

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



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;

- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local

society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016:**

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution	2016-2017
1.2 Address Line 1	Dhanraj Baid Jain College
Address Line 2	Jothi Nagar
City/Town	Thoraipakkam
State	Chennai
Pin Code	600097
Institution e-mail address	dbjainmca@yahoo.co.in
Contact Nos.	044 - 65871798
Name of the Head of the Institution:	Dr.R.P.PANKAJA
Tel. No. with STD Code:	044 - 24960889
Mobile:	9600966961

Name of the IQAC Co-ordinator:

Dr.M.SAKTHIVEL MURUGAN

Mobile:

9841373433

IQAC e-mail address:

Murugan_57@yahoo.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

RAR 12461

1.4 NAAC Executive Committee No. & Date:

RAR12461-D.B.JAINCOLLEGE-CHENNAI-15-16
Dated :-21 -10-2016

1.5 Website address:

www.dbjainCollege.org

Web-link of the AQAR:

www.dbjaincollege.org/AQAR2016_17.doc

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++		2005	2008
2	2 nd Cycle	A	3.11	2013	2018

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

07-July-2006

1.8 AQAR for the year

2016-17

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

- i. AQAR 10-05-2014_ (DD/MM/YYYY)4
- ii. AQAR_30-06-2015 __ (DD/MM/YYYY)
- iii. AQAR_21-10-2016__ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

University of Madras

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="20"/>
2.10 No. of IQAC meetings held	Five
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="5"/> Faculty <input type="text" value="5"/>

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Regular Yoga classes for the students.
- Facilitate planning and development of job oriented curriculum.
- Constant encouragement and support for faculty participation in Quality improvement programs,Capacity building workshops,seminars,conferences and teacher competence enhancement programmes.
 - Psychological training for teacher effectiveness.
 - Innovactive practices combining traditional ,modern teaching methodologies.
 - Specific ICT Training programmes for effective communication
 - Newspaper reading Practice sessions during English class hours.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<p>Proposal and plan to conduct National Level seminars, workshops, symposiums, FDP etc.,</p>	<p>As a step towards quality enhancement of our faculty, a NAAC-sponsored National Seminar on “Quality Enrichment and Excellence in Indian Higher Education System in the the era of globalisation” was conducted on 25th and 26th February 2017. Inaugurated by Dr. B S Madhukar, Deputy Advisor, NAAC, Bengaluru, the resource persons comprised senior members from the academia and the industry over 200 participants and nearly 80 papers were presented during the Seminar.</p> <p>On 21st and 22nd September 2016, Faculty Development Program was conducted by the IQAC for both shift I & II teaching staff members. Experts from ICT academy addressed the teaching staff members on the topic” Time Management”.</p> <p>On 1st August 2016, the Department of Visual Communication organized a workshop on the topic “Visual FX and its use in cinema” by Mr.Karthikeyan,Department of VFX Image, Chennai.</p>

	On 16.07.2016, Workshop on Yoga conducted by M/s. Krishnamacharya yoga Mandiram.
Practices to reform and improve the student's success rate.	Various practices such as Centralised Continuous Internal Assessment, remedial classes for slow learners and advanced learners. Question bank for subject-wise and case studies on subjects. .
More participation of students for Sports Activities	Out of the tournaments played, our sports students have secured First place in 21 Tournaments, Second place in 5 tournaments and Third place in 5 Tournaments. 6 students represented our College in National Tournaments and 17 represented the University of Madras.
Career oriented programmes	To increase the employability of our students, several certificate and diploma courses are conducted throughout the year. For the first year students, certificate programmes on CRM, HRM , Hotel Management , Travel Tourism Communication and Public Speaking, Stock Market were some of the courses conducted. For the second year students certificate programmes, Retail marketing, Communication and Public Speaking, All third year students had Finishing School programmes on computer skills for the non-computer students, personality enrichment programmes. Life-coping skills were also conducted for the third students.

