

JAYA COLLEGE OF ARTS AND SCIENCE

C.T.H. Road, Thiruninravur-602 024,

Thiruvallur Dist., Tamil Nadu.



Mandatory Disclosure

Run by :

JAYA EDUCATIONAL TRUST,
C.T.H. Road, Thiruninravur-602 024,
Thiruvallur Dist., Tamil Nadu.

- 1. NAME OF THE INSTITUTION** JAYA COLLEGE OF ARTS & SCIENCE,
C.T.H. Road, Thiruninravur – 602 024,
Thiruvallur Dist., Tamil Nadu
Phone No. : 044 – 26390808, 26340953, 26300251
Fax : 044- 26345655
E-Mail : my_jcas@yahoo.co.in
- 2. NAME AND ADDRESS OF THE TRUST / SOCIETY / COMPANY AND THE TRUSTEES** JAYA EDUCATIONAL TRUST,
No.8, II Main Road, Krishnapuram,
Thiruninravur , Chennai - 602024.
Thiruvallur Dist., Tamil Nadu
Phone No. :
Fax :
E-Mail :
- 3. NAME AND ADDRESS OF THE VICE CHANCELLOR / PRINCIPAL / DIRECTOR** JAYA COLLEGE OF ARTS & SCIENCE,
C.T.H. Road, Thiruninravur – 602 024,
Thiruvallur Dist., Tamil Nadu
Phone No. : 044 – 26390808, 26340953, 26300251
Mobile : 9444844498
- 4. NAME OF THE AFFILIATING UNIVERSITY** University of Madras
- 5. GOVERNANCE**
- MEMBERS OF THE BOARD AND THEIR BRIEF BACKGROUND
- Prof. A. Kanakaraj.,** M.A., M.Phil. - **Chairman,**
Retd. Professor., D.R.B.C.C.C Hindu College, Pattabiram,
Chennai – 600 0725..
- Mrs. K. Vijayakumari.,** M.A., B.Ed. - **Secretary,**
Jaya Educational Trust.
- Mr. K. Navaraj.,** M.Tech.
Industrialist.
- Dr. P. Guhan.,** M.C.A., M.Phil., Ph.D.
Principal,
- Dr. V. Vijayakumar.,** M.A(Hindi), M.A.(Pol. Sci.), Ph.D.
Vice Principal & HOD of Hindi
- Dr. T.A.P. Varadukutti.,** F.C.A
Financial Advisory & Auditor
- Thiru. P. Parasivan.,** M.A., M.Phil. **Member** [Univerisity Representative]

MEMBERS OF THE ACADEMIC

ADVISORY BODY

CHAIRMAN	Prof. A. Kanakaraj., M.A., M.Phil.
SECRETARY	Mrs. K. Vijayakumari., M.A., B.Ed.
PRINCIPAL	Dr. P. Guhan., M.C.A., M.Phil., Ph.D. Principal
VICE-PRINCIPAL	Dr. V. Vijayakumar., M.A(Hindi)., M.A.(Pol. Sci.)., Ph.D. Vice Principal & HOD of Hindi
DR. S. SUDHA	HOD - Tamil
DR. S. NARAYANAMOORTHY	HOD – History
DR. R. GANESAN	HOD – Economics
DR. V. PRAILENE PALSIA	HOD – English
MRS. R. GEETHA	HOD – BBA
MRS. S. CYNTHIA JULIET	HOD – BCA
MRS. B. SANGEETHA	HOD – B. Com (CS)
MRS. A. KALAISELVI	HOD – B. Com (BM)
MRS. S.G. ANUJA	HOD – B. Com (Day) - Day
MR. S.G. ANUJA	HOD – B. Com (Gen) - Evening
MR. R. RAMYA	HOD – B. Com (AF)
MS. M. GAYATHRI	HOD – B. Com (CA)
MR. R. KRISHNAN	HOD – B. Sc (CS)
DR. JAYAPRAKASH	HOD – B. Sc (Biochemistry)
DR. JAYAPRAKASH	HOD – B. Sc (Chemistry)
MRS. P. EVEREST HELAN RANI	HOD – B. Sc (Microbiology)
MRS. V. SUDHA	HOD – B. Sc (Biotechnology)
MR. JOSEPH SATISH KUMAR	HOD – B. Sc (ECS)
MR. JOSEPH SATHISH KUMAR	HOD – B. Sc (Physics)
MR. S. SANTHANAM	HOD – B. Sc (Mathematics)
MR. M. CHINNARAJA	HOD – B. Sc (HCM)

