualities of Social Entrepreneur, Awareness Programme on Small start-ups. 8 Women empowerment Programmes. 4 Independence and Republic Day programmes on Patriotism to hoist Indian National Flag in 75th feet flag post at the fort, Competition on Rally on 75th Independence Day, 2 Voters awareness programmes, 5 Drug abuse awareness

programmes. 3 Grama Sabha Meeting, 3 General medical camp, Blood Donation camp, 2 Leprosy Case Detection Campaign conducted. Through Charitable Endeavour Under Dhaan Dharm Yojana Scheme Rs.2,30,580- / has been spent for 15 community activities b benefiting 2432 people.

File Description	Documents
Paste link for additional information	<a href="https://ajkcas.com/naac/AOAR22-23/CRITERIA-3/3.4.1/">https://ajkcas.com/naac/AOAR22-23/CRITERIA-3/3.4.1/</a>
Upload any additional information	<a href="#">View File</a>

### **3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

#### **3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

15

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### **3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

#### **3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

67

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

5812

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

93

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

37

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

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institute is in a verdant sprawling campus spread over 12.06 acres with 95,006.85 sq. mt. of built-up area. In line with its policy, the College is equipped with modern infrastructure to provide quality and holistic education. Academic Infrastructure: 49 classrooms, seminar hall and conference halls are provisioned with computers, smart walls & LCD projectors and audio systems. Computer & Research Laboratories: The 4 computer & research laboratories have 386 upgraded computers in appropriate LAN with Dell Power Edge T300, Intel Xeon Processor Server, Internet and wifi facilities for practical sessions, research and online placement training. The student-computer ratio is 4:1

19 state-of-the-art laboratories in Biotechnology (2), Catering

Science & Hotel Management (5), Costume Design & Fashion (4), Visual Communication (3), Computer Science (5), Electronics and Communication Systems (1). Language Laboratory: A language laboratory with 60 computers & Thaliyola software improves the art of communication (LSRW) of students, especially from vernacular medium. Digital Teaching Equipment: LMS of the institution provides an excellent framework for the complete teaching-learning process. Hostel: The college has separate hostels for men and women within the campus. They are provided with Wi-Fi, an electric generator, dining hall, 24x7 RO treated drinking water, TV & newspaper room, games and first aid kit

facilities. Additional Physical

Facilities: 157 CCTV cameras across the campus and in college buses. An electric generator of 125 KVA power to ensure an uninterrupted power supply. 32 Solar panels generating 10 KW power. 3 RO plant treated

drinking water facility. 250 Seating Capacity Cafeteria. 24x7 security guards. 27 College buses provides free transport to required faculty and students with GPS to track their mobility. Rainwater harvesting. 7 Vermi compost pits.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AOAR22-23/CRITERIA-4/4.1.1/">https://ajkcas.com/naac/AOAR22-23/CRITERIA-4/4.1.1/</a>

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

The institution has an excellent library with 11,185 volumes of books in 6174 titles, 27 national & 9 international journals, 30 magazines, 12 newspapers and 81 rare books covering a wide range of arts & science subjects. The College Library is fully automated with Software for University Libraries (SOUL 3.0), state-of-the art integrated library management software, conceptualized and developed by the INFLIBNET Centre based on the demands of college and university libraries. It is a user-friendly software that works in a client-server environment. The library was automated in the year 2008 with barcoding and unified into a digital library, where the faculty can access web OPAC in the college website staff portal and students can access through the student portal. The Digital Library has 24 computers with Internet under Local Area Network for access by students and faculty, facilitating reference and research work. Students have access to the college library any time & anywhere through LCS and E Modules for 83372 e-books & 19120 e-journals, Library subscribes to e-resources and the users acquire information available under National Library and Information Services (N-LIST), a Consortium for higher education electronic resources initiated by MHRD and executed by INFLIBNET centre for 6658 e-journals & 195809 ebooks and DELNET for 4240 e-journals.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-4/4.1.2/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-4/4.1.2/</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

51

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-4/4.1.3/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-4/4.1.3/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

