J.J. College of Arts and Science (Autonomous)

Affiliated to Bharathidasan University, Tiruchirappalli
Re-Accredited by NAAC with 'A' Grade
Sivapuram, Pudukkottai – 622 422

CONSOLIDATED REPORT OF THE ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) 2019 – 2020 HELD ON 20, 21 – FEBRUARY 2020

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

2. **Dr.E.Ramganesh**
   Professor, Department of Educational Technology
   Director, IECD
   Bharathidasan University
   Tiruchirappalli – 24

The Academic and Administrative Audit done in the month of February 2020 were extensive and comprehensive. This exhaustive audit has been consolidated as follows.

Highlights

- College is Co-Educational, Multi-Faculty and Self-Financing
- Autonomous since 2012
- Accreditation and Reaccreditation by NAAC for 3 cycles – Presently 'A' Grade with 3.10 CGPA
- Recognized under 2 (f) & 12 (B) of the UGC Act 1956 since 2001

Criterion I – Curricular Aspects

- Revision of Curriculum once in three years
- CBCS and OBE directed curriculum introduced
- The course structures of the Departments have provision for employability and capacity building among students to face competitive examinations
- 91 SBE, 89 MBE and 52 IDC are offered to enhance career opportunities for UG students
- Cognitive skills are included in the Curriculum/teaching-learning process.
- Establishment of E-cell by Business Administration Department and value added courses conducted like Fashion Jewellery Making, etc to students.

- New Programme – B.A.Tamil has been introduced in the current year.
- Feedback on Curriculum has been collected from students, teachers, parents, alumni and employer. There is a proper system for feedback analysis. Actions are taken based on it.
- As the College is located in the gateway of Chettinad the Department of Hotel Management has included Chettinad dishes in practical courses has local flavour is appreciated.

Criterion II – Teaching, Learning and Evaluation

- 1700 UG and 277 PG students have been admitted in the current academic year
- Only nominal tuition fees are collected for all the programmes. The fee structure is available on the College website
- A total number of 189 faculties are working in the College. Out of 189, 52 faculty are qualified with SET/NET/Ph.D.
- Student Centric Teaching Learning Methods
- 3 National and 3 International Conferences, 5 workshops, 61 guest lectures have been orgnanised during this academic year.
- Faculty members have prepared e-content for the courses/topics handled by them.
- Bloom's Taxonomy is followed in preparing question papers for CIA and End-Semester examinations.
- The Office of the Controller of Examinations plays a vital role in sustaining quality, transparency and confidentiality.
- Central Valuation is conducted with 100 % external faculty.
- The College has introduced reforms in the conduct of examination and publishing results.
- The Examination and Evaluation system has been upgraded.
- Special Examination for sports person in case the sports schedule overlaps the exam schedule is a good practice.
- 10 UG and 10 PG students have secured University Ranks.
- Question Banks have been created for all courses.
- The Pass Percentage of the April 2019 Examinations is 95 %
- PO's, PSO's and CO's for all programmes and courses are well defined and displayed on the College Website

Criterion III – Research, Innovation and Extension

- The College Management promotes research by giving seed money for the proposals submitted/implemented by the faculty.
- 61 Scholars are pursuing Ph.D. in various research departments
- 18 Scholars have been awarded Ph.D. Degree in 2019-2020
- There are 22 Research Guides
- 57 research articles has been published by the faculty members during the year.
- For Part I Tamil language - 3 text books have been published with ISBN Number by the Department of Tamil
- For Part II English language - 8 text books have been published with ISBN Number by the Department of English
- Environmental Science – a Text Book published by the Department of Biotechnology
- A Text Book of Nanotechnology published by Dr.M.Arumugam, Head, Department of Botany.
- DBT STAR College Scheme Proposal submitted for a sum of Rs.51,11,827 and shortlisted for presentation on 28.02.2020.
- 6 MoU's signed by various departments
- Dr.C.Muthukumar, Head, Department of Chemistry and Ms.P.Priyadharshini, Assistant Professor, Department of Biotechnology have been awarded as the Best NSS Programme Officer award by Bharathidasan University, Tiruchirappalli.
- The College received Best NSS Unit Award, from Bharathidasan University, Tiruchirappalli.
- Student participation in YRC and Rotaract is praiseworthy.
- Blood Donation Camp organized every year by the NSS units of the College
- In association with Nehru Yuva Kendra, Pudukkottai District, A Debate on Water Conservation was conducted for students.

Criterion IV – Infrastructure and Learning Resources

- All 17 departments were provided with one laptop and one LCD Projector for ICT enabled teaching learning in addition to the existing smart classroom and seminar halls used in common.

- On an average Rs.2,95,032 have been spent for procuring new books, journals and e-resources
- Regular conduct of Book Exhibition in the campus with the help of leading book suppliers in the region to inculcate the habit of reading among students.
- A 400 metre track and additional volley ball court with fencing has been established.
- Classrooms and Seminar halls are provided with High Speed Internet Connectivity with 50 MBPS.
- The Department of Visual Communication has following e-content development facilities
- Recording Theatre
- Audio visual centre
- Editing Room with the required hardware and software
- An additional Dining Hall is to be constructed in the Ladies Hostel

Criterion V – Student Support and Progression

- 163 UG & PG students are benefitted out of State Govt. SC/ST Scholarships to the tune Rs.12,50,000
- 541 students are the beneficiaries receiving scholarship of Rs.31,31,000 from the management (Karpaga Vinayaga Educational Trust) Scholarship funds.