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

2.15 Whether the AQAR was placed in statutory body

Yes No

Management Syndicate Any other body

Provide the details of the action taken

The College council and IQAC members approved the Annual Quality Assurance Report (AQAR) after a detailed discussion. They also suggested to strengthen quality aspects of teaching ,the placement and industry institution interaction . The follow-ups were done periodically through the HODs meeting and other department level meetings.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	03			
PG	02		03	
UG	04		07	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	8			
Others(M.phil)	2			
Total	19		10	
Interdisciplinary			1-BCOM ISM 1-BCOM Computer applications	
Innovative				

1.2 (i) Flexibility of the Curriculum: **CBCS**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

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

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

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

YES-Regular and periodic updation of the syllabi with the support of board members of each discipline, industry nominees and Meritorius alumni.

Board of studies of Language and major discipline held in May - 2017.

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
110	105	5		

2.2 No. of permanent faculty with Ph.D.

20

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
10								10	

2.4 No. of Guest and Visiting faculty and Temporary faculty

02	02	NIL
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		02	09
Presented papers			88

Resource Persons		10
------------------	--	----

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

- The autonomous status has made it possible to introduce innovations in syllabus design, methodology and testing. Socially relevant and job-oriented papers, field work and practical training are part of the curriculum.
- Students Assignments in CD-electronic form.
- Hands-on training through practical classes in laboratories.
- Daily English newspaper reading during english class hour
- Education through ICT (Information and Communication Technology)-Smart class facility.
- Chalk & Talk substituted by LCD Projector for Regular Class Room Teaching.
- Institution conducts remedial classes and diagnostic tests for slow learners based on that it adopts teaching strategies to improve the level of learning.

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

200

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

- Continuous Internal Assessment (CIA) as a part of CBCS pattern to both UG and PG levels.
- CIA components - 3 cycle tests, Assignments, Seminars and Pre semester exams.
- PG – Double valuation and UG – Internal & External valuation.
- Dummy number assigned for answer scripts of UG and P.G.scripts
- Question Paper Scrutiny by external subject expert
- Exclusive automated softwares for Hall ticket printing
- Computerized Internal and external marks entry and Mark sheet generation
- An immediate supplementary examination is conducted for the students who have failed in only one paper at the end of final semester for PG and UG.
- Mark Sheet & Consolidated mark sheet with security features.

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

Two senior faculty from Each Dept is part Board of studies for restructuring /reforms in the Syllabus.

- 2.10 Average percentage of attendance of students

70%

- 2.11 Course/Programme wise

distribution of pass percentage : 2017

Title of the Programme	Total no. of students appeared	Division (Shift I)				
		Distinction %	I %	II %	III %	Pass %
B.A Economics	34	-	2	15	2	56
B.Sc (Mathematics)	40	5	10	8	2	63
B.Com (Co-operation)	37	-	3	25	11	78
B.Com (Commerce)	121	3	40	48	2	77
B.Com (CS)	45	-	15	24	-	87
M.A Business Economics	07	-	03	-	-	43
M.Sc (Mathematics)	19	-	10	-	-	53
M.Com (Commerce)	09	1	5	2	-	89
M.C.A	17	6	10	-	-	94
Title of the Programme	Total no. of students appeared	Division (Shift II)				
		Distinction %	I %	II %	III %	Pass %
B.Com (Commerce)	191	-	37	102	5	75
B.Com (CS)	108	1	5	52	-	54
B.B.A	45	-	14	14	-	62
B.Sc ISM	42	1	18	4	-	55
B.Sc (CS)	89	8	46	12	-	74
B.C.A	86	8	46	12	--	74
B.Com (CA)	44	-	6	14	4	55

B.Com (AF)	56	1	6	23	-	54
B.Sc (Viscom)	23	3	8	4	-	65
M.Com (CS)	18	-12	-	-	-	67
M.Sc (IT)	08	1	7	-	-	100
M.Phil.Commerce	12	--	9	2	-	92
M.Phil Computer Science	12	8	4	0	0	100

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

Through Students Performance analysis

☑ Through Feedback System

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	02
Staff training conducted by other institutions	10
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12			
Technical Staff	06			

Criterion – III

3. Research, Consultancy and Extension

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

Motivation for the faculty members for Paper Publications and pursue research.

Motivation of the faculty to attend National and International events

The faculty is granted special leave for attending conferences to present papers.

The library is equipped with a large number of research journals for the faculty. Library having Internet-browsing facility with INFILIBNET-Account access for faculty and research scholars.

Exclusive research and development cell monitors Phd.and Mphil research scholars work towards their research process.

Periodic guest lectures in research methodology and research paper writing from experts and eminent professors.

