REPORT OF THE ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) 2018 – 2019 HELD ON 18th and 19th MARCH 2019

Report of AAA held on 18.03.2019 and 19.03.2019 at J.J. College of Arts and Science (Autonomous), Sivapuram, Pudukkottai – 622 422, with the following experts

1. **Dr.S.Subbiah**
   Former Vice-Chancellor
   Alagappa University, Karaikudi – 630 003

2. **Dr.S.Srinivasa Ragavan**
   Professor and Head
   Department of Library and Information Science
   Bharathidasan University
   Tiruchirappalli – 24

Proceedings of the Meeting

The Academic and Administrative Audit (AAA) Meeting was inaugurated by Dr. J.Parasuraman, Principal, J.J. College of Arts and Science (Autonomous), Pudukkottai, with a brief presentation of all aspects of the quality and excellence initiatives of the College with reference to the NAAC's new guidelines. The Vision of the institution has been redefined as teaching rural youth. This is highly relevant to social needs. He listed out the Programmes offered in the College and the enrollment of students in UG, PG, M.Phil. and Ph.D. Programmes during the current academic year.

Subsequently, The Controller of Examinations Prof.S.Palaniappan, gave a PPT presentation on the salient features of the Examination and Evaluation System. He also highlighted the latest Examination Reforms implemented. He further listed out the facilities available in the Controller Office, the Curricula followed for UG and PG Programmes and the eligibility criteria for applying for revaluation.

This was followed by a presentation by the IQAC Co-ordinator Dr.S.J.Sathish Aaron Joseph. He outlined the functions of the IQAC and details on the previous year's AQAR 2017-2018 submitted to the NAAC.

Visit to Departments

The Committee visited all the 17 Departments, verified the records maintained and interacted with the faculty members and evaluated the overall performance of the Departments and the future plans.

The following were the observations given by the AAA Committee

Curricular Aspects

- Revision of Curriculum has been carried out at regular intervals by the College.
- The accent on Outcome Based Education is clearly visible in the newly framed Curriculum to be followed from the academic year 2019-2020 onwards.
- Greater academic flexibility is seen in Curricula designed after the advent of autonomy.
- All Departments are permitted to introduce as many value added courses as possible.
- PG Students are encouraged to undergo self-study programmes online, through SWAYAM-MOOC'S etc. The Credits gained in these programmes could be transferred to the main Programme.
- Feedback on Curriculum by stakeholders is regularly collected. There is a proper system of feedback analysis. Remedial actions is initiated based on them.

Teaching, Learning and Evaluation

- There is a steady proportionate increase in the number of newly enrolled students year by year.
- The College has liberal and latest IT Infrastructure to support the teaching - learning process. ICT enabled teaching/learning methods are adopted.
- The College provides exposure to students by adopting student centric methods like field trips, industrial visits, In-Plant training, off-campus programmes, project-based-learning, case-studies and group discussions.
- To enhance students learning experience, the College organizes National and International level Conferences, Seminars, Workshops and guest lectures by inviting eminent personalities from industries and academic institutions.
- The proper conduct of End-Semester Examinations and prompt declaration of results (ie. Within two weeks from the date of completion of examination) is a laudable feature.
- 12 UG and 12 PG Students have secured University Ranks in the year under review.
- IQAC prepares the Academic Calendar and monitors all activities on a regular basis.
- Facility for Revaluation of any number of courses and Instant examinations for two courses are implemented for the benefit of the students.

Research, Innovation and Extension

- 69 scholars are pursuing Ph.D. in various research departments of the College.
- 23 scholars were awarded Ph.D. Degree in the current year
- The Departments are provided with seed money for developing research activities.
- The generation of revenue, by the Departments of Hotel Management, Biochemistry, Botany and Biotechnology through the sale of food, Mushroom, Vermicompost, Azolla and Saplings is highly appreciable.
- The Animal House is functioning systematically and proper records are maintained in the Department of Biochemistry.
- 12 research projects been submitted to the DST, CSIR by the staff.
- Funds have been granted by TNSCST, Chennai for Students Project Proposals.
- A sum of Rs. 4,14,445 has been received as financial assistance from the CSIR,INSA,TNSCST and NAAC for the conduct of conferences, seminars and workshops.
- 19 Faculties are recognized as research guides by the Bharathidasan University, Trichy
- Faculty members have published 67 research articles in UGC referred journals.
- Mr.R.Manimaran, Head, Department of Information Technology, received best NSS Programme officer award from Bharathidasan University, Tiruchirappalli.
- The team congratulated the NSS Programme officers and student volunteers of the 5 units for their dynamic involvement in Extension activities.
- 2 MoUs have been signed, one by the department of Computer Science and another by the department of Computer Applications of the college.
- The team congratulates the Management for donating the following in the eve of Silver Jubilee Celebrations of the College.
    - Furniture, 10 benches and 10 desks to each Boys and Girls Higher Secondary Schools, located in Arimalam village and Ponpudupatti village, Pudukkottai District.
    - A Computer system with printer facility to the District Educational Office, Pudukkottai
    - UPS with 4 KVA (Microtech) and 04 numbers of 4KVA/48vdc 100 AH Batteries to the Government Girls Higher Secondary School, Arimalam Village, Pudukkottai District.

- The College has replaced the following research equipments to strengthen the Central Instrumentation Facility.
    1. Thermal Cycler (PCR)
    2. UV-Vis Spectrophotometer
    3. Trinocular Microscope
    4. Gel Documentation Unit
- In Collaboration with the Madurai Kamaraj University, the students of Biotechnology and Microbiology have conducted a Rural Diabetic Survey in Pudukkottai District working every Saturday for a period of three months.

