



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution

Jaya College of Arts and Science,

- Name of the Head of the institution **Dr. P. Guhan**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **9444844498**
- Mobile no **8248136683**
- Registered e-mail **jayacollegeofartsandscience@gmail.com**
- Alternate e-mail **principal.jcas@gmail.com**
- Address **C.T.H. Road**
- City/Town **Thiruninravur**
- State/UT **Tamil Nadu**
- Pin Code **602024**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **Self-financing**
- Name of the Affiliating University **University of Madras**
- Name of the IQAC Coordinator **Dr. Prailene Palsia**
- Phone No. **09920612767**
- Alternate phone No.
- Mobile
- IQAC e-mail address **jcasiqac@gmail.com**
- Alternate Email address **iqac@jcas.ac.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

4. Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: [https://jcas.ac.in/wp-content/uploads/2024/04/Academic%20Planner%202022%20-%202023%20\(3\).pdf](https://jcas.ac.in/wp-content/uploads/2024/04/Academic%20Planner%202022%20-%202023%20(3).pdf)

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.91	2023	14/02/2023	13/02/2028

6. Date of Establishment of IQAC **22/07/2019**

7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year 2

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Organising Student Induction Programmes

Faculty Development Programmes

Collection and Analysis of Feedback on syllabus from the stakeholders

Strengthening the mechanism for the needs of slow and advanced learners

Enhancing Teaching learning Environment

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Preparation for NAA cycle - I assessment	Accredited with B++ grade (2.91)
Activities for enhancing student progression	Student progression has been improved.
Enhancing Online Teaching Learning	All faculty were trained with online teaching and e-content generation
Feedback Collection	Feedback collected, analysed and the suggestions were given for the improvement
Departmental Visits by IQAC	Internal academic audit was complete

13. Whether the AQAR was placed before statutory body? No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Dr. P. Guhan
• Designation	Principal
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• Location	Rural
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• Name of the Affiliating University	University of Madras
• Name of the IQAC Coordinator	Dr. Prailene Palsia

• Phone No.	09920612767				
• Alternate phone No.					
• Mobile					
• IQAC e-mail address	jcasiqac@gmail.com				
• Alternate Email address	iqac@jcas.ac.in				
3.Website address (Web link of the AQAR (Previous Academic Year))					
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://jcas.ac.in/wp-content/uploads/2024/04/Academic%20Planner%202022%20-%202023%20(3).pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.91	2023	14/02/2023 3	13/02/2028 8
6.Date of Establishment of IQAC			22/07/2019		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			2		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			Yes		

website?	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
Organising Student Induction Programmes	
Faculty Development Programmes	
Collection and Analysis of Feedback on syllabus from the stakeholders	
Strengthening the mechanism for the needs of slow and advanced learners	
Enhancing Teaching learning Environment	
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Enhancing Online Teaching Learning	All faculty were trained with online teaching and e-content generation
Feedback Collection	Feedback collected, analysed and the suggestions were given for the improvement
Departmental Visits by IQAC	Internal academic audit was complete
13. Whether the AQAR was placed before	No

statutory body?	
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2022-2023	29/02/2024
15.Multidisciplinary / interdisciplinary	
<p>The college offers various programmes across various streams, including Arts, Sciences, Commerce and Management, Physical sciences, and Life sciences. There is abundant scope for implementing a multidisciplinary approach to education as envisaged in the NEP2020. The college has adequate infrastructure and qualified faculty to implement an interdisciplinary approach to education. The institution is well equipped of integrating the study of various academic disciplines suited to their life-long interests. The institution has adequate facilities for the students to prepare for graduate and professional study, for careers in new and upcoming fields, with high proficiency levels and confidence. Since we are an affiliated college, there will have to be a revision of the curriculum by the University of Madras to allow this new approach to be implemented in the college.</p>	
16.Academic bank of credits (ABC):	
<p>The Parent University has not implemented the Academic Bank of Credits regulation to the affiliated colleges. However, once the parent university adopts the same, the college is ready and remains committed to implementing the Academic Bank of Credits under the new NEP 2020.Planning is in progress and will soon be implemented as per the guidelines.</p>	
17.Skill development:	
<p>In view of the fast-changing technological developments, the various departments of the college set to the students of the college which can be in accord with skills precise at different levels. Already various skills-oriented certificate courses are</p>	