Research department expanded with new research guides with the approval from University of Madras.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01		999600	581600
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects- NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	08	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	--	15	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2	UGC	999600	999600
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify) Emitrus Fellow in Commerce	2			
Total	4	UGC	999600	999600

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

ii) Without ISBN No. (ISSN)

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		02			
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency

NIL

From Management of University/College

5 LAKHS

Total

FIVE LAKHS

3.16 No. of patents received this year:-NIL

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

Total	International	National	State	University	Dist	College
			02			

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

4

8

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

3

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

JRF

1

SRF

Project Fellows

Any other

nil

3.21 No. of students Participated in NSS events:

University level

20

State level

20

National level

International level

3.22 No. of students participated in NCC events:

University level

14

State level

20

National level

International level

3.23 No. of Awards won in NSS:

University level

01

State level

01

National level

International level

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="01"/>	College forum	<input type="text" value="05"/>	Value education Environment club ED Cell
NCC	<input type="text" value="05"/>	NSS	<input type="text" value="05"/>	
Any other				

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

- ❖ The college promotes campus-cleanliness drive as “SWACH BHARATH “among students and neighborhood surveys are undertaken by the NSS. The entire campus is a ‘No Smoking’ and ‘No Plastic’ zone.
- ❖ Field Trips, Village Camps, Blood Donation Camps, make students aware of their social responsibility and commitment.
- ❖ The College also runs an ‘Earn while you learn’ and ‘college to village and village to college’ programs
- ❖ Safety awareness rally conducted as a part of National safety week celebrations.
- ❖ The NSS and YRC units of the college have been involved in several activities inside and outside the college. Awareness campaigns were held during the Vigilance Awareness Week,
- ❖ Crackerless Diwali campaign. Health awareness camp, two Blood Donations camps were organised .320 units of bloods are collecting in these two camps. Two health check-up campaigns were organised with doctors from the Apollo Shine Foundations and Apollo Hospitals.
- ❖ Human chains were held at the Rajiv Gandhi Salai, OMR for ‘drug abuse and illicit trafficking of students’.

- ❖ Three students and the YRC programme officer attended an inter-state YRC training camp at Chandigarh. Gokul of II B.Com (G) won the award for “Best Youth Volunteer” during the camp.
- ❖ Subsequent to the Vardha cyclone, nearly 160 saplings were planted in the campus by the NSS and YRC volunteers.
- ❖ One day workshop conducted a Disaster management on 16th March 2017 in collaboration with Indian Red Cross Society at Egmore . 12 Volunteers covered attended the one day training programme conducted by Indian Red Cross Society at Egmore.

- ❖ The college also received second best donor award for International Flag Day.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	49000-sqft			1.5-core
Class rooms	85	1000 Sqft -4-Class rooms -	Management- 5 Lakhs -	89
Laboratories	07	-		07
Seminar Halls	05			05
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	25			25
Value of the equipment purchased during the year (Rs. in Lakhs)	10 Lakhs			10 Lakhs
Others				

4.2 Computerization of administration and library

Books worth Rs. Two lakhs comprising reference books, text books and journals were added to the college library this year. The students are also provided with facilities to access the internet to prepare themselves for various competitive examinations and prepare for events at the inter-collegiate level. 56 National Journals and 21 International journals are available for the staff and students in the library. Reprographic facilities are provided for the students in the library . The library team proposes to extend their working hours to enable students avail the facility for a longer while from the year 2017-18.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30605	3271545	1000	200000	31605	3873493
Reference Books	1820	287932			1820	287932
e-Books						
Journals	94	168325			94	168325

e-Journals	6000	9000			6000	9000
Digital Database						
CD & Video	184	28156			184	28156
Others (specify)	30605	3271545			30605	3673493

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	250	05	10 Mbps	01	01	04	08	
Added	25		2 Mbps					
Total	275		12 Mbps					

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

- Computer(s) with printer provided to every department and college office
- Free internet access provided to departments to aid Teaching & Research
- 10 Mbps-dedicated Leased line –BSNL
- 10 Mbps-dedicated leased line-Aircel
- Internet connectivity for each department-computer
- Periodic workshops/faculty development programme on modern trends in teaching
- SMART-CLASS ROOM for interactive teaching-learning process
- Browsing center for students for e-book/e-resource access in Library

