DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

Thoraipakkam, chennai-600 097, Tamil Nadu

ACADEMIC AUDIT REPORT 2018-19

HELD ON 15.04.2019

Academic Audit Committee

Member 1: Dr.R.SEENIVASAGALU

Associate Professor & Head
(Research Guide & Supervisor)
Department of Commerce
Government Arts College for Men (Autonomous)
Nandanam, Chennai – 600 035

Member 2: Dr. P.V. KUMARAGURU

Dean - IT & Admin
Guru Nanak College (Autonomous)
Velachery, Chennai – 600 042

Member 3: Mr. D.S.LUTHER

Educationist,
R.K. Nagar, Mandaveli,
Chennai – 600 028

1	Academic Year for which the Academic Audit is conducted	2018-19
2	Date of Visit Time of Visit	15.04.2019 11.00 am
3	Accreditation/Reaccreditation by NAAC	Third Cycle: Reaccredited by B+ Grade
4	No. of full time teachers	107
5	Courses offered	UG Courses: 12 PG Courses: 08 M.Phil : Full-time Commerce and Computer Science Ph.D. : Commerce, Corporate Secretaryship, Physical Education. Diploma Courses:07
6	Special features of the college	Awards received : 06 Workshops/FDPs Conducted: 20 Seminars Conducted: 03 Publications in Journal: No. of Guest Lectures: 40 NSS Activities:6

CURRICULAR ASPECTS:

- Curricula are very well designed and developed
- Curriculums are redesigned taking into account the profile of the students and their needs.
- Board of studies included experts to make the curricula more relevant and meaningful.
- Being an autonomous college with freedom to innovate, internship during summer is made a compulsory component of the curricular of all the programmes which can be awarded 4 credits. This will increase the permanent opportunities of the students.
- No. of inter-disciplinary and elective courses are good.
- Feedback systems are extended to all stake holders, including employers.
- Curricular can include professional skill training. Skill training programmes 1 and 2 can be designed relevant to the respective courses and offered as compulsory credited program. This will enable the students to convert their theoretical knowledge into skills.
- Teachers work diary is evaluated by the Principal and the HOD. This is a document that carries information about the lesson plan, achievements and a comprehensive self-appraisal.
- Academic Management is focused to achieve the learning outcome.
- The curricular and co-curricular activities are well balanced in the Teaching Learning environment to provide holistic education to the students.
- Highly qualified and committed teachers.
- Teaching Learning and Evaluation has rigour and vitality.
- Evaluation is transparent and results are published on time.
- Equity of access is taken care of in the admissions.
- The Admission committee is vigilant in making the admission process transparent and efficient.
- Admission and Publication of results are completely automated.
- IQAC provides Faculty enrichment programmes and Orientation Programmes for students.
- IQAC also conducts feedback on the Governance and Leadership along with faculty members.
- Results are published on time through the web.

- Teaching pedagogy is well integrated with many activities which provide the students learn differently.
- Use of ICT is excellent among faculty.
- IQAC ensures quality in teaching and learning through periodical assessment, feedback, by organizing capacity building programmes for teachers and students.
- Grievance redressal cell for students and teachers is well established and in practice

ADMISSION PROCESS

How to obtain Application Form

- **IN PERSON**:

Application can be obtained from College Office in the Second week of April every year between 10:00 a.m. and 5:00 p.m. on all working days on payment of Rs.250 for a UG Course and Rs. 300 for a PG Course. Candidates should use separate application form for the different branches/courses they seek admission.

- **BY POST** :

Sending a Demand Draft with a requisition letter addressed to Principal, D.B.Jain College, Thoraipakkam, Chennai – 600097, along with a self-addressed envelope (23*13 cm) affixed with Rs.60 postal stamp.

- **ONLINE** :

Application forms also can be downloaded from college website www.dbjaincollege.org

How to Submit Application Form

- Filled-in application form for all UG Courses with a latest color (with white background) passport-size photograph affixed in the box provided should be submitted to College Office within TEN DAYS from the date of publication of TamilNadu Higher Secondary Examination results. At the time of registration, the candidate must have completed 16 years 6 months on 1st July of the year of Admission.
- Filled-in application form for all PG Courses with a latest color (with white background) passport-size photograph affixed in the box provided should be submitted to Shift- II College Office within TEN DAYS from the date of publication of University Under-Graduate Examination results.