being offered in the college and all these courses are being conducted by the departments to empower students with employable skills. Internship / field work and project work for PG are mandatory. The institution has numerous functional MOU's with various companies, and organizations to develop the skills to fill the gaps between the industry and academic world. The institution promotes the student and the faculty to learn a new skill set in an increasingly accessible through digital technologies.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The preservation of India's cultural wealth must be considered a high priority for the country. The faculties are fully equipped to collaborate, design, and implement curricula that integrate the Indian knowledge system in their respective streams. The faculties are also qualified to design and deliver Page 16/72
06-09-2022 03:40:34 Self Study Report of JAYA COLLEGE OF ARTS AND SCIENCE content for such courses in an online mode. The promotion of Indian arts and culture is seen as very important and it could be effectively imparted through integrating Indian culture into the main curriculum, which would not only develop a strong sense of identity and aesthetic outlook but also enhance creative and cognitive skills among the students. In Part I Tamil, the nuances of Thamizhu (Tamil) language and culture are taught. Department of History inculcates the values to strengthen Tamil culture and Indian History its curriculum. Department of Hotel Catering and Management introduced the nutrient value of regional grains and pulses.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

At present all programmes offered by the college follow their respective POs, PSOs, and COs for curricula transactions. These are discussed by the faculty in the class and they are also available on the college website. The attainment of outcomes is measured from the performance of students in the internal assessments and final term exams. Examination system was reviewed and modified to measure the outcome learned by students under Choice Based Credit System (CBCS).

20.Distance education/online education:

After the Covid pandemic, the online education is becoming an essential learning mode online classes were conducted very effectively by all faculties in all programs. Both teachers and learners have skilled the online teaching and evaluation process

through different software. So, our institution is well prepared in this regard. Our college proposes SWAYAM and MOOC portals in future so that the students can earn additional credits through the successful completion of the courses.

Extended Profile

1.Programme

1.1	1026
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2828
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	970
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	1027
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	177
Number of full time teachers during the year	

File Description	Documents
Data Template	View File
3.2	177
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	105
Total number of Classrooms and Seminar halls	
4.2	194.92121
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	464
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Jaya College of Arts and Science prioritizes a meticulous approach to curriculum planning and implementation, guided by the principal and following the Madras University's academic calendar. The Academic Committee annually formulates a comprehensive schedule encompassing working days, assessment methods, co-curricular activities, and mentorship.

During departmental meetings at the beginning of each semester, course allocation is tailored to faculty preferences and expertise, ensuring a personalized learning experience. Timetables are efficiently developed to meet credit requirements, coordinated by dedicated timetable coordinators.

Our faculty actively engages in preparing course materials aligned

with specified working days, promoting a consistent learning experience. Comprehensive assessments, including unit tests and model examinations, monitor student progress. Remedial classes are provided for additional support based on assessment performance.

Student engagement is prioritized through class committee meetings, allowing student representatives to voice concerns. Faculty collaboration in department meetings ensures a dynamic and responsive curriculum. To bridge the gap between academia and industry, we integrate industrial visits, workshops, seminars, and internships.

Our commitment extends to a comprehensive student orientation program, facilitating a smooth transition for newcomers. At Jaya College of Arts and Science, our unwavering dedication to effective curriculum planning guarantees a well-rounded education, preparing students for success in both academic and professional pursuits.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/1.1.1.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

At Jaya College of Arts and Science, we prioritize high academic standards, adhering to a structured academic calendar aligned with University of Madras guidelines. An integral aspect of our academic practices is the precise process of question paper setting, which strictly adheres to the university pattern.

Our faculty, well-versed in university norms, designs challenging yet fair question papers aligned with learning objectives, ensuring a comprehensive assessment. To identify and address areas needing attention, we conduct regular internal tests and structured revision exams. Model exams simulate semester conditions, providing students with better preparation and stress management skills.

All examination processes, including question paper submission, strictly adhere to university guidelines. The examination committee ensures that papers meet the required standards. Recognizing diverse learning needs, we implement strategies for slow learners, including remedial classes focused on important questions.

Internal marks are awarded through a comprehensive evaluation process, encompassing test marks, assignments, seminars, and attendance. This approach ensures a well-rounded assessment of theoretical knowledge and practical application.

Our commitment to academic excellence includes maintaining transparency and integrity in evaluations. Assessments are conducted fairly and impartially, with internal marks promptly communicated to students, fostering trust. We take pride in upholding University of Madras standards, reflecting our dedication to continuous improvement in providing quality education.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/1.1.2.pdf

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 year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

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

32

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

50

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1703

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Jaya College of Arts and Science has implemented significant enhancements to its curriculum, emphasizing key aspects of education and student development. The institution is committed to fostering gender equality, offering equal opportunities in academic and extracurricular activities.