277.3

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The institution has an excellent library with 11,185 volumes of books in 6174 titles, 27 national & 9 international journals, 30 magazines, 12 newspapers and 81 rare books covering a wide range of arts & science subjects. The College Library is fully automated with Software for University Libraries (SOUL 3.0), state-of-the-art integrated library management software, conceptualized and developed by the INFLIBNET Centre based on the demands of college and university libraries. It is a user-friendly software that works in a client-server environment. The library was automated in the year 2008 with barcoding and unified into a digital library, where the faculty can access web OPAC in the college website staff portal and students can access through the student portal. The Digital Library has 24 computers with Internet under Local Area Network for access by students and faculty, facilitating reference and research work. Students have access to the college library any time & anywhere through E-Content / Module for 83372 e-books & 19120 e-journals, Library subscribes to e-resources and the users acquire information available under National Library and Information Services (N-LIST), a Consortium for higher education electronic resources initiated by MHRD and executed by INFLIBNET centre for 6658 e-journals & 195809 ebooks and DELNET for 4240 e-journals.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-4/4.2.1/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-4/4.2.1/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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



**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0.87

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

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year**

740

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

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The College regularly updates IT facilities for academics, research and administrative services. System Administrator is assigned authority for system & network administration and deciding the type & version of OS, proxies & e-mail relays. The System Administrator decides on certifying the type of in-house/commercial software application in the administrative sections. If a machine malfunctions, the System Administrator will notify the concerned HoD and disconnect it from the core network until the problem is fixed. Smart wall classrooms, auditoriums and conference halls are facilitated with video conferencing, web conferencing and e-learning to enable regular classes and other curricular programmes. 13 Wi-Fi devices provide seamless Internet service throughout the institution to avail all the facilities 24x7. Using an OTP, all faculty and students can access the Internet on their mobile phones using Wi-Fi facility. Hostels also have Wi-Fi access. To effectively manage student information, a centralized ERP system was implemented in

2014. This gives students, parents and teachers access to a students' attendance, grades and other academic details. All academic and administrative processes are online and fully automated. E-content preparation facilities are available and the e-content/video lessons are prepared in the audio/video studio of Dept. of Visual Communication. More than 157 CCTV cameras have been installed across the campus, hostels and college buses to ensure the safety and security of students and members of staff. The hardware, network, intranet related services, CCTV and Wi-Fi are monitored and maintained by a System Administrator.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AOAR22-23/CRITERIA-4/4.3.1/">https://ajkcas.com/naac/AOAR22-23/CRITERIA-4/4.3.1/</a>

#### 4.3.2 - Number of Computers

387

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

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

184.63

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-4/4.4.2/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-4/4.4.2/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

611

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

1212

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills  
Language and communication skills Life skills  
(Yoga, physical fitness, health and hygiene)  
ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://ajkcas.com/academics.php#academics-section2">https://ajkcas.com/academics.php#academics-section2</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

172

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

172

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

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

172

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

14

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

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

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

1

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

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

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

**Designation**

President Vice President Secretary Joint Secretary Treasurer Sports Secretary

Cultural Secretary Extension Activities - Secretary Extension Activities - Joint Secretary Extension Activities - Representative

General objectives of AJKCAS Student Council include:

1. Reinforcing communication between students, staff and management.
2. Marketing an environment conducive to academic and career development.
3. Representing the views of scholars on matters concern to them and suggesting.
4. Supporting smooth conduct of events and other curricular/extracurricular activities.
5. Avoiding ragging through counseling students and helping the administration whenever necessary.

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

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

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

File Description	Documents
Paste link for additional information	<a href="https://ajkcas.com/naac/AOAR22-23/CRITERIA-5/5.3.2/">https://ajkcas.com/naac/AOAR22-23/CRITERIA-5/5.3.2/</a>
Upload any additional information	<a href="#">View File</a>



### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

40

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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

#### Non-Financial Contribution:

1. Offering Expertise Alumni network benefits the current students. Various alumni invited talks, seminars, technical sessions are organized by the departments regularly.

