



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

## **GURU SHREE SHANTIVIJAI JAIN COLLEGE FOR WOMEN**

**GURU SHREE SHANTIVIJAI JAIN COLLEGE FOR WOMEN NO. 96 VEPERY  
HIGH ROAD, CHENNAI**

**600007**

**[www.gssjcollege.in](http://www.gssjcollege.in)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**March 2020**

# **1. EXECUTIVE SUMMARY**

---

## **1.1 INTRODUCTION**

The Institution has completed 29 glorious years of service to mankind in the field of education. Guru Shree Shantivijai Jain college for Women, an institution of repute, committed to look for excellence, is the first women's college in the city of Chennai established by the minority Jain community in the birth centenary year of Yogiraj "Guru Shree Shantivijaiji" a great Jain Saint. The real tribute goes to the founding Philanthropic parent body Shree Mahaveer Jain Kalyan Sangh comprising of its visionary founder Hony. Secretary Late .Sri.Pannalalji Vaid and the all time inspiring navigator our Chairman. Sri.Vimalchandji Jhabakh whose constant and tireless efforts culminated in the birth and growth of the Institution.GSS family owes its growth, development and success to the most respected Hony. Secretary and Correspondent Dr.P.Gautam Vaid and dynamic Principal Dr.M.K.Malathi who have discovered and enhanced the growth of the Institution.

The college was accredited with 'B' Grade by National Assessment and Accreditation Council in the year 2009 and with 'A' Grade in the year 2015.The assessment has enabled the institution to know its strength and challenges and therefore to redefine its thrust areas and priorities.

The institution offers 8 UG courses & 2 PG courses under Choice Based Credit System of the University of Madras which are self funded.

As a post accreditation quality sustenance measure the IQAC of the college was established on 6th October 2009, with a view to initiate several activities and provides suggestions. The IQAC conducts various faculty development programs and initiates several activities for quality sustenance & enhancement of teaching learning process and provides suggestions also.

The College defines its mission and vision in keeping with the objectives of higher education, inculcation of values to promote competencies aiming at excellence in higher education.

### **Vision**

To Empower the young minds by means of "EDUCATION FOR EXCELLENCE".

### **Mission**

Providing best education at affordable cost blended with moral values like Humility, Character, Love and Compassion; so that the young women can face the challenges of life with courage and commitment and thereafter contribute to Nation building exercise.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

- Visionary management with a mission.
- Imparts quality education for academic excellence.
- Team spirit and team effort for sustained growth of our institution.
- Management Committee has familiarity of running good institutions.
- Trustees have a sound financial background.
- Constant encouragement and full-fledged support from the management.
- Dedicated, committed and competent faculty.
- Teaching and non teaching staff and student achievers are duly recognized.
- Activities of the association in departments instills moral values, self discipline and aims at developing talents and skills of the students.
- Transparent admission process.
- Admissions to all courses are as per merit and government norms.
- Strictly adhere to the academic schedule.
- Updated and standard curriculum, as per Madras University norms.
- Situated in the heart of the city with accessible public transportation facility.
- The campus has a serene atmosphere catering to the needs of the students and economically weaker and all sections of the society.
- Students of our college brings laurels by continuously securing University first Rank and several ranks within top ten in University of Madras which is a constant source of pride.
- Proficient feedback system is used for continuously evaluating the teachers, learner's performance.
- Good infrastructure.
- All departments have LCD projector facility to support ICT based classes.
- Appreciable student staff ratio.
- The campus is Wi-Fi enabled.
- Well equipped lab.
- A very effective mentoring system by providing constant guidance to students and parents.
- Developing the talents of students in sports, games and cultural activities by providing financial and non financial support.
- A very effective placement cell and specialized counseling provided for students to support them.
- Periodic research orientation programs are conducted like National, International Conference, workshops and seminars.
- Faculty members are encouraged and motivated towards research and publication in reputed journals.
- Our college has good placement records through placement cell.
- Students are constantly associated with industry projects and events.
- Ragging free campus.
- Every year a village exposure camps are organised by our college which includes various programs on issues of social relevance and giving extensive contribution to the local community by physical means.

### **Institutional Weakness**

### **Institutional Weakness**

- The land is very limited so expansion of building is not possible due to its location in the metropolitan city.
- Lack of aspiration for higher learning among students is a major setback.
- Many students are first generation learners.

- Sometimes students glued to cell phones and social media has negative impact on their performance in other activities.
- Number of UG courses were only 7 and so the institution started BSC Home Science Interior Design & Décor, BCOM (A&F) Shift I and PG course M.Com in the academic year 2019-2020.

## **Institutional Opportunity**

### **Institutional Opportunities**

- More number of higher education courses can be started.
- The college can upgrade the skills of the students and enter into M.O.U's with reputed companies that lead to more number of employment opportunities for students.
- The college by making students to participate in social outreach programmes can adopt villages and contribute to the society.
- Encouraging alumni in the task of enhancing employability of outgoing students.
- Develop and progress the effectiveness of the institution in all aspects.
- Students can take up professional courses like C.A., A.C.S., M.Com and M.B.A after their U.G courses and more M.O.U's can be entered into with reputed professional institutions.
- To involve more faculty members in collaborative research with universities and research institutes by guiding students pursuing PG,M.Phil and Research degrees.
- Students of our college brings laurels by continuously securing University first Rank and several ranks within top ten in university of Madras which is a constant source of pride for our institutions.
- College enhances knowledge, interpersonal and leadership skills of the students by organizing external guest lecture, seminars ,conferences, educational tours, field visit and Intra & Inter –Collegiate festivals.
- Proficient feedback system is used for continuously evaluating the teachers and learners performance.
- Good Infrastructure.
- College has installed smartboards for ICT based classes.
- Appreciable student staff ratio.
- The campus is Wi-Fi enabled.
- Well equipped lab.
- A very effective mentoring system by providing constant guidance to students and parents.
- Developing the talents of students in sports, games and cultural activities by providing financial and non- financial support.
- A very effective placement cell and specialized counseling provided for students to support them.
- Periodic research orientation programs are conducted like National,International Conference,workshops and seminars.
- Faculty members are encouraged and motivated towards research and publication in reputed journals.
- Our college has a good placement records through placement cell.
- Students are constantly associated with industry projects and events.
- Activities of the departments help students to improve their talents and skills.
- Ragging free campus.

## **Institutional Challenge**

## **Institutional Challenge**

- To retain high quality in the educational environment in order to sustain student demand in view of mushrooming of institutions.
- To produce 100% success rate.
- To attract reputed companies for campus placement for job seekers category of students.
- To organize international seminars & conferences.
- To motivate first generation learners to pursue Higher education.
- To improve the communication skills of the students admitted from Tamil Medium.
- To keep in pace with upcoming technologies in the IT field.
- To promote and develop entrepreneurs as job providers, for students who are creative and aspiring to become on their own business.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

#### **Curriculum Planning and Implementation**

The Institution follows the curriculum designed by University of Madras, the affiliating University, by providing inputs based on the feedback analysis from various sources. Our Principal and the Academic council members of our college helps the faculty in proper time bound curriculum planning and implementation.

#### **Academic Flexibility**

Thrust on development of knowledge and skills are provided through various programmes in the college in addition to value added courses and value based education. The college has diverse range of course options catering to diverse range of learners in terms of Core options, elective options and add-on courses, both at UG and PG levels.

Based on the societal demands, the college has introduced under graduate courses in B.Sc (Home science Interior Design & Décor), B.Com (A&F) in shift I and post graduate M.Com (Shift II) in the academic year 2019-2020. Add-on, Skill development courses leading to certificate are also introduced in all departments. Thus, the academic flexibility is ensured for those seeking admissions in the college.

#### **Curriculum Enrichment**

The college adopts the Choice Based Credit System with grades under the semester pattern of the University of Madras. Several compulsory interdisciplinary subjects are introduced on topics like Environmental Science, Value Education and Personality Enrichment. ICT is integrated in the curriculum by introducing compulsory subject like Computer Fundamentals for all UG courses, Computer Business Applications for BISM and BBA courses. Soft skill courses are introduced for UG & PG courses as compulsory subjects. Bridge Courses are conducted for the students to bridge the communicative competence gap of the English language. Gender

sensitization, environmental issues, moral and ethical values, better career options, community orientation programmes are regularly conducted in the college to enrich students with wide variety of co – curricular developments..

Feedback system:

Feedback is an essential information that will be used for required modifications in an environment. It gives an opportunity to analyze the strengths and weakness and helps for improvement and enhancement. Understanding the importance of feedback analysis, the college has automated the feedback process.

## **Teaching-learning and Evaluation**

- **Student Enrolment and Profile**

Transparent Admission Policy as per merit order in marks scored in Plus two Higher Secondary Examination of the Government of Tamil Nadu or an equivalent examination of other boards.Reservation policy of the Government of Tamilnadu followed in admission process. 31 students are from outside Tamilnadu during the past five years.

- **Catering to student diversity.**

In accordance with the mission and vision statement of the college, and to ensure quality various measures are taken to strike a balance between slow learners and advanced learners. Slow learners are given special attention and remedial classes are conducted. Advanced learners are motivated to aim and achieve top University ranks.

- **Teaching – Learning process**

Emphasis on participative learning using effective methodologies like group discussion, case studies and role play , ICT classes, internal guest lectures and industry exposure play an important role in delivering the curriculum.

- **Teacher profile and quality**

The college has adequate teachers on the rolls and 28 experienced teachers are currently holding doctorate degrees thereby defining the quality of teachers. Teacher student ratio is 1: 32. All the 62 teachers in the college hold M.Phil degrees. Around 6 teachers are pursuing their Ph.D program currently.

- **Evaluation process and reforms**

Adherence to the examination schedule prescribed in the college calendar. Multiple sets of question papers and fairness and transparency in evaluation process are the reforms in the conduct of internal examinations.The answer sheets are evaluated within the stipulated time schedule framed by the exam committee. **Grievance Redressal**

Students can seek revaluation of answer scripts for the external examinations conducted by the University of Madras. Students can access the subject in charge directly and seek redressal in the evaluation of internal examinations.

- **Student performance and Learning Outcomes**

96% of the students obtain the degree within the normal duration of the program. -Top 10 university ranks reflect the program specific outcome and students placed after graduation and the students pursuing higher education reflect the program outcome.

## **Research, Innovations and Extension**

- **Research mobilization for resource**

As for us our institution is concerned we are lagging in it nor we received funds through other agencies/industry/organisations. There are no interdisciplinary Industry sponsored/ university sponsored/international projects done.

- **Innovations and ecosystem**

The college organised 3 International/National conferences and 2 workshops on Intellectual Property Rights (IPR) and Industry. The general library and the department libraries provide host of books, journals,NPTEL and Swayam Prabha . Faculty Development Programme( FDP) organisedwith external trainer.

- **Research Publications and Awards**

The College is keen on strengthening research activities for qualitative progress and development.We have 28 faculty members have Ph.D qualification and the department of Computer Science has produced 6 Ph.D scholars during the reaccreditation period. Around 33 research papers were published with ISSN and ISBN numbers in the journals notified on UGC website. The faculty have published 25 books/chapters in National/International conference-proceedings. College is publishing Bi-annual Journal – TQ (a Multidisciplinary Research Journal) with ISSN number 2319-9091.

- **Extensions Activities**

We have Five Extension cells like NSS, SSL, YRC, RRC and NCC which runs around 170 outreach programmes every year.Our NSS program officer Dr. Paripooranam received the best NSS Secretary award from Pink Turns India and also our NSS students received Best NSS volunteers award.An average of 120 students Participated in extension activities collaboration with Govt/Non govt organisations. Students are given 4 days of Internship training every year.

- **Collaboration**

Linkages for student exchange – Internships with TamilNadu Newsprint Ltd., India Cements, LIC, Quick heal, TN power finance & Infra structure Corporation Ltd.Job Training was undertaken by the recruiters who

include TCS, INFOSYS, RR Donnelley, WIPRO, Tech Mahindra etc. Linkages for faculty exchange (FDP) includes by TCS , ICT academy , Bharathiya Jain Sangatana . Functional MoU with CII – Young Indians- Yuva Forum , ICT Academy, Institute of cost Accountants of India and Scientific Research Association for Economics and Finance were made for the enhancement of student and faculty exchange.

## **Infrastructure and Learning Resources**

- **Physical Facilities**

Adequate infrastructure facilities are keys for the effective & efficient conduct of the educational programs. The growth of infrastructure thus has to be kept pace with the academic developments in the institutions. The other supportive facilities on the campus are developed to contribute to the effective ambience for curriculum, extra-curriculum and administrative activities. A provision of expenditure in the budget is made annually for maintenance and replenishment of physical facilities which will ensure their availability on a continual basis. Our College has adequate Class rooms, very Good Teaching aids, Air conditioned staff rooms with computer internet facility, Fully Automated Library, Air Conditioned Computer laboratories etc.,

- **Library as a learning resources**

We have collection of rare books, manuscripts, special reports and other knowledge resource for Library enrichment. We are the members of DELNET (Developing Library Network), British Council Library Member, American Library Member, Anna University Library, ICT Act Membership, National Digital Library of India (NDLI) Membership, NPTEL Membership.

- **IT infrastructure**

Campus Wi-Fi is enabled with high speed internet connection. Students leveraging World Wide Web for exploration, project/Seminar preparation, assignment submission round the clock. IP based camera throughout the campus maintaining safe and secure environment.

- **Maintenance of Campus Infrastructure**

The institution has sufficient resources and effective mechanisms allocated for the advancement and promotes welfare of the staff and students. College provides a backup generator to provide electricity nonstop. Air conditioners, UPS batteries, R.O purification plant has also been provided.

## **Student Support and Progression**

- **Student support**

Annually 100 students get benefited by government- sanctioned scholarship schemes every year. Around 30 students get benefited by Institution scholarship every year. 100% of students get benefited by career oriented courses, transparent mechanism for women's grievances redressal and general complaints.

- **Student Progression**

Around 40% of students get campus placement and 30% of students pursue higher studies every year.

- **Student Participation and Activities**

Around 40 students have won national/international acclaim in sports/cultural/technical events in last five years .Institute funds liberally for students participating in international/national events.

- **Alumni Engagement**

Around 1000 graduate registered as alumni. Annually 2 alumni meets are conducted by the college. Eleven alumnae meetings were organised in last five years.

## **Governance, Leadership and Management**

Our Vision, Mission and Goals ensure holistic growth of the stake holders. The College ensures a system of participative management whereby information flow and decision making processes are systematized and channeled through all key constituents of the College.

## **Strategy Development and Deployment**

The college has its own quality policy and perspective plan for development. Entrepreneur skill development program short term certificate course on interior design and décor has been planned for the academic year 2019-2020 and successfully implemented in the ODD semester 2019-2020. Our college library is fully automated with Autolib (v8.0) software to monitor and update the student's entry, exit and books issue return and renewal details. **Faculty Empowerment Strategies**

Along with teaching staff, Non-teaching staff are motivated and deputed to attend training programmes. Formal and informal training is given to the staff to perform the assigned responsibilities. The College provides welfare schemes to attract and retain its faculty and to boost their morality. Incentives and appreciation are given to the faculty members in the form of higher pay scale and gold coin for 100% attendance during the academic year. As a token of appreciation staff showing 100% results are also honoured with gold coin. ESI facility is provided for supporting staff as a help for medical treatment.

## **Financial Management and Resource Mobilization**

Our Institution is self-financing and source of revenue is generated mainly from the receipts from students and interest income of DD/Fixed Deposit with financial Institution. The College budget is prepared and amount is

allocated accordingly. Periodical internal and external audit is maintained. **Internal Quality Assurance Cell (IQAC)**

IQAC encourages all departments to organize conference at National and International levels on topics of current interest. IQAC collects feedback from students on campus experience, curriculum, teachers etc at the end of the semester as a part of quality assurance in Teaching and Learning. This feedback from Alumni, Parents etc has helped the management to improve the teaching and learning process. As a part of IQAC Activity, Academic Audit of all our departments, Green Audit and Energy Audit were conducted with external auditors.

### **Institutional Values and Best Practices**

- **Gender Equity**

Safety and security of students and staff are ensured by the College. CCTVs are installed at important locations. College has a grievance cell, which addresses the issues of students. The Student Counseling Centre functions with a full-time Counselor on campus.

- **Waste Management**

Waste is segregated as biodegradable and non-biodegradable at the collection points by the housekeeping staff. The Sewage Treatment Plant installed is well-maintained by the College and functions efficiently

- **Water Conservation Facilities**

The entire campus depends only on ground water replenished by an efficient rain water harvesting system

- **Green Campus**

One of the best practices of the College is having a “Green Energy” system. The institution takes all possible steps to make the campus eco-friendly. The use of plastics bags has been banned in the college campus and the entire campus is declared as “Plastic free Zone”. The students and staffs planted a number of tree saplings during the various tree plantation programme organised by the institution.

- **Disabled-Friendly**

There is a provision for Lift in the college which consists of four floors. Wheel chairs are also available for differently abled students.

- **Cultural, Regional, Linguistic, Communal Socioeconomic Diversities**

International Day of Non-Violence is on the birth anniversary of Mahatma Gandhi, the council organized the International day of Non-Violence to propagate the spirit of Non-Violence. Bharath Kala Ratna Dr. Ambika Kameshwar, Founder-Director, RASA addressed the student on the occasion.

- **National And International Commemorative Days, Events And Festivals**

The College celebrates days of National and International importance like Independence Day, the Republic Day, Gandhi Jayanti, Teachers' Day, Children's Day, Human Rights Day, Youth awakening Day, Women's Day, protecting girl child day etc. and to sensitize the student community.

