

Introducing D.B.Jain

Dhanraj Baid Jain College is one of the premier institutions, established in the year of 1972 by the Tamil Nadu Educational & Medical Foundation. Spanning over 45 years of enriching value-based education and striving firmly towards the upliftment of Human Excellence.

Dhanraj Baid Jain College is re-accredited with 'A' grade by NAAC in the year 2013 as a testimony to the academic distinction. As Equality of Education is the major motive of the founder, the college has fastened the fee structure to the lowest possible to help the downtrodden to reap the fruits of Higher Education. With a sprawling campus of 17.37 acres of land with over 1,07,000 Square feet of buildings, it is in Rajiv Gandhi Express ITway, Thoraipakkam, Old Mahabalipuram Road, Chennai, which is a vibrant and friendly place to live, study and socialize.

The College has enthusiastic and dedicated team of 122 faculty members who inculcate creative thinking through their stupendous Teaching and research abilities. The exceptional infrastructure acts a supportive aid, which helps in accomplishing the students' goals. The college offered 12 UG and 6 PG courses, Full Time MPhil, Part time and Full time Ph.D. courses and works continuously towards fetching the quality of research work as novelty is the essential investment in the future competences of the society.

The development of students' life is worth the effort, time and energy spent. The Management team of D.B Jain's Consistent and Unflinching effort helps in the progress of students through clubs such as NSS, NCC, youth red cross, Entrepreneurial development cell, women's empowerment cell, Internal quality assurance cell, red ribbon club, alumni club, environmental awareness club, value education club, sports council committee, student – welfare community etc..

It is no small honor as the placement records in the campus have been consistently high. Placement and training cell has been completely dynamic and provide quality services through well planned training and development programmes to face the external world and reach the aspirations in one's career path. Our Careers Service offers workshops, careers talks, job fairs and help with finding internships and full-time employment to help accelerate careers. Some of the distinguished recruiters

are, WIPRO, Cognizant Technology Solutions, HCL technologies, Hexaware, Aditya Birla Group, Tata Consultancy services, Dell, Sutherland etc..

Dhanraj Baid Jain College concentrates both on the physical and the mental fitness. To channelize the youth and make them more proactive, physical fitness is fundamental.

The physical education department of the college has received various accolades for its consistent and energetic performance in all the events the students participate in, won trophies in many tournaments both national and state level.

With outstanding campus in a brilliant location, ample facilities, active community working for research excellence, which underpins a personalized education and well- drafted career success path, Dhanraj Baid Jain College is an elevating place to be in.

Core Values

Develop human resources to serve the community and nation.

Bond through equity, trust and mutual respect.

Journey towards excellence and entrepreneurship in a learner-centric environment.

Create competency & skills to synthesize and apply knowledge.

1. Integrity- Integrity is the exercise of being truthful and showing a reliable and uncompromising devotion to strong ethical principles and values. We practice a shared decision-making process and promote trust through professional courtesy and fair treatment. Imbibe values of the institution through dedication to one's work. Conduct all activities in an ethical manner. Commit to practices that are fair, honest, and objective in dealing with students, faculty members, staff, and stakeholders at all the levels of the community. Celebrate our Independence Day with zeal and enthusiasm as it brings the entire Ramaiah staff together and maintains institution's integrity.

2. Respect -Day to day interactions with students, colleagues, parents and other stakeholders are conducted honorably and respectfully. Respect is the essential foundation for working collaboratively. We recognize the expertise of teaching and non-teaching staff and respect their contribution towards the institution. We intend to extend support to our employees and student in all possible ways. Express gratitude to all the teachers and women staff of the college through Teacher's Day and Women's Day celebration every year. We value and respect the efforts of the staff as they contribute to the wellbeing of the society.

3. Diversity- We create inclusive work environments where people are valued for their cultures, experiences, skills, knowledge and capabilities. We provide culturally inclusive and responsive services to all the stakeholders. We believe in diversity and promote respect to all cultures. Programs related to all occasions as Onam, Dushhera, Kannada Rajyotsava are celebrated to experience and respect Indian diversity. College Cultural fest 'Xtasy' is a platform that encourages students to express the diversity we inhabit. People from various parts of the country are given opportunity to serve our institution and contribute in varied ways.

4. Excellence- We encourage our staff and students to strive to achieve their best. Dedication and practice is one, which helps us to surpass the ordinary standards, "Practice makes man perfect". To ensure we achieve this maxim, subject related seminars are conducted. Students are the primary reason we exist as an institution and thus the teachers take initiative to drive in the standards of excellence by using different techniques in the classrooms including ICT, PPTs, and videos. We relentlessly pursue excellence. Two Internal tests in a semester are conducted to evaluate the performance of the students and prepare them for the exams. We continuously evaluate and improve programs, services, systems, and policies. We provide educational programs that lead to the acquisition of knowledge and skills necessary to achieve information literacy, career advancement, personal enrichment, leadership, and service to the community. College day further commends excellence and meritorious students who have excelled in academics are awarded.