4.6 Amount spent on maintenance in lakhs :

i) ICT	5-Lakhs
ii) Campus Infrastructure and facilities	2-Lakhs
iii) Equipments	10 lakhs
iv) Others	2 lakhs
Total :	19 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Placement cell	The College has an active placement cell that has achieved successful placement record. Placement cell functions with a coordinator convenor and a Placement assistant.
Mentoring service	Ward system- for student - tutor
Coaching classes	Bridge Course classes – Foundation English for First Learners Entry in Service
Grievance cell	With Senior staff member as Convener, Senior staff member, Staff Secretary, Council Secretary, Union Vice President as members
Guidance & Counseling	The system helps students to alleviate their stress and aids students to inculcate a sense of morality and confidence in their life.
Anti ragging cell	Constituting Principal, Senior staff members, and Local Police Inspector
Awareness program on sexual harassment	Functions under the guidance of Ethics committee with 7 Senior staff members (both teaching and non-teaching) and 2 Student Union office bearers
Community Service Schemes	NSS, Youth Red cross
Others	Students Safety Insurance, Free Books, Free Meals, Sports Kit
	<ul style="list-style-type: none">▪ Meet-the-parent programme in each department▪ <input type="checkbox"/> Class tests and internal assessment▪ Renowned sports facilities with newly built in-door stadium, cricket ground, kabaddi ground and encouragement for sports.▪ Boarding and lodging accommodation for sports students
<p>In Cultural meet, more than thirty offstage and onstage events were conducted as a part of Jain cultural meet this year. More than thousand students participated in these competitions. The Cultural Day was inaugurated by Mr. Arun Chidambaram, the recipient of two Remi awards and seven international awards, Writer, Director and Actor of “Kanavu Vaariyam” fame.</p>	

5.2 Efforts made by the institution for tracking the progression

• Academic Performance of students is monitored through Continuous Internal Assessments. Weak students are given special attention apart from remedial coaching for students. Attendance details and marks in the two CA tests & model examinations are sent to the parents by post before the end semester examination begin.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3374	126	12	----

(b) No. of students outside the state

10

(c) No. of international students

NIL

	No	%		No	%
Men	2222	63	Women	1290	37

Last Year						This Year					
General	SC	ST	OBC	Physical ly Challeng ed	Total	Gen eral	SC	ST	OBC	Physical ly Challen ged	Total
190	1100	8	2099	03	3400	207	1200	10	2093	2	3512

Demand ratio 1:4

Dropout % 2

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

Efforts are made to collaborate with academic for IAS and IPS aspirants.

No. of students beneficiaries

--

5.5 No. of students qualified in these examinations

NET	<input type="text" value="2"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text" value="2"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

- This academic year has seen several training programmes organised in our campus to develop in our students basic communication skills, interview skills and etiquette, preparation of CV etc. Mock interviews, Group Discussions, simulated situations etc., form an integral part of these training modules. Resource persons are drawn from the Industry.
- Special mention must be made of TCS-Industry-Academia programme that trains students to improve their communication skills and provide them with perspectives in what they do and what they want to do. 19 companies visited the campus that include prominent MNCs like Capgemini, First Source Solutions, Sutherland, Sundaram Business Services, and the Murugappa group.
- To increase the employability of our students, several certificate and diploma courses are conducted throughout the year. For the first year students, certificate programmes on CRM, HRM, Hotel Management, Travel Tourism Communication and Public Speaking, Stock Market were some of the courses conducted. For the second year students certificate programmes, Retail marketing, Communication and Public Speaking, All third year students had Finishing School programmes on computer skills for the non-computer students, personality enrichment programmes. Seminar on Life-coping skills were also conducted for the third students.

On 19th September 2016, a Mock Interview session was conducted for final year undergraduate students with Mrs. Uma Krishnamurthy, Tata Consultancy Services, Chennai as the resource person.

On 30th September 2016 and 1st October 2016 final year students of MBA and MCA attended a workshop on “Interview Techniques” conducted by Ms. Deepa & Ms. Krithika, Trainer, Image Consulting Business Institute, Chennai.

On 1st October 2016 final year students of under graduate courses attended a workshop on “Interview Techniques” with the resource persons Ms. Deepa & Ms. Krithika, Trainer, Image Consulting Business Institute, Chennai.