## 2. PROFILE

### 2.1 BASIC INFORMATION

| Name and Address of the College |   |
|---------------------------------|---|
| Name                            | GURU SHREE SHANTIVIJAI JAIN COLLEGE FOR WOMEN                                 |
| Address                         | GURU SHREE SHANTIVIJAI JAIN COLLEGE FOR WOMEN NO. 96 VEPEY HIGH ROAD, CHENNAI |
| City                            | CHENNAI   |
| State                           | Tamil Nadu  |
| Pin                             | 600007  |
| Website                         | <a href="http://www.gssjcollege.in">www.gssjcollege.in</a>                    |

| Status of the Institution |                |
|---------------------------|----------------|
| Institution Status        | Self Financing |

| Type of Institution |           |
|---------------------|-----------|
| By Gender           | For Women |
| By Shift            | Regular   |

| Recognized Minority institution            |    |
|--|----|
| If it is a recognized minority institution | No |

| Establishment Details                |            |
|--------------------------------------|------------|
| Date of establishment of the college | 31-01-1991 |

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

| State      | University name      | Document                      |
|------------|----------------------|-------------------------------|
| Tamil Nadu | University of Madras | <a href="#">View Document</a> |

| <b>Details of UGC recognition</b> |             |  |                      |  |
|-----------------------------------|-------------|--|----------------------|--|
| <b>Under Section</b>              | <b>Date</b> |  | <b>View Document</b> |  |
| 2f of UGC                         |             |  |                      |  |
| 12B of UGC                        |             |  |                      |  |

  

| <b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b> |  |                                       |                           |                |
|--|--|---------------------------------------|---------------------------|----------------|
| <b>Statutory Regulatory Authority</b>  | <b>Recognition/Approval details Institution/Department programme</b> | <b>Day,Month and year(dd-mm-yyyy)</b> | <b>Validity in months</b> | <b>Remarks</b> |
| No contents  |  |                                       |                           |                |

| <b>Details of autonomy</b>   |    |
|--|----|
| Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges? | No |

| <b>Recognitions</b>   |    |
|---|----|
| Is the College recognized by UGC as a College with Potential for Excellence(CPE)? | No |
| Is the College recognized for its performance by any other governmental agency?   | No |

| <b>Location and Area of Campus</b> |  |                  |                             |                                 |
|------------------------------------|--|------------------|-----------------------------|---------------------------------|
| <b>Campus Type</b>                 | <b>Address</b>   | <b>Location*</b> | <b>Campus Area in Acres</b> | <b>Built up Area in sq.mts.</b> |
| Main campus area                   | GURU SHREE SHANTIVIJAI JAIN COLLEGE FOR WOMEN NO. 96 VEPERY HIGH ROAD, CHENNAI | Urban            | 1.3                         | 29000                           |

## 2.2 ACADEMIC INFORMATION

| <b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b> |   |                           |                            |                              |                            |                                |
|---|---|---------------------------|----------------------------|------------------------------|----------------------------|--------------------------------|
| <b>Programme Level</b>  | <b>Name of Programme/Course</b>   | <b>Duration in Months</b> | <b>Entry Qualification</b> | <b>Medium of Instruction</b> | <b>Sanctioned Strength</b> | <b>No.of Students Admitted</b> |
| UG  | BBA,Business Administration,BUSINESS ADMINISTRATION                               | 36                        | A Pass in HSC              | English                      | 70                         | 70                             |
| UG  | BCom,Commerce,INFORMATION SYSTEM MANAGEMENT                                       | 36                        | A Pass in HSC              | English                      | 210                        | 178                            |
| UG  | BCom,Commerce,GENERAL   | 36                        | A Pass in HSC              | English                      | 140                        | 119                            |
| UG  | BCom,Commerce,CORPORATE SECRETARYSHIP   | 36                        | A Pass in HSC              | English                      | 70                         | 53                             |
| UG  | BCom,Commerce,ACCOUNTING AND FINANCE  | 36                        | A Pass in HSC              | English                      | 140                        | 93                             |
| UG  | BSc,Computer Science,COMPUTER SCIENCE   | 36                        | A Pass in HSC              | English                      | 50                         | 38                             |
| UG  | BSc,Home Science Interior Design And Decor,HOME SCIENCE INTERIOR DESIGN AND DECOR | 36                        | A Pass in HSC              | English                      | 50                         | 18                             |

|    |                        |    |                              |         |    |    |
|----|------------------------|----|------------------------------|---------|----|----|
| PG | MCom,Commerce,COMMERCE | 24 | A Pass in Degree Examination | English | 40 | 16 |
| PG | MCom,Commerce,COMMERCE | 24 | A Pass in Degree Examination | English | 40 | 16 |

**Position Details of Faculty & Staff in the College**

| <b>Teaching Faculty</b>   |                  |        |        |       |                            |        |        |       |                            |        |        |       |
|---|------------------|--------|--------|-------|----------------------------|--------|--------|-------|----------------------------|--------|--------|-------|
|   | <b>Professor</b> |        |        |       | <b>Associate Professor</b> |        |        |       | <b>Assistant Professor</b> |        |        |       |
|   | Male             | Female | Others | Total | Male                       | Female | Others | Total | Male                       | Female | Others | Total |
| Sanctioned by the UGC /University State Government              | 0                |        |        |       | 0                          |        |        |       | 0                          |        |        |       |
| Recruited   | 0                | 0      | 0      | 0     | 0                          | 0      | 0      | 0     | 0                          | 0      | 0      | 0     |
| Yet to Recruit  | 0                |        |        |       | 0                          |        |        |       | 0                          |        |        |       |
| Sanctioned by the Management/Society or Other Authorized Bodies | 0                |        |        |       | 0                          |        |        |       | 64                         |        |        |       |
| Recruited   | 0                | 0      | 0      | 0     | 0                          | 0      | 0      | 0     | 0                          | 64     | 0      | 64    |
| Yet to Recruit  | 0                |        |        |       | 0                          |        |        |       | 0                          |        |        |       |

| <b>Non-Teaching Staff</b>                                       |             |               |               |              |
|---|-------------|---------------|---------------|--------------|
|   | <b>Male</b> | <b>Female</b> | <b>Others</b> | <b>Total</b> |
| Sanctioned by the UGC /University State Government              |             |               |               | 0            |
| Recruited   | 0           | 0             | 0             | 0            |
| Yet to Recruit  |             |               |               | 0            |
| Sanctioned by the Management/Society or Other Authorized Bodies |             |               |               | 9            |
| Recruited   | 0           | 9             | 0             | 9            |
| Yet to Recruit  |             |               |               | 0            |

| <b>Technical Staff</b>  |             |               |               |              |
|---|-------------|---------------|---------------|--------------|
|   | <b>Male</b> | <b>Female</b> | <b>Others</b> | <b>Total</b> |
| Sanctioned by the UGC /University State Government              |             |               |               | 0            |
| Recruited   | 0           | 0             | 0             | 0            |
| Yet to Recruit  |             |               |               | 0            |
| Sanctioned by the Management/Society or Other Authorized Bodies |             |               |               | 3            |
| Recruited   | 3           | 0             | 0             | 3            |
| Yet to Recruit  |             |               |               | 0            |

**Qualification Details of the Teaching Staff**

| <b>Permanent Teachers</b>    |                  |               |               |                            |               |               |                            |               |               |              |
|------------------------------|------------------|---------------|---------------|----------------------------|---------------|---------------|----------------------------|---------------|---------------|--------------|
| <b>Highest Qualification</b> | <b>Professor</b> |               |               | <b>Associate Professor</b> |               |               | <b>Assistant Professor</b> |               |               | <b>Total</b> |
|                              | <b>Male</b>      | <b>Female</b> | <b>Others</b> | <b>Male</b>                | <b>Female</b> | <b>Others</b> | <b>Male</b>                | <b>Female</b> | <b>Others</b> |              |
| D.sc/D.Litt/LLD/DM/MCH       | 0                | 0             | 0             | 0                          | 0             | 0             | 0                          | 0             | 0             | 0            |
| Ph.D.                        | 0                | 0             | 0             | 0                          | 0             | 0             | 0                          | 3             | 0             | 3            |
| M.Phil.                      | 0                | 0             | 0             | 0                          | 0             | 0             | 0                          | 1             | 0             | 1            |
| PG                           | 0                | 0             | 0             | 0                          | 0             | 0             | 0                          | 0             | 0             | 0            |
| UG                           | 0                | 0             | 0             | 0                          | 0             | 0             | 0                          | 0             | 0             | 0            |

| <b>Temporary Teachers</b>    |                  |        |        |                            |        |        |                            |        |        |              |
|------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| <b>Highest Qualification</b> | <b>Professor</b> |        |        | <b>Associate Professor</b> |        |        | <b>Assistant Professor</b> |        |        | <b>Total</b> |
|                              | Male             | Female | Others | Male                       | Female | Others | Male                       | Female | Others |              |
| D.sc/D.Litt/LLD/DM/MCH       | 0                | 0      | 0      | 0                          | 0      | 0      | 0                          | 0      | 0      | 0            |
| Ph.D.                        | 0                | 0      | 0      | 0                          | 0      | 0      | 0                          | 26     | 0      | 26           |
| M.Phil.                      | 0                | 0      | 0      | 0                          | 0      | 0      | 0                          | 34     | 0      | 34           |
| PG                           | 0                | 0      | 0      | 0                          | 0      | 0      | 0                          | 0      | 0      | 0            |
| UG                           | 0                | 0      | 0      | 0                          | 0      | 0      | 0                          | 0      | 0      | 0            |

| <b>Part Time Teachers</b>    |                  |        |        |                            |        |        |                            |        |        |              |
|------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| <b>Highest Qualification</b> | <b>Professor</b> |        |        | <b>Associate Professor</b> |        |        | <b>Assistant Professor</b> |        |        | <b>Total</b> |
|                              | Male             | Female | Others | Male                       | Female | Others | Male                       | Female | Others |              |
| D.sc/D.Litt/LLD/DM/MCH       | 0                | 0      | 0      | 0                          | 0      | 0      | 0                          | 0      | 0      | 0            |
| Ph.D.                        | 0                | 0      | 0      | 0                          | 0      | 0      | 0                          | 0      | 0      | 0            |
| M.Phil.                      | 0                | 0      | 0      | 0                          | 0      | 0      | 0                          | 0      | 0      | 0            |
| PG                           | 0                | 0      | 0      | 0                          | 0      | 0      | 0                          | 0      | 0      | 0            |
| UG                           | 0                | 0      | 0      | 0                          | 0      | 0      | 0                          | 0      | 0      | 0            |

| <b>Details of Visting/Guest Faculties</b>                         |             |   |               |   |              |
|---|-------------|---|---------------|---|--------------|
| <b>Number of Visiting/Guest Faculty engaged with the college?</b> | <b>Male</b> |   | <b>Female</b> |   | <b>Total</b> |
|   |             |   |               |   |              |
|   | 0           | 0 | 0             | 0 | 0            |

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Self Study Report of GURU SHREE SHANTIVIJAI JAIN COLLEGE FOR WOMEN

| Programme |        | From the State<br>Where College<br>is Located | From Other<br>States of India | NRI Students | Foreign<br>Students | Total |
|-----------|--------|---|-------------------------------|--------------|---------------------|-------|
| UG        | Male   | 0   | 0                             | 0            | 0                   | 0     |
|           | Female | 536   | 7                             | 0            | 0                   | 543   |
|           | Others | 0   | 0                             | 0            | 0                   | 0     |
| PG        | Male   | 0   | 0                             | 0            | 0                   | 0     |
|           | Female | 0   | 0                             | 0            | 0                   | 0     |
|           | Others | 0   | 0                             | 0            | 0                   | 0     |
| PG        | Male   | 0   | 0                             | 0            | 0                   | 0     |
|           | Female | 0   | 0                             | 0            | 0                   | 0     |
|           | Others | 0   | 0                             | 0            | 0                   | 0     |

| <b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b> |        |               |               |               |               |
|--|--------|---------------|---------------|---------------|---------------|
| <b>Category</b>  |        | <b>Year 1</b> | <b>Year 2</b> | <b>Year 3</b> | <b>Year 4</b> |
| SC   | Male   | 0             | 0             | 0             | 0             |
|  | Female | 42            | 55            | 75            | 67            |
|  | Others | 0             | 0             | 0             | 0             |
| ST   | Male   | 0             | 0             | 0             | 0             |
|  | Female | 1             | 1             | 0             | 1             |
|  | Others | 0             | 0             | 0             | 0             |
| OBC  | Male   | 0             | 0             | 0             | 0             |
|  | Female | 266           | 311           | 294           | 257           |
|  | Others | 0             | 0             | 0             | 0             |
| General  | Male   | 0             | 0             | 0             | 0             |
|  | Female | 293           | 316           | 235           | 234           |
|  | Others | 0             | 0             | 0             | 0             |
| Others   | Male   | 0             | 0             | 0             | 0             |
|  | Female | 0             | 0             | 0             | 0             |
|  | Others | 0             | 0             | 0             | 0             |
| <b>Total</b>   |        | <b>602</b>    | <b>683</b>    | <b>604</b>    | <b>559</b>    |

## Extended Profile

---

### 1 Program

#### 1.1

**Number of courses offered by the Institution across all programs during the last five years**

| 2018-19                              | 2017-18 | 2016-17                       | 2015-16 | 2014-15 |
|--------------------------------------|---------|-------------------------------|---------|---------|
| 230                                  | 230     | 230                           | 230     | 230     |
| File Description                     |         | Document                      |         |         |
| Institutional data prescribed format |         | <a href="#">View Document</a> |         |         |

#### 1.2

**Number of programs offered year-wise for last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 8       | 8       | 8       | 8       | 8       |

### 2 Students

#### 2.1

**Number of students year-wise during last five years**

| 2018-19                                 | 2017-18 | 2016-17                       | 2015-16 | 2014-15 |
|---|---------|-------------------------------|---------|---------|
| 1883                                    | 1821    | 1701                          | 1625    | 1714    |
| File Description                        |         | Document                      |         |         |
| Institutional data in prescribed format |         | <a href="#">View Document</a> |         |         |

#### 2.2

**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 243     | 243     | 243     | 243     | 243     |

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional data in prescribed format | <a href="#">View Document</a> |

### 2.3

#### Number of outgoing / final year students year-wise during last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 549     | 492     | 533     | 488     | 513     |

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional data in prescribed format | <a href="#">View Document</a> |

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 52      | 52      | 52      | 52      | 52      |

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional data in prescribed format | <a href="#">View Document</a> |

### 3.2

#### Number of sanctioned posts year-wise during last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 52      | 52      | 52      | 52      | 52      |

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional data in prescribed format | <a href="#">View Document</a> |

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 9**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 103.290 | 132.98  | 128.87  | 112.56  | 108.50  |

**4.3**

**Number of Computers**

**Response: 1**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1

**The Institution ensures effective curriculum delivery through a well planned and documented process**

**Response:**

The college is affiliated to University of Madras, Chennai and follows the curriculum prescribed by the university. The academic calendar of the university is followed by Guru Shree Shantivijai Jain College to have an action plan for timely implementation. Academic committee consisting of Heads of various Departments and headed by the Principal prepares Policies after strategizing the best methods to successfully implement the curriculum.

Academic Calendar is prepared as per the academic schedule of the University of Madras. By keeping its reference, action plans for the academic year is being prepared.

A Lesson plan includes course objectives, content topics, reference books and the expected outcomes from the students by learning through meticulous preparation of topics by respective Faculty members at the beginning of each semester. It gives an insight into how the lecture classes will be handled throughout the semester. The subjects are allotted after careful consideration of Faculty qualifications, subject specializations, experience and performance. Each Department prepares its internal academic calendar and action plan for the academic year well before it commences.

Faculties are encouraged to prepare an active lesson plan for their classroom teaching of the entire year even before the academic year commences. The preparation of such a plan helps with balanced distribution of syllabus, clarity of curriculum and timely completion of the course. The teaching methods and plans are prepared by the respective faculty who are in charge of the subjects.

Timetable Committee, headed by the Principal and a Senior Faculty Member plans a detailed timetable which efficiently deploys the units of time for academic and co-curricular purposes as for example, theory, practical, ICT, life-skill, and value education thereby ensuring a balance between the different types of engagement a student is expected to participate in.

The log book records the completion of syllabus by the teacher in every day class to keep a timely check and to ensure implementation of the planning done by the department. Along with this, the respective teacher prepares course lectures, class notes and PPT presentations in order to be fully equipped for teaching.

Continuous evaluation is maintained throughout the year by conducting internal tests after completion of every unit to ensure thorough understanding. Transparency and impartiality are maintained in the evaluation process. Valued answer scripts are returned to the students with suggestions to improvise wherever necessary. Depending on our resource potentiality, institutional goals and the

concern towards the student community, we impart quality education with excellence.

The Institution ensures the effective consignment of the curriculum through interactive teaching. It is promoted through students' participation in group discussions, quizzes and seminars. Special lectures delivered by eminent scholars and trainers on topics related to the curriculum further intensify students' learning experience. The college is well equipped with smart class rooms and other ICT facilities which are extensively availed by teachers for their teaching to make the lectures of the curriculum attractive to students.

### 1.1.2

#### **The institution adheres to the academic calendar including for the conduct of CIE**

##### **Response:**

The decision regarding the dates of conducting the examinations is printed in the calendar. It is planned at the end of the previous academic year by the Principal after a meeting with the Heads of Department.

The Institution strictly adheres to the Academic Calendar to conduct Continuous Internal Evaluation. The Academic Calendar can also be accessed in the college website and hence all the students are informed well in advance of schedule of the Continuous Assessments.

The components of continuous assessment are Assignments, Tests, Seminars and Attendance which comprise of 25 Marks. The Internal tests are conducted in three phases. Students are evaluated on the basis of their performance and the best two out of three assessments are taken for their internal assessment and announced to the students.

The second and third tests are in the form of Centralized test as Terminal Examination and Model Examination. The dates for the Terminal Examination and Model Examinations are printed in the Academic Calendar and are also informed to the students on a timely basis.

The question papers for the internal examinations are prepared in sets of four and one question paper is selected by the Principal two days prior to the examination confidentially and printed with the help of a copier machine to ensure competence and avoidance of malpractices. Question papers are maintained securely in the examination room with restricted access.

The seating plan of the various halls is sent to all departments for the knowledge of students and also displayed in the notice board for further reference. 180 degree seating arrangements in the examination halls with alternate columns is the ingenious reform for conducting exams.

The questions papers are arranged by the invigilators of the examinations halls and the answer sheets are handed over to the concerned subject faculty in charge of evaluation.

The answer papers are valued within the stipulated time schedule and the result analysis is submitted to the exam committee. The performance of students are entered in report cards and sent to parents for their perusal. The marks are entered in the online University portal and hard copy of the same is submitted to

the University of Madras.

Assignments and Seminar classes are held periodically to assess the practical knowledge acquired in learning the subject and their presentation skills with self confidence.

| File Description              | Document                      |
|-------------------------------|-------------------------------|
| Upload Additional information | <a href="#">View Document</a> |

### 1.1.3

**Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** B. Any 3 of the above

| File Description   | Document                      |
|--|-------------------------------|
| Institutional data in prescribed format  | <a href="#">View Document</a> |
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View Document</a> |

## 1.2 Academic Flexibility

### 1.2.1

**Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**Response:** 100

**1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.**

**Response:** 8

| File Description                                   | Document                      |
|--|-------------------------------|
| Minutes of relevant Academic Council/ BOS meetings | <a href="#">View Document</a> |
| Institutional data in prescribed format            | <a href="#">View Document</a> |

**1.2.2****Number of Add on /Certificate programs offered during the last five years****Response: 1****1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 1       | 0       | 0       | 0       | 0       |

| File Description  | Document                      |
|---|-------------------------------|
| List of Add on /Certificate programs                                    | <a href="#">View Document</a> |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |

**1.2.3****Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years****Response: 0.03****1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 3       | 0       | 0       | 0       | 0       |

| File Description  | Document                      |
|---|-------------------------------|
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |

## 1.3 Curriculum Enrichment

### 1.3.1

#### **Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum**

##### **Response:**

The college strives to integrate cross-cutting issues such as gender, environment and sustainability, human values and Professional ethics into the curriculum by organizing many programs through various cells, forums, clubs, etc.