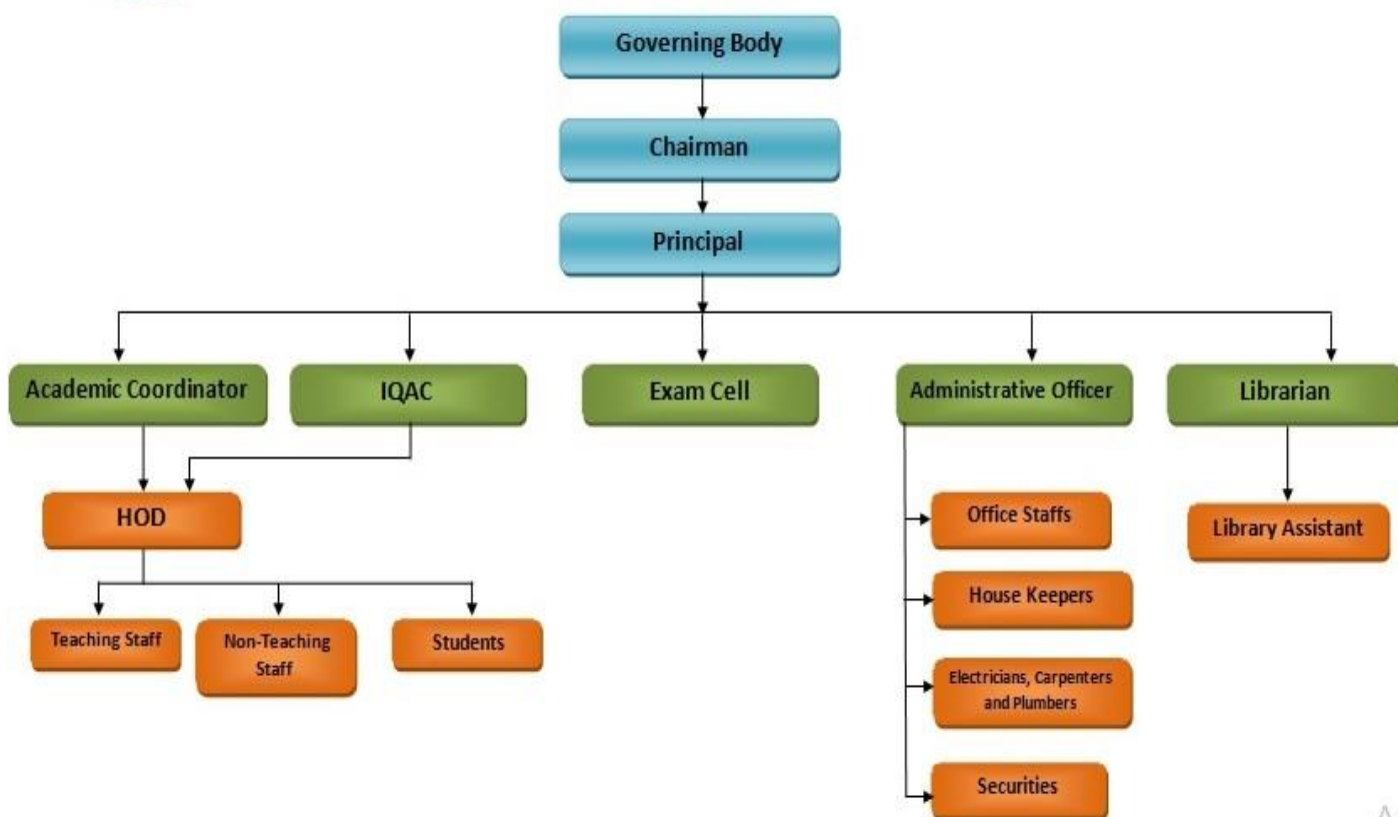
FREQUENCY OF THE BOARD
MEETINGS AND ACADEMIC ADVISORY
BODY

TWICE IN A YEAR



JAYA COLLEGE OF ARTS AND SCIENCE
(Affiliated to University of Madras)
THIRUNINRAVUR- 602024