Through Skill Development Programs:

A well-structured Soft Skill Training Program was conducted for all under graduate students from 22nd June 2016 to 4th October 2016 by Mrs. Uma Krishnamoorthy, trainer from Tata Consultancy Services, Chennai.

A training program on Employability skills, Communication skills, Basic Computer skills and Personality development was conducted from 27th July 2016 to 20th September 2016 for all final year under graduate students by Trainers from Magic Bus India Foundation, Chennai.

All final year undergraduate shift II students attended a training program on “Aptitude Training” from 27th September 2016 to 1st October 2016 by Mr. Jayaraman, Project coordinator, Mahindra Pride, Chennai.

On October , 2016, the members of the EDCell Shift-I undertook a one-day business initiative “DBJC Expo” on the campus. The students set up stalls selling a variety of products and services, including designer paperbags, plant seeds, clothing and accessories, coupled with a wide variety of food stalls. Nearly 25 stalls and 100 students participated in this event that saw them get the hands-on experience of running a business.

The sales day recorded over 1000 footfalls. This business initiative led to a workshop on “Awareness on Entrepreneurship” by Dr. Rosy Fernando, Founder and CEO, Startup Solutions, Chennai on 1st October 2016 and a one-day Seminar for the EDCell members on “ Futuristic Entrepreneurship” in collaboration with the NSIC Technical Services Centre, Chennai. The team led by Mr. Phillip Vaseekaran, Startup Whatsup, conducted the Seminar. The scope of entrepreneurship was the focus of “Entrepreneurship Orientation Programme” , a talk delivered by Dr. Jayshree Suresh, Dean, Hand-in-Hand, Kaliyanoor, Kanchipuram.

No. of students benefitted

400

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
19	500	413	50

5.8 Details of gender sensitization programmes

Empowering the woman is empowering the entire family. Her holistic growth is one of the key objectives of D B Jain college. The Cell has conducted awareness programmes on health and hygiene to the woman students of the college. Interactive sessions have also been arranged with the clinical psychologist from the Apollo Shine Foundation, the healthcare partners of the college. Tapping and nurturing the potential of the student is the hallmark of an Institution.

Based on their aptitude, 63 girls were trained by Equitas Gyan Kendra, Chennai in hairstyling, beauty tips, fashion design and embroidery, jewellery design, etc. giving an opportunity for a hobby to be a profession.

Womens’ day celebrations was a day of colourful events for the girl students and women faculty of the college. The day commenced with a talk on “Responsibility” by Mrs. Usha

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	1000	5,00,000
Financial support from government	300	5,80,000
Financial support from other sources		
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed

Quality Pathway /Road facility from entrance to main block

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Mission
To instill an everlasting urge in the students to learn and think clearly and objectively; to develop energy and vitality in them and to enable them to perform effectively to bring peace and prosperity in the society.

Our Vision
Transformation of Human mind and creation of a new culture that has a patience for rules, laws, code of conduct, moral values, natural courtesies and human dignity.

Our Goals
Life is a constant process of teaching and learning, so much emphasis is laid on the quality of education being imparted, the quality that shapes, persuades and patterns a person - a total human being vibrant with honesty, sincerity and truthfulness and is thus established in goodness both outwardly and inwardly.

Our Quality Policy
To create a powerful army of youth, knowledgeable, sensitive to nature, proactive with a spirit of adventure, scientific temper and a deep inner craving for structuring a Globe of concord and harmony.

6.2 Does the Institution has a management Information System

- YES-Institution Student database and marks information system,accounting system,scholarship system are computerized and modules are part of ERP system..

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

6.3.1 Curriculum Development

- Curriculum restructuring is a continuous process. While restructuring feedback from all stakeholders are analysed and appropriate actions are taken for improvement.
- Through consultations with academic and industry experts, curriculum and relevance of the programmes are ensured. Multiskill development programmes help in employability.
- Training through internship, projectwork, Career Oriented Programmes and participation in various society activities help to develop leadership skill and competence.