##### **Gender:**

Our college has a Center for Women Empowerment which deals with gender-related issues such as legal awareness, health awareness, Anti-ragging, etc. Several guest lectures are organized inside the campus by inviting experts. Our institution offers several gender-related training programmes like empowerment of women and self-defence classes for students. The institution also takes efforts to create awareness about women related issues by conducting various activities.

##### **Environment and Sustainability:**

Environmental Studies course is offered to all the undergraduate students highlighting the major environmental issues faced by us and emphasizing the importance of sustainable development. Apart from that Our institution has an active Enviro club which spreads awareness about environmental issues such as conservation solar of energy, wildlife conservation, pollution, global warming, etc., and Integrates environmental issues from a disciplinary perspective too. The Enviro club has planted trees in the campus and all public places like government schools, Temples, hospitals, etc., to provide effective environmental education. The Enviro club organized seminars and guest lectures on various topics like

- climate changes
- nature conservation
- world wildlife conservation
- Recycling waste products
- know your trees
- Grow more trees & protect
- Conducted open terrace garden workshops in association with the Department of Environment & Forests, Government of Tamil Nadu in the year 2018
- Conducted a Plastic Free campaign in association with the Department of Environment, Government of Tamil Nadu in 2018

- Organised film show on Save Waters by Enviro Club members

### Human values:

A necessary part of the curriculum is to inculcate good human values among students. Value Education offered as a mandatory course to all the undergraduates. It stresses on human values, ethics, and societal issues. The importance of human values is emphasized to the student's community by inviting eminent people to discuss and motivate them in a predominant way and also by conducting various activities like street play, seminars, guest lectures, etc, which emphasis human values such as Human Rights Philosophy, Press Laws and Media Ethics, Sensitization to Social Issues, Community Sensitization. Our college has Anti Ragging Cell to ensure ragging free environment; internal complaints committee and Discipline committee headed by our college council members and faculty to insist on human values.

### Professional ethics:

Courses such as Languages, Soft Skills, and Personality Development inculcate Leadership, Communication, Time Management and other professional qualities in the students. A number of courses are offered which also impart domain-specific professional ethics such as Entrepreneurship Development, Tally, Youth and Life Skills such as, French, German, computing skills and Soft skills such as essentials of language & communication skill and essentials of spoken & presentation skills, etc. Internships and project works are an integral part of the curricula which foster professional ethics among the students.

| File Description  | Document                      |
|---|-------------------------------|
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | <a href="#">View Document</a> |

### 1.3.2

**Average percentage of courses that include experiential learning through project work/field work/internship during last five years**

**Response:** 4.35

**1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 10      | 10      | 10      | 10      | 10      |

| File Description  | Document                      |
|---|-------------------------------|
| Programme / Curriculum/ Syllabus of the courses   | <a href="#">View Document</a> |
| MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship | <a href="#">View Document</a> |

**1.3.3**

**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**

**Response:** 1.91

**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 36

| File Description  | Document                      |
|---|-------------------------------|
| List of programmes and number of students undertaking project work/field work/ /internships | <a href="#">View Document</a> |

**1.4 Feedback System****1.4.1**

*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders*

*1) Students*

*2) Teachers*

*3) Employers*

*4) Alumni*

**Response:** A. All of the above

| <b>File Description</b>  | <b>Document</b>               |
|--|-------------------------------|
| Any additional information (Upload)  | <a href="#">View Document</a> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | <a href="#">View Document</a> |
| URL for stakeholder feedback report  | <a href="#">View Document</a> |

**1.4.2**

**Feedback process of the Institution may be classified as follows:**

**Options:**

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

**Response:** E. Feedback not collected

| <b>File Description</b>           | <b>Document</b>               |
|-----------------------------------|-------------------------------|
| Upload any additional information | <a href="#">View Document</a> |
| URL for feedback report           | <a href="#">View Document</a> |

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1

**Average Enrolment percentage (Average of last five years)**

**Response:** 85.02

##### 2.1.1.1 Number of students admitted year-wise during last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 604     | 683     | 602     | 541     | 567     |

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 705     | 705     | 705     | 705     | 705     |

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

#### 2.1.2

**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)**

**Response:** 0

##### 2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

| File Description  | Document                      |
|---|-------------------------------|
| Average percentage of seats filled against seats reserved | <a href="#">View Document</a> |

## 2.2 Catering to Student Diversity

### 2.2.1

**The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners**

**Response:**

- The college organizes orientation program for the parents and the students at the commencement of the programme for the new batch every year. The program would help students and parents to get familiar with the institution, curricular and co-curricular activities, facilities, rules and regulations etc. Before the commencement of the classes, the different requirements of the students are identified and addressed at the earliest by way of a strategic approach.
- Every year students are given training on communication skills, personality development, time management and motivational sessions. In order to motivate both the slow and advanced learners workshops are organized to enhance their skills. Advanced learners act as peer learning teachers thereby benefitting all levels of students. Guest Lectures are arranged for the students to help them gain industry and practical knowledge from the experts.

**Advanced learners:**

- High performing students are identified on the basis of internal assessment, university examination, and involvement in classroom teaching - learning.
- Participation in group discussions, technical quizzes to develop analytical and problem-solving abilities thereby to improve their presentation skills.
- Students are also provided opportunities to develop their creativity by participating and organizing intracollegiate and intercollegiate national level seminars and conferences.
- Bright and diligent students are motivated and inspired to get university ranks.
- Semester toppers and university rank holders are encouraged with certificates and cash prizes by the management.
- Provision of student scholarships by the management.
- Meet toppers on regular basis and counsel them
- Special classes whenever required are conducted.
- Additional library books are issued through department library.
- Extra lab sessions are offered to computer science students. Students are encouraged to take up competitive exams like GATE, GRE, TOEFL, IELTS, CAT, IAS etc.

**Slow learners:**

- The Institute practices a robust student academic counseling process. During the time of

admission Principal and Management interact with the parents and the student to assess their need and aspirations. Further during the course of study group of students are assigned to a faculty for mentoring.

- The mentor monitors academic performance and interact frequently to understand and assist any student with issues that affect their ability to learn or impede their academic success.
  - The institute has a system to communicate performance and attendance of students to parents regularly. Mentors communicate regularly with the parents and also send the report cards after the completion of each assessment test.
- 
- Departments conduct remedial classes, provide course notes for the slow learners.
  - Such students are given regular class tests in order to improve their performance in the university exam. Further faculty members revise the tough topics as per the students requisition and provide university question bank and discuss the way of presenting the answers in the exam to score marks.
  - Extra classes are organized to clarify doubts. Critical topics are re-explained for better understanding by the students. Appropriate counseling with additional teaching is done which eventually results in students attending the classes regularly.

### 2.2.2

**Student- Full time teacher ratio (Data for the latest completed academic year)**

**Response:** 36.21

## 2.3 Teaching- Learning Process

### 2.3.1

**Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences**

**Response:**

Experiential learning:

The college plans the teaching, learning and evaluation schedule through an academic calendar prepared in the beginning of the academic year. The academic calendar of the college is prepared in accordance with the schedule of activities, events and teaching plan. Workload and subject allotment are prepared by head of the department under the guidance of principal. Regular evaluation of students is a part of teaching programme. Interactive and collaborative approach is used to enhance the learning activity.

Internet access in the library promotes the habit of self-learning among the students. The faculty members foster learning environment by teaching through visual aids – smart boards ,case studies and conducting quiz on theory topics. Seminars, guest lectures, workshops, field trips and Industrial visits are arranged to enhance the experiential learning of the students.

The inter collegiate conferences and seminars are organized where the students present papers on advanced topics to enrich their learning experience. Visits to industries and banks enhance the students' involvement in learning process.

Participative learning:

The College gives utmost importance to holistic development of students where learning beyond classroom is emphasized through co- curricular and extra-curricular activities . In order to pursue the activity in their area of interest students participation in various clubs and Forums which are ISTD, Knowledge Forum Karuna club, Yuva club, Enviro Cell , EDP cell , Consumer club , NSS , YRC, RRC organize many student centric activities. Students are encouraged to participate in intercollegiate literary and cultural competitions. Women Empowerment cell organizes SHG Bazaar where the students are sensitized to render all possible help. Students of EDP Cell are encouraged to put up stalls in ED Bazaar to hone their skills in entrepreneurship, gain practical experience and to earn profit.

Problem Solving Methodologies:

Problem solving methodologies are initiated where students learn by working on problems to enhance critical thinking, foster creativity amongst the students. It enables them to develop conceptual ideas to tackle the problems and issues .Case study is an effective tool in understanding real world problems and learning the ways to solve the problems. Project and Surveys help the students to develop their skills like selection of topics related to their subject of interest. Participation in Group discussions, quiz competitions and mock interviews will enhance the problem solving methodology of the students.

### 2.3.2

**Teachers use ICT enabled tools for effective teaching-learning process.**

**Response:**

The usage of ICT enabled tools by teachers have enhanced the effective delivery of curriculum. There are seven ICT enabled classrooms in addition to two LCD projectors installed across the two main buildings in our campus. The campus is fully Wi-Fi enabled. The teachers can plan for using the ICT classes in a systematic manner. ICT tools have enabled the teaching learning process more interesting with the usage of diagram, charts and pictures. The content is also sent to the students who were not able to attend the classes. Feedback about the knowledge group of the students is also tested and ICT enabled tools play an important role in using sophisticated techniques like bar diagrams, YouTube video etc.

If the teacher is equipped with technology, the student will also be equipped with technology. It paves the way for newer methods of teaching and prepare teachers to apply modern methods of teaching. ICT is playing an important role in student evaluation. ICT helps teacher to communicate properly with their students. Hence ICT bridges the gap between teacher and students. ICT helps the teacher to pass information to students within a short period of time. ICT helps the teacher in designing the educational environment. ICT enabled technology helps us to record, store process, retrieve, and transfer and receive information. By using smart class room technology and interacting white boards, information can be illustrated with the help of videos, maps, graphs, flowcharts and animations. It will make learning more attractive, interesting and easy to understand. It will enhance the ability of students to understand and retain the topic for a longer period of time.

Teachers can also show practical solutions from the web. Students can learn inside the classroom with online resources .ICT technology instils a dynamic information sharing approach and there is no need of paper, pen, pencil and others, thus stepping into Go-Green concepts. It will save a lot of time for teachers and students that can be used for another interactive activity.

### 2.3.3

**Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )**

**Response:** 53.8

## 2.3.3.1 Number of mentors

Response: 35

| File Description  | Document                      |
|---|-------------------------------|
| Upload year wise, number of students enrolled and full time teachers on roll. | <a href="#">View Document</a> |
| mentor/mentee ratio   | <a href="#">View Document</a> |
| Circulars pertaining to assigning mentors to mentees                          | <a href="#">View Document</a> |

**2.4 Teacher Profile and Quality****2.4.1****Average percentage of full time teachers against sanctioned posts during the last five years****Response:** 106.92

| File Description  | Document                      |
|---|-------------------------------|
| Year wise full time teachers and sanctioned posts for 5years(Data Template) | <a href="#">View Document</a> |
| List of the faculty members authenticated by the Head of HEI                | <a href="#">View Document</a> |
| List of the faculty members authenticated by the Head of HEI                | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |

**2.4.2****Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)****Response:** 23.08**2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 12      | 12      | 12      | 12      | 12      |

| <b>File Description</b>  | <b>Document</b>               |
|--|-------------------------------|
| List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template) | <a href="#">View Document</a> |
| Any additional information   | <a href="#">View Document</a> |

### 2.4.3

**Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**

**Response:** 4.86

#### 2.4.3.1 Total experience of full-time teachers

Response: 282

| <b>File Description</b>   | <b>Document</b>               |
|---|-------------------------------|
| List of Teachers including their PAN, designation, dept and experience details(Data Template) | <a href="#">View Document</a> |

## 2.5 Evaluation Process and Reforms

### 2.5.1

**Mechanism of internal assessment is transparent and robust in terms of frequency and mode**

**Response:**

- The institution ensures that all students are aware of the evaluation process through the college calendar which is updated annually.
- The Schedules of conducting terminal exams, Revision Exams and Model exams are printed in the Academic Calendar which is provided to all students and staff at the beginning of academic year and are strictly adhered.
- The structure of Internal marks for 25 comprise 10 marks for tests, 5 marks for assignments, 5 marks for Seminar and 5 marks for attendance.
- The maximum and minimum marks in internal assessments are reviewed and discussed regularly.
- Internal Tests are assessed in the form of written test, Seminars in the form of Role play, Quiz, Group discussions which will enhance the practical knowledge of the students and students performance are assessed on various parameters.i.e, on the basis of writing assignments, conceptual understanding and interpretation skills.
- The subject faculty discusses the mode of conducting the test to the students in the classroom.

- The examination committee comprising of a Senior faculty as the coordinator and assisted by faculty representatives from all departments are entrusted with the preparation of invigilation schedules, seating plan and the time table for the conduct of centralized continuous internal assessments.
- Regular circulars regarding examinations are issued by the Principal and displayed in the notice board.
- All the faculty are informed about the evaluation pattern who in turn communicate to all students of their classes.
- The answer scripts are valued within a period of one week from the conduct of examinations and distributed to the students.
- The scheme of evaluation is also discussed and circulated to the students.
- If the student has a grievance regarding evaluation, she immediately approaches the concerned faculty and clarifies her stand.
- The overall mark sheet is prepared with a detailed result analysis and is submitted for the perusal of the principal through the Coordinator of exam Committee by the heads of departments.
- The student performance is entered in the report cards and sent for parents perusal. The report cards are cross checked and signed by the students and parents. The student's performance is also discussed with parents during the Parent Teacher Meetings.
- Internal Assessment marks are published and announced to the students before entering in the University online web portal.

The above mechanism ensures that the stake holders are aware about the procedure of internal assessment which is very transparent and robust.

### 2.5.2

#### **Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient**

##### **Response:**

- The total marks of 100 comprise both internal evaluation (25 Marks) done by the institution and external evaluation (75 Marks) done by the University of Madras.
- At the institution level, the students can express their grievance on internal evaluation to the subject teacher, class teacher, HOD and Principal. The marks of the student is reviewed and the grievance is redressed immediately.
- If a student has a grievance of scoring less marks in University examinations in spite of best performance, she can opt for retotalling or revaluation of answer sheets facilitated by the University in the Web portal of the University within the stipulated time.
- All the departments are notified to submit the eligibility list of the students who are appearing for the University examination a fortnight prior to the Commencement of University examinations for the scrutiny of the Principal.
- Students have to maintain a mandatory attendance of 75% in order to appear for the University examinations. But if a student is having an attendance of more than 65% but less than 75%, she is permitted to take up the University examinations by paying condonation fees of Rs. 250.
- If a student is found to be lacking in attendance, that is less than 65% she is counselled to take up

the examinations in the next semester. The names of such students are displayed in the notice board of the Department.

If a student is found to be not eligible on account of poor academic performance, she is given special coaching after class hours to take up a re- test to improve her performance and qualify for the University examination.

## 2.6 Student Performance and Learning Outcomes

### 2.6.1

**Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.**

**Response:**

The College has well defined course outcomes and Program outcomes.

***Mechanism of communication of Course outcomes:***

- ***Discussed in the Academic meeting by the Principal regarding the communication which is declared by university of Madras***
- ***Posted in the college website***
- ***Posted in the college notice board***
- The College website, prospectus as well as the Annual Report states the mission and objectives of all the departments of the college. These documents also highlight the achievements of the students and list the kind of jobs that students get after completion of the different programs.
- In the Orientation program for the first year undergraduate and postgraduate students. Program-specific outcomes of all the departments are highlighted through career options open to students after completion of the programs and the achievements of the alumnae.
- Alumnae of various departments are invited to interact with both the students and teachers during the Orientation program and at other events and meetings. They share how the different courses shaped their careers and thus help students appreciate the program. This is also an opportunity for the faculty to take feedback on the courses that need to be improved and the components which will make them more relevant.
- For each course offered by the college, a unique set of learning outcomes have been defined. These are linked to the broad program outcomes. The syllabus containing the learning modules is readily available for students and teachers on college /GSS website and college library.
- As part of the course outcome of the various subjects taught to students during the program, there is substantial scope for expanding the opportunities for skill building, enhancement of conceptual understanding, training in research methodology, and experiential and fieldwork learning.

All students undertake summer- internship in companies, industries and banks etc. They are evaluated on this by the concerned organization where they went for internship as well as a committee of teachers for

their application and absorption of practical learning .

| File Description  | Document                      |
|---|-------------------------------|
| Upload COs for all Programmes (exemplars from Glossary) | <a href="#">View Document</a> |

## 2.6.2

**Attainment of programme outcomes and course outcomes are evaluated by the institution.**

### Response:

- Students success in placements, Higher studies, Competitive exams & Entrepreneurship ventures are the yardstick to measure **program outcome**
- Pass percentage of students & review of result analysis done periodically to measure **program specific outcome**
- Feedback from alumni is an important indicator for **course outcome**. Pass percentage of the students is an indicator of the **course outcome**.

### Attainment of Course Outcome:

The course outcomes are clearly stated to the students to enable them to complete the course successfully.

Course outcome is obtained by Direct and Indirect assessments.

Direct Assessment: Student performance in all assessments like class test, seminar, Assignments, oral test , Instant test Revision and Model Examinations.

Indirect Assessment: Student Performance is inferred from Exit Survey collected from final year students and Result Analysis prepared regularly after publication.

### Attainment of Program Outcomes:

Program outcomes are clearly stated in the prospectus, Website and communicated in Parent teacher meetings so that the students are able to complete program successfully and move on to the next level.

- The College has clearly stated the learning outcomes to students and staff members. The Continuous Internal Assessment depicts the learning outcomes and Academic performance of students.
- Students learning outcomes can also be obtained by the marks secured in the university exams.
- Remedial classes are regularly conducted for the slow learners. Bridge courses are also conducted for the fresher's for the benefit of enhancing academic performance.

- Orientation programmes and faculty development programmes are also organized for the benefit of staff members. Training is given to the faculty members to make them familiar with innovative methods like use of computers, technological resources like ICT, LCD, Projectors, smartboards and orientation programmes.
- The Evaluation of learning process of students is assessed by their performance in presentation, assignments, discussions and seminars. Students profile is maintained to enlist their performance in academic and co-curricular activities.
- Students are exposed to the empowering programmes to develop various skills to kindle scientific temper, progress in higher education and potentiality for academic excellence.
- All departments record the marks secured by the students in the tests conducted by the institution and the results of the university examination. These marks and results are displayed in the notice board. The records and the performance of the students are maintained by the concerned department. The progress report containing the marks of Revision Examination and Model examination are sent to the parents.