ORGANOGRAM



*NATURE AND EXTENT OF INVOLVEMENT OF
FACULTY AND STUDENTS IN ACADEMIC
AFFAIRS/ IMPROVEMENTS*

A class committee is formed for every class in which the Faculty of the concerned class, student representatives and a chairperson who is not teaching that class are the members. It is formed with the overall goal improving Teaching Learning Process. The function of committee includes

- 1.Solving the problem experienced by the students in class and laboratories.
- 2.Discussing the syllabus coverage academic and Assessment schedule.
- 3.Analyzing the performance of the students in a class and request the concerned faculty to provide additional guidance to improve the performance.

*MECHANISM / NORMS & PROCEDURE FOR
DEMOCRATIC / GOOD GOVERNANCE*

The management recognizes the need for decentralization for the growth of the institute and accords autonomy commensurate with the level of management. Principal and heads are appointed who are given autonomy for efficient governance. The roles and responsibilities of administrators / decision makers for various assigned jobs listed below clearly depict the delegation of authority, providing operational autonomy leading to a decentralized governance system. □Principal to implement and monitor the education system to cater to the institute's vision and mission. □

*STUDENT FEEDBACK ON INSTITUTIONAL
GOVERNANCE/FACULTY PERFORMANCE*

Students feedback on faculty performance is obtained once in a year by distributing a proforma to the students and collecting the same after getting filled in by them. Negative points are shared confidently so as that it does not hurt the self esteem of the individual.

*GRIEVANCE REDRESSAL MECHANISM FOR
FACULTY, STAFF AND STUDENTS.*

Grievances are collected from all the faculty members and the students. Redressal taken immediately if the grievances are genuine. Suggestions are collected every now and then related to teaching and the behavior of the students along with the infrastructure facilities.

*ESTABLISHMENT OF ANTI-RAGGING
COMMITTEE.*

Anti-Ragging committee has been established under the Principal Dr. P. Guhan of the College.

*ESTABLISHMENT OF ONLINE GRIEVANCE
REDRESSAL MECHANISM*

Grievance Redressal Cell has been established. Dr. V. Vijayakumar, Vice-Principal of the College has been appointed as Convener for the same.

*ESTABLISHMENT OF GRIEVANCE REDRESSAL
COMMITTEE IN THE INSTITUTION AND
APPOINTMENT OF OMBUDSMAN BY THE
UNIVERSITY.*

The purpose of this procedure is to establish a processor students to express and resolve misunderstandings, concerns, or grievances they have with any college employee in a prompt, fair and equitable manner. This procedure emphasizes an informal resolution.

To protect each student's freedom of expression in the classroom

To protect each student from prejudice or arbitrary and capricious academic evaluation as evidenced by the student's final course grade.

To protect each student against improper disclosure of the student's views, beliefs and political associations.

To protect a student's right to a learning environment that is free from unlawful discrimination.

*ESTABLISHMENT OF INTERNAL COMPLAINT
COMMITTEE (ICC)*

Internal Complaint Committee has been reconstituted with immediate effect, to take action on the complaints of sexual harassment reported by any aggrieved women staff member or women students at the workplace. The Committee shall process such complaints and shall carryout the process in full complaiance to the same and any further amendments that may be issued from time to time by AICTE.

ESTABLISHMENT OF COMMITTEE OF SC / ST

The committee shall abide by the act and carryout its activities in full compliance to the same and any further amendments that may be issued from time to time by AICTE or any regulation / act that may be issued by any other lawful competent authority(s).

INTERNAL QUIIALITY ASSURANCE CELL.

The Internal Quality Assurance Cell was formed by working out intervention strategies to remove deficiencies and enhance quality.

This cell also Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement.

It also Ensure internalization of the quality culture; and integration among the various activities of the college and good practices.