Infrastructure and Learning Resources

- The Campus has very good infrastructure facilities to assist the teaching and learning process
- 8 ICT enabled smart classrooms and seminar halls are available.
- There are 17 Department Libraries from which students and faculty can borrow and refer books
- On an average Rs.4,37,259 has been spent annually for procuring new books, journals and e-resources
- The Library provides reprographic facilities
- The Campus is WiFi enabled.
- An Indoor Stadium and 16 multi station gym are available in the Campus.
- The Canteen sells – Food and snacks at subsidized rates,
- Health Centre, Transport, ATM and post office facilities' are available.

Students Support and Progression

- 396 UG & PG students are benefitted out of State Govt. and SC/ST Scholarships.
- 562 student beneficiaries received scholarship of Rs.31,50,000 from the Management's (Karpaga Vinayaga Educational Trust) Scholarship Fund.
- The College Provides separate hostel facilities with indoor and outdoor games facilities for both girls and boys.
- The Placement cell organized communication development programme for III MCA and II MBA students with external resource persons from the Voice Training Centre, Madurai.

- The cell has signed an MoU with the Redington CSR Foundation, Chennai for conducting Employability Skill Development Programme – CONNECT and has plans to organize Campus Placement drives at the end of the academic year.
- 50 % of students progressed to Higher Studies.
- Coaching classes for competitive examinations like IBPS, TNPSC etc, are conducted.
- Alumni regularly sponsor 15 gm worth silver medals for the rank holders at the graduation ceremony every year.
- The College conducts the Zonal/Interzonal sports competitions assigned by the Bharathidasan University, Tiruchirappalli.
- The Students have participated in University Teams and won many laurels.
- The College conducts inter-collegiate competitions like Micromiracle, Biospark, Synergia and CAIT every year.

Governance, Leadership and Management

- The team congratulates the Management, Principal and Staff for getting the extension of autonomous status from the UGC and the parent University for a period of five years.
- The institution practices decentralized and participative administration through various statutory and non statutory committees.
- Free education to the wards of the teaching and non-teaching staff in the Matriculation school run by the Karpaga Vinayaga Educational Trust is laudable.
- On-Duty facility and Registration fees provided to the faculty for attending conferences and seminars is a healthy practice.
- Faculty Development Programme conducted regularly using external experts. In addition the FDP's conducted using internal resources on alternative Saturday's enriches their expertise.
- The College conducts Internal and external audits (AAA) regularly.
- The IQAC conducts regular meetings of its members and submits the AQAR regularly to the NAAC.
- The Academic Plan is prepared by IQAC at the beginning of the every semester.
- The College conducts Governing Body, Academic Council and Boards of Studies meetings at regular intervals to sustain and enhance quality of education and in keeping with the best practices envisaged by the NAAC.
- The IQAC organized a two day state level seminar on the Role of IQAC in HEI,s with a financial assistance of Rs.85000 from the NAAC, Bengaluru.

Institutional values and Best Practices

- Though the college is located in rural area, 50 % of female students are pursuing higher studies.
- Women Empowerment Wing conducts gender equity programmes in association with Bharathidasan University.
- In association with Nehru Yuva Kendra, Pudukkottai District, Elocution competition on Patriotism and Nation Building was conducted for students.
- Environment consciousness is created through solar energy, Rain Water Harvesting, usage of LED bulbs etc., in a practical way.
- The Campus is clean, green and eco-friendly
- Earn while learn scheme is frequently followed.
- Institution regularly celebrates International Yoga day, Women's Day, Library week and Youth Awakening Day etc.

The following are considered as the best practices of the institution

Conducting Bridge course to the I UG students and compulsory usage of language lab for I semester students.

Faculty Development Programmes conducted every semester.

Following are the Suggestions and Recommendations for the betterment of the college in future

- Students to be motivated to undergo courses offered under MOOCs with credit transfer facility.
- More number of value added/add on programmes to be encouraged by all the departments.
- New courses/programmes to be introduced to ignite employability and entrepreneurship skills of students.
- More attention is needed in student enrollment in the departments of Visual Communication, Botany and Biochemistry.
- ICT enabled classrooms are to be strengthened.
- End-Semester examinations can be conducted online for one or two courses atleast for the PG programmes.
- Faculty members are to be motivated to submit proposals for minor/major research projects for tapping funds for research activities.

- Extension activities are to be accelerated to increase the benefits accruing to the local community.
- Biological Science departments are to conduct more number of programmes for the benefit of the rural people to bring technology from lab to land.
- Coaching classes for NET/SET/GATE may be imitated for the benefit of students and faculty members.
- More number of Campus interviews may be conducted through the Placement Cell.
- The College has to conduct environment and energy audit, since the Campus is ecofriendly.
- Alumni should be encouraged to contribute to the overall development of the institution.
- Bandwidth of the Internet connection could be increased.
- The College should aim for NIRF Ranking in future.

Concluding Remarks

Running a college located in a rural place in a backward District and functioning with the great objective of bringing holistic development of students is the mission of the College. At present the college offers 16 UG, 13 PG, 11 M.Phil and 08 Ph.D Programmes. Most of them are innovative programmes, catering to the needs of society. Most of the students are well placed all over the country and also in overseas.

The Silver Jubilee institution has undergone 3 cycles of Accreditation and has been Conferred Autonomous Status twice. This reveals the quality of Higher Education offered.

With all the credentials earned so far, now the College is marching towards the 4th cycle of NAAC Accreditation. The College should continue to focus on quality sustenance and enhancement to fulfill the expectations of the stakeholders and to become a centre of excellence in future.

Name and Signature of the Committee Members

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Former Vice Chancellor
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