**Program Specific Outcomes:**

- The institution evaluates the students as Class Toppers, University Rank Holders and Best Outgoing Students. They are recognized and awarded during the Annual Day function by giving them Gold/Silver Medals, Fixed Deposit and Certificates.
- Gold Medals are awarded to the University First Rank holders and Silver Medals to the remaining rank holders.
- The Best Outgoing Students are evaluated on the basis of five criteria: Academic Performance, performance in extracurricular activities, Attendance, behaviour inside the class room, behaviour on the campus.

| File Description                  | Document                      |
|-----------------------------------|-------------------------------|
| Upload any additional information | <a href="#">View Document</a> |

**2.6.3**

**Average pass percentage of Students during last five years**

**Response:** 95.61

**2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 549     | 492     | 533     | 488     | 513     |

**2.6.3.2 Number of final year students who appeared for the university examination year-wise**

**during the last five years**

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
| 576     | 525     | 553     | 513     | 526     |

| <b>File Description</b>  | <b>Document</b>               |
|--|-------------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View Document</a> |
| Paste link for the annual report   | <a href="#">View Document</a> |

**2.7 Student Satisfaction Survey****2.7.1****Online student satisfaction survey regarding teaching learning process****Response:** 2.95

| <b>File Description</b>  | <b>Document</b>               |
|--|-------------------------------|
| Upload database of all currently enrolled students (Data Template) | <a href="#">View Document</a> |

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

#### 3.1.1

**Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

#### File Description

#### Document

List of endowments / projects with details of grants

[View Document](#)

#### 3.1.2

**Percentage of teachers recognized as research guides (latest completed academic year)**

**Response:** 1.72

**3.1.2.1 Number of teachers recognized as research guides**

**Response:** 1

#### 3.1.3

**Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response:** 0

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

**3.1.3.2 Number of departments offering academic programmes**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 10      | 10      | 10      | 10      | 10      |

**File Description****Document**

List of research projects and funding details

[View Document](#)**3.2 Innovation Ecosystem****3.2.1**

**Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

**Response:****3.2.1. INNOVATION AND ECOSYSTEMS.**

**3.2.1.1 Institution has created an ecosystem for innovation and has initiatives for creation and transfer of knowledge**

**GSS Knowledge Forum** is actively engaged in transfer of information on specialized topics to the student community, thereby supporting the development the implementation of innovation ecosystem in the campus to transfer knowledge among the students.

During the year 2014, Ms. Uma Prakash, President, Institute Auditors, Chartered Accountants of India, Chennai gave a special lecture on the topic internal audit. A guest lecture was organized on the topic “**How to become a CXO in a good company**” by Ms. Nithya Venkata Ramani, Talent Fellow, New Profit, Boston, USA which provided inputs on positive interactions with an organizations .

Smt.Sudha UmaShankar, Eminent Journalist & Founder, Book Mine, emphasized the importance of **updating knowledge** on all spheres of life during 2015. The students acquired the tips of how to update

to retain their credibility and potentiality when they move to a new workplace. The knowledge on administration of our country and the current affairs is transferred to the students by Thiru.Jayaram Venkatesan, Convenor, Arappor Iyakkam, highlighted his views on primary Education, Prohibition and Accountability in Governance and other sectors during 2016.

The students are benefited on the advancement and norms of new economy in the current trend through the Guest Lecture on “**GST-An eye opener**” in the year 2017. Shri.C.M.A Rakesh Shankar, Cost Accountant & Senior Consultant, M/S Rakesh Shankar Ravi Shankar Associates was the Guest of honour..A Guest lecture on “An impact of GST in Business” was organized by GSS Knowledge during 2018.

**Entrepreneurship Development & Promotional Cell (EDP)** is functioning with the main objective of empowering women students to be self reliant. Shri. Raju Venkataraman, President, Madras Management Association (MMA), gave a lecture on the topic “Establishing own business” in the year 2014 to gain an independent socio economic strata.

There was a guest lecture by Ms.Jayasri Ravi, Founder, Palam Silks on the topic “**Women and Business**” during 2016. A guest lecture was conducted by shri. Vijay Kapoor, Managing Director, Derby jeans clothing pvt.ltd on the topic “Startups and Crowd funds” in the year 2017.

Workshop on **Eco Friendly Bag** making was conducted by Ms.Jayashree Narayanan, Fevicryl in the year 2017 as an awareness to transfer knowledge on the green environment to be protected and a cost effective business to carry over.

The Entrepreneurial Development Centre organized a workshop during 2018 on the topic “**Strategies for successful Entrepreneurship**”. Mr.Chandran Iyemperumal, the managing Director,IPCE,shared his experience on initial stage of business.

ED Cell conducted a workshop on the topic “**Capturing diverse image**” to enhance the knowledge of photography skills. The workshop was headed by Shri. Sunil Singh a prominent photographer who provided the ultimate guide to learn the basic settings of camera in the year 2020. The Tamilnadu state supply and Marketing society conducted an exhibition by Ms. Uma maheswari CEO of Self Helping Groups. Many of our Alumni stand a testament as budding entrepreneur in our country.

|                                   |                               |
|-----------------------------------|-------------------------------|
| <b>File Description</b>           | <b>Document</b>               |
| Upload any additional information | <a href="#">View Document</a> |

**3.2.2**

**Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years**

**Response: 4**

**3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 1       | 2       | 1       | 0       | 0       |

|  |                               |
|--|-------------------------------|
| <b>File Description</b>                        | <b>Document</b>               |
| List of workshops/seminars during last 5 years | <a href="#">View Document</a> |

**3.3 Research Publications and Awards****3.3.1**

**Number of Ph.Ds registered per eligible teacher during the last five years**

**Response: 4**

**3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years**

Response: 4

**3.3.1.2 Number of teachers recognized as guides during the last five years**

Response: 1

|  |                               |
|--|-------------------------------|
| <b>File Description</b>  | <b>Document</b>               |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc | <a href="#">View Document</a> |

**3.3.2**

**Number of research papers per teachers in the Journals notified on UGC website during the last five years**

**Response:** 0.06

**3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 3       |

**File Description**

List of research papers by title, author, department, name and year of publication

**Document**

[View Document](#)

**3.3.3**

**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

**Response:** 0.21

**3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 3       | 1       | 2       | 3       | 2       |

**File Description**

List books and chapters edited volumes/ books published

**Document**

[View Document](#)

**3.4 Extension Activities****3.4.1**

**Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.**

**Response:**

GSS Jain College for Women considers community service as the integral part of the system with varied community services among the students. The college extends its motto as 'Service to Mankind is service to God'. Following the same our various extension units like NCC, NSS, SSL, YRC, RRC organized Outreach programmes and extension activities based on social welfare and personality development as follows.

- Health Awareness Camps and Programmes
- 7 Day Camp & Service in rural areas
- Swatch Bharat Campaign
- Pamphlet Distribution on Rain Water Harvesting & Save Water
- Voters Day Awareness Rally
- Plastic Awareness Rally
- Field Visit – Orphanages & Home for the Destitute

**Health Awareness Camps** and Programmes like Medical checkups, Breast cancer awareness, Dental Hygiene, First Aid Programmes, Eye camp, Mental Stress Counseling, benefitted the students to be aware of their personal and public health and hygiene -with the proper guidance of Physicians. Workshops and Seminars of International and National Days like AIDS day, Breast Cancer awareness day, equipped them with generalized knowledge on health, wealth and prosperity.

**Socio economic surveys** were conducted through camps in villages in and around Nallur to sensitize the students to be aware of the rural needs. The students become conscious of the prevailing community related problems. They also brought the cognizance of Self employment opportunity for youth and women during the camps.

The existing **Global Warming Alert** is brought through sapling plantation and seminars on deforestation, plastic ban, and terrace gardening. Gearing up with these programmes made them to realize their role in society to save mother Earth.

The students **Visit to various NGO's** conducting medical camps , teaching kids on hygiene and good and bad touch thereby developing their service mind and firstaid tactics. They help the women to empower themselves by being independent economically and also help the senior citizens to feel secure and safe. They were also motivated to donate essential needs for everyday living for the elders and children by raising funds among themselves. More than 500 student volunteers take up their role to serve and understand the community enthusiastically.

Thus **Outreach Extension Activities** have a greater impact on students to acquire social and civic responsibilities. Our college thereby aims on best social and economic transformation of the community by imparting human values and dignity among youngsters. They will be enhanced with adaptability to a holistic development and leadership skills to compete in the society. As per our motto "Education through Excellence" we are not only inculcating academic education but very keen in moulding the students with collective responsibility of empowering the underprivileged by being more self-reliant and fostering themselves with self-introspection attaining courage and confidence.

**3.4.2**

**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

**Response: 4**

**3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 4       | 0       | 0       | 0       | 0       |

**File Description****Document**

Number of awards for extension activities in last 5 year

[View Document](#)

**3.4.3**

**Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

**Response: 0**

**3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

**File Description****Document**

Number of extension and outreach Programmes conducted with industry, community etc for the last five years

[View Document](#)

**3.4.4**

**Average percentage of students participating in extension activities at 3.4.3. above during last five years**

**Response: 0**

**3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

**File Description**

**Document**

Average percentage of students participating in extension activities with Govt or NGO etc

[View Document](#)

## 3.5 Collaboration

### 3.5.1

**Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**

**Response: 3**

**3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 2       | 0       | 0       | 1       | 0       |

**File Description**

**Document**

e-copies of related Document

[View Document](#)

Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship

[View Document](#)

### 3.5.2

**Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years****Response: 3****3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 1       | 1       | 0       | 0       | 1       |

| <b>File Description</b>   | <b>Document</b>               |
|---|-------------------------------|
| e-Copies of the MoUs with institution/ industry/corporate houses  | <a href="#">View Document</a> |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years | <a href="#">View Document</a> |

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1

**The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.**

**Response:**

Adequate infrastructure facilities are keys for the effective & efficient conduct of educational programs. The growth of infrastructure thus has to be kept in pace with the academic developments in the institutions. The other supportive facilities like the introduction of new courses, increase in the intake of students, changed curriculum demanding the introduction of new laboratories, diversification of courses, need for introducing the technological innovations, etc. on the campus are developed to contribute to the effective ambience for curriculum, extra-curriculum and administrative activities. A provision of expenditure in the budget is made annually for maintenance and replenishment of physical facilities which will ensure their availability on a continual basis.

Our College has adequate Class rooms, Very Good Teaching aids, Computerized faculty rooms, Library, Modernized Computer laboratories.

- Campus Area 1.3acres
- Built up area App.3350 sq.mt
- Spacious class rooms (27 classrooms) with good seating infrastructure which are well illuminated and ventilated.
- Seven classrooms are made ICT ready with the LCD and audio/video systems are used. Teachers can make power point presentation in these class rooms as plug and play.
- An excellent library with over 13,388 volumes, 40 periodicals, internet connectivity and good seating arrangements for reference purpose. Students and staff can access e-resources in the library.
- A separate PG library with computer and reference sections.
- Every department is provided with an exclusive staff room equipped with computer and AC.
- An Indoor Auditorium has seating capacity of 600 members has been dedicated for departmental programs and function of co curricular activities like seminar, quiz, debate, panel discussions, etc. there is an outdoor auditorium with a seating capacity of 1300 members.
- A fully Air Conditioned mini hall having a seating capacity of 200seats is ideal for a seminar or video conference.
- Library - College has two libraries 1. PG Library and 2. UG Library, the Libraries housing 13,388 books and subscribes more than 40 periodicals. The computerized database of the library facilitates to quick retrieval of books.
- Computer laboratories – The College provides a highly sophisticated computer laboratories with more than 100 computer with the updated Pentium machines. The college provides free net access to all the students and faculties.

## 4.1.2

The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

## Response:

| S.NO | FACILITIES FOR SPORTS   | SPECIFICATION  | YEAR | USER RATE  |
|------|---|--|------|--|
| 1    | OUTDOOR ACTIVITIES<br>1. Futsal arena<br>2. Handball arena<br>3. Throwball court<br>4. Volleyball court<br>5. Kho-Kho court | 40 x 30 mts<br>Multi-Purpose<br>30 x 15mts Multi-Purpose | 1985 | 20 to 25 students per game utilizes the ground on a regular basis, with different timing schedule.     |
| 2    | INDOOR ACTIVITIES<br>2.1 CHESS<br>1. Table Tennis<br>2. Carom   | 250sq.ft   | 1985 | 10 to 15 students per game utilizes the ground on a regular basis, with different timing schedule      |
| 3    | FITNESS AND YOGA HALL   | 200sq.ft   | 1985 | 50 students can be accommodated in one hour, activity schedule.  |
| 4.   | CULTURAL ACTIVITIES   | 1300sq.ft  | 1985 | Air Conditioned<br>OM SHANTHI AUDITORIUM with 600 seats for departmental programs and functions of co- |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  | <p>curricular activities like Seminar, Quiz, Debates, panel discussions etc.,</p> <p>VARTHAMAN HALL</p> <p>(200 seats) with projectors in- built audio system and comfortable seats for conducting seminars, symposiums and guest lectures .</p> |
|--|--|--|--|--|

**4.1.3**

**Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

**Response:** 11.11

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 1

| File Description  | Document                      |
|---|-------------------------------|
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View Document</a> |

**4.1.4**

**Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

**Response:** 0

**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

| File Description   | Document                      |
|--|-------------------------------|
| Upload Details of budget allocation, excluding salary during the last five years (Data Template) | <a href="#">View Document</a> |

## 4.2 Library as a Learning Resource

### 4.2.1

#### Library is automated using Integrated Library Management System (ILMS)

##### Response:

- Name of the ILMS Software =AUTOLIB
- Nature of Automation (fully or partially) = Fully
- Version = 8.2
- Year of Automation = 2015

##### File Description:

- Upload any additional information

The GSS Library is fully automated with Autolib Software. We have UG and PG Libraries with four Library Staff Members. The Library timings 8.00 am to 6.00 Pm an all working days. This software purchased on 31st January 2015. Version 8.2. This Software is very useful for Library readers and also save the time of the readers.

- Pate link for Additional Information

Search Link:-<http://192.168.1.211:8080/AutoLib/index.jsp>

### 4.2.2

#### The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

| File Description   | Document                      |
|--|-------------------------------|
| Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template) | <a href="#">View Document</a> |

#### 4.2.3

**Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

**Response:** 0

**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

| File Description  | Document                      |
|---|-------------------------------|
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template) | <a href="#">View Document</a> |

#### 4.2.4

**Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the latest completed academic year**

**Response:** 0

4.2.4.1 Number of teachers and students using library per day over last one year

### 4.3 IT Infrastructure

#### 4.3.1

**Institution frequently updates its IT facilities including Wi-Fi**

**Response:**

An improved Wi-Fi network facility within the campus has made following possible:

- Wi-Fi facility is continuously upgraded from the year 2015 till now.
- Reliance Jio Wi-Fi facility is upgraded as 18 Access points with 24 port switches **in May 2018**
- Indoor and outdoor access points including L3 distribution switches by end of **2018**

While Wi-Fi facility has brought in more users on to the network, widespread technology adoption has further increased the load on the network.

In the College lab, the Computers are well equipped with internet facility with high speed DLINK switches. The Campus is provided with both LAN and Wi-Fi facility. The upgraded systems are Dell Vostro Desktop 3470.

The College is Upgraded with IT Facilities, Smart Boards: BenQ 20-point multi-touch, 4K resolution, Smart Eye-Care, and Account Management System (AMS), Recording Tools, Snapshot from Running Video capabilities are available. It displays interactivity with the ease of wireless presentation and open-platform software compatibility.

| File Description                  | Document                      |
|-----------------------------------|-------------------------------|
| Upload any additional information | <a href="#">View Document</a> |

#### 4.3.2

##### Student - Computer ratio (Data for the latest completed academic year)

**Response:** 1883

| File Description                  | Document                      |
|-----------------------------------|-------------------------------|
| Upload any additional information | <a href="#">View Document</a> |
| Student – computer ratio          | <a href="#">View Document</a> |

**4.3.3****Bandwidth of internet connection in the Institution****Response:** B. 30 MBPS – 50 MBPS

| <b>File Description</b>  | <b>Document</b>               |
|--|-------------------------------|
| Upload any additional Information  | <a href="#">View Document</a> |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View Document</a> |

**4.4 Maintenance of Campus Infrastructure****4.4.1**

**Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

**Response:** 0

**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

| <b>File Description</b>   | <b>Document</b>               |
|---|-------------------------------|
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View Document</a> |

**4.4.2**

**There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Response:**

The institution has sufficient resources and effective mechanisms allocated for the advancement and promotes the welfare of the staff and students.

- *Physical facilities*

1. The college has a **full-time staff** to oversee the maintenance of buildings, classrooms, and laboratories.
2. A dedicated team of **electricians, plumbers, gardeners, carpenters, and other personnel have been employed** and they provide round the clock services.
3. Seminar halls, labs, and auditoriums are utilized efficiently.

- *Health and Hygiene*

1. **Potable and pure drinking water** is provided to all the students and
2. to further the capacity of the **water storage tank** has been increased to provide **uninterrupted water supply**. **Toilets** are maintained **with sanitation and hygiene**.
3. **The canteen** has been recently expanded and revamped with a **variety of dishes offering quality food for affordable prices**.
4. **Dustbins** are kept in many corners to collect wet waste and dry waste.

- *Annual Maintenance Contracts*

College provides a **backup generator** to provide electricity nonstop. **Air conditioners, UPS batteries, R.O purification plant** has also been provided.

- *Campus Security*

**CCTV cameras** are installed on the campus to **prohibit malpractices** and security guards are appointed on campus and these services are maintained by the central office.

- *Sports equipment and facilities*

Institute's **physical directors** are responsible to take care of sports **equipment, facilities, and regular sports activities**.

#### Academic facilities

- *Computer Access*

1. The computer laboratories are well equipped with **high speed and storage devices** and applications necessary are installed.

2. A **logbook** is maintained to **track the entries** and **feedback** made by students and a timely response is made accordingly.
3. A **lab technician** is present and equipment is maintained effectively.
4. Every department is provided with computers.

- *Administration of library*

The library has a wide gamut of books and provides **open access to staff and students**.

1. **Journals and magazines** are kept in open racks and newspapers are provided.
2. **CCTV** is fixed in the library for security purposes. The books which **are updated and revised** according to the newer regulation has been incorporated.
3. A **library management system** is present and students are free to take books and they are managed thoroughly.
4. **E-learning** and **significant websites** are provided for academic enrichment and development of technical and nontechnical skills.