It Provide a sound basis for decision-making to improve institutional functioning. Also it act as a dynamic system for quality changes in the Colleges. It also build an organized methodology of documentation and internal communication

6. PROGRAMMES

Name of the Programmes approved by the AICTE : M.C.A & M.B.A

Name of the Programmes accredited by the NBA : N / A

Status of Accrediation of Courses

Total Number of Courses : ---

No. of Courses for which applied for Accreditation : ---

Status of Accreditation – Preliminary / Applied for SAR :
 and results awaited / Applied for SAR and visits
 completed / Results of the visits awaited / Rejected /
 Approved for ... Courses (specify the number of courses)

Name and duration of Programme(s) having Twinning and
 Collaboration with Foreign University(s) and being run in the same
 Campus along with status of their AICTE approval. If there is Foreign
 Collaboration, give the following details:

←-- NA --→

7. FACULTY

- ❖ Branch wise list faculty members : M.C.A. AND M.B.A
- Permanent Faculty : 12
- Visiting Faculty : 2
- Adjunct Faculty : -
- Guest Faculty : -
- Permanent Faculty : Student Ratio : 1 : 15

1.	Number of faculty employed and left during the last three years	} Employed	Left
		25	11

8. PROFILE OF DIRECTOR / PRINCIPAL WITH QUALIFICATION, TOTOAL EXPERIENCE, AGE AND DURATION OF EMPLOYMENT AT THE INSTITUTE CONCERNED

1. Name : Dr. P. Guhan
2. Date of Birth : 27.06.1975
3. Educational Qualification : M.C.A., M. Phil., Ph. D.
4. Work Experience : 18 Years
- Teaching : 18 Years
- Research : 03 Years
- Industry : Nil



5. Area of Specializations : Computer Graphics

6. Subjects teaching at

Under Graduate Level : DBMS, Graphics, OS

Post Graduate Level : DAA, Digital, Computer Organization.

7. Research guidance

No. of papers published in

Masters's -National Journals : 02

Ph.D. - International Journals : 02

	Conferences	: 04
8.	Projects Carried out	: 08
9.	Patents	: Nil
10.	Technology Transfer	: Nil
11.	Research Publications	: 03
12.	No. of Books published	: 06

DETAILS OF TEACHING STAFF

S. No.	Name of Faculty members	Date of Birth	Designation	Highest Qualification	No. of Publications			
					Books	Nat. Journal	Intl. Journal	Sem & Conf.
M.C.A.								
1	Dr. P.Guhan	27.06.1975	Principal / Director	Ph. D	06	02	02	06
2	Mrs.S.Abirami	25.01.1972	Asst. Prof.	M.Phil.	01	01	02	02
3	Mrs.S.Cynthia Juliet	28.07.1980	Asst. Prof.	M.Phil.	01	01	02	01
4	Mr. S. Mahendran	11.05.1976	Asst. Prof.	M. Phil	--	01	01	--
5	Mr. M. Madhumathi	11.06.1980	Asst. Prof.	M. Phil	--	01	01	--
6	Mr. D. Ravandoss	12.11.1973	Asst. Prof.	M. Phil	--	01	--	--
M.B.A								
1	Dr. R. Savitha	02.04.1985	Director	Ph.D	03	03	03	05
2	Mrs. D. Sangeetha	23.04.1980	Asst. Prof.	M. Phil	01	01	01	02
3	Mrs. P. Gayathri	07.04.1984	Asst. Prof.	M. Phil	01	01	01	01
4	Ms. E. Shobana	05.05.1977	Asst. Prof.	M. Phil	--	01	01	--
5	Mrs. R. Latha	27.05.1984	Asst. Prof.	M. Phil	01	02	02	04
6	Mrs. J. Shanthi Priya	26.12.1990	Asst. Prof.	M. Phil	01	--	01	--

9. FEES

- ❖ Details of fee, as approved by State fee Committee, for the Institution.

Rs. 35,000/- per annum

- ❖ Time schedule for payment of fee for the entire programme.

Two Installments

I half- year : Rs. 17,500/=

[At the time of admission for I year, 10th June for II & III year students]

II half-year : Rs. 17,500/=

[10th December]

❖ No. of Fee waivers granted with amount and name of students.