5. Quality- Institution maintains good and high standards in teaching & learning, student centric support, encouragement for overall development of students and staff can be interpreted as quality. We

internalize, empower and evolve. We gear up ourselves to the changing needs of the society. Exhibit quality in staffing, facilities, programs, and services by anticipating the needs and respond accordingly. We encourage creativity, innovation, and risk-taking. Foster a learning environment that promotes responsible, principled behavior, which respects the dignity of all members of the community. Strive to ensure that curriculum, delivery, and support services respond to enquiries, requests, and concerns in an appropriate and timely manner. To ensure program quality on the basis to strengthen the overall effectiveness of curriculum, instructional delivery, and operations. Regular feedbacks from the students to improve and provide quality education. Alumni day of the college takes pride in exhibiting the quality of generation that the institution has given to the country and society

Physical academic and Support facilities -Lecture halls Lecture halls assignments are made based on the number of students in each section.

⌘ The college has a planning, building, and maintenance committee made up of members⌘ of the management who are in charge of overseeing the lecture hall maintenance, painting, and white washing. The lecture halls are kept spotless on a daily basis.

⌘ Computer laboratories Computer laboratories are properly equipped and maintained by a full-time IT team⌘ hired by the college to ensure network security, server maintenance, and system security by installing anti-virus software and original software. Based on wear and tear, computers and printers are fixed or replaced.

⌘ Practical are conducted in an organised manner in computer labs that are fully equipped⌘ with appropriate equipment. There are lab technicians and lab assistants in every lab. Library Books, periodicals, newspapers, CDs/DVDs, N-LIST e-resources, journals,⌘ cartographic resources, and an e-Question Bank are among the academic materials available at the Library. Library services are provided using Library Management Software (LMS) and are⌘ monitored by chief librarian and assistants. Faculty and students can access Current Awareness Services through Library e-groups⌘ (WhatsApp and Google Groups).

Sports - The institution has a state-of-the-art playground facility that meets international standards. There are four cricket grounds, as well as football and hockey fields, Volleyball, Kabaddi, and Kho Kho and Tennis courts. An indoor table tennis of 6 and shuttle court is available, with maintenance provided by the facility.

Canteen -The Canteen has a RO Plant that provides pure drinking water. A generator is available to provide continuous power. The management is providing free lunch to all non-teaching staff and technicians. The management is also providing free refreshment both session to all teaching and non-teaching staffs.

Hostel - DBJC offers widespread hostel facilities within the campus. We recognize that most of our students leave their homes for the first time. So we endeavour to make the changeover as smooth as possible within the campus, providing a homely environment. All the rooms are planned to provide sufficient moving space and plentiful air and light. Each hostel has its individual mess providing hygienic and nourishing meals three times a day on a menu cycle suggested in consensus with the students. We take all efforts to provide the best of services and amenities within the hostels. To make the stay of the students a pleasant one, several events, and celebrations are held within the hostel. Various sports clubs have been made for the students to increase their involvement and knowledge.

Others - The college's different support services are shown near the main entrance. College maintenance activities are assigned to staff. The campus's greenery is meticulously maintained by skilled gardeners on a daily basis. Trained plumbers and electricians are on hand to help with any repairs on campus. Cement seats are strategically positioned throughout campus to allow students to relax during their lunch or break. Cement dust containers are placed across the campus to keep it clean. Flex boards, quotes, and directions outlining where fixtures should be installed. Moral ideals are depicted in murals on the walls. Home guards are used on campus to improve discipline and security. Students and employees can park their automobiles in a separate huge parking space. With speed breakers, proper roads are created for communication within the campus. Rainwater harvesting has been implemented to improve water management.

Strategic plan process Strategic Goals

The team of MSRCASC after several discussion and planning in tune with the Mission and Vision has brought Quality Policy and Core Values. Stake holder's expectations and SWOC analysis has been converted into Institutional Strategic Goals. Institutional Strategic Goals are grouped in the following manner:

1. Internal Quality Assurance System Reconstitution of IQAC as per NAAC regulations
 - Framing of Quality Policy & publishing regularly Formation of Quality Monitoring Committee & functioning Educating & Training of all employees Periodic check & guidance for quality improvement Establishment of audit team and process
 - Audit for remedial measures
 - Promoting best practices
 - Annual report preparation & submission vision mission core values strategic initiatives/ goals objectives key action steps collaboration and linkages outcomes continuous planning and improvement
2. Teaching learning process Academic planning and preparation of Academic Calendar Development of teaching plan
 - Preparation of Lesson Plan based on CO & PO mapping Use of advance teaching aids and adopt enhanced ICT techniques
 - Development of e- learning resources
 - Promote research culture facilities Provide mentoring and personal support
 - Follow a transparent and fair feedback system
 - Conduct training based on need analysis
 - Evaluation parameters and benchmarking
 - Continuous assessment to measure outcome
 - Performance development through credit system
 - Implementation of best practices
3. Leadership and participative management

Decentralize the academic, administration and student related authorities & responsibilities