#### *Advancements from feedbacks*

Feedback from students regarding basic amenities, teaching, and other activities are collected every now and then to upgrade the facilities and to maintain high functioning of physical, academic and other prerequisites. The following are the feedback which will be collected from students

- 1. Toilets cleaned regularly
- 2. Clean and tidy campus
- 3. Classroom kept clean
- 4. The co-curricular activities
- 5. Sports activities in the college
- 6. Canteen services
- 7. Adequate drinking water
- 8. Use counseling services
- 9. Use placement cell services
- 10. Lab Equipment
- 11. Helpful administration

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1

**Average percentage of students benefited by scholarships and freeships provided by the Government during last five years**

**Response:** 0.12

**5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 11      | 0       | 0       | 0       | 0       |

#### File Description

#### Document

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

#### 5.1.2

**Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**

**Response:** 0

**5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

| File Description  | Document                      |
|---|-------------------------------|
| Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template) | <a href="#">View Document</a> |

### 5.1.3

**Capacity building and skills enhancement initiatives taken by the institution include the following**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** D. 1 of the above

| File Description  | Document                      |
|---|-------------------------------|
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |
| Link to Institutional website   | <a href="#">View Document</a> |

### 5.1.4

**Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**Response:** 0

**5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 00      | 0       | 0       |

| File Description  | Document                      |
|---|-------------------------------|
| Number of students benefited by guidance for competitive examinations and career counselling during the last five years | <a href="#">View Document</a> |

**5.1.5**

**The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

**Response:** B. 3 of the above

| <b>File Description</b>  | <b>Document</b>               |
|--|-------------------------------|
| Upload any additional information  | <a href="#">View Document</a> |
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <a href="#">View Document</a> |
| Details of student grievances including sexual harassment and ragging cases  | <a href="#">View Document</a> |

**5.2 Student Progression****5.2.1**

**Average percentage of placement of outgoing students during the last five years**

**Response:** 4.43

**5.2.1.1 Number of outgoing students placed year - wise during the last five years.**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 19      | 19      | 33      | 27      | 16      |

| <b>File Description</b>   | <b>Document</b>               |
|---|-------------------------------|
| Self attested list of students placed                                   | <a href="#">View Document</a> |
| Details of student placement during the last five years (Data Template) | <a href="#">View Document</a> |

**5.2.2**

**Average percentage of students progressing to higher education during the last five years****Response:** 5.46**5.2.2.1 Number of outgoing student progression to higher education during last five years**

Response: 30

| File Description   | Document                      |
|--|-------------------------------|
| Upload supporting data for student/alumni                          | <a href="#">View Document</a> |
| Details of student progression to higher education (Data Template) | <a href="#">View Document</a> |

**5.2.3**

**Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)**

**Response:** 20

**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 2       | 0       | 0       |

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 2       | 0       | 0       |

| File Description  | Document                      |
|---|-------------------------------|
| Upload supporting data for the same   | <a href="#">View Document</a> |
| Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template) | <a href="#">View Document</a> |

## 5.3 Student Participation and Activities

### 5.3.1

**Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 3

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 2       | 1       | 0       | 0       | 0       |

#### File Description

#### Document

Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year

[View Document](#)

e-copies of award letters and certificates

[View Document](#)

### 5.3.2

**Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)**

**Response:**

GSS Student council comprises of efficient and competent students with Academic merit and Organization skills.

#### Student Council Constitution

The Office Bearers of the Council are elected through ballot system through a democratic way. The Council helps in organizing Inter-Departmental, Inter-Collegiate, Co-Curricular, Extra curricular and Extension curricular activities/contests in the college.

Student Council is a representative structure through which students of the college can involve themselves in the activities of the college. The Management, Principal, Faculty members and students work jointly together for the benefit of the college and support in all spheres of the events of the campus. The events of the college are organized by framing an action plan in each Academic year. The students council gives recommendations and suggestions to the management, there by bridging the gap between the management and the student community.

### **Composition of Student Council:**

- President
- Vice President
- General Secretary
- Joint General Secretary
- Cultural Secretary
- Joint Cultural Secretary
- NSS Secretary
- Joint NSS Secretary
- Sports Secretary
- Joint Sports Secretary
- Department Secretaries
- Club Secretaries
- Sports Captains
- Class Representatives

### **ADMINISTRATIVE ACTIVITIES OF THE STUDENT COUNCIL**

- Prevention of ragging in the campus through counseling senior students, helping the administration whenever necessary.
- Suggesting the administration to improve the student amenities to improve their career and personality building.
- Helping the Institution in smooth conduct of student activities in the campus.
- Guiding the junior and needy students to improve their technical, organizational and managerial skills by organizing seminars/ symposia/ workshops etc.
- Encouraging innovative and creative skills of the under graduate and post graduate students.
- Organize the programs in the campus to improve the cleanliness and greenery in campus.
- Organize activities to improve the knowledge and skills of the college students.
- Maintenance of the peace and harmony among campus community in General and student community in particular.

### **EXTRA CURRICULAR ACTIVITIES OF THE STUDENT COUNCIL**

The College has a structured calendar for organising student council events for every academic year.

Student Council organizes the following programs:

1. Investiture Ceremony
2. Independence Day Celebration
3. Srujan

4. Raksha Bandan
5. Friendship Day Celebration
6. Teacher's Day Celebration
7. Navatri Celebration
8. Nrithya (Intra Collegiate Festival)
9. Madras Day Celebration
10. Onam
11. Human Rights Day Celebration
12. Christmas Celebration
13. Lord Parshwanath Birth Anniversary
14. Pongal Celebrations
15. Sargam (Inter Collegiate Festival)

**Intra-Collegiate Competitions is conducted** among the students of various departments of our college.

**Inter-Collegiate Competitions:** The outstanding talents of the students from various colleges are identified through a cultural festival "Sargam" organized every year by the College council. The talented students of our college are motivated to participate in cultural activities conducted by other colleges wherein they have bagged shields and medals for their excellent performances.

### 5.3.3

**Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**Response:** 2.2

**5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 8       | 3       | 0       | 0       | 0       |

| File Description  | Document                      |
|---|-------------------------------|
| Upload any additional information   | <a href="#">View Document</a> |
| Report of the event   | <a href="#">View Document</a> |
| Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template) | <a href="#">View Document</a> |

## 5.4 Alumni Engagement

### 5.4.1

**There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services**

**Response:**

Guru Shree Shanthivijai Jain College Alumni Association was formed with the objective of fostering long-term relationships among the alumni and to bridge the gap and rapport between the college and the alumni. The association has been playing a vital role in the progress and achievement of the College. The Department HODs meet periodically regarding the Alumni of the College and also contribute appreciably to the development of their alma mater. . The Alumni Association is highly motivated to facilitate a strong, healthy association between the alumni, teachers, and current students

GSS Annual alumni meet is organized at the department level every year on two separate occasions – on January 26 for shift I and on 15th August for shift II. In doing so, the alumni tab has been set up on the college website, which has a registration form on which the former students may enter information that is required. On both the occasions, the alumni meet involved current student council performing cultural programs for the alumni and the alumni sharing their experiences. The distinguished Alumni were honoured and felicitated during the event. They have also share their personal experiences with the students.

GSS Alumni supports the existing batch of students in planning and organizing events, by extending support and guidance for functioning of various student clubs. The contribution of the alumni for the growth and progress of the College is immeasurable. They offer student support services by way of counselling, motivational speech, guidance, lectures etc.,They share their industry experience with the present students which enable them to face the competitive world.

We have a future plan to have an alumni magazine. Despite the fact that the GSS Alumni are wide spread

all over the world, all measures are taken for the frequent reunion of its members who serve as strong pillars of the Institution. In present scenario the social media plays a pivotal role in keeping the global alumni connected.

| File Description                      | Document                      |
|---------------------------------------|-------------------------------|
| Upload any additional information     | <a href="#">View Document</a> |
| Paste link for additional information | <a href="#">View Document</a> |

#### 5.4.2

#### Alumni contribution during the last five years (INR in lakhs)

**Response:** E. <1 Lakhs

| File Description                    | Document                      |
|-------------------------------------|-------------------------------|
| Link for any additional information | <a href="#">View Document</a> |

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1

**The governance of the institution is reflective of and in tune with the vision and mission of the institution**

**Response:**

**VISION-** To empower the young minds by means of “Education for excellence”.

**MISSION-** Providing Best education at affordable cost blended with moral values like humility, character, love and compassion so that the young women can face the challenges of life with courage and commitment and therefore contribute in Nation building exercise.

For fulfillment of the college mission, the management strives to maintain an open and interactive environment. All stakeholders are actively encouraged to participate and voice their perspectives for effective decision making & policy formulation. The Institution gives primary importance to the welfare of its staff and student's related governance and leadership style include democratic work culture. G.S.S Jain College has a system in making and implementing decisions. The college practices consultations, meetings, protocols, and counseling due to good governance. There are accountability, transparency and stringent rules implemented under the guidance of the principal. The needs of the staff and students are met out in a timely, appropriate and responsive manner by the Institution.

Our institution has realized the significance of able governance and follows a systematic approach in making and implementing decisions. The decisions related to academic activities are made under the supervision of the Principal. The Departmental Committees are bestowed with the powers to take decisions on academic and administrative matters concerning the department and implement them with the approval of the Principal.

All the academics, Examination, Co-curricular activities, Extra-curricular activities, Student Council responsibility, etc are delegated to all the Faculty members on a rotation basis every year.

The college also inculcates leadership skills to the students by conducting orientation programme and workshops on leadership and personality development and thus the students are given the opportunity to organize the student-related activity, clubs, cells/forums. Several events are planned and conducted independently by students acquiring self-confidence and refining overall personality.

Our vision is translated into the activities in the following manner:

- Students belonging to under privileged and communally weaker sections of society are given special attention and preferences.
- All the efforts are devised for providing effective training in a systematic manner maintaining high standards of discipline at all levels.
- Merit is the only criterion for the appointment of staff and selection of students which enables career-oriented stakeholders.

- Meritorious performance of staff and students with respect to University exams, regularity, innovative practices, creative presentation, etc are duly recognized and awarded prominently.
- Our campus is kept buzzing with curricular and extracurricular activities through which student build up their self-confidence, teamwork, social unity, self-Esteem, and patriotism thereby excelling in all respects.
- Transparency and moral ethics are practiced in every aspect of the organisation so as to send strong signals of positive behaviour and cohesive thinking among all stakeholders.

Our College believes the above actions which help us in being tuned to our vision and moving forward progressively.

### 6.1.2

#### **The effective leadership is visible in various institutional practices such as decentralization and participative management**

##### **Response:**

The institution functions with the method of decentralized governance system. Decentralization of administration ensures to have free and independent thinking among faculty. The college with its accent on the development of a holistic personality provides ample opportunities by combining excellence with curricular and extra-curricular activities. The participative management enables the faculty and students to express their opinions and suggestions for organizing of various activities.

##### **Case Study: Co-curricular Activity Planner**

The Head of the Institution has been bestowed with the authority of deciding the activities and delegating the responsibilities to the Faculty members. Participative management provides extensive scope for having collaboration among the departments and ensures the quality of planning and implementation of all the activities in the institution uniformly as a team. Every year Activity Planner is prepared at the beginning of the academic year.

Since its inception, the college has pioneered in setting up several clubs, cells and centres. For instance, the Industry Institute Interaction Cell (IIIC) offers employable programmes to impart several skills that are needed for students to get employment. Knowledge forum is a forum for discussion with intellectuals, Seekers and Voices club to stimulate interest on literature and quizzing among the students. Entrepreneurship development cell for empowerment of women, conduct several innovative self-employment programmes; Health and Nutrition Club is to promote health and hygiene among students; Value Education Club instils moral values and ethics; Enviro-club to protect and promote green environment. These are all the integral part of GSS campus life. Many activities are conducted to spread awareness and sensitize the student community.

The college has the following clubs and forums:

- Entrepreneurship Development Cell
- Enviro-club
- Industry Institute Interaction Cell (IIIC)
- GSS Extension Service Cell
- Indian Society for Training and Development(ISTD)
- Student Chapter
- Economist Forum Beyond Books (EFBB)
- National Entrepreneurship Network (NEN)
- Knowledge forum
- Value Education Club(VEC)
- Voices – Debate Club
- Health and Nutrition Club
- Theater Club
- Seekers – The Quiz Club
- Yoga Club
- National Service Scheme (NSS)
- Red Ribbon Club(RRC)
- Youth Red Cross (YRC)
- Finishing School Programme
- National Cadet Corps (NCC)
- Karuna Club (KC)
- Citizen Consumer Club (CC)

The schedule approved by the Principal will be sent for Honourable Secretary's approval, after which permission will be granted for the committees concerned for the conduct of events. Every year, nearly 90% of the events are conducted as per the schedule. The remaining percentage gets rescheduled due to unforeseen reasons, with the approval of Principal and Secretary. The prior preparation of the activity planner helps in identifying resource persons for different activities mentioned and enables the management to invite celebrities for various important occasions. Separate registers are maintained for booking the venues appropriate to the events.

## 6.2 Strategy Development and Deployment

### 6.2.1

**The institutional Strategic / Perspective plan is effectively deployed**

**Response:**

**Optimum Utilization of Infrastructure:**

The new course- Home Science of Interior Design and Décor was introduced in the academic year 2019-2020. The course helps to make interior spaces functional, safe and beautiful by determining space requirement and selecting decorative items such as colors, lightings and materials. The staff are

specialized in building codes and inspection regulations and universal accessibility standards. To motivate the student of other departments such as B.Com,

B.Sc (CS)and B.B.A to be benefitted by Interior Design lab, the Department has projected to conducted the Entrepreneur skill development programme which is; a short term certificate course on “Interior Design” with the feasible infrastructure.

During the short term training period, the interior lab had been effectively availed by the non- major students of Home Science to learn new phenomena’s of designing and gain practical knowledge about arbitrating the space applicable. This training was given by Interior Design and Decor department faculty to the students in order to dynamize their passion and build their perception in an aesthetic line. Students showed more interest to enroll in the course as it gives them a different avenue.

Nearly 300 non- major students enrolled for the academic year 2019- 2020. The wards were divided into six batches. Each batch offered had 16 sessions, where they learnt about hand embroideries, printing, painting, handmade crafts, room decors, wall painting etc thereby motivating and inculcating creative potential.. The students of this short term course also received their certificate after the training session. The respective implementation made them to improvise their self employment skills and the entrepreneur skills, coming out of the portal with more self reliance.

### 6.2.2

**The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.**

**Response:**

The institution established and managed by a charitable educational society ( Shree Mahaveer Jain Kalyan Sangh) comprising of the general body ( Approx 135 members) which elects the governing council (approx 40 members). This governing council or the executive committee appoints a separate managing body for this institution( as trust runs other educational institution viz school too). The managing body of this college is appointed with term of 3 to 5 years and constitute of nearly 15 members comprising of chairman, Honorary Secretary and correspondent, Treasurer, Principal, President and Secretary of the governing council being ex- officio members and nine other members of the college management committee. Our is the religious and linguistic minority based institution( Rajasthani Jain Community) and so all trust body members are Rajasthani Jain. The college management committee is

given with powers of managing the institution independently, with regard to Budgeting, Revenue, Expenditure, Appointment of Principal and Staff, Admission of Student, Training programmes, dealing with matters of affiliation, Collegiate education(Govt) and other statutory bodies etc. the final audited accounts and annual report of the institution has to be got approved by the governing council and general body of the society for every year and major expendisure on land and building has to approved by the Educational Society Governing Council only. These are the organizational arrangement for the managers of our college. The managing body of the college normally makes twice or thrice in a year to approve the tentative budget before the commencement of theb academic year thereby fixing the fees structure, provision for remuneration to staff and other recurring overheads and various necessary capital expenditure for the coming year; or matters relating to policies concerning the university/UGC/Govt.directives,starting of propose courses from next year, approvable of admissions guidelines & proposed prospectus for the next academic year etc. Next the committee need to review and ratify the staff appointments or upgrading/revisions of salaries made by the selection committee of the managing body, review the performance of student at the university exam(result analysis),review the admissions status and search important issues pending for committee's approval on a periodic basis. The third meeting is normally held to apprise about the general functioning of the college including developmental activities, important annual functions, conferences, teachers achievements & appraisal, student's recognition &proficiency award, extensions activities Financial position, internal exams & Assessments etc. In general, the Hony.Secretary & Correspondent and The Principal are the chief executives in carrying on the management under the patronage and regular consultation of the committee chairman supported by the treasurer in financial matters and operations of bank accounts etc. The management committee comprises of educated members who have some experience in college administrations and academic matters. Thus the college is managed very smoothly and successfully so far in the last 29 years of its establishment steadily growing and excelling is very aspect, thereby upholding the values and spirits for which it has been established.

| File Description                  | Document                      |
|-----------------------------------|-------------------------------|
| Upload any additional information | <a href="#">View Document</a> |

### 6.2.3

#### Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** D. 1 of the above

| File Description  | Document                      |
|---|-------------------------------|
| Screen shots of user interfaces   | <a href="#">View Document</a> |
| Details of implementation of e-governance in areas of operation, Administration etc | <a href="#">View Document</a> |

### 6.3 Faculty Empowerment Strategies

#### 6.3.1

#### The institution has effective welfare measures for teaching and non-teaching staff

##### Response:

Welfare measures for teaching and non-teaching staff in educational institutions are important because it helps to boost the image of the institution. As and when required, the honourable management holds meetings to take necessary decisions to improve the basic amenities and infrastructure in favour of all the teaching and non-teaching staff.

The following are few of those measures:

- Provident fund facility is provided for all staff members irrespective of the salary drawn. Keeping in view the future safety of employees the institute contributes specific amount towards PF of an employee as per PF rules. The employer's contribution will be the maximum to the ceiling limit as per P.F act.
- Staff members are permitted to take one day CL for every 30 days worked. Unavailed casual leave is encashable.
- Staff can avail 4 permissions per semester.
- As a special gesture to the senior staff members serving for more than 5 years in this college, a system of earned leave (EL) is followed as detailed hereunder:
  - For service of more than 5 years but less than 10 years – Earn leave of 3 days will be credited.
  - For 10 years and more but less than 15 years – EL of 5 days is credited.
  - For 15 years and more but less than 20 years – EL of 7 days is permitted.
  - For more than 20 years – EL of 10 days is credited. This EL can be availed at any time after getting approval.
- Under humanitarian grounds, management provides 60 days full paid maternity leave to the staff working for more than 2 years.
- Incentives and appreciation are given to the faculty members in the form of higher pay scale and gold coin for 100% attendance during the academic year.
- As a token of appreciation staffs showing 100% results in the subjects handled by them are also honoured with 2 gms gold coin and cash award of Rs.5000/.
- ESI facility is provided for support staffs to help for medical treatment.
- On Duty facilities are given for acting as examiners. Also Teaching faculties are encouraged to take duty leave to participate in FDPs conducted by universities and other colleges.
- Staff rooms are air-conditioned and staffs are provided with computers and printers in each staff

room.

### 6.3.2

**Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response:** 0

**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 00      |

#### **File Description**

#### **Document**

Details of teachers provided with financial support to attend conference, workshops etc during the last five years

[View Document](#)

### 6.3.3

**Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

**Response:** 0.2

**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 1       | 0       | 0       | 0       | 0       |

#### **File Description**

#### **Document**

Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff

[View Document](#)

**6.3.4**

**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

**Response:** 0

**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

**File Description****Document**

Details of teachers attending professional development programmes during the last five years

[View Document](#)

**6.3.5**

**Institutions Performance Appraisal System for teaching and non-teaching staff**

**Response:**

The performance appraisal system provides faculty with meaningful appraisals that encourage professional learning and growth. The process is designed to foster faculty development and identifies opportunities for additional support when required. The appraisal report is based on the annual performance of the faculty on the basis of their academics, research and other extra-curricular activities. It is also based on her relation with students, colleagues and administration.