Year	No. of Fee Waivers	Name of the Students	Amount Granted
2018 – 2019	Nil		
2019 – 2020	Nil		
2020 – 2021	Nil		

❖ Number of scholarship offered by the institute, duration and amount

The Students from SC / ST categories will be recommended from the Institution for availing the Scholarship from the concerned Department every year. Yearly there will minimum of 03 – 04 Students are availing this opportunity

❖ Criteria for fee waivers/scholarship.

1. Students who are coming from Poor Family
2. Students who have secured high marks in the qualifying examinations
3. Physically Handicapped students

❖ Estimated cost of Boarding and Lodging in Hostels.

Rs. 55,000 /- per annum / per student

10. ADMISSION

❖ Number of seats sanctioned with the year of approval.

M.C.A. : First Approval : 2000 - 2001 : 60
Last approval : 2020 - 2021 : 60

M.B.A. : First Approval : 2008 - 2009 : 60
Last approval : 2020 - 2021 : 60

❖ Number of students admitted under various categories each year in the last three years.

M.C.A. : 2018 - 2019 : 10
2019 - 2020 : 27
2020 - 2021 : 46

M.B.A. : 2018 - 2019 : 55
2019 - 2020 : 41
2020 - 2021 : 57

- ❖ Number of applications received during last two years for admission under Management Quota and number admitted.

PROGRAMME	No. of Applications Received	No. of Students Admitted
M.C.A		
2019 – 2020	45	27
2020 – 2021	62	46
M.B.A		
2019 – 2020	58	41
2020 – 2021	73	57

11. ADMISSION PROCEDURE

- ❖ Mention the admission test being followed, name and address of the Test Agency and its URL (website).

Name of the Test	Test Agency	Web Site
1. For Govt. Quota:	TANCET Anna University, Chennai – 25	www.annauniv.edu
2. For Management Quota:	CET Consortium of Self-Financing Professional, Arts and Science, Colleges in Tamil Nadu, 12, Ganapathy Street, Chennai – 14.	www.tnsconsortium.org

- ❖ Number of seats allotted to different Test Qualified candidates separately [AIMCET/CET (State conducted test/University tests)/Association conducted test]

Name of the Test	No of seats allotted
1. For Govt. Quota : TANCET	30
2. For Management Quota : CET	30

12. CRITERIA AND WEIGHTAGES FOR ADMISSION

Admission made through TANCET conducted by Anna University, Chennai-25 for Govt. Quota and CET conducted by Consortium of Self-financing Professional, Arts and Science, Colleges, Chennai - 14 for Management Quota

13. ENROLLMENT AND PLACEMENT DETAILS OF STUDENTS IN THE LAST 3 YEARS

YEAR	M.C.A		M.B.A	
	<i>Enrolled</i>	<i>Placed</i>	<i>Enrolled</i>	<i>Placed</i>
2018 - 2019	10	06	55	18
2019 - 2020	27	12	41	13
2020 - 2021	46	18	57	22

14. BEST PRACTICES ADOPTED, IF ANY

Provide frequent and timely feedback

Enough can't be said about the importance of sharing feedback with students during the learning process. Setting up checkpoints, offering a variety of formative assessments, and discussing learning in real time are all essential.

Encourage discussion

Through discussion, students are exposed to a variety of opinions and ideas that may or may not be similar to their own. Classrooms offer a perfect forum for teaching students to respect others and learn to share information, agree, and disagree in a productive and nonthreatening fashion.

15. ACCOUNTED AUDITED STATEMENT FOR THE ACADEMIC YEAR 2019 - 2020

Income	Rs in Lakh	Expenditure	Rs in Lakh
Income from Central Govt.		Salary Teaching Staff	204323246.60
Income from State Govt.		Salary Non-Teaching Staff	11002517.40
Income from Student Fees	158297910.39	Library	1094763.00
Income from Donations		Equipment	318217.00
Income from UGC		Building Maintenance	859952.00
Income from Other Bodies	4033804.69	Other Expenditure	128623019.08
Total Income	162331715.08	Total Expenses	162331715.08
The book of accounts for the year 2020-21 are under audit. Auditor's Certificate for the same is enclosed herewith.			