6.3.2 Teaching and Learning

- ❖ The college stands committed to make teaching and learning “Student Centric” which makes the students to think, analyze, be independent, original and creative. Their individual needs are properly addressed.
- ❖ It promotes social awareness among students leading to commitment and action, and ensures a just and scientific evaluation process.
- ❖ Special considerations are given to the financially weak and disadvantaged students through fee concessions/scholarships, free hostel accommodation and free text books from the book bank.
- ❖ The teaching-learning process being student centric, the curriculum endeavours to integrate knowledge with skill which will sustain an environment of learning and creativity.
- ❖ Learning methods encourage students’ participation through project work, microteaching, internship, guided library work, training in relevant softwares and e-learning. Teaching innovations through modern teaching aids and ICT facilities make the learning process more student-friendly.
- ❖ The faculty is competent and dedicated. The College ensures the competency of staff and helps the faculty to develop continuously.

6.3.3 Examination and Evaluation

- ✓ Evaluation processes are clearly communicated to the newly admitted students.
- ✓ There is a system of internal and external evaluation.
- ✓ Redressal mechanism in the form of review of the answer script by a third examiner (if the candidate desires) ensures just and fair evaluation.
- ✓ The answer scripts are coded to keep the identity of the students confidential. The marking scheme is made jointly by the external and internal examiners for uniformity in evaluation.
- ✓ Supplementary Exams for Third Years or for Outgoing Students.
- ✓ Mark List & Consolidated Mark List with Security features.

6.3.4 Research and Development

- The college offers full time P.h.D in the disciplines of Commerce, Mathematics and Physical Education.
- Nine Ph.ds have been awarded during the academic year 2016-17
- Mr. Ayyappan and Mr.Mahesh kannan of the Dept. of Co-operation and Mr. Muruganandam of the Dept. of Corporate Secretaryship were awarded their doctoral degrees in their respective fields.

6.3.5 Library, ICT and physical infrastructure / instrumentation

ICT facilities are adequately available in the institution for academic purposes. Apart from computer facilities in PG departments, there are Five Computer Laboratories with 330 computers having internet connection facilities. 10 MBPS leased line (BSNL)for internet access is extended to the entire campus.10 MBPS Leasedline from AIRCEL is also extended.

There are a host of other support facilities like audio-visual equipments,smart class facility and reprographic facility is also available in the campus.

Library is automated with library management software.

Spacious reading room, free access to the stacks,reprographic/audio/video

6.3.6 Human Resource Management

- Departmentalization helps to address performance monitoring measures
- Each Faculty is given portfolio for the academic year
- Care is taken to maintain cohesive environment
- As a part of Teachers' Day celebrations, a workshop on "work-life balance" was conducted on Sept.9, 2016 by Dr. Jayshree Suresh, Dean, Hand-in-Hand, Kanchipuram. Besides these, our faculty participates in workshops for organised by other Institutions too.
- To enable the staff with a set of skills that can be put for personal and institutional use, the IQA Cell of the College conducted a FDP workshop on 21st and 22nd September 2016, on "Time Management" in collaboration with our academic partner, The ICT Academy of Tamilnadu, an initiative of the Ministry of Information Technology, Government of India.

6.3.7 Faculty and Staff recruitment

Advertisement in leading news daily followed by Interview by academic expertise, Industry expertise and University nominees.

Trial or model class handling.

6.3.8 Industry Interaction / Collaboration

- ✚ Institutional tie-up with TCS for FREE-SC/ST pre-placement training cum Placement process for final year students
- ✚ Support of Industry experts for periodic seminars/workshops for the students as the college is situated in IT-Coordior of Chennai. Resource persons are drawn from the Industry. TCS-Industry-Academia programme trains students to improve their communication skills and provide them with perspectives in what they do and what they want to do. Out of 500 students, 463 students were offered placements in prominent MNCs like Capgemini, First Source Solutions, Sutherland, Sundaram Business Services, and the Murugappa group.