The 'Women Empowerment Cell' ensures a secure environment for female students, and the 'Women's Grievance Cell' addresses issues following Supreme Court guidelines. The college prioritizes values through a 'Professional Ethics' course, strictly enforcing anti-ragging policies for a harmonious campus.

The National Service Scheme provides avenues for community service, promoting leadership and compassion. Active involvement in community service includes village adoption, self-help group training, and career guidance programs for rural youth. Raising awareness on social issues is a key focus, with rallies and campaigns addressing concerns such as disease prevention.

Environmental sustainability is integrated into the curriculum, teaching students about preservation and pollution-free living. The NSS Unit and Green Club undertake tree plantations, disaster management courses prepare for natural calamities, and the college promotes sustainability practices like water conservation and renewable energy.

Additionally, the college offers updated add-on courses alongside degree programs, aligning with evolving job opportunities. Celebrations like 'Green Day' and career guidance programs enrich the student experience, emphasizing health care and environmental awareness for a holistic education.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

620

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution **A. All of the above**

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://jcas.ac.in/wp-content/uploads/2024/aqar/1.4.1.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://jcas.ac.in/wp-content/uploads/2024/aqar/1.4.2.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1024

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

970

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The College has a well-established counselling system and mentoring system. Students are assigned to identify the faculty who act as their mentors or counsellors. They conduct regular meeting with their student discuss their academic progress. A Student with less than 40% marks in 2 or more subjects in the Revision Examination - I, II and Model Examination [These Examination marks are utilized for Internal marks assignment] and having less that 75% attendance is consider as an academically slow learner. Counsellors keep a close eye on these students and keep their parents informed about their wards and their performance the internal examinations.

Table: Identification criteria of slow learners and action taken

Identification Criteria

Action Taken

Students scoring less than 40% of marks in Internal Assessments

1. Faculty counselors follow the progress of the students regularly advising them about attending classes, making up for missed classes, and getting additional help.
2. Intimating their parents over the phone to counsel their wards.
3. Conduction of remedial Classes.

Students who fail in semester examinations

Conduct extra classes to those who failed in the previous semester subjects.

The class incharge continuously keeps tract of the academic performance of the slow learners. Mentors get engage with such students and assist them by helping in completion of assignments and arranging remedial classes. In case of advanced learners, faculty members encourages and motivate them to perform better than their best in academic as well as provides them different platforms for their professional development.

File Description	Documents
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/2.2.1%20Link.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2877	177

File Description	Documents
Any additional information	View File

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

We incorporate many learning methodologies in our institution to make the teaching learning process to be more effective. The learning is made the student-centric by the following methods:

Experiential Learning:

Experiential is the process of learning through experience where the students are made to go through with their practical sessions in the laboratories and also students are encouraged to do mini projects.

Participative Learning:

Student are exposed to participative learning methods which include periodic endowment lectures, seminars, and group discussions. Industry experts and alumni are invited to deliver

lectures to share their experience among the students.

Problem Solving Methodologies:

The institute follows ICT enabled teaching in addition to the traditional class room education. In addition to the chalk and talk method of teaching the faculty members are using IT enabled learning tool such as PPT to expose the students for practical learning. The major emphasis is on class interaction in terms of seminar, debates, group discussion, assignment, quiz, test viva-voce and laboratory work.

Our Institution faculty members make use of the Google Classroom to share study materials, video lectures, and question bank and assignment topics with students.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://jcas.ac.in/wp-content/uploads/2024/agar/2.3.1%20Link.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In our institution, each faculty will be assigned to 13 students to be mentored. The mentor is responsible for providing support to, and feedback on students under his/her charge. The same faculty will continue to be mentor for the same group of students till their graduation. Regular meetings are held between mentor and mentee. The frequency of meeting is normally 1 in month or need based. A mentor book is followed where the details of meeting and details of both personal and academic data of each student is Maintained.