- Acknowledgement Card should be collected at the time of registration of the application form in person.
- Attested PHOTOCOPIES of the following documents (with the application number written on each document) should be appended to the duly filled-in application form :
    1. Plus- Two Marks Statement issued by the appropriate authority
    2. Transfer Certificate / Conduct Certificate
    3. Community Certificate (BC/MBC/DNC/SC/ST)
    4. Certificate of Proof in the case of Differently-able candidates/ Candidates with Sport/NCC credentials/Wards of Ex-Servicemen.
    5. X Standard Marks Statement for SC/ST students for applying for Government Scholarship.
    6. Eligibility Certificate from the University of Madras in case candidates belong to Boards other than Tamil Nadu State Board.
    7. Marks Statement along with Provisional/Degree Certificate issued by the University in case of candidates applying for Postgraduate Courses.
    8. Recognition Certificate obtained from the University of Madras in case candidates have graduated from Universities other than the University of Madras.
    9. Aadhar Card photocopy.
    10. Blood Group Report.
- Duly filled-in application form can also be sent by post to Principal, D.B.Jain College, Thoraipakkam, and Chennai – 600097. A self-addresses envelope affixed with Rs.6.00 postal stamp should be appended to the application form to enable the College Office to send the acknowledgement card. Please note that the College Office will not be responsible for any postal delay.
- Incomplete application forms will not be taken into consideration.
- In all communications related to admission, the application number must be quoted.
- In case application form is downloaded, the cost of application form should be remitted at the time of registration.

Provisional Selection and Intimation

- After scrutiny of the application forms, provisionally selected candidates will be sent Interview Cards to the address furnished on the Card.

- Requests for extension of date and time of Interview will not be entertained. The provisional selection will automatically stand cancelled in case the candidate's fails to appear for interview on the date and time mentioned on the Interview Card.
- For admission to Post-graduate courses, an entrance test followed by a personal interview will be conducted. Based on the performance, candidates will be intimated of their provisional selection.

Interview and Admission

- The provisionally selected candidates will have to present themselves along with their parent / guardian for an interview with the Principal on the date time mentioned on the Interview Card.
- Provisionally selected candidates shall bring all ORGINAL certificates and documents at the time of interview for verification.2 sets of photocopies of these certificates and documents shall also be handed over to the college office. In addition, 3 latest color (with white background) passport-size photographs, 1 passport-size photograph of the candidate's father, mother, guardian (for Mentoring Records) shall also be provided.
- The Transfer Certificate has to be submitted in original only. No other original certificate needs to be submitted to the college.
- Candidates attending the Interview should be prepared to remit the Semester Course Fees immediately on the intimation of their selection. The amount of Semester Course Fess will be indicated on the Interview Card.

Mode of Payment of Fees

- College Course Fees shall be remitted by the candidates through Easy Pay in Axis Bank.
- Non-payment of Semester Course Fees on the day of admission will automatically lead to cancellation of admission and the seat will be allotted to the next eligible candidate.

Withdrawal from Course

- A student once enrolled for a course is expected to complete the same.
- The student shall not withdraw from the course without informing Principal in writing.

- In case the student withdraws from the course without completing the same, he/she is liable to pay the fees for the period his/her name remains on the College rolls.
- COURSE FEES ONCE PAID WILL NOT BE REFUNDED UNDER ANY CIRCUMSTANCES

EVALUATION PROCESS

The Controller of Examinations is in charge of the examination process in the College. The Examination Cell provides support to the Controller of Examination. The institution has an Examination Manual which clearly states the rules and regulations of the evaluation process. The rules are strictly followed. To ensure transparency in the conduct of examinations an External Superintendent appointed to supervise all matters related to the conduct of Examination. The Exam Squad and Malpractice Prevention Committee ensure transparency and check on malpractices in the evaluation process. Double Valuation for the P.G Programmes ensures minimum anomalies in the valuation process. Provision is made for revaluation at the UG/PG level and re-counting of answer scripts at UG/PG Level.

RESEARCH, INNOVATIONS AND EXTENSION

- This Criterion has scored reasonably good grades due to the efforts of the college to promote research & facilities and for research publications & Awards.
- The research culture will have to be developed even in the UG classes as these will facilities in depth understanding of the subjects.
- An extension activity carries Maximum weightage in the criterion. Hence, efforts can be taken to develop Extension activities.

INFRASTRUCTURE AND LEARNING RESOURCES

The Library housing 40,452 volume books and over 30 lakhs of e-books from N-list sources, 72 printed journals and more than 5000 e-journals from INFLIBNET for the benefit of students, research scholars and faculty members. Books for Civil Services Examinations, Banking Recruitment exams, TOEFL, NET, SLET, TNPSC, RRB etc., are available. Membership in British Council division, and MALIBNET. The library offers Internet access free of cost and reprographic facilities to faculty and Student's. The Book Bank facility is also available for the needy students. A mini video hall available in the library with LCD projector facility.

Well-furnished computer centre, with five laboratories and 350 computers exclusively for students; computing centre's with internet enabled computers to serve the day-to-day computing needs of students with latest software.