Self appraisal by teaching staff is done at regular basis. Teachers are required to submit the details such as paper presentations done at International and National conferences or seminar, articles and paper published in Journals, Participation and organization of FDP and workshop, number of the programme and events organized by them, top five university ranks secured in their subjects, number of centum scorers and arrear students in their subjects, their contribution to NSS, NCC , Rotaract and YRC cells, any external/Universities work undertaken by them and any awards won by them.

Student-Teacher Evaluation: Student feedback system is automated. The questionnaire is centralized and students register their feedback through automated software designed for feedback system. The questions are based on various parameters like cognition, communication skill, sincerity, punctuality, teaching

methodology and practice and revision given by the teacher.

The management and Principal conduct meetings and does the performance assessment of the

faculty based on the self-appraisal, their sincerity and punctuality to the college and feedback evaluation reports. Staff is given pay raise and their designations are also upgraded based on the assessment reports. Also Principal confer with the teacher and discusses on the points for possible improvements. These evaluation methods are used as guidelines for improving teaching, research activities and overall performance of the faculties.

## **6.4 Financial Management and Resource Mobilization**

### **6.4.1**

#### **Institution conducts internal and external financial audits regularly**

##### **Response:**

##### **Internal Audit**

The institution has our own internal audit team who conduct the internal audit on a regular basis. In addition to that the institution appointed an external agency to conduct the audit to verify and certify the entire recurring, non-recurring and the Capital Expenditure of the institution each year. Internal Audit is carried at the end of every month for check of vouchers/ payments/ Bank Reconciliation/Inventory and Asset Management/TDS and PF Returns/ preparation of Trail Balance et., and the monthly Internal Audit report acts as a guideline for scrutiny, Monitoring and adherence to norms for perfect financial control and management. Qualified staff members from our finance department have appointed as internal auditors and they do a thorough check on each payment and vouchers on a half yearly basis. The college has an inventory auditing (Stock Verification) team which visits every department to physically verify the equipment, systems and other resources kept in the departments and also inspect the records maintained by them.

##### **External Audit:**

The External Audit is on annual basis at the end of financial year, and their audited statement and reports are placed before the Governing body. The External auditors do a thorough check on payment and vouchers. So far there have been no major objections from any of the audit teams. Minor error pointed out by the audit team were corrected immediately. Precautionary steps are taken to avoid such mistakes in future. The institute regularly follows internal & external financial audit system. In case of expenditure, the college has a practice of making payments only through cheques for better transparency. Similarly, the college receives financial contribution and other funds only through cheques, DD or NEFT.

The Annual return are also filed based on audit statements and report. The External Audit Reports

for last 5 year are enclosed.

| File Description                  | Document                      |
|-----------------------------------|-------------------------------|
| Upload any additional information | <a href="#">View Document</a> |

#### 6.4.2

#### Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

**Response:** 0

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

| File Description   | Document                      |
|--|-------------------------------|
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years | <a href="#">View Document</a> |

#### 6.4.3

#### Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

**Response:** The collection of fees, Pay Rolls, Attendance Register, Expenditure, Bank transaction, Investments, Stock A/C's Cash register etc., are perfectly maintained with individual student A/c from the time of Admission and Staff A/c , so that at any given point of time, the funds flow or Expenditure/ Income positions can be ascertained and monitored effectively. In the beginning of every financial year, Governing body along with the academic committees meets up and prepares the budget for the year. College budget includes all the recurring and non-recurring expenses, which include planned and unplanned expenses.

The planned utilization of fund is as given below:

- For salary and welfare measures
- For mandatory deposits

- For creation and maintenance of academic infrastructure
- For purchasing of equipment and software
- For research and development

The institute has a well defined financial policy to ensure effective and optimal utilization of funds for academic, administrative and infrastructure development purpose which in turn ultimately realizes the institution vision and mission.

For every academic year, the budget is prepared well in advance after taking into consideration the requirement of every Department. Each Department prepares its own budget based on the its requirement such as equipment, software, computers, printers, etc for student and faculty activities, research and development in the departments, as well as consumables required for next academic session. Principal puts up the budget in Governing Body meeting and after discussing necessary corrections or modifications, Governing Body recommends the budget for approval. The budget is reviewed by the management and approved after necessary changes.

For an unplanned purchase or any other activity, the institute makes a provision for advance additional fund. The Principal and the Heads of Departments discuss the requirement and decide the priorities while allotting financial resources for various purposes and also ensure optimum use of available financial resources.

Periodically, the Governing Body monitors the annual expenditure, scrutinizes the budget and provides feedback related to efficient use of financial resources. The Institution has standardized procedure for sanctioning of funds for various activities and also for settlement of advance and passing of bills for payment.

As per the guidelines of the Management and Principal, Variance report of sanctioned budget and actual expenditure is regularly maintained.

## 6.5 Internal Quality Assurance System

### 6.5.1

**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes**

**Response:**

#### **1. Academic Audit**

As a part of IQAC activity, **Academic Audits** were conducted by all the departments with the objective of enhancing the quality in higher education and to assess the status of the department in meeting the quality norms in teaching and learning. The audit analysis was discussed with the aim of charting the future course of action, to strengthen the performance and to incorporate the suggestions given by the auditors

**Academic Audit** is a scientific and systematic method of reviving the quality of academic process in the institution. The main objective of IQAC of GSS College is to identify the strength and weakness of the department and for continuous improvisation. The academic audit is to encourage the departments and programmes to evaluate their 'education quality processes' – the key faculty activities required to produce, assure and regularly improve teaching and learning strategies.

An Academic audit can lead to more credibility in the institution to develop strategies of standards. Audit improves recurring analysis of an institution operation and maintaining rigors system of internal controls to prevent and detect various forms of irregularities and improvisation

The audit enables to identify the approaches of the faculties in decision making in academics and to organize their workload availing the resources available. IQAC of GSS College identifies the best way to work collegially and provide team spirit in sorting out techniques of teaching in their respective disciplines.

The teaching performance is supported by the evidences of records inspected by the academic auditors.

**Analysis and Action:** The recommendations are analyzed by IQAC of the college and action are taken by the departments for the best teaching learning process.

**Institutionalized:** Academic audit is institutionalized in as part of GSS activity.. The outcome is a commitment to enhance one's teaching performance year after year. A real decision is measured by the fact that you have taken new have taken a new direction based by suggestions given by external auditors.

## SCHEDULE OF ACADEMIC AUDIT

| S.NO. | COURSE  | DATE OF AUDIT |            |
|-------|---|---------------|------------|
|       |   | 2019          | 2018       |
| 1     | B.com, B.com (A&F)<br>B.com (CS) (Shift – I)  | 30/09/2019    | 12.12.2018 |
| 2     | B.Sc & BCA                                    | 25/10/2019    | 19.12.2018 |
| 3     | BBA & B.Com (ISM)                             | 08/11/2019    | 08.12.2018 |
| 4     | B.com, B.com (A&F)<br>B.com (CS) (Shift – II) | 17/10/2019    | 15.12.2018 |

## 2. ICT FACILITIES AT THE CAMPUS

The IQAC of GSS Jain college has given a special thrust in developing ICT Infrastructure and facilities for all the stakeholders of the college .

### ICT ENABLED SMART CLASS ROOM

The phenomenal growth of communication technology, computer networks, information technology and their integration offers unprecedented opportunities for teaching and learning. **Technology will never replace great teachers, but technology in the hands of a great teacher can be reforming.**

The IQAC of GSS College practices ICT enabled teaching techniques in every possible aspects. Each floor is equipped with smart boards to enhance ICT enabled teaching and learning progress.

The college has developed seven **smart classrooms with most sophisticated ICT teaching tools**. Teachers are regularly scheduling classes in this room for the students to get benefitted and teach in a virtual environment.

### 6.5.2

**The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities**

**( For first cycle - Incremental improvements made for the preceding five years with regard to quality**

**For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

#### **Teaching-Learning and Evaluation**

. The IQAC plays an important role in improving the teaching – learning process and it sets high standards of teaching effectively and emphasizes on steady and regulated coverage of syllabus.

- The standard of teaching learning is continuously monitored and evaluated by the Principal along with the H.O.D's by framing Lesson plans..If there is any deviation from the frame work in completing the syllabus, extra classes have been taken by the respective subject in charges.
- Extra Coaching are given for the students who are weak in studies/ slow learners in academics.
- Log books are maintained in every class to record the details of day to day classes taken by the faculty which in turn is signed by the H.O.D and the class representative. The absentee students get the facility of referring the log book for portions covered.
- Through the WEB CAM's, and through personal monitoring, the Principal evaluates the academic activities of the college.
- The IQAC of GSS college constantly insists the HOD's to conduct Remedial classes for producing more number of University Top Rank holders and Zero arrear in the Departments.
- The college conducts test every month in addition with Revision, Terminal and model examinations for curriculum evaluation of the students in systematic manner.
- Result analysis of the above is submitted by the H.O.D's to the Head of the Institution to monitor the objective reached.
- The faculty members are monitored and guided by the H.O.D's and the Principal.
- Student's feedback is considered to be important and remedial measures are taken based on the feedback to sustain and enhance quality in teaching for the comprehensive nature of students.
- Our college Principal interacts with the Class on matters pertaining to classroom interactions,

teaching methods used, punctuality, discipline etc.,

### Student Support and Progression

IQAC of our college intensifies the awareness about various student support services provided by the Management. IQAC provides information to students regarding, Scholarships, Remedial classes for slow learners, Guidance for students in enhancing their artistic skills in college magazine, and exhibit their entrepreneurial skills by organizing EDP Bazaar, and encourages them in participating inter & Intra collegiate activities to bring out their innate talents.

IQAC monitors the grievances of the student and provides proper mentoring for them through the faculty mentors.

We observe an upward trend concerning higher education and employment, since there is a substantial increase in the number of students pursuing higher studies.

Top most companies are satisfied with the potential of our students, and recruit them in higher cadre with well paid positions..

### 6.5.3

#### Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

**Response:** D. 1 of the above

| File Description   | Document                      |
|--|-------------------------------|
| Upload details of Quality assurance initiatives of the institution | <a href="#">View Document</a> |

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1

**Measures initiated by the Institution for the promotion of gender equity during the last five years.**

**Response:**

- The college has NSS and Women empowerment cell which arrange self defence coaching and Karate classes.
- The students are asked to download Kavalan app in their mobiles which was facilitated by the Chennai police for ensuring safety of women.

#### **SMART GIRL PROGRAM**

The 2-days Train the Trainer for Value-based Girls empowerment “smart Girl” program was organized by Bharathiya jain sanghatan, in association with FJEI, Tamilnadu (Federation of jain Educational institutions of Tamilnadu) on 4th & 5th August 2017 in our campus. Training sessions for empowerment of girls on various themes were conducted in near-by schools. GSS Teachers Education unit conducted Smart girl education program of the federation of jain education institution of India in several schools in Chennai city, to initiate life skills, education of school Girls with introduction to the need of self Awareness for decision making, communication skills for inter personal relations, critical thinking for choices, decision making, handling self-esteem, emotional management etc. Such Training was conducted in 6 schools & the total number of beneficiary is 1319 girls.

#### **1. Safety and Security**

- CCTVs are installed at important locations.
- Security personnel are posted all around the campus, round the clock to ensure the safety and security of women students and faculty.
- Security force that are specially trained to assist women in times of need.
- The college has a grievance cell, which addresses the issues of students.
- The college has a grievance redressal committee headed by the Principal, Secretary and faculty members.

#### **1. Counselling**

- Student Counselling Centre functions with a full-time student counsellor on campus.
- Heads of the Departments and Mentors are acting as a student counselor
- Awareness programmes are also conducted by the clubs like Red Ribbon club, Youth Red Cross

club and National Service Scheme

- **Day care center for young children**

There is a crèche for young children which provide care and first aid for the young children. Apollo shine also provides medical facilities for the young children.

Awareness programmes are conducted periodically to empower women. Mandatory Courses such as Value Education for Undergraduate students address issues such as women's safety and challenges faced by women in the present society

| File Description   | Document                      |
|--|-------------------------------|
| Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information | <a href="#">View Document</a> |

### 7.1.2

**The Institution has facilities for alternate sources of energy and energy conservation measures**

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

**Response:** E. None of the above

| File Description               | Document                      |
|--------------------------------|-------------------------------|
| Geotagged Photographs          | <a href="#">View Document</a> |
| Any other relevant information | <a href="#">View Document</a> |

### 7.1.3

**Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)**

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

**Response:**

- **Solid waste management**

Waste is segregated as biodegradable and non-biodegradable at the collection points by the housekeeping staff and accumulated at collection points outside of the campus. These collection points are cleared once in a day by Municipality persons the food waste from the canteens and Leaf litter from trees are dumped as Bio-Degradable wastes Paper waste is sold to vendors for recycling at regular intervals. The housekeeping staffs of the college help to segregate waste after college events. Students also reuse solid waste to make decorative items for college cultural events

**.Liquid waste management**

The Sewage Treatment Plant installed is well-maintained by the College and functions efficiently. The wide network of sewage canals in campus constructed are functional and carries the liquid waste across campus to the sewage treatment plant. The drainage system is underground, and there is no open sewage or sewerage system on campus.

- **E-waste management**

The Scrap Disposal Committee oversees the disposal of E-waste. They are either disposed appropriately or recycled.

| <b>File Description</b>                          | <b>Document</b>               |
|--|-------------------------------|
| Any other relevant information                   | <a href="#">View Document</a> |
| Link for Geotagged photographs of the facilities | <a href="#">View Document</a> |

**7.1.4****Water conservation facilities available in the Institution:**

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

**Response:** E. None of the above

| <b>File Description</b>                          | <b>Document</b>               |
|--|-------------------------------|
| Geotagged photographs / videos of the facilities | <a href="#">View Document</a> |
| Any other relevant information                   | <a href="#">View Document</a> |

### 7.1.5

**Green campus initiatives include:**

- 1.Restricted entry of automobiles**
- 2.Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**
- 5.landscaping with trees and plants**

**Response:** D. 1 of the above

| <b>File Description</b>  | <b>Document</b>               |
|--|-------------------------------|
| Various policy documents / decisions circulated for implementation | <a href="#">View Document</a> |
| Geotagged photos / videos of the facilities                        | <a href="#">View Document</a> |
| Any other relevant documents                                       | <a href="#">View Document</a> |

### 7.1.6

**Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:**

- 1.Green audit**
- 2.Energy audit**
- 3.Environment audit**
- 4.Clean and green campus recognitions / awards**
- 5.Beyond the campus environmental promotion activities**

**Response:** D.1 of the above

| <b>File Description</b>        | <b>Document</b>               |
|--------------------------------|-------------------------------|
| Any other relevant information | <a href="#">View Document</a> |

### 7.1.7

**The Institution has disabled-friendly, barrier free environment**

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

**Response:** D.1 of the above

| File Description                                 | Document                      |
|--|-------------------------------|
| Geotagged photographs / videos of the facilities | <a href="#">View Document</a> |
| Any other relevant information                   | <a href="#">View Document</a> |

### 7.1.8

**Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).**

**Response:**

#### **COMMUNAL & SOCIO ECONOMIC ACTIVITIES**

The festivals like Pongal, Onam and Christmas are celebrated to promote communal harmony and socioeconomic activities. Bharathi vizha and Muthamizh vizha are also conducted with many events like speech competitions, Rangoli and Essay writing competitions.

The Health and Nutrition forum initiated its activities on 20th September, 2015 with the guest Dr. S. Geethalakshmi, Director, Medical education, Government of Tamil Nadu. Health and Hygienic awareness programmes are conducted every year in nearby slums and schools and our GSS Jain Gurukul campus near Nallur village thereby promoting regional socio economic activities.

To commemorate World Literacy Day, a team of NSS members and staff visited Dr. Ambedkar Government H.S.S, Egmore on 18th September, 2015 and conducted various competitions to promote social harmony.

GSS Youth Red cross unit organized a general Medical camp in association with Noble Hospital. The

camp was conducted by five doctors with team of 12 members on 12th August, 2018 in our college campus to promote regional socio economic activities.

GSS health and nutrition forum organized a guest lecture on World Vegetarian Day on 23rd January, 2017. The session was addressed by Dr. Chitra Jayakrishnan, Gynecologist and she emphasized the benefits of adapting vegetarian food habits to promote socio economic activities.

**PAMPHLETS DISTRIBURION**

|               |      |      |      |      |      |
|---------------|------|------|------|------|------|
| <b>Year</b>   | 2015 | 2016 | 2017 | 2018 | 2019 |
| <b>Number</b> | 3    | 3    | 5    | 13   | 7    |

PAMPHLETS were distributed by GSS clubs and cells. To create awareness on Road safety, Environmental issues, Energy conservation, Cleanliness, Health and Hygienic periodically to promote social economic activity.

The 2-day Train the Trainer for value-based Girls empowerment “smart Girl” program was organized by Bharathiya jain sanghatan, in association with FJEL, Tamilnadu (Federation of jain Educational institutions of Tamilnadu) on 4th & 5th August 2017. Four of our faculty members participated in the training programs. Training sessions for empowerment of girls on various themes were conducted in near-by schools for the regional development of women.

GSS Teachers Education unit conducted Smart girl education program of the federation of jain education institution of India in several schools in Chennai city, to initiate life skills, education of school Girls with introduction to the need of self Awareness for decision making, communication skills for inter personal relations, critical thinking for choices, decision making, handling self-esteem, emotional management etc. Such Training was conducted in 6 schools & the total number of beneficiary is 1319 girls.

| Name of the school                                | Place         | Date       |
|---|---------------|------------|
| Our Lady Matriculation higher secondary school    | Chetpet       | 15/01/2019 |
| Agarwal Matriculation school                      | vepery        | 31/01/2019 |
| Government High school                            | Choolai       | 30/01/2019 |
| Agarwal Vidhyalaya school                         | Egmore        | 29/01/2019 |
| Ramakrishna Matriculation Higher secondary school | Thiruvotriyur | 28/01/2019 |
| Benedict Matriculation school                     | Vepery        | 25/01/2019 |

| File Description  | Document                      |
|---|-------------------------------|
| Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View Document</a> |

### 7.1.9

**Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

**Response:**

#### **VALUES, RIGHTS, DUTIES AND RESPONSIBILITIES OF CITIZENS**

Dr.R.Kannan I.A.S, Additional Chief Secretary to Govt, Tourism, Culture & Religion Endowments Departments, Govt. of Tamil Nadu gave a lecture on 18th September 2014.

On the birth anniversary of Mahatma Gandhi, the council organized the International Day of Non-Violence to propagate the spirit of non-violence. Bharath kala ratna Dr.Ambika kameshwar,founder-director, RASA addressed the students on the occasion.

The Independence Day was celebrated every year on August 15th with customary enthusiasm and zeal from 2014 to 2019 .

The student's council of the college celebrated Madras Week on 19th August 2014. Historian Dr. N.S.

Kanimozhi Preside over the programme.

On 15th october 2015, the birth Anniversary of 'Bharath Rathna' Dr APJ Abdul Kalam, the Student of our college commemorated Youth Awakening Day by forming a Human Chain, holding banners and placards thereby creating awareness among the public. The placards consisted of Dr APJ Abdul Kalam's quotation on How to save water, importance of rural development, significance of Municipality administration etc.