Students are allowed to approach the mentor for both academic and personal problems. The roll of mentor is to continuously monitor, counsel, guide and motivate the students in all academic matters. Analyze SWOT of the student and contact parents /guardians if situation demands. Advise students in their personal problems and carrier development, keep contact with the students even after their graduation, if any administrative action is needed then intimate to HOD. Mentor can also maintain a detail progressive record of the students, maintain a brief but clear record of all

discussion with students. The HOD meets all mentors of the department frequently to review proper implementation of the system.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

177

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

177

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

56

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

177

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

At college level two Revision Examinations and one Model Examination are conducted as per University Norms for internal evaluation. Evaluation guidelines are given to the faculties. Seminars, assignments are conducted for assessment as per norms of University. The results are monitored by the respective departments. Examination routine is given as well ahead of the commencement of the examination. Question Papers review is done in the Examination Cell. Exams are held under strict invigilation. A strict deadline is maintained for completing the evaluation process and displaying the marks. Evaluation of copies is done by teachers and corrected answer scripts are shown to students. Students are encouraged to express their doubts, if any. Retests are also conducted to give a chance to the slow learners. Internal

assessment is done through the assignments, attendance, revision, model examination marks and Seminars. After each unit completion, assignment is given to the students. The weightage is taken from all the above modes of assessment and total marks out of 25 is sent as internal assessment marks through the University web portal at the end of the semester.

File Description	Documents
Any additional information	View File
Link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/2.5.1%20Link.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The institute has a well-organized mechanism for Redressal of examination related grievances. The student can approach the Department Head to redress the examination related grievance through the Examination Cell. If a student is not able to appear for examination due to medical or any genuine reason, he/she can take up the examination later as per norms of the University. The student can approach for the examination related grievances and the same can be resolved from the department through Exam Cell provided that he/she submits application with proper documents. There is a standard process of internal examination in the College. The schedule of the internal examination is at the beginning of the examinations. All assessments are conducted as per the academic calendar of the College and the University. All teachers keep the record of all internal exams. The grievance may be due to error in question, incomplete question, out of syllabus. If any such grievance is reported at the examination, then an appropriate action is taken by the Examination committee. The faculty evaluates internal exam papers within 10 days after the test. The evaluated answer sheets circulated to students in class. Any grievance related to marks by the student is resolved.

File Description	Documents
Any additional information	View File
Link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/2.5.2%20Link.pdf

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.

The College runs 20 UG and 12 PG Program. Each programme consists of 3 years duration for UG and 2 years duration for PG. Both the programme has various courses as prescribed by University Of Madras. Each course provides unique learning objectives and outcomes. These learning objectives and outcomes are linked to the Program outcomes. The College displays its vision, mission, goals, program outcomes, program-specific outcomes and course objectives and outcomes on the College website. Moreover, the College Prospectus provides the basic structures consisting of syllabus prepared by the University of Madras and the outcomes of all programs offered by the College. Program. Through this, College makes students aware relevance of the topic in their pursuit of knowledge. Copies of the entire syllabus of all the courses are kept on the department and in the library for the student's reference and also made available on the College and University Website. The College also encourages its faculty to use digital avenues like Google Classrooms, Whats App groups to disseminate knowledge and share information in the form of notes, presentations, and important questions. The Program Outcomes and Course Outcomes are monitored through their performance in the periodical internal exam and University examinations. During the induction programme for the fresher POS, vision ,mission and core value of the college are explained to the new comer Teachers who handle various courses explain their PSO ,PO,CO, while introducing the course at the beginning of the semester.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://jcas.ac.in/wp-content/uploads/2024/agar/2.6.1%20Link.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The implementation of the revised syllabus and the process of learners' evaluation provided are by the University authorities, the management of the college and the Principal.

Attainment of program outcomes, program specific outcomes and

course outcomes are evaluated by institution internal and external examination in semester. Pattern some courses are evaluated by faculty members internally on the basis of their performance in practical's and projects. They are some courses whereby external examiners are appointed by the universities after the real programme outcome is attained after completion of the college.

The institutional target for CO attainment in each course has been fixed as 50% .The number of students obtaining > 50 and <=50 in each CO is determined on comparing each CO attainment with the institutional target if CO attainment is below the fixed target ,the course teacher suggests the measures for improvement and takes necessary steps to reach the target.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/2.6.2%20Link.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

821

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://jcas.ac.in/wp-content/uploads/2024/aqar/2.6.3%20Link.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://jcas.ac.in/wp-content/uploads/2024/aqar/2.7.1%20Link.pdf>

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 in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

1.5011

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

The institution created several opportunities to take part and grow innovatively in multidisciplinary fields of science for both students and faculties. The institute has an active institute innovation council registered under MOE which has taken initiatives in conducting several programs as per the schedule given by the MOE. The programs conducted includes entrepreneurship development, Indian Knowledge System, research and innovation programs, to trigger the student's innovation thinking and to make them self-motivated to be driven towards becoming an entrepreneur. Also through the programs the students were made aware of the importance of the translational research and IPR through which technology/science translated to be available for the mankind.