The Department of Visual Communication in now housed in a well-designed building 'School of Media Studies' with Drawing & Painting Studio, Photograph and Video graph Floors, Edit Suited and a Recording Theatre.

The Physical Education Department maintains the ground for both indoor and outdoor games, well maintained ground for various outdoor games Kabaddi, Volley Ball, Ball Badminton, Foot Ball, Basket Ball, Kho Kho, Tennis, Cricket and indoor games like Chess, Table Tennis and Badminton.

Coaches for various games and sports are made available for the students by the Physical Education Department. The sports students avail financial and technical support from the college sports funds to participate in the University, State and National Level tournaments. The Physical Education Department maintains a well equipped gym for the students and staff.

The yoga classes conducted regularly with the help of well trained outside trainers for staff and students separately.

The sports ground of the College is also used for conducting University, State and National Level tournaments both boys and girls.

Sir Champalal Savansukha Auditorium has a seating capacity of 700. It is fully Air-conditioned and its light and sound system is currently being revamped. The Auditorium hosts various academic and cultural functions of the college.

- Airy room with individual locker and mosquito net fittings for all halls.
- Rooms with bed, table, chair and wardrobe, 24 hours security
- Common Study Hall, Visitor's Lobby, Hygienic two mess halls
- 24 hours uninterrupted power supply
- Providing indoors and outdoors sports like Chess, Badminton, Shuttle Badminton, etc.
- Providing daily newspapers in Tamil and English depending upon the requirements of the students.

STUDENT SUPPORT & PROGRESSION

CLUB ACTIVITIES

L.E.A.P. VALUE EDUCATION CLUB

Education is complete only if it enables the holistic development of the individual. In keeping with the vision of the Institution to create socially responsible citizens, Value Education Club of the College conducts several activities for the students by the students . The Birth anniversaries of Swami Vivekananda Mahatma Gandhi, Our Former President Dr.APJ Abdul Kalam , was observed by conducting several events that will reinforce the messages of these great patriots.

EARTH LOVERS' CLUB

To develop the concern for preserving the environment, the Earth Lovers' Club, students have taken up the initiative of clearing the area and planted about 40 new varieties of saplings.

ENTREPRENEURSHIP DEVELOPMENT CELL

The Entrepreneurship Development Cell channelizes the knowledge and energy of youth towards becoming active partners in the economic development process and to promote employment opportunities.

The DBJC Expo on 11th January 2019 was a business initiative that saw students set up stalls selling a variety of products and services. Nearly 30 stalls were put up. 120 students participated in this event that saw them get the hands-on experience of managing a business. The sales day recorded over 1250 footfalls.

WOMEN'S EMPOWERMENT CELL

Empowering the woman is empowering the society. Her holistic growth is one of the key objectives of D B Jain college. The Cell has conducted workshops on creating "Smart Girls", on "**Shaping Successful Students**", on "**Self Grooming**"**International Womens' day celebrations** was a day of colourful events for the girl students and women faculty of the college. Mrs. Usha Sunder, Infinitheism Spiritual Foundation Pvt. Ltd. was the Chief Guest for the Womens' day Celebrations.Our Alumni Mrs. V. Vasumathi, Mrs. M. Geetha and Mrs. Padma Rajasekar were felicitated with Distinguished Alumni award.

CITIZEN CONSUMER CLUB

Citizen Consumer Club conducts monthly meetings to spread the awareness on consumer rights among our students.

FRIENDS OF POLICE

The FOP Movement is a Community Policing initiative and a Joint Governmental Organization that aims to bring police and public closer. The FOP unit at D. B. Jain aims to –

- To Promote crime awareness among the people and enables prevention of crimes.
- To Assist the Traffic Police to manage the traffic during the peak hours.
- Create attitudinal changes both within the force and among the public.

ABDUL KALAM QUIZ CLUB

The Dr.A.P.J Abdul Kalam Quiz Club of our college intends to empower the students with knowledge to create interest and curiosity to collect information related to different fields and aspects of life. On 27th February 2019, Inter Departmental Quiz was conducted and prizes were distributed to winners by Chief Guests Mr. Lokesh Pop Addy and Mr. Kutty Gopi, Anchors from Sun/ Adithya TV, Chennai.

CULTURAL ACTIVITIES

The students proved their competence and won laurels for the college at the inter-collegiate level. Our students were the overall champions in the inter-collegiate talent hunt, Tech Primo 2K19, conducted by DRB CCC Hindu College, Pattabiram.