The student's Council celebrated National Youth Day on 12th January 2016. The ceremony was headed by Dr.Sylendra Babu,IPS,ADGP,Tamil Nadu,Coastal Security Guard.

International Women's Day was celebrated on 8th march, 2017. Eminent Women achiever like Dr. Sarada Menon, founder of SCARF, Ms. Meenakshi Vijaykumar, Dy.Director, Tamil Nadu Fire and Rescue service, Ms. Madhu Saran, Indian Ambassador, United Nation, Ms. Roshini, Playback Singer and Ms. R. Savitha Dubbing artist.

GSS students observed The National Voters' Day on 25th January 2018. Thiru.V.Anbu selvan, I.A.S., Chennai District Collector. Govt of Tamil nadu delivered the Voters' day address and administered the pledge on Ethical Voting.

Student council celebrated human rights day on 10th December 2018 in the college premises. THIRU.Rangaraj Pandey , Chief News Editor , Thanthi TV spoke on the importance of understanding human rights in the right sense .

Student's council organized Children's Day on 14th November, 2018. Various events like speech,dance were conducted at Panchayat Union School, in Nallur Village.

GSS VALUE EDUCATION CLUB organized NATIONAL YOUTH DAY Celebration on 11th January 2019, at 3.00 p.m. SWAMI NARAVARANANDA, Sri Ramakrishna Math Mylapore, Chennai inaugurated the celebration and delivered the "Youth Day" address.

Our Value Education Club conducted a Guest Lecture on 20th August 2019. Nayaswami Dharmarajan,

Spiritual Director of Ananda Sangha, Chennai spoke on the topic “Values for Living Holistic Life”.

The college celebrated International Women day on 8th March 2019. Shri.Mangal Ram Sharma I.A.S principal secretary to the Government Higher education Department Government of Tamil Nadu presided over the function.

| File Description   | Document                      |
|--|-------------------------------|
| Link for details of activities that inculcate values necessary to render students in to responsible citizens | <a href="#">View Document</a> |

#### 7.1.10

**The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- 1.The Code of Conduct is displayed on the website**
- 2.There is a committee to monitor adherence to the Code of Conduct**
- 3.Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4.Annual awareness programmes on Code of Conduct are organized**

**Response:** D. 1 of the above

| File Description   | Document                      |
|--|-------------------------------|
| Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims | <a href="#">View Document</a> |
| Any other relevant information   | <a href="#">View Document</a> |

#### 7.1.11

**Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

## **NATIONAL AND INTERNATIONAL COMMEMORATIVE DAYS, EVENTS AND FESTIVALS**

The Independence day was celebrated with customary enthusiasm and zeal on 15th August from the year 2014 to 2019. The student took pledge to protect the unity and heritage of our country. A cultural programme was presented by the students.

The student council celebrated the 72nd Independence Day on 15th of August 2018 with the gracious presence of Param Pujya 108 Jain Acharya Shree Pushpa Danta Sagarji Maharaj Saheb. After the formal flag hoisting cultural programmes were performed. All the members of faculty and the students felt blessed to get the glimpse of Pushpa Danta Sagarji and his enlightening speech.

68th Republic Day was celebrated on 26th January 2017 with patriotic fervor. The celebration witnessed cultural programs like dance and music which were conducted to reiterate the value of freedom. Celebration of all national and international days gives us pride and happiness. The college celebrated National Youth Day, World Literacy Day, Republic Day, Independence Day etc., to inculcate a sense of Nationalism and patriotism in every student. Independence Day was celebrated with much pomp.

Our college students celebrated 70th Republic Day on 26th January 2019 held at Marina. About 30 students performed cultural programmes before Thiru. Edappadi K. Palaniswami, Hon'ble Chief Minister of Tamil Nadu and won the second place in dance competition.

The council organized a special programme on 9th December 2014 to commemorate Human Rights Day. Sr. A. L. Somayaji, Advocate General of Tamil Nadu graced the occasion and also spoke on 'human rights'.

Christmas Day was celebrated with exuberance on 19th December 2014. Thiru. P. Benjamin, Deputy Mayor, Corporation of Chennai was the guest and delivered the Christmas Day message.

The student's Council celebrated National Voters Day on 25th January 2018, Chennai District Collector Thiru. Anbu Selvan IAS administered the National Voter's Day pledge to the students.

The council of the college commemorated Madras Day on 17th August, 2017. Shri. Gangadhar Shastri,

station head/Sr.Vice president, fever FM,HT media ltd was the Chief Guest of the program, Several events like poster, designing, PowerPoint presentation and rangoli making competition on the theme “Madras: Now & then” were also conducted for the students.

As part of the Christmas celebrations, various intra-department competitions like Carol Singing, Greeting card making and Candle making were conducted for the students on 22nd December 2017

The student’s council of our college organized Madras Day celebration in 22nd August, 2018. The college commemorated Madras Day on 22nd August, 2015. The celebration started with a rally highlighting the historic importance of Madras and students participate with great deal.

Friendship day celebration was organized by the student’s council on the 4th of August 2018.

Events such as Poetry Writing, Journey of our friendship, Poster designing were conducted.

| File Description  | Document                      |
|---|-------------------------------|
| Link for any other relevant information   | <a href="#">View Document</a> |
| Link for Annual report of the celebrations and commemorative events for the last five years | <a href="#">View Document</a> |

## 7.2 Best Practices

### 7.2.1

**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**

**Response:**

**TITLE OF THE PRACTICE:**

**Best practice-I**

Environment consciousness

**Best practice-II**

Student -centric Pedagogy

## **ENVIRONMENT CONSCIOUSNESS:**

The College is highly motivated towards environmental issues as the youths pursuing the higher education need lot of responsibility to create environmental awareness to safeguard the environment. Lot of issues on environmental damages proliferating day by day and there is a dire need for addressing and creating mass environmental awareness and promoting green campuses in Higher Education Institutions.

## **OBJECTIVES OF THE PRACTICE:**

The College has formally opted for a Green Audit, taking cognizant of the need for a eco- friendly campus The college is eco conscious and takes quite a number of initiatives to maintain an Eco –friendly campus.

Energy Conservation, Water Harvesting, Efforts for Carbon Neutrality, Plantation, Hazardous Waste Management, E-Waste Management, Student -centric pedagogy are the enterprising ideas of the college to preserve and conserve the environment.

## **THE CONTEXT:**

### **Energy Conservation**

Energy conservation avoids wasteful use of energy without much investment. It can be termed as a new source of energy, which when available, can be readily used without any further loss or gestation period.

### ***Water Harvesting***

The increased need for water may result in lowering the groundwater table and depleted reservoirs. Hence the use of rainwater will be a useful alternative to provide continuous water supply for our students.

### ***Carbon Neutrality***

Carbon neutrality means having a balance between emitting carbon and absorbing carbon from the atmosphere in **carbon sinks**.

### ***Plantation***

Tree plantation is the process of transferring of seedlings from one place to another for different purposes. Furthermore, there are various reasons behind tree plantation but the most important are forestry, land reclamation, and landscaping.

### ***Hazardous Waste Management***

Hazardous waste management involves reducing the amount of hazardous substances produced,

treating hazardous wastes to reduce their toxicity, and applying sound engineering controls to reduce or eliminate exposures to these wastes.

### *E-Waste Management*

**Electronic waste** or **e-waste** describes discarded electrical or electronic devices. Used electronics which are destined for refurbishment, reuse, resale, salvage recycling through material recovery, or disposal process is firmly established in our campus.

### **THE PRACTICE:**

#### **Energy Conservation**

Energy Saving Stickers with the following captions are posted in every classroom by the Eco Club.

**SAVE ELECTRICITY**

**SAVE WATER**

**SAVE OUR EARTH**

**CLOSE THE TAP BEFORE AND AFTER USE**

**CLEAN & GREEN ENVIRONMENT – NEED OF THE HOUR**

**CLEANLINESS IS GODLINESS**

Inefficient, aged and de-rated motors have been discarded and new motors commissioned

- Only Star rated air conditioners are installed in our college campus to
- ensure optimum consumption of electricity
- Generator maintenance is done periodically to keep it in good working condition.
- All computers are linked with TFT monitors only.
- Tungsten bulbs have been replaced with LED bulbs inside the campus.
- LED bulbs will replace the fluorescent bulbs as and when the latter fuse out

#### *Plantation*

- On 24/08/2015, Our Gss Enviro club planted 50 tree saplings (Malai vembu, vembu,poovarasu)

in Stanley Hospital and K.C.S Nadar college, Chennai. Planted 30 tree saplings (Poovarasu, Vembu, Mango etc.,) nearer to slums in Pushpa Nagar, Nungambakkam.

- Our GSS Enviro Club Conducted a seminar on "Climate Change" on 19th January (Tuesday) 2016 at 11.00 a.m. Dr.Sachin.S.Gunthe, Head, Max Planck Partner group, IIT, Chennai, delivered his speech on "Climate change".
- Members and Volunteers planted 50 tree saplings in PRIMARY SCHOOL in thiruvotriyur (south), market lane, kaladipet, Chennai-19 on 22/09/2018.
- Essay writing competition on “Demonstration Classes on the Technology used for Cleanliness” on 24/09/2018.
- A guest lecture was conducted on “Constructing Open Terrace Garden” on 26/09/2018.
- Ms.Veeralakshmi, Environment Consultant gave a guest lecture on how to construct and maintain the terrace garden. She gave a powerpoint presentation on variety of vegetables, fruits and greens which are grown in her open terrace garden.
- Plastic free campaign program was conducted on 29/09/2018.
- The plastic items, carry bags were collected from all the classes by our Enviro club volunteers.
- Our GSS Enviro club played a movie on the theme “Save water” on 16/08/19.
- A slogan writing Competition on the theme “Environmental issues” conducted on 19th August 2019.
- A Guest lecture was conducted by Ms. Shoba Mohan, Founder and Trustee, Nizhal Group on 20th of August 2019.
- Our GSS Enviro club conducted a Guest Lecture on 20th August-2019. **Ms.Shoba Menon**, Founder & Trustee, Nizhal Group Preside over the function and she delivered a lecture on the topic “**Protect Trees, Grow more Trees**”.

### ***Water Harvesting***

Rain water harvesting system is installed in PB Block and AB Block.

### ***Efforts for Carbon Neutrality***

- Emission test certificates are mandatory for the vehicles in the campus.
- Vehicular movements are restricted inside the campus except a few VIP cars.
- A number of trees have been planted by Enviro club in and around Chennai city.

### ***E-Waste Management***

The college follows reuse / recycle policy as far as the electronic items are concerned. The low end computers which can no longer be upgraded and used at the college but suitable for the type of work done. The UPS batteries are recharged till the maximum number of cycles and once their life is over, exchanged by the suppliers / taken by recycle buyers.

#### **EVIDENCE OF SUCCESS:**

#### **25 Tree saplings were planted in Arulmigu Varadharajar perumal koil in Kaladipet, chennai**

To celebrate “WORLD OZONE DAY” Our GSS Enviro club planted 25 tree saplings in Sri Arulmigu Varadharajar perumal temple in Kaladipet, Chennai on 07th September 2019. The Enviro club volunteers planted vilva tree, neem tree, malaivembu tree, gooseberry trees in the garden which is maintained by the Temple committee members. The students took a pledge to plant more saplings and protect the earth with more greens.

#### **A Guest lecture was conducted by Mr. S. Indrakumar, President, Home Exnora on 21st of September 2019.**

Our GSS Enviro club conducted a Guest Lecture on 21st September-2019. **Mr.S.Indrakumar**, President, Home Exnora Preside over the function and he delivered a lecture on the topic “**Rain water harvesting**”. With power point slides he explained about the procedures to be followed to construct rain water harvesting.

#### **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:**

- Sustained motivation of students and Faculty is always a challenge.
- Time constraint is an important aspects, in planning and execution of research specially during formative and summative assessment process and when ad hoc responsibilities are assigned.
- More generous seed money/advance from the management for preliminary work.

#### **BEST PRACTICE-II**

#### **STUDENT -CENTRIC PEDAGOGY**

Pedagogy is the relationship between learning techniques and culture, and is determined based on an educator’s beliefs about how learning should, and does, take place. Pedagogy requires meaningful classroom interactions and respect between educators and learners.

#### **OBJECTIVE OF THE PRACTICE:**

- To ensure the completion of syllabus according to the academic planner of each department
- To encourage teachers to adapt to technological advancements including ICT adoption in class room teaching
- To improve pass percentage and enhance the number of ranks bagged by the college at the university

level examinations

## **THE CONTEXT**

- The syllabus is covered as per the lesson plan prepared by each faculty for all the subjects as per the hour allocated by the university. This can be ensured by recording in the log book maintained by the class representatives.
- The teachers find it challenging to keep pace with the techno savvy student learners. It has become essential for some of the teachers to adopt the latest pedagogic styles and include ICT in class room teaching.

## **THE PRACTICE**

- Academic planner along with the calendar of events is uploaded on the website for information to students.
- The heads of different departments monitor the pace of coverage of the syllabus.
- Formal feedback is obtained from students regarding the content delivery by different teachers. The Head of the Departments and the class teachers hold frequent formal meetings and cull out the information needed.
- Frequent assignments, tests and evaluation are conducted to improve performance in the semester – end examinations and same is entered in the mark registers maintained by all the faculties.
- Six class rooms are made ICT ready and the departments have the necessary tools for handling the class room teaching with the help of ICT.
- Programmers from outside train the teachers in the use of Power Point Presentations, browsing the internet for useful resources, uploading content on the college website, use of google docs for information sharing, etc.

## **EVIDENCE OF SUCCESS**

- Teachers have adopted modern pedagogic styles and ICT in their classes.
- The notes are circulated to the students.
- Appropriately paced and timely completion of syllabus
- Increased attendance in the classes
- Improvement in result

## **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED.**

- Development of animation based power point presentations in teaching, particularly in science subjects, has been hindered due to the want of in – house technical expertise.
- The demand for ICT resources is increasing and paucity of funds has been the biggest impediment which may dampen the spirit of technology adoption by teachers.

| File Description                                      | Document                      |
|---|-------------------------------|
| Link for Best practices in the Institutional web site | <a href="#">View Document</a> |

### 7.3 Institutional Distinctiveness

#### 7.3.1

**Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

**Response:**

Our Institution is distinctive in equipping the student community with adequate inputs on employment, entrepreneurship, personality development and various measures assigned to sensitize them socially with “Self- Development and Grama Seva Project”.

**SELF - DEVELOPMENT CAMP:**

Our College organized Self –Development Camps at GSS Gurukul Campus in Nallur village near Mahabalipuram. The Camp is designed to empower the student’s perspective and broaden their horizon with knowledge and forbearance.

**Positive Atmosphere:**

GSS Gurukul Campus is designed in such a way, surrounded with an aesthetic sense and peaceful vibe. The location itself is far away from the maddening crowd and busy city life. Gurukul campus helped the students to enjoy the 3- day camp with a cozy stay, hygiene rooms, nutritious food and other adequate facilities. This helps students to tune themselves with a sense of freedom from the daily routine.

**Development beyond Horizon:**

Self –development camp helps to broaden the horizon with self – introspection and apprehension. Personal development skills are qualities and abilities that help the students to grow both personally and professionally.

1.Mr.Murali Subramanian, Certified HR Facilitator, AIMS Insight, CLHRD, Managalore , was

appointed in the year 2016-2017 exclusively for the purpose of enhancing and equipping the students to develop various skills. He emphasized Soft skills, Professional skills and Behavioral skills in their personality enrichment sessions. He designed various modules like peer learning process, standardization, streamline monitor, access & sharing.

1. Ms. Luci, Soft skill Trainers, STRIDES ACADEMY in the year 2016-2017 trained the students to develop their Communication, Team Spirit & Motivation. This skill development programme was very advantageous to boost their intellectuality and helped the students to transform classroom module.

1. Mr. Hariharan, Ms. Harita Raju, Ms. Nancy & Ms. Luci of STRIDES ACADEMY in the year 2017-2018, conducted workshop for students on self-development, leadership skills, interview etiquettes and group discussion. Young students acquired the knowledge of accomplishing their goals to become successful in their chosen field, and being an inspiration by their hard work and determination.

1. And the year 2018-2019 various professional trainers were called and motivated the students in personality development –

- Ms. Dhanalakshmi, Trainer in Career Building & Specialist Critical Thinking, I.N.D.I.A. Trust enriched the students with Presentation & Interview skills, Employability skills, & Resume writing.
- Shri Sesudass, Trainer in Behavioural Skills helped the students in Decision making, Adaptability, Problem solving and life skills through Co-operation and Compromise which helped the student to acquire adaptability.
- Shri. Aravind, & Shri Keth Lobla, Soft Skill Trainer, Merit Academy, equipped the students with various activities to inculcate Corporate Etiquette & Culture, Interpersonal Relationship, Positive Thinking, Human relation & Team Spirit and various Leadership & Communicative skills.
- Shri Rajesh, HR & Social Entrepreneur, Cobbler Craft – Networking, enriched the Entrepreneurial qualities, Competencies and Team Building. The students are trained to handle changes with a variety of personalities and thrive in any competitive environment.
- Shri. Surender. R, Dale Carnegie Trainer & British Council Certified Trainer (IELTS), inspired the students in teaching them Personality development, Team Spirit and Motivation to and enhanced the student's concentration for an amazing positive outlook in their life.

These professionals guided the students to enhance their leadership skills, time management and team building. In leadership session students were informed about the integrity of values execute which is the prime essence of character building.

#### **Out - door Learning Environment:**

Students usually would be bored by the mundane College atmosphere sitting at a desk for 6 hours a day. GSS Gurukul Campus organized incorporating different activities and environments into their curriculum so that students get the most out of their learning experiences of all kinds. The Residential camp gave the students an unique experience on the exposure to non - class room extension and also paved a platform for their personality development transforming their outlook towards society. Students get an opportunity to learn time management and all of the other facets of college life

### **Recreational social activities**

GSS Gurukul Camp gave great positive impact on students' social skills. The camp experience is uniquely positioned to provide all of the developmental needs for the students. The film appreciation session helped the students to develop the symbols and techniques which are used in movies to attract the attention of the students. After the session, refreshing activities were held for the students like swimming, other outdoor and indoor games. Enthusiastic Yoga sessions were conducted by the Gurukul Students

### **Social and emotional learning:**

Social and emotional learning (SEL) is the process of developing and using the skills, attitudes, and knowledge that help the students. The Self development Camp provides a friendly environment to develop competence in life skills, to learn and enhance their own abilities.

### **GRAMA SEVA PROJECT :**

Grama seva sessions were held to expose the students to the rural reality and to foster community service in them. Based on this our college organizes rural exposure on the second day as a part of the camp to inculcate service spirit among students at Nallur village.

### **Student Social Responsibility:**

The students also conducted a workshop on recycling waste products to empower the village women. The students interacted with the village dwellers and dental check –up were conducted.