6.3.9 Admission of Students

- ✓ As the college is an aided institution, admission of students is done as per Government norms.
- ✓ In addition to the management policy of NO-DONATION /NO CAPITATION.
- ✓ As for self-financing system ,merit based admission system is followed.
- ✓ The Management offers 50% fees concession for Jain-students

Teaching	Management sponsored Mediclaim policy Free group Insurance for teaching staffs Morning and Afternoon tea refreshment
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6.4 Welfare schemes for

Non teaching	Free group Insurance for teaching staffs Morning and Afternoon tea refreshment Free Noon meal ESI –coverage
Students	Accident Insurance for students Subsidized canteen facility Fees concession for deserving students Fees concession for college/district/state/National level sports students Boarding and lodging facility to sports students

6.5 Total corpus fund generated

50 LAKHS

6.6 Whether annual financial audit has been done Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Yes	Yes	Principal, HEADS OF DEPT.
Administrative	YES		YES	PRINCIPAL, ADMINSTRATIVE OFFICER

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

For UG Programmes:- Yes

For PG Programmes Yes

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

University organized workshops for Principals, controller of examination to Train them about reforms in examination.

- ✓ The Office of the Controller of Examination has done computerization of the entire examination system.
- ✓ The mark statements, hall tickets, processing of examination application forms, allocation of register numbers and seating arrangement have been computerized.
- ✓ Dummy Numbering for confidentiality has been adopted to ensure
- ✓ confidentiality in valuation system since autonomy.
- ✓ Double valuation of PG answer scripts.
- ✓ Central valuation system is followed.
- ✓ Results are being declared in the web-portal for instant access as the earliest.
- ✓ The highest parameter of efficiency with regard to the evaluation process in the college is honesty and impartiality. The college enjoys the utmost credibility in this aspect.
- ✓ Both internal assessment and external assessment are carried out in a systematic manner with objectivity.
- ✓ The Chief Superintendent and Chairman of Boards of Examiners help the Controller of Examinations ensure security and confidentiality of the evaluation system.

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

University conducted workshops on highlighting the significance of autonomy in affiliated colleges and motivating the affiliated colleges to go for autonomy.

Autonomy to adopt latest trends and needs of the students in syllabi of various disciplines

- The college is representative in board of studies, senate, syndicate and academic council

6.11 Activities and support from the Alumni Association

- ❖ Alumni activities have been an integral part of the college. Prominent alumni, are now the resource persons for several events.
- ❖ They play a salient role in helping the young graduates with the initial footholds in their careers. Successful entrepreneurs guide the budding entrepreneurs in their start-ups.

6.12 Activities and support from the Parent – Teacher Association

- Parent-Teacher Meetings help to communicate to parents the areas their children are excelling .
- The attendance status /percentage is being communicated to the parents periodically.
- The academic progress of their wards were being discussed during Parent-teachers meet.
- Suggestions and Feedbacks of Parents are tracked for the progress of the institution.

6.13 Development programmes for support staff

- Group Insurance for support staffs.
- Free(Management sponsored) Refreshements in morning and afternoon.
- Free noon-meal for support staff.

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

- ✚ Eco-friendliness in the campus is the policy of the college
- ✚ Approach roads are lined with trees and shrubs.
- ✚ Exclusive parking area for staffs and students.
- ✚ R-O-treated drinking water for students

Criterion – VII

7. Innovations and Best Practices

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

- ✚ The Biometric system for staff attendance tracking and payroll management has been made functional
- ✚ The ERP system is steadily coming to place, so much so the official functioning of the campus is automated

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

- ✓ Academic alliance with Microsoft Academy for software infrastructure, the biometric system has been made functional, the ERP system is steadily coming to place, so much so the official functioning of the campus will be automated.
- ✓ A new RO-plant has been set up to facilitate clean drinking water to the Women's Hostel, Vis.Com., Block and the Comp.Science Block. Three classrooms are added to the second floor of the Vis.com., block.
- ✓ The indoor stadium of the college has been provided with synthetic floor and LED floodlights for the badminton courts.
- ✓ Fifteen computers and accessories were purchased for the MCA Block.
- ✓ Looking back , Dhanraj Baid Jain College has a lot to be proud of the autonomy, 'A' grade accreditation by NAAC, academic distinctions, supremacy in sports, good placements and pro-active socially responsible programmes. At DBJC, we believe in raising our standards as we embark on a fresh set of activities in the following academic year.