Some of the significant activities includes

- The Industrial visit to Rice research station where students learnt the importance of value added products in agriculture and also how to add value to a product.
- Innovation day was celebrated with special motivation lectures from renowned researchers and the faculty members along with the competitions for students for improving their innovative ideas in their fields of interest
- Also corporate interview etiquettes program was conducted focused on the students who are willing to take up their careers in corporates.

The institute also encouraged faculties and students to participate in workshops and seminars conducted by other institute to explore more and also to present their findings.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

11

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

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

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

The Extension activities of our college NSS, NCC and YRC students created considerable impact in the neighborhood community. Also they paved way for the students to sensitize the social issues and their own holistic development.

Some of the significant activities are

Drug Awareness Rally in which the student carried different sign boards against the drug and their effects on the addicts and their families. They've taken a pledge along with people to fight against drug.

During Gandhi Jayanthi our NSS, YRC and other student volunteer cleaned the nearby Nemilicherry Station after taking the pledge

On No tobacco day the college student taken the pledge to eradicate tobacco usage and the NSS & YRC took part in the awareness rally joining hands with other student volunteers along with nearby people.

On various occasions our NCC students cooperated with traffic police in controlling the traffic especially during festival times, when the nearby highway is flooded with vehicles

As a part of swachhbharath scheme our NSS, YRC & NCC volunteers cleaned the marina beach, nearby Nemilicherry railway station, the subway gained accolades from the nearby community as they also joined hands & took part in the swachh service.

Through Green Run Marathon our NCC students created awareness about the importance of the trees in the ecological niche of our community.

File Description	Documents
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/3.4.1%20AQAR%202022-23.pdf
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

10

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

49

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

983

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

8

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

8

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

The college is situated in a serene environment, covering an expansive area of 10.17 acres with a green and eco-friendly campus. The constructed facilities are divided into three blocks surrounding a green playground on three sides, while the fourth side is open with green tree plantations, ensuring pollution-free air throughout the area. The total constructed area spans 15,710 square meters. The campus features 102 well-ventilated classrooms, four seminar halls, 15 classrooms equipped with ICT facilities, and a spacious auditorium. Special rooms are allocated for students with disabilities, and ramps and wheelchairs are provided for their convenience.

Offering a diverse range of academic programs, the college provides 10 undergraduate courses and 9 postgraduate courses, supported by 27 well-equipped laboratories and 4 computer labs. A broadband connection with a bandwidth of 100 Mbps is available, along with Wi-Fi access for both staff and students within the campus. The college also boasts a communicative language lab with multimedia facilities.

In addition to academic facilities, the institution houses a Placement Cell, Career Guidance Cell, Women's Empowerment Cell, Indoor Games Facility, Yoga and Meditation Room, Sick Room, Hostel for Boys & Girls, Adequate Parking Facility, Public Announcement System, Generator with 62.5 KVA capacity, Fire Extinguishers, and an RO plant for drinking water.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/4.1.1.pdf

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

Jaya College of Arts & Science possesses to have a spacious multi-purpose playground that accommodates various outdoor games, including a Cricket Pitch, Football Field, Hand Ball, Basket Ball, Volleyball Court, Throw Ball Court, Hockey Field, Kabaddi Courts, Shuttle Cock, Ball Badminton, and Kho-Kho Field. Additionally, the college features a 200-meter running track, a Long Jump Pit, and a ShotPut Court.

Indoor game facilities include Table Tennis, Carom, and Chess, housed in an exclusive indoor game hall. The college has a well-equipped gymnasium, and auditorium is used for students to conduct cultural activities. The institution has a long history of organizing State-level/National-level cultural events periodically. The Institution is renowned for its facilities and outstanding ambiance. The college's elite Blossom club encourages and helps students participate in cultural activities at various levels. The annual mega event, "ILAKKIYA PERU VIZHA," is conducted each year. Numerous awards have been best owed to the institution by its students, who have actively engaged in a variety of cultural events hosted by other colleges at the state level and national levels. The institution's auditorium has a seating capacity of 1000members , providing a suitable venue for cultural activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/4.1.2.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

19

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

173.26

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college boasts a library spanning 753 square meters, equipped with automated ILMS software provided by Cube Soft Pvt. Ltd. to cater to the students' library needs. The software facilitates seamless lending and return of books, along with the additional feature of reserving a book in case it is unavailable during a search through the software. Barcodes are affixed to the books for easy identification and expedited processing. Students' ID cards are also barcode-attached for automated identification, streamlining library processes. The library operates 25 machines for ILMS software operations, allowing students access to digital materials.