The following facilities extended to the students, faculty and the public are highly appreciated

1. Separate Hostel for Boys and Girls
2. Canteen
3. Health Centre
4. Indore Stadium
5. Three ATM Centres
6. Post Office

- An Endowment has been created for an amount of Rs.1,50,000 by the Alumni association for providing scholarships and awards to BBA students placed first, second and third rank in the qualifying examinations.
- The Management created Founders Endowment for Rs.2,00,000 for providing cash awards of Rs.5000 to each to the Best Outgoing students of UG and PG programmes.
- Founder's Trophy for Badminton under-17 boys and girls will be awarded every year.
- There are Study Centre for IGNOU, Tamilnadu Open University (TNOU), University of Madras, Chennai.

- Redington CSR Foundation, Chennai signed an MoU with the Placement Cell of the College for conducting Employability Skill Development Programme – READ and the plans to organize Campus Placement Drive at the end of the academic year.
- Students grievances are addressed immediately by the Students Grievance Redressal Committee.
- Many students go for higher studies.
- Students participation in sports and inter-collegiate competitions is very much appreciable.
- Mr.S.Satheeswaran, of Department of Information Technology won bronze medal in Khelo India Athletic Meet, New Delhi.
- The College conducts inter-collegiate competitions like Micromiracle, Biospark, Synergia and CAIT every year.
- Department of Tamil and English conduct various competitions like essay writing, quiz, poetry etc.,
- Women Empowerment Wing of the College has been conducting inter-departmental cultural competitions every year.

Criterion VI – Governance, Leadership and Management

- The Management of the College is available in the Campus at all working hours, this enables quick decision making.
- The institution practises decentralized and participative administration through various statutory and non statutory committees.
- Biometric Attendance for Staff is a good practice.
- The demand for student admissions reflects the popularity of the College.
- Prompt remittance of EPF and ESI contributions.
- Income and Expenditure statements are regularly audited and Income Tax returns are filed in time.
- Faculty are allowed to attend orientation programmes, faculty development programmes etc., to enhance their knowledge is a laudable practice.
- Free admission to the wards of the teaching and non-teaching staff in the Matriculation school run by the Karpaga Vinayaga Educational Trust.
- On-Duty and Registration fees are provided to the faculty for attending conferences and seminars.

- IQAC conducts faculty orientation programme on the new guidelines of NAAC assessment and accreditation process for preparing SSR for 4th Cycle.
- IQAC plays its role actively in maintaining the quality of education through conduct of regular meetings.
- The IQAC of the College conducts Academic and Administrative Audit every year.
- File and registers are maintained properly in all the departments and monitored by the IQAC regularly
- Academic calendar is prepared at the beginning of every year and distributed to all Heads of the Departments for proper execution.

Criterion VII – Institutional Values and Best Practices

- Ramps and Hand Rails are provided in all buildings.
- Solar Panel to produce 42.5 KVA Electricity has been established in the Campus as an alternative source of energy.
- Drip Irrigation in the entire garden area of the College, helps create a green campus.
- The Campus is green and litter free.
- The Institution celebrated National Voters Day on 25.01.2020, World Consumers Rights Day on 24.12.2019 and National Science Day on 28.02.2020.
- The College has a prescribed code of conduct for students and staff

Best Practices of the Institution

Educating the rural population and enabling them to reach greater heights is the main objective of the College.

Regular feedback is obtained from all stakeholders to ensure their satisfaction and to identify avenues for further action.

Institutions have to focus on the following

- Since the institution is in the process of preparing SSR for 4th cycle, the recommendations of the peer team of NAAC 3rd cycle and UGC peer team for extension of autonomous status are to be given more attention
- Research Activities are to be strengthened in many departments.
- Interdisciplinary research activities are to be promoted among the departments.
- Computers with latest configurations are to be added to meet the student-computer ratio

- The website of the college is to be updated and responsive.
- Placement activities are to be accelerated.
- Health Centre with full time doctor on duty must be made available
- Value added courses and Add-on courses must be offered in all the departments.
- Separate building can be constructed for Library. RFID has to be introduced.
- Alumni relation needs to be explored and strengthened for the growth of the College.
- Research Publications in UGC Care and Scopus indexed journals to be increased
- Motivate students to take self-study programmes further.
- Central Instrumentation Facility has to be opened up for students of other institutions
- Faculty members are to be motivated to get membership in Professional bodies
- Incubation centre must be established
- Linkages with Industries and MoU's with reputed organizations are to be established.

Concluding Remarks

Being the first self-financing College in Pudukkottai District established in 1994 as Co-Educational Institution, from its inception onwards College is offering more number of Innovative programmes like Biotechnology, Microbiology, Biochemistry and Computer related programmes etc. to the rural youth and marginalized groups. This empowers their economic, social and overall development including the progress of female students. This reveals the noble mission of the institution.

Hence the institution plays a vital role in offering Higher Education and has produced 20,000 graduates approximately in the backward district of Pudukkottai. At this juncture, committee congratulates the Management, Principal, Faculty members and students for their co-operation for the assessment of all features covered in the Academic and Administrative Audit on 20th and 21st February 2020. The committee wishes the College to get highest grade in the 4th Cycle of accreditation by NAAC.

Name and Signature of the Committee Members

1. **Dr. S.Subbiah**

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