7.3 Give two Best Practices of the institution

- Transparency in administration
- Technology adoption for Teaching, learning and Research activities

7.4 Contribution to environmental awareness / protection

- On 26th August 2016 activities of NSS were inaugurated for the academic year by Dr. Pankaja.R.P., Principal, DB Jain College. To create an awareness and need for the healthy mind in healthy body a lecture on the topic “Medicine and Humanity” was delivered by Dr. P.A. Sathiyarayanan, Dr. B. Balaji, Acupuncture and Varma Clinic, Chennai.
- On 9th September 2016 NSS Volunteers and Faculty members of the college contributed Rs 7,850 towards Visually Challenged Children Education and the Demand draft for the above said amount is handed over to Indian Association of the Blind, Madurai.
- On 26th and 27th September 2016 a “Health Check-up Camp” was organized by the NSS team in the college campus. More than 2400 students, teaching and non-teaching faculties were benefitted from the camp.
- On 23rd August 2016, College NSS team and volunteers celebrated “Azadi 70- Yaad Karo Kurban” by singing our National Anthem as an initiative to educate the students about freedom fighters.

(b) Youth Red Cross:

- On 21st June 2016, YRC Coordinator Mr. Palanivel and 13 Student Volunteers of YRC participated in “Yoga Day” celebrated by Indian Red Cross Society, Chennai.
- On 24th June 2016 Human chain was organized by YRC volunteers in Rajiv Gandhi Salai against “Drug Abuse and Illicit Trafficking of Students”.
- From 23rd August 2016 to 27th August 2016, 35 Volunteers and YRC Coordinator participated in 67th Anniversary of Geneva Convention conducted by Indian Red Cross Society, Egmore, Chennai.
- On 26th August 2016 an orientation program was conducted for 100 volunteers by Shri. Dr. Sathiyarayanan, Dr. Balaji and Dr. Paramanandham, Yoga experts from Chennai as resource person.
- On 3rd and 19th September 2016, 15 volunteers of Youth Red Cross donated blood for cancer affected patients at Voluntary Health Services Hospital, Adayar, Chennai.

To develop the concern for preserving the environment , the environmental club was inaugurated in our campus on 25th March 2017. Students from various departments took up the initiative of clearing the area and planted about twenty varieties of saplings under the supervision of the faculty. Swach Bharath Mission-Mass Cleaning Program, The entire campus is a 'No Smoking' and 'No Plastic' zone. The college promotes campus-cleanliness drive among students and neighbourhood surveys are undertaken by the NSS.

NSS AND YRC

The NSS and YRC units of the college have been involved in several activities inside and outside the college. Awareness campaigns were held during the Vigilance Awareness Week, Crackerless Diwali campaign. Health awareness camp, two Blood Donations camps were organised .320 units of bloods are collecting in these two camps. Two health check-up campaigns were organised with doctors from the Apollo Shine Foundations and Apollo Hospitals. Human chains were held at the Rajiv Gandhi Salai, OMR for 'drug abuse and illicit trafficking of students'. Three students and the YRC programme officer attended an inter-state YRC training camp at Chandigarh. Gokul of II B.Com (G) won the award for "Best Youth Volunteer" during the camp. Subsequent to the Vardha cyclone, nearly 60 saplings were planted in the campus by the NSS and YRC volunteers. One day workshop conducted a Disaster management on 16th March 2017 in collaboration with Indian Red Cross Society at Egmore . 12 Volunteers covered attended the one day training programme conducted by Indian Red Cross Society at Egmore. The college also received second best donor award for International Flag Day.

NCC

The NCC Unit of the college has been vibrant with several activities at the state and national level. Our NCC Cadets participated in Combined Annual Training Camp cum Thal Sainik Camp held at Pachaiyappa College for Men. They participated in several events. Cadets S.Ajithkumar and R.Manoj Kumar won first place in Cross Country Race and Cadet M. Ganapathy won First place in Solo Song.

7.5 Whether environmental audit was conducted? Yes

7.6 Any other relevant information the institution wishes to add

With the increase in the number of departments, staff and students, the campus is proving to be specially insufficient for the introduction of more and newer courses.

- Fostering global competency among students
- Promoting the use of technologies
- Inculcating a value system among students
- Promotion of a transparent and participatory governance
- Ongoing promotion of new innovative practices to make the institution relevant in its mission as an agent of social transformation.

8. Plans of institution for next year

1. To prepare for the submissions for the third cycle of NAAC Accreditation.
2. To establish a full fledged state-of-the-art language laboratory.
- 3.To revive the community college.

Name Dr.M.SAKTHIVEL MURUGAN

Name _ Dr.R.P.PANKAJA

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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