Through DEN=LNET subscription, students have access to e-journals, and they can also avail themselves of NDL's free e-journal collection through club membership. Operating hours are from 8:00 AM to 8:00 PM, and reprographic facilities are available. To support visually impaired students, the library provides screen reader software, and the collection follows DDC classification, facilitating easy searchability. The ILMS reservation feature promptly alerts students when a reserved book becomes available. A Library Management Committee has been established to ensure the provision of high-quality library infrastructure for students and faculty.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://jcas.ac.in/wp-content/uploads/2024/aqar/4.2.1.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.83

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

810

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The College has the practice of upgrading and deploying IT infrastructure according to the timely requirements. The institution has 489 computers, 19 LCD projectors, 02 Servers, 19printers, 07 scanners, 04copiers. Regular up gradation is carried out through purchase of systems with latest configurations.

The College has leased line Internet facility with a bandwidth of 100 Mbps with Wifi browsing facility to students and faculties. Latest software as per the curricular requirements are added. Customised software is used maintain students' details, generate TCs other documents. The examination cell is equipped with Computers, Printers, and copier machine. The library is well

equipped with automated Integrated Library Management System in Circulation, automated entry registration with Computer Systems for accessing e- resources.

The college has pioneered in using open source software where ever possible before the university has included it in the curriculum. The labs have equal number of machines configured with Linux in addition to Windows.

The College has the multimedia enabled language lab and is used by ever student in improving their language skills. The college provides every hardware and software requirements as prescribed in the curriculum in the timely manner and also adds IT infrastructure according to the recommendations by the employers. The cctv cameras provides safety through surveillance of movements around the campus

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/4.3.1.pdf

4.3.2 - Number of Computers

489

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

173.26

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Physical, academic, and support facilities are maintained regularly by the relevant departments with the assistance of housekeeping staff. Care has been taken to maintain the equipment, machine etc. Below is a brief description of maintenance and use of some facilities:

1. Laboratories Maintenance:

- Each lab has a Lab Assistant to maintain and update the lab.
- Lab Assistance checks the working condition of the equipment's and systems.
- Floor cleaning of labs are done on daily basis by housekeeping department of the college.
- Each Lab Assistant keeps the records of utilization of equipment, computers, and other materials needed for experiments.

1. Library:

- Librarian with supporting staff maintains the library.
- They focus on the availability and utilization of instructional material in teaching and learning process. E-learning facilities are available in the library.

1. Sport complex/ground/equipments:

The Physical Director of the institute oversees the sports facilities and activities. The sports equipment is provided to the students according to the schedule of events. If any equipment gets damaged, the sport director submits a maintenance proposal. Preventive maintenance is carried out in advance. The sport director is responsible for maintaining the records of usage of sport Facilities, events held, student awards etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

245

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the

institution / non- government agencies during the year

274

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

739

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

739

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

513

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

113

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

11

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Institute promotes representation of students on administrative bodies. An active student council comprises of members to monitor Anti-Ragging and gender sensitization programmes, NSS and NCC activities. College Student Council members along with committee members take active role in conducting college Annual Social Gathering, Subject Societies and national festivals. Student Council representatives are enthusiastically contributing in different co-curricular and extra-curricular activities. They are contributing actively in coordinating the various events taking place at the institution. They are coming up with new themes whenever the activities are initiated. This makes the college environment vibrant and all faculty members and management is becoming more enthusiastic for initiating various new activities.

File Description	Documents
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/agar/5.3.2_all.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

Jaya College of Arts and Science have a registered alumni association for students future both in career and in life. It supports the students to inter-act in financial funding and guidance. We use to conduct Alumni meet on 15 th August and 26 th January every year.

An active alumni association can contribute in academic matters, students support as well

as mobilisation of resource - both financial and non-financial. It is indicative from its activities like ``honouring high achieving students, sponsoring poor students with high academic drive, donating books to junior students etc''. It helps the students ``to explore knowledge, capture innovative ideas and organising the actionable information in order to achieve the target and upliftment in their life''. Alumni members help to suggest any changes in their curriculum to make the current students come in tune by conducting ``free workshops, Seminars, internship and industrial visit''.

Our students have progressed to higher education. They function as a source for identifying resource persons in different departments. To our pride, we also have situation, where in our alumnus has come as resource person for our seminars. They have helped in organising skill development programs and career guidance programmes like campus to corporate and have assisted in ``Welcome to New Life''

File Description	Documents
Paste link for additional information	https://jcas.ac.in/alumni-cell/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year C. 3 Lakhs - 4Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

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

Vision

Educating young minds with ethical, moral and social values through determination, dedication and discipline.

Mission

- To accomplish the vision with better opportunities especially for downtrodden in the nearby rural area.
- To identify student's talents, skills, abilities and develop them through creative and enriching methodologies.
- To prepare the students to face the challenges in future.
- To make awareness about their responsibilities in building the society of the nation.
- To broaden the horizons with experiential learning.

The institution has a set of clearly stated guiding principles that helps the students to achieve the desired results and eventually, benefit society. Institution creates an ideal condition for students where they can study and enjoy their student educational life to the fullest.

File Description	Documents
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/6.1.1.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The governance and leadership

The educational institution is exemplary in its administration and leadership and aims to produce highly committed and socially responsible students. Our educational institution has articulated clear guiding principles that helps students to achieve desired outcomes and ultimately benefit society. The Governing Body, College Council, The Finance Committee and other initiatives deals with both academic and non-academic issues. Decentralization encourages all stakeholders to participate in administrative processes and curriculum development. Principal implements several quality improvement programs in the college with the help of HODs, administrative heads, officers and coordinators of various cells and committees.

Decentralization and Participation in Institutional governance.

The College sends lecturers from all departments to conferences, seminars, workshops, orientation program, short-term training programs to enhance leadership skills. When college organizes events like college day, sports day and hostel day in which ,all the teaching and non-teaching staffs are used in various committees to carry out the function successfully. The institute provides faculty members for various tasks in various arrangements such as placement, grievance elimination, sports, anti-ragging, cells such as internal quality assurance of faculty and students. Students participate in various forums like NCC, NSS and YRC. The result of the discussions held in the committee is recorded and presented to the head of the department, who in turn discusses the issues with the HODs and presents them to the management for further decisions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Perspective plans:

The College has the following perspective plans

- Diversified Courses
- Academic-Industrial Oriented Curriculum
- Effective Teaching & Learning
- International & multi diverse Student Admissions
- Extension and Outreach activities

Deployment Strategy:

The usage of assets efficiently indicates the managerial strength of the institution. Our College comes up with basic pre-decided deployment approach to disburse the finances successfully.

Programs consisting of seminars, workshops, conferences, visitor lectures, guest lectures, personal development programs, pupil guide programs prepared best with the previous permission from the chairman.

1. To establish better academic practices and procedures
2. To be a choice for good quality students and competent faculty
3. To produce technically competent and ethically strong graduates
4. To encourage Research and consultancy
5. To develop a smart campus

The task involved for this strategies are

1. Revision of curriculum & academic regulations
2. Revision of examination regulations & procedures
3. Introduction of best practices
4. MoUs with industries and research institutions
5. Self and Collaborative learning Initiatives

The institute is to introduce new courses to develop communication skills and skill development courses.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Governing Council (GC): The Governing Council is responsible for setting policies, rules, and guidelines. Regulations that the facility must implement. The Governing Council is responsible for the strategic planning and development of the organization. The GC approves proposed budgets and expenditures to develop the relationship between the budget and the department's strategic plan. The GC meeting is held once a year before the start of the academic session.

Principal: The principal is responsible for coordinating all academic, co-curricular and co-curricular activities in accordance with the norms and standards prescribed by the University of Madras and the Government of Tamil Nadu. Organizes the appointment of faculty members according to the norms of the affiliated university.

The HOD briefly introduces the department and introduces the new incumbent to all teaching and non-teaching members of the team. We will also provide guidance on campus and various behavioral rules

when using university facilities. The HOD will immediately allocate the subject to a new faculty member.

File Description	Documents
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/6.2.2.pdf
Link to Organogram of the institution webpage	https://jcas.ac.in/organisation-chart/
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The faculty and staff are the most important part of any organization. The role of teaching and non-teaching staff plays a significant role in the establishment and development of the institution. The institution cares for the welfare of the teaching staff and non- teaching staff as follows

1. Financially supported for Registration fee, travel allowance for participating in conferences, workshops, training courses for teaching and non- teaching staff.

2. The faculty members are supported to submit Ph.D Thesis.
3. Transportation Facility for all teaching and non-teaching staffs by the college bus.
4. Canteen Facility is provided for the staffs.
5. Hostel Facility to the staff members are given, at free of cost with prior notice.
6. Admission and Fees concession for faculty wards.
7. The institute provides desktops and Wi-Fi facilities for all faculties and encourages them to use modern teaching tools.
8. Annual dinner is held for teaching and non-teaching staff members on the occasion of the College Day Celebration.
9. Orientation programs are conducted once in a year for new faculty members to expand their pedagogical skills.

Other Welfare Measures

- Free health checkup for staff members and their wards.
- Yoga and meditation.
- ? Fitness center and gymnasium.

File Description	Documents
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/6.3.1.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	View File
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

13

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

An appraisal system is an effective way of improving the performance of the individuals , management helps to achieve their aims and desired targets successfully. Institution provides structural performance appraisal system to evaluate the exact performance for guaranteeing the quality of training from teaching and non-teaching staff. Our college follows Academic performance Indicators (API) based On-Performance based Appraisal System as per UGC Regulations, 2010.

The institution has the practice of valuating the performance of the faculty members by Faculty Performance Appraisal system.

The performance appraisal system has the following components

1. Teaching performance for all subjects
2. Result percentage produced in the University Examinations
3. Feedback from students and HOD/Principal
4. Conference Presentations/Journal Publications
5. Workshop/Seminar Participation and organized
6. Guest Lecture to be delivered
7. Participation in FDPs organized in other Institutions
8. Motivation given to students for paper presentation/ Project proposals to be submitted for grants from funding agencies.

File Description	Documents
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit is performed by officials deputed periodically and the reports are obtained before conducting the external audit which is normally done after the closure of the accounts in all respects.

External audits are carried out twice a year, with half-year closings and fiscal year closings carried out by legislators.

Internal Audits

- Purpose: Internal auditing is a managerial control which functions by measuring and evaluating the effectiveness of other financial and managerial controls.
- Objective and Scope: The objective of internal auditing is to assist the Board of Management and institutional administrators in the effective discharge of their responsibilities by furnishing them with analyses, appraisals, recommendations and pertinent comments concerning the activities reviewed such as.,
- Reviewing and appraising the soundness, adequacy and application of accounting, administrative and other operating controls and promoting effective control at reasonable cost.
- Ascertaining the extent of compliance with established policies, plans and procedures.

- Ascertaining the extent to which assets are accounted for and safeguarded from losses of all kinds.

Authority: The internal audit staffs are authorized by the BOM to conduct a comprehensive program of internal auditing. To accomplish their objectives, the internal auditors are authorized to have unrestricted access to college functions, records, properties and personnel.

Reporting: The internal audit staff report to the Board's and where appropriate.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

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

.50

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Earned income : Fee collected from students

Optimal Utilization of Funds: The College utilizes funds for:

***New Infrastructure Development and Infrastructure Maintenance Salary**

***Procurement and Maintenance of Equipments**

***Conducting seminars/Workshops**

***Student Support (Scholarships and Free ships)**

***Conducting Extension Activities**

***Sports Promotion Activities**

***Library Expenses**

***Examination Expenses**

The copy of the internal audit report covering all matters related to maintenance of accounts is preserved. Subsequently, External Statutory Audit is conducted by the auditors and the final audit report with audit findings are submitted to the Management. The consolidation of the findings of the Institutions with Trust Central office has been completed and the annual returns have been submitted to Income tax Authorities, Registrar of Societies of Tamil Nadu and the other relevant authorities concerned.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements. IQAC

reviews the teaching, learning evaluation process. IQAC plans and extends a helping hand in organisation of various activities for the development of staff and students. IQAC plays a major role in documentation and validation. IQAC organises seminars, workshops, FDPs, capacity building sessions for staff and students enabling continuous improvement. The IQAC members discuss on implementation of quality initiatives in all services of the institution. The institution has continued to participate in different social / community development activities through NSS, NCC and IIC Cell. . IQAC has encouraged every department to establish association and clubs to organize activities. Institution has an active NSS unit. The institution actively participates in events of Institution Innovation Council