NSS, YRC, RRC

The NSS YRC & RRC units of the college have been involved in several activities inside and outside the college in the form of awareness rallies, blood donation camps, leprosy eradication drive,

NCC

The NCC Unit of the college has been vibrant with active participation in the Combined Annual Training Camp, cum TSC (Thal Sanik Camp) cum RDC (Republic Day Camp securing several prizes in the various competitions held during this session. They have also involved themselves in several service oriented activities

ALUMNI ENGAGEMENT

- Alumni Association can be strengthened
- College being a 5 decade institution will have impressive Alumni placed all over the globe. They can be traced through social network and data can be collected and published as "Alumni Directory"
- Departmental Alumni meet can be organized in addition to general meeting
- A statutory date can be fixed for the annual Alumni meet and intimated through facebook
- Fellowship and entertainment should be the function of Alumni Meet to attract the Alumni
- Membership can be made compulsory for all the outgoing graduate and undergraduate students
- Alumni Association should have a strong leadership, which can raise funds for college
- Alumni can be made to create "Endearment" for the college.

DEPARTMENT ACTIVITIES

- The Department activities were active throughout the year conducting several events at department levels like Manavar Arangam, Vallalar Vizha, Bharathiar Vizha, Valluvan Vizha, Kamban Vizha, Jain IT Vistas, Jain Techno Meet, Comp Fest 2019, DBJC Eco Fest-2019 at the intra-mural level.
- Eight Guest lectures, 32 training programmes, 17 workshops were conducted during this year.

SPORTS:

Our students have excelled in the field of sports by winning the first place in kabaddi, football , volleyball and athletics , in over ten events at all levels from inter-collegiate level to the international level.

Six students represented Madras University Kabaddi Team and secured Gold Medal in the Tamil Nadu State Inter University Kabaddi Tournament, Organized by Avinasilingam University, Coimbatore, in the month of December 2018.

In athletics, R.Chandrakumar, I B.Sc. Secured Silver Medal in the A.I.. Meet, Organized by University of Madras from 4-6th October 2018. He bagged the gold medal in the All India Inter University Athletics Championship.

Two students have got appointment through SPORTS QUOTA

Sl.No.	Name	Class	Game	Department
1	P.Malaiyarasan	II M.A.	Kabaddi	Central Excise
2	Inzamam	I B.Sc.	Kabaddi	ICF

PRO- KABADDI PARTICIPANTS

- P.Santhapana Selvam- III B.A.(Eco) plays for Jaipur Pink Panthers team.
- D.Pradap – II.B.Sc. plays for Tamizh Thalaivas team .

POWER LIFTING

- S.Parthiban, III B.Com. Secured 1 Gold & 1 Silver Medal in the Tamil Nadu Senior State Power Lifting Championship held at Salem on 27.08.2018.

BOXING

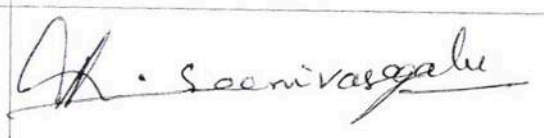
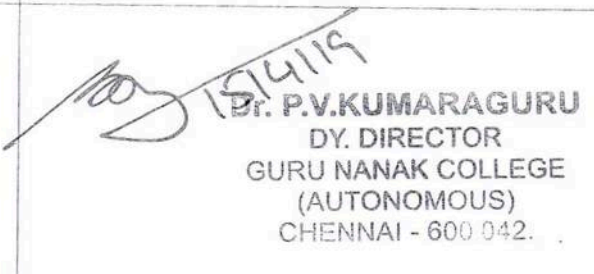
- S.Nandhakumar III B.Com, Secured Gold Medal in the 8th Rural National Games Boxing Championship held at Haryana on 02.02.2019.

Dr.R.Desingurajan, Director of Physical Education has been nominated as selection committee member for the following Madras University teams for the year 2018-19.

1. Volleyball – Men & Women
2. Athletics
3. Swimming
4. Boxing
5. Cross Country

He is also nominated as coach for Madras University volleyball men and women teams. Our college Asst. Physical Director E. Anburaj has been nominated as coach for Madras University Men & Women kabaddi teams which secured Gold Medal in the Tamil Nadu State Inter University kabaddi championship,.

To sum up the Academic Audit report of the D.B.Jain College in terms of teaching learning evaluation and performance, the committee find it satisfactory and the college have the potential to grow in the years to come.

Name	Signature with date
Dr.R.SEENIVASAGALU Associate Professor & Head (Research Guide & Supervisor) Department of Commerce Government Arts College for Men (Autonomous) Nandanam, Chennai – 600 035	
Dr. P.V. KUMARAGURU Deputy Director Guru Nanak College (Autonomous) Velachery, Chennai – 600 042	
Mr. D.S.LUTHER Educationist, R.K. Nagar, Mandaveli, Chennai – 600 028	