2. Assistance in Employability Alumni contribute their valuable time to offer career support to current students, enhancing their knowledge to compete in the job market through career guidance programmes. 3. Representation in IQAC and other Academic Committees Our alumni members represent in IQAC and other academic affairs. Alumni's feedback on curriculum, syllabus and add-on courses were received. Their suggestions are considered for betterment. Entrepreneur alumni, part of the ED Cell, motivate aspirants by conducting related programmes.

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

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

File Description	Documents
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-5/5.4.1/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-5/5.4.1/</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

D. 1 Lakhs - 3Lakhs

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

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision and mission statements of the Institution represent successful leadership through its governance structure and identify the distinguishing qualities. AJKCAS promotes quality teaching learning processes, outreach programmes, research & education for professional self-sufficiency through IQAC. The Institute's attempts to achieve its goal integrate academic & administrative planning and implementation.

Nature of Governance: To implement its quality policy, top management entrusts Principal & academic heads, delegates them responsibility in formulating policies, nurtures stakeholder relationships, enhances infrastructural development, welfare schemes & courses, etc., The Principal, in consultation with management, is responsible for ensuring right environment for intellectual pursuit of students and faculty, research activities, information sharing with regulatory bodies, encouraging team spirit, and achieving academic goals. HoDs with faculty members are responsible for departments'

operations. Coordinators, class advisors & tutors provide academic guidance & counselling, monitor attendance and communicate student progress to parents.

**Perspective Plans:** To become an autonomous institution. To organize faculty exchange programmes in collaboration with various eminent institutions. Promoting research among faculty & students. Increasing employability & entrepreneurship through Industry-Institute Interaction. Attaining excellence at regional level & need to get NIRF ranking.

**Teachers' Participation:** The institution selects teachers to different decision-making bodies to promote participatory governance & development of quality system. They represent important committees, including them at various stages of consultation, planning and execution. Teachers are nominated to administrative roles like Deans, HODs, Placement Officers & conveners/members of different committees/cells/clubs/centres to offer collaborative decision making.

File Description	Documents
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-6/6.1.1/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-6/6.1.1/</a>
Upload any additional information	<a href="#">View File</a>

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

The institution is led academically and administratively by 19 committees with well-defined responsibilities. The institution has implemented decentralization & participatory management in all areas that facilitate proper functioning & advancement of institutional goals which engage all staff members and decentralizes the process. **Academic Committee:** It is a centralized committee that analyses, modulates & implements various academic actions and guidelines. It is created to ensure that academic work is carried out in consistent & reliable manner throughout institute. **Activities Conducted:** Academic committee monitors teaching-learning process. It prepares institution academic calendar containing curricular, cocurricular & extracurricular activities. Academic calendar is meticulously planned & prepared by IQAC and ensures proper execution of activities. Principal and IQAC conduct laboratory and course file audits, provide counselling for defaulters, and implement findings,

carried out prior to start and middle of each semester. Class Advisors check particular department classes' practical & lecture sessions, produce a roll call list, perform a result analysis and curriculum coverage once a month. On basis of this report, Class Advisors conduct average, slow & advanced learner activities at class level & provide feedback to HoD & informs students about extra classes for struggling students for academic improvement. Academic committee meets regularly to discuss the developmental aspects of the institute through proper channels like PTM, alumni meetings, class committee meetings and student feedback systems. The institute encourages staff and student representatives to share ideas/suggestions. Feedback from various stakeholders will be reviewed and considered in Academic Committee's decision making.

File Description	Documents
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-6/6.1.2/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-6/6.1.2/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

College Committee develops strategic for academic excellence, guaranteeing complete development of students. Management's strategy has been primarily focused on assisting faculty in academic development, elevating research ambiance inside the institution, enhancing industry-academic collaborations, as well as infrastructure expansion.

ICT Enabled Teaching: The Institution emphasise the need for ICT enabled teaching to keep up with contemporary educational trends and improve delivery of course content to students and enabled more effective teaching and learning processes. To assist faculty in making full use of ICT in educational process, administration provided free Wi-Fi across campus. Initially, it facilitated ICT process for uploading class study materials, assignments, etc. through Google Classrooms. Before launch of Google Classroom, each class had its own WhatsApp group for communication with students. Later, institution intended to automate classroom management, staff support functions, academic updates, student support system and administrations through ERP software. The Lecture Capture System is archive for video content for students in streaming formats. The lectures are video recorded, processed and made available in

institution website, YouTube and LMS portal. Students can access e-content in PDF and video formats at any time from any location. Students can use this portal to view and track academic activities such as internal assessment marks, live and regular attendance information, schedules, assignment submissions, a question bank, payments, inquiries, feedback and communication. The blended traditional and ICT-enabled education has improved the effectiveness of teaching & learning and has made data access simple and efficient.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-6/6.2.1/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-6/6.2.1/</a>
Upload any additional information	<a href="#">View File</a>

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

For seamless operation of the institution, it has a well-structured organizational setup, policies, staff appointment and service rules and code of conduct as approved by the College Committee on the guidelines of statutory bodies like UGC and University. The organogram depicts the hierarchical structure. The Board of Management is responsible for ensuring effective management on the campus. College Committee develops quality policies, yearly budgets and financial allocations. The Secretary, Director and Principal monitor the standard academic and administrative activities of the institution assisted by HODs and conduct meetings once a fortnight to discuss academic & administrative activities and to prepare an action plan for the following month. Advisors and mentors will execute all the academic decisions and they serve as a link between HoDs and students. IQAC focuses on the overall quality enhancement & initiates activities to establish the standards. Office-in-charge coordinates the functioning of the administrative staff for work allotted to ERP Team, technical staff, accountants and other non-teaching & supportive staff. The institution has maintained support systems like Placement Cell, Examination Cell, Physical Education, ED Cell, Student Council, NCC/NSS/ YRC /RRC, Clubs, Centres & Committees and various resources like Library, Laboratory, Transport and Cafeteria.

**Service Rules & Procedures:** Staff appointments are done as per the norms in terms of designations, experiences and qualifications. During the screening process, candidates are shortlisted based on their merit. All the appointments made in the institution and the resignations are ratified in the College Committee.

File Description	Documents
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-6/6.2.2/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-6/6.2.2/</a>
Link to Organogram of the institution webpage	<a href="https://ajkcas.com/pdf/organogram_chat_Website%20link.pdf">https://ajkcas.com/pdf/organogram_chat_Website%20link.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

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

- Financial support is given to all staff members for presenting

papers at national and international conferences.

- Encashment of earned leave for teaching and non-teaching staff.
- Staff members participating in academic activities like FDP/conferences are given leave on duty.
- Non-teaching staff members can avail institution's transport facility on free of cost.
- Providing loans for family functions and construction of houses.
- Through the Staff Club, annual tours are arranged and festival gifts/bonuses are shared for all teaching and non-teaching staff.
- Special privileges are provided for the faculty pursuing Ph.D.degrees.
- Free lodging facility for the staff members who are staying in hostels.
- The institution has signed MoU with Manomithra Psychiatric Clinic and periodically organizes counselling facilities for all staff through a qualified counsellor and yoga sessions for mental and physical well-being.
- Staff uniforms and shoes are provided at a concessional rate.
- Free medical check-up for all teaching and non-teaching staff members and maintenance of Health Card System.
- Salary advance is dispensed for the faculty members in case of emergency and soft loans are also provided to the staff.
- Providing loans for buying vehicles.

File Description	Documents
Paste link for additional information	<a href="https://ajkcas.com/naac/AOAR22-23/CRITERIA-6/6.3.1/">https://ajkcas.com/naac/AOAR22-23/CRITERIA-6/6.3.1/</a>
Upload any additional information	<a href="#">View File</a>

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

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

43

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

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

**44**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

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

**75**



File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

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

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

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

In general, the following criteria are taken into account in the appraisal: Academic performance, pursuing higher studies, research fund received from any agency, publication of books, paper publication in journals and conference proceedings,

organizing/coordinating/ participating in conference/ workshops/ FDP, awards received, institute's extension activities participation, departmental and institutional duties.

File Description	Documents
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-6/6.3.5/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-6/6.3.5/</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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

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

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

Mechanisms for settling audit objections: The Finance Committee deals with issues as they arise. If there are any queries, the college's Finance Officer will respond as soon as possible. For

verification, the required documents or bills are produced. There were no audit issues in the last five years' audit reports.

File Description	Documents
Paste link for additional information	<a href="https://ajkcas.com/naac/AOAR22-23/CRITERIA-6/6.4.1/">https://ajkcas.com/naac/AOAR22-23/CRITERIA-6/6.4.1/</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

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

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

are audited on a regular basis.

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

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

File Description	Documents
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-6/6.4.3/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-6/6.4.3/</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

(1) **Mentoring and Professional Counselling for the students:** Professional Counselling Services: MOU has been signed with Manomithra Psychiatric Hospital to address students' psychological concerns. Every 15 days, a professional counsellor who expert in human behaviour and relationships visits the institution & help students through three major interventions: individual counselling, group counselling & coordination. **Peer Counselling:** A peer counsellor's role is to resolve the problems between students and faculty mentors. IQAC introduced idea of peer tutoring, where professional counsellors will teach peer counsellors and give them some basic peer counselling principles. This enables our advanced peer counsellors fully capable of handling stressful situations. **Mentor-Mentee System:** The institution's Mentor-Mentee ratio is 1:17. Regular mentor-mentee meetings are conducted to discuss academic and personal issues.

(2) Conducting Audits through IQAC: IQAC is doing a major role and taking full effort to initiate the institution audits like Academic & Administrative, ISO, Green, Energy & Environmental audit. The Institution takes AAA to increase and maintain quality of education and evaluate the efficiency and effectiveness of administrative procedures. Initiated various green practices to maintain ecofriendly institution through activities like tree plantation, plastic eradication, no vehicle inside campus, e-waste management and awareness programme on renewable sources. IQAC gets feedback on the result of activities through green audit every year. For managing organic wastes, biogas plants, solar panels are commissioned. IQAC proposed to collect and dispose the wastes sorted out as organic and others daily, managed by campus administration. Energy & Environmental audit is conducted by a committee.

File Description	Documents
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-6/6.5.1/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-6/6.5.1/</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

All newly admitted students are required to attend the Orientation Programme and given a guided tour of the campus. Students may also directly approach the Principal with feedback and suggestions. Library automation and digitalization, Wi-Fi and smart classes and increased use of ICT in teaching and learning process have been undertaken. Teachers are encouraged to acquire higher qualifications and procure research projects. Seminars, workshops and FDPs have been conducted in various fields of research to keep them informed and updated. The library has been completely automated along with the provision of improved library software. In addition to books, the library also possesses reference sources, rare books collection, special reports, audio-visual materials, databases, e-journals and ebooks. The e-resources subscribed are DELNET, E-books-academic collections, Shodhganga, Shodh Sindhu, E-Content/Modules, LCS, INFLIBNET, National Digital Library (NDL) etc. The career guidance with UGC-NET and SLET/SET training functions well in preparing the

students for various competitive examinations. The institution has established a Placement Cell to organize campus placement drives to assist and support students in finding gainful job opportunities. The number of students getting employment through campus placements has grown at a rapid pace. New need-based Diploma and Certificate courses like Journalism, Data Analytics, Aviation Management, Food Production & Patisserie, and CyberSecurity etc. are offered. During the academic year 2022-2023, 37 MoUs, Collaborations and Linkages with various industries and academic institutions were signed.

File Description	Documents
Paste link for additional information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-6/6.5.2/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-6/6.5.2/</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.ajkcas.com/pdf/igac/annual-reports/Annual Report 2022-23.pdf">https://www.ajkcas.com/pdf/igac/annual-reports/Annual Report 2022-23.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

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

a) Safety and Security

**CCTV Surveillance:** Advanced CCTV cameras in the premises ensure safe and secured environment.

**Security Guards:** Security guards patrol and monitor the premises and personnel 24x7. Entry to hostels is restricted to outsiders and day scholars.

**Hostel Wardens:** Hostel wardens take care of welfare and safety of hostellers. Students can leave the hostel only with the consent of Warden and Principal.

**Transport:** CCTV fixed safe transport facility is available for students and teachers.

b) Counselling

The Students Welfare & Counselling Centre provides counselling to students.

1. **Mentor-Mentee System:** Mentor Mentee ratio is 1:16. Regular mentormentee meetings are conducted to address the psychological and personal issues of students.

2. **Peer Counselling:** A peer counsellor mediates for problems between students and faculty mentors.

3. **Professional Counselling:** MoU has been signed with Manomithra Institute of Medical Sciences, Palakkad for counselling the students and staff.

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

File Description	Documents
Annual gender sensitization action plan	<a href="https://ajkcas.com/naac/AOAR22-23/CRITERIA-7/7.1.1/Gender_Sensitation_action_plan_22_23.pdf">https://ajkcas.com/naac/AOAR22-23/CRITERIA-7/7.1.1/Gender_Sensitation_action_plan_22_23.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://ajkcas.com/naac/AOAR22-23/CRITERIA-7/7.1.1/Safety_and_security-22-23.pdf">https://ajkcas.com/naac/AOAR22-23/CRITERIA-7/7.1.1/Safety_and_security-22-23.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

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

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

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

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

**Solid Waste Management:** The institute has taken various solid waste management initiatives: Separate bins for degradable, non-degradable and bio-degradable solid wastes; napkin incinerators in women's toilets; vermin-compost pits for dry leaves and CSHM kitchen wastes - used as manure for plants and trees in the campus; food waste from



CSHM are sent to nearby piggery; paper wastes are given to waste paper merchants for recycling and non-biodegradable waste is handed over to scrap merchants for recycling.

**Liquid Waste Management** The waste water is properly channelized and removed to trees and plants. The laboratory waste water has no hazardous chemicals.

**E-waste Management** Annual Quality Assurance Report of AJK COLLEGE OF ARTS AND SCIENCE Caring for the environment, the institution consistently works towards generating minimal e-waste. Regular maintenance of electronic equipment and computers is done by in-house technicians. The college has executed AMC to ensure longer life of equipment and collaborated with Green Era Recyclers, Coimbatore for proper recycling of e-waste.

**Hazardous Chemicals** Polyacrylamide and agarose gel used by Department of Biotechnology is segregated separately and experiments conducted with microbes are decontaminated and decomposed.

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

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

A. Any 4 or all of the above

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

**7.1.5 - Green campus initiatives include**

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

A. Any 4 or All of the above

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

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

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5.**

A. Any 4 or all of the above

**Provision for enquiry and information :  
Human assistance, reader, scribe, soft copies of  
reading material, screen reading**

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

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

The institution hails the country's ethos of 'unity in diversity' and 'Incredible India'. In that spirit, a concerted effort is made through curricular, co-curricular and extra-curricular activities, to inculcate in the students of diverse regions and communities.

The College celebrates national and religious festivals with inclusivity and passion to promote community, religious and cultural harmony, effective socialization and national integration. All the students, irrespective of their religion and community, are included in the organizing committee of the celebrations.

The Heritage Club of the college spreads awareness on our rich culture and heritage and the need to preserve and perpetuate it for continuity. It stimulates interest and a sense of responsibility in promoting this cause.

English is the communicative language inside the campus to make the students feel inclusive, communicative and interactive. The curriculum also permits to learn Hindi, Malayalam, Tamil or French during the first year.

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

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Our institution takes initiatives to organize various events and programmes towards responsible citizenship by enlightening the students and staff on the constitution of the country. Every day the classes commence with common prayer through public addressing system. Bharathiar University has inbuilt courses on Value Education and Human Rights for first year students.

Students take part in discussions and communicate directly to the Management regarding specific grievances on any matter related to College. Students enrol themselves in various clubs and associations, plan their activities and execute them on their own. The college has initiated the following activities to ensure constitutional obligations towards society:

Students' participation in welfare activities of the five adopted villages.

Republic Day and Independence Day celebration

NSS arranges programmes to students for understanding the ethics, values, duties and responsibilities of citizens towards the society and the environment.

The institution took part in Clean India Campaign - Swachh Bharat Abhiyan.

Our College received a fund of Rs.1,00,000 from UBA to construct a CommunitySoakPitin the adopted tribal village -Puthupathi.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-7/7.1.9/Relavent_document_22_23.pdf">https://ajkcas.com/naac/AQAR22-23/CRITERIA-7/7.1.9/Relavent_document_22_23.pdf</a>
Any other relevant information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-7/7.1.9/Relavent_document_22_23.pdf">https://ajkcas.com/naac/AQAR22-23/CRITERIA-7/7.1.9/Relavent_document_22_23.pdf</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

A. All of the above

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

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

The institution celebrates national festivals with great fervour to preserve and maintain the rich culture and traditions of our country. Independence Day and Republic Day are observed with patriotic zeal. The NSS Day, Rashtriya Ekta Divas and Martyrs Day are observed among the students to reinforce national values. International Women's Day is celebrated every year by way of motivational and awareness talks on woman's concerns. Faculty and students are allowed to showcase their talents. The institution observes World Environment Day by engaging students in campaigns for a clean, green environment. International Yoga Day is observed, where

the students are made mindful of the health benefits of Yoga. To honour our great leaders and get inspired by their deeds, the college celebrates the birth and death anniversaries of great Indian personalities and observes two minutes of silence. A short speech of their valuable contributions is delivered to the students through a centralized audio system. The institution puts its best efforts to picture the sacrifices of our freedom fighters to the students. It also organizes various activities on different themes throughout the year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

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

**Objectives To develop ICT literacy, equip students, evaluate teaching progress & digitalize administrative activities.**

**Context Educators use teaching methods enabling learners absorbing knowledge efficiently. ICT tools help digitize administrative & academic activities of the institution.**

**Practice LMS provides excellence in complete teaching learning. Academic & administrative processes are online.**

**Evidence of success**

- Students are digitally literate
- Seamless access to e-resources
- Improved administration

**Problems encountered / resources required**

- Meeting infrastructure requirements
- Additional ICT maintenance & power consumption costs.

1. Creating social responsibility Institution aims instilling a sense of social responsibility.

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

Practice Accumulated money under Dhaan Dharm Yojana is utilized for charitable purposes. Institution adopted five villages for development activities & conducted many welfare programmes & signed MoUs for them.

**Evidence of Success**

- Students involvement in extension activities to serve society
- Institution received many social responsibility awards

**Problems encountered/ resources required**

- Students balancing academics & social service.
- Funds

File Description	Documents
Best practices in the Institutional website	<a href="https://ajkcas.com/igac.php">https://ajkcas.com/igac.php</a>
Any other relevant information	<a href="https://ajkcas.com/naac/AQAR22-23/CRITERIA-7/7.2.1/">https://ajkcas.com/naac/AQAR22-23/CRITERIA-7/7.2.1/</a>

**7.3 - Institutional Distinctiveness**

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Learning IFCA accredited CS&HM here is distinctive. It is PIONEER in offering Ph.D. in CS&HM among all affiliated institutions in South India.

The Faculty Brigade comprises qualified facilitators with enormous inland and overseas experience in industrial and academic segments. They have fair representation in SICA. Number of ISBN cookery books with copyrights and indexed research articles are in their credit. The Youtube Channel 'AJKCAS Kitchen for All Seasons' demonstrates various recipes.

CS&HM laboratories are crafted with modern equipment in five-star level appeal, considered the best in the region. The department runs a Culinary Club.

CS&HM courses have established their distinctive approach by modelling its pedagogy in the following domains.

### 1. Skill Development

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

### 2. Entrepreneurial Development

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

### 3. Ethical and Human Value Development

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

### Improving Employability

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



File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

- To be an autonomous institution
- To upgrade and collaborate with various research centres.
- To start need based Post graduate courses
- To establish state-of-the-art infrastructure facilities
- To focus on publication only in SCOPUS/SCI/SCIE indexed journals