### **Rural Welfare:**

A team of doctors from Child Trust Hospital conducted a general check-up for the children in neighbouring school of the village at the camp. They spoke on the issue of “Malnutrition” and created awareness among the inhabitants.

### **Self-employment opportunities:**

A workshop on “self-employment opportunities for youth and women” were organized in the neighboring village to make effective items from waste products such as phenyl, candles, chalk piece, juices, pickles and also textile printing, mehendi designing and jewellery making.

Hence the management evinces keen interest in promoting the above practices during every camp instilling the sensitivity of social responsibilities and disposition of optimistic attitude among students community.

| <b>File Description</b>                               | <b>Document</b>               |
|---|-------------------------------|
| Link for appropriate web in the Institutional website | <a href="#">View Document</a> |

## 5. CONCLUSION

---

### **Additional Information :**

#### **Additional information:**

Education is a continuous process and can never be limited to the four walls of the classroom. In today's world, it is imperative that the students are trained not just in academics, they also need to be prepared to live their life to the fullest as successful individuals who adhere to the values and moral codes of the society.

Our college creates an atmosphere where each and every student learn, grow and develop their knowledge and skill. Every Thursday of the week morning assembly is power packed with prayer, Thought for the day, Health tips, Thirukural, Doha, Motivational speech given by the faculty members, Information from the Principal Desk.

We are proud about our Commendable performance of students, securing University First Rank in various courses and also University ranks within Top 30 among various colleges affiliated to University of Madras.

We aim at the wholesomeness of our GSS students, by making them to participate every year consecutively in the Republic Day dance organised by Government of TamilNadu. They also receive award from the Governor of TamilNadu for their Excellent Showcast of their Talents by backing up first two places among the city colleges in Chennai

Every year students from Commerce Department are awarded with cash prize and certificate from Tamil Chamber of Commerce for their excellent performance in academics.

The students are given an opportunity to explore the unexplored realms of the literary world like Voice & Seekers club, Theatre Club, Tamil Pavai Mandram, which offers a platform for the students to exhibit their personal talent.

We not only encourage the student for Intra Department fest, but we also extend our boundaries to promote Inter Collegiate Festivals like COMFEST, SARGAM, BHARATHY VIZHA, MAX MELA, CYBER.

With a view to be constructive and dynamic professionals, our institution equips the faculties with the necessary skills and techniques for effective classroom teaching, various enrichment programmes by organising faculty development programmes in and off campus.

### **Concluding Remarks :**

GSS Jain College feels proud to quote the meticulous planning, clear vision and concepts conveyed and nurtured by a minority educational institution which is committed to excellence in Academics, Research and Governance with its greatest strength in educating women devoted to excellence in every process and undertaking.

A detail analysis of the criteria that are the concopitants of our institution of excellance is given in the self study report uploaded on the NAAC Website

## 6.ANNEXURE

### 1.Metrics Level Deviations

| Metric ID | Sub Questions and Answers before and after DVV Verification   |         |         |         |         |         |     |     |     |     |     |
|-----------|---|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|
| 1.2.1     | <p><b>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b></p> <p>1.2.1.1. <b>Number of Programmes in which CBCS / Elective course system implemented.</b><br/>           Answer before DVV Verification : 10<br/>           Answer after DVV Verification: 8</p> <p>Remark : As per IIQA. Supporting documents provided not clear regarding offered programmes. IIQA mentions MCA course while SSR claims MCom.</p>  |         |         |         |         |         |     |     |     |     |     |
| 1.3.3     | <p><b>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year</b></p> <p>1.3.3.1. <b>Number of students undertaking project work/field work / internships</b><br/>           Answer before DVV Verification : 563<br/>           Answer after DVV Verification: 36</p> <p>Remark : As per submitted documents.</p>   |         |         |         |         |         |     |     |     |     |     |
| 1.4.2     | <p><b>Feedback process of the Institution may be classified as follows:</b></p> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>1. <b>Feedback collected, analysed and action taken and feedback available on website</b></li> <li>2. <b>Feedback collected, analysed and action has been taken</b></li> <li>3. <b>Feedback collected and analysed</b></li> <li>4. <b>Feedback collected</b></li> <li>5. <b>Feedback not collected</b></li> </ol> <p>Answer before DVV Verification : B. Feedback collected, analysed and action has been taken<br/>           Answer After DVV Verification: E. Feedback not collected<br/>           Remark : Feedback not related to design and review of syllabus will not be considered.</p> |         |         |         |         |         |     |     |     |     |     |
| 2.1.2     | <p><b>Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)</b></p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years<br/>           Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>307</td> <td>303</td> <td>290</td> <td>301</td> <td>308</td> </tr> </tbody> </table>   | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 307 | 303 | 290 | 301 | 308 |
| 2018-19   | 2017-18   | 2016-17 | 2015-16 | 2014-15 |         |         |     |     |     |     |     |
| 307       | 303   | 290     | 301     | 308     |         |         |     |     |     |     |     |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

Remark : Relevant documents as per SOP not provided.

**2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )**

2.3.3.1. Number of mentors

Answer before DVV Verification : 58

Answer after DVV Verification: 35

Remark : All relevant supporting documents as per SOP not provided. Provided mentor list do not pertain to assessment years.

**2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**

2.4.2.1. Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 16      | 18      | 14      | 11      | 14      |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 12      | 12      | 12      | 12      | 12      |

Remark : As per submitted documents.

**3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years**

3.3.1.1. **How many Ph.Ds registered per eligible teacher within last five years**

Answer before DVV Verification : 6

Answer after DVV Verification: 4

3.3.1.2. **Number of teachers recognized as guides during the last five years**

Answer before DVV Verification : 1

Answer after DVV Verification: 1

Remark : As per documents provided.

**3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the**

**last five years****3.3.2.1. Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 6       | 6       | 8       | 10      | 6       |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 3       |

Remark : Link to UGC care list was not provided. Journals could not be found in the UGC Care list.

**3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****3.3.3.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 1       | 3       | 13      | 19      | 15      |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 3       | 1       | 2       | 3       | 2       |

Remark : As per submitted supporting documents.

**3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years****3.4.3.1. Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 17      | 19      | 28      | 19      | 8       |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

Remark : Event based reports not given. Provided documents not authenticated. The claim cannot be accepted without supporting documents as per SOP .

**3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**

**3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 1350    | 1300    | 1150    | 900     | 950     |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

Remark : Event based reports not given. The claim cannot be accepted without supporting documents as per SOP .

**3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**

**3.5.1.1. Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 4       | 3       | 4       | 5       | 4       |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 2       | 0       | 0       | 1       | 0       |

Remark : Certificates issued by external agencies to students/Faculty for research/Faculty exchange/Student exchange/ internship cannot be the proof for having collaboration with the external agency. The collaborations mentioned in 3.5.2 not accepted here.

**3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses**

etc. during the last five years

**3.5.2.1. Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 3       | 3       | 3       | 3       | 1       |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 1       | 1       | 0       | 0       | 1       |

Remark : As per documents submitted by HEI.

**4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 7

Answer after DVV Verification: 1

Remark : Relevant supporting documents not provided. Provided documents do not validate claims as classrooms and seminar halls with ICT- enabled facilities.

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

**4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 1032970 | 1329874 | 1288723 | 1125646 | 1107488 |
| 9       | 2       | 3       | 9       | 6       |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

Remark : Relevant supporting documents not provided.

**4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

**4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

| 2018-19 | 2017-18       | 2016-17       | 2015-16 | 2014-15  |
|---------|---------------|---------------|---------|----------|
| 312635  | 109345.5<br>0 | 260682.4<br>0 | 54791   | 92929.70 |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

Remark : Relevant supporting documents not provided.

**4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the latest completed academic year**

4.2.4.1. Number of teachers and students using library per day over last one year

Answer before DVV Verification : 375

Answer after DVV Verification: 0

Remark : Documents submitted are not relevant and legible.

**4.3.3 Bandwidth of internet connection in the Institution**

Answer before DVV Verification : A. 750 MBPS

Answer After DVV Verification: B. 30 MBPS – 50 MBPS

Remark : As per submitted documents.

**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)****4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

| 2018-19         | 2017-18         | 2016-17         | 2015-16         | 2014-15         |
|-----------------|-----------------|-----------------|-----------------|-----------------|
| 3600064<br>5.85 | 3814140<br>7.60 | 3606222<br>3.84 | 3445425<br>7.55 | 3518645<br>2.96 |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

Remark : Relevant supporting documents not provided.

**5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years**

**5.1.1.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 72      | 71      | 108     | 100     | 134     |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 11      | 0       | 0       | 0       | 0       |

Remark : Relevant supporting documents not provided.

**5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**

**5.1.2.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 19      | 21      | 23      | 26      | 54      |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

Remark : Relevant supporting documents not provided. Provided documents not authenticated.

**5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following**

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**

**4. ICT/computing skills**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: D. 1 of the above

Remark : Relevant supporting documents not provided.

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years****5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 264     | 483     | 250     | 520     | 210     |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 00      | 0       | 0       |

Remark : Relevant supporting documents not provided.

**5.2.1 Average percentage of placement of outgoing students during the last five years****5.2.1.1. Number of outgoing students placed year - wise during the last five years.**

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 83      | 86      | 145     | 119     | 70      |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 19      | 19      | 33      | 27      | 16      |

Remark : Only 6 documents provided among the 26 requested. Input revised accordingly

**5.2.2 Average percentage of students progressing to higher education during the last five years****5.2.2.1. Number of outgoing student progression to higher education during last five years**

Answer before DVV Verification : 173

Answer after DVV Verification: 30

Remark : Only 1 document provided among the 26 requested. Only accepted the claims with supporting documents.

**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)**

**5.2.3.1. Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.) year-wise during last five years**

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 1       | 0       | 2       | 0       | 0       |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 2       | 0       | 0       |

**5.2.3.2. Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 1       | 0       | 2       | 0       | 0       |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 2       | 0       | 0       |

Remark : Relevant supporting documents not provided for 2018-19.

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 6       | 12      | 6       | 5       | 9       |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
|         |         |         |         |         |

|   |   |   |   |   |
|---|---|---|---|---|
| 2 | 1 | 0 | 0 | 0 |
|---|---|---|---|---|

Remark : Relevant supporting documents not provided.

**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 92      | 109     | 101     | 93      | 49      |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 8       | 3       | 0       | 0       | 0       |

Remark : Relevant supporting documents not provided. Provided certificates do not pertain to assessment years. Some write ups provided in regional language.

**6.2.3 Implementation of e-governance in areas of operation**

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: D. 1 of the above

Remark : Relevant supporting documents not provided. Provided bills do not pertain to assessment years.

**6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 9       | 22      | 18      | 15      | 11      |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 00      |

Remark : Relevant supporting documents not provided. Documents provided are not valid for the metric.

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

**6.3.3.1. Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 19      | 0       | 0       | 11      | 0       |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 1       | 0       | 0       | 0       | 0       |

Remark : Relevant supporting documents not provided.

**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

**6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 3       | 0       | 2       | 0       | 0       |

Answer After DVV Verification :

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

Remark : Programmes of less than a week duration not considered.

**6.5.3 Quality assurance initiatives of the institution include:**

|       |   |
|-------|---|
|       | <ol style="list-style-type: none"> <li>1. <b>Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements</b></li> <li>2. <b>Collaborative quality initiatives with other institution(s)</b></li> <li>3. <b>Participation in NIRF</b></li> <li>4. <b>any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b></li> </ol> <p>Answer before DVV Verification : C. 2 of the above<br/>         Answer After DVV Verification: D. 1 of the above<br/>         Remark : Relevant supporting documents not provided. Documents provided are not authenticated and are just write ups. Claims not supported with photographs or other proofs.</p> |
| 7.1.2 | <p><b>The Institution has facilities for alternate sources of energy and energy conservation measures</b></p> <ol style="list-style-type: none"> <li>1. <b>Solar energy</b></li> <li>2. <b>Biogas plant</b></li> <li>3. <b>Wheeling to the Grid</b></li> <li>4. <b>Sensor-based energy conservation</b></li> <li>5. <b>Use of LED bulbs/ power efficient equipment</b></li> </ol> <p>Answer before DVV Verification : C. 2 of the above<br/>         Answer After DVV Verification: E. None of the above<br/>         Remark : Relevant supporting documents not provided. Documents provided are not authenticated and are just write ups. Claims not supported with geo tagged photographs or other proofs.</p>                                   |
| 7.1.4 | <p><b>Water conservation facilities available in the Institution:</b></p> <ol style="list-style-type: none"> <li>1. <b>Rain water harvesting</b></li> <li>2. <b>Borewell /Open well recharge</b></li> <li>3. <b>Construction of tanks and bunds</b></li> <li>4. <b>Waste water recycling</b></li> <li>5. <b>Maintenance of water bodies and distribution system in the campus</b></li> </ol> <p>Answer before DVV Verification : A. Any 4 or all of the above<br/>         Answer After DVV Verification: E. None of the above<br/>         Remark : Relevant supporting documents not provided. Documents provided are not authenticated and are just write ups. Claims not supported with geo tagged photographs or other proofs.</p>             |
| 7.1.5 | <p><b>Green campus initiatives include:</b></p> <ol style="list-style-type: none"> <li>1. <b>Restricted entry of automobiles</b></li> <li>2. <b>Use of Bicycles/ Battery powered vehicles</b></li> <li>3. <b>Pedestrian Friendly pathways</b></li> <li>4. <b>Ban on use of Plastic</b></li> <li>5. <b>landscaping with trees and plants</b></li> </ol> <p>Answer before DVV Verification : A. Any 4 or All of the above</p>   |

|        |   |
|--------|---|
|        | <p>Answer After DVV Verification: D. 1 of the above<br/>                 Remark : Relevant supporting documents not provided. Documents provided are not authenticated and are just write ups. Claims not supported with geo tagged photographs or other proofs.</p>  |
| 7.1.6  | <p><b>Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:</b></p> <ol style="list-style-type: none"> <li>1. <b>Green audit</b></li> <li>2. <b>Energy audit</b></li> <li>3. <b>Environment audit</b></li> <li>4. <b>Clean and green campus recognitions / awards</b></li> <li>5. <b>Beyond the campus environmental promotion activities</b></li> </ol> <p>Answer before DVV Verification : B. 3 of the above<br/>                 Answer After DVV Verification: D.1 of the above<br/>                 Remark : Relevant supporting documents not provided. Documents provided are not authenticated and are just write ups. Claims not supported with geo tagged photographs or other proofs.</p>  |
| 7.1.7  | <p><b>The Institution has disabled-friendly, barrier free environment</b></p> <ol style="list-style-type: none"> <li>1. <b>Built environment with ramps/lifts for easy access to classrooms.</b></li> <li>2. <b>Divyangjan friendly washrooms</b></li> <li>3. <b>Signage including tactile path, lights, display boards and signposts</b></li> <li>4. <b>Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment</b></li> <li>5. <b>Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></li> </ol> <p>Answer before DVV Verification : B. 3 of the above<br/>                 Answer After DVV Verification: D.1 of the above<br/>                 Remark : Pictures not geo-tagged. Provision of scribes at the HEI not mentioned.</p>  |
| 7.1.10 | <p><b>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</b></p> <ol style="list-style-type: none"> <li>1. <b>The Code of Conduct is displayed on the website</b></li> <li>2. <b>There is a committee to monitor adherence to the Code of Conduct</b></li> <li>3. <b>Institution organizes professional ethics programmes for students, teachers, administrators and other staff</b></li> <li>4. <b>Annual awareness programmes on Code of Conduct are organized</b></li> </ol> <p>Answer before DVV Verification : B. 3 of the above<br/>                 Answer After DVV Verification: D. 1 of the above<br/>                 Remark : Relevant supporting documents not provided. Provided MoM does not pertain to assessment years. Documents provided are not authenticated and are just write ups. Claims not supported with geo tagged photographs or other proofs.</p> |

**2.Extended Profile Deviations**

| ID      | Extended Questions   |         |         |         |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
|---------|--|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|
| 1.1     | <p><b>Number of courses offered by the Institution across all programs during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>10</td> <td>10</td> <td>10</td> <td>10</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>230</td> <td>230</td> <td>230</td> <td>230</td> <td>230</td> </tr> </tbody> </table>                      | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 10  | 10  | 10  | 10  | 10  | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 230 | 230 | 230 | 230 | 230 |
| 2018-19 | 2017-18  | 2016-17 | 2015-16 | 2014-15 |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 10      | 10   | 10      | 10      | 10      |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 2018-19 | 2017-18  | 2016-17 | 2015-16 | 2014-15 |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 230     | 230  | 230     | 230     | 230     |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 1.2     | <p><b>Number of programs offered year-wise for last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>10</td> <td>10</td> <td>10</td> <td>10</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> </tr> </tbody> </table>   | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 10  | 10  | 10  | 10  | 10  | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 8   | 8   | 8   | 8   | 8   |
| 2018-19 | 2017-18  | 2016-17 | 2015-16 | 2014-15 |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 10      | 10   | 10      | 10      | 10      |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 2018-19 | 2017-18  | 2016-17 | 2015-16 | 2014-15 |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 8       | 8  | 8       | 8       | 8       |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 2.2     | <p><b>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>307</td> <td>303</td> <td>290</td> <td>301</td> <td>308</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>243</td> <td>243</td> <td>243</td> <td>243</td> <td>243</td> </tr> </tbody> </table> | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 307 | 303 | 290 | 301 | 308 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 243 | 243 | 243 | 243 | 243 |
| 2018-19 | 2017-18  | 2016-17 | 2015-16 | 2014-15 |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 307     | 303  | 290     | 301     | 308     |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 2018-19 | 2017-18  | 2016-17 | 2015-16 | 2014-15 |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 243     | 243  | 243     | 243     | 243     |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 2.3     | <p><b>Number of outgoing / final year students year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>551</td> <td>494</td> <td>535</td> <td>490</td> <td>515</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>549</td> <td>492</td> <td>533</td> <td>488</td> <td>513</td> </tr> </tbody> </table>                                   | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 551 | 494 | 535 | 490 | 515 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 549 | 492 | 533 | 488 | 513 |
| 2018-19 | 2017-18  | 2016-17 | 2015-16 | 2014-15 |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 551     | 494  | 535     | 490     | 515     |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 2018-19 | 2017-18  | 2016-17 | 2015-16 | 2014-15 |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 549     | 492  | 533     | 488     | 513     |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |

3.1 **Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 58      | 55      | 52      | 52      | 61      |

Answer After DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 52      | 52      | 52      | 52      | 52      |

4.1 **Total number of classrooms and seminar halls**

Answer before DVV Verification : 30

Answer after DVV Verification : 9

4.2 **Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

Answer before DVV Verification:

| 2018-19  | 2017-18  | 2016-17  | 2015-16  | 2014-15  |
|----------|----------|----------|----------|----------|
| 10329709 | 13298742 | 12887233 | 11256469 | 10850368 |

Answer After DVV Verification:

| 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
|---------|---------|---------|---------|---------|
| 103.290 | 132.98  | 128.87  | 112.56  | 108.50  |

4.3 **Number of Computers**

Answer before DVV Verification : 147

Answer after DVV Verification : 1