Prescribe duties, responsibilities and accountability

- Portfolio assignments
- Establishment of functional committees

4. Good governance Vision, Mission and their articulation in every key position

- Evaluation of Institute's performance and benchmarking
- Institutional strategic goals setting
- Institutional Strategic development plan
- Monitoring and Implementing the Quality Management Systems
- Following organization structure
- Smooth Working of statutory committees
- Establishing E governance
- Leadership development through decentralization
- Establishing internal audit committee
- Code of conduct and policy formulation, approval and implementation
- Establishing fair and transparent performance appraisal system

5. Student's development and participation Budget allocation for student development programmes and activities

- Students Trainings & Placement Activities Student's representation in various committee and cell
- Participation in competitions
- Organizing competitions
- Credit transfer
- & compensation Rewards & recognitions of achievers Participation in extracurricular activities
- Participating in social and welfare activities
- Providing career guidance

6. Staff development & welfare Recruitment Policy formation & implementation Staff performance evaluation system

- Staff Training for quality improvement
 - Best possible work facilities & infrastructure facilities Code of conduct, service rules & leave rules Staff welfare policy implementation, Career advancement schemes
 - Rewards, recognitions and incentives
 - Deputation for seminars, conferences and workshops etc.
 - Sponsorship/ Motivation for qualification improvement
 - Support for research, consultancy, and innovations.
7. Financial management Framing & implementation of Purchase and Financial policies
Department wise Budget planning and allocation
- Forecasting income & expenditure Effective functioning of purchase committee
 - Budget formulation & approval through Finance Committee MoUs with industries
 - Support for internships, visits, trainings, guest lectures
 - Identifications of industry needs and advice on Curriculum for extra courses apart from curriculum. Providing opportunities for Industry based/sponsored projects
8. Entrepreneurship Establishment of Entrepreneurship Development Cell
- Effective functioning of entrepreneurship development Cell
 - MoUs with organizations for entrepreneurship development Providing training & guidance for entrepreneurship development Bringing more experts of the field for seminars, lectures, workshops for entrepreneurship development Establishing incubation centers
 - Promoting, sponsoring and facilitating entrepreneurship development
9. Research and innovation Dedicated R&D facilitation centre Establish and develop Laboratories with more research facility
- Fund generation through Project proposals
 - Apply for Government/Non-Government industry, sponsored funds
 - Collaborations with Government & Private Institutes, Universities and Research Organizations
- Applying for patent
10. Community Services and Outreach Activities Budget from institution
resources/Faculty/students/other donors

- Identify community and social development work
- Identify challenges of society for development work
- Provide vocational training /job oriented training as per local needs at the institute
- Educational support to village people
- Conducting awareness camps

11. Physical infrastructure Infrastructure building development & modification Smart Class rooms, Tutorials, Seminar halls

- Modernization of Laboratory & equipment More ICT enabled classrooms
- Library infrastructure up gradation
- System up gradation
- Functional facilities for e-learning Safety & Security management Water facility and Medical facility

Standard Operating Procedure (SOP)

Standard Operating Procedure (SOP) prescribes the institutional flow chart for execution of activities in a step by step process, involving all the levels of managerial hierarchy.

1. Analysis Head of the institution analyze the present situation in respect of the needs of the institution, though academic council with Heads of Department and Deans. The academic council check the availability and adequacy of classrooms, laboratory, books in the library, staff requirement and any other additional components like hostel, sports ground, co-curricular and extracurricular activities which enhances the quality of work life and develops life skill of students.

2. Survey Statistical facts and figures regarding student admission, staff requirement, books available in library, examination procedure ect. are collected and suitable estimations and requirements are made into a list of development / improvement programs.

3. Improvement List the development / improvement programs with details about each program from each department is received. It should clearly indicate the time limit for its implementation. Program can be short term and long term depending on circumstances.

4. Implementation The council makes the decision regarding implementation of development / improvement program in each department based on details provided along with the statistical facts and figures.

5. Evaluation Success of the plan is determined by its evaluation. The degree to which the target set are being achieved at different stages of the plan, must be assessed from time to time. At the completion of the project, end product of output must be assessed qualitatively and quantitatively.

Strategy Implementation and Monitoring

After approval of Strategic development plan the next step is its implementation. During implementation the progress of strategy shall be measured from time to time. Hence the measurable success indicators are clearly spelt out in the implementation document. The Principal along with Academic Council and other team member will be the custodian for strategic plan and its deployment. The benchmarking of quality standards and its monitoring, evaluation of attainment will be carried out by the IQAC independently. The IQAC will report the findings to the Academic Council and Governing Body

Implementation at Institutional Level

Governance & Administration

Chairman & Members of Governing body, Administration Office

Branding /Expansion

Governing Body, Local Management Committee

Admissions

Principal, Heads of Department , Admission team

Statutory Compliance

Principal, Heads of Department , Coordinators

Infrastructure (physical)

Governing Body, Secretary Trustee Board, Manager Infrastructure (Academics) Principal, Heads of Department

Teaching- Learning Principal, Heads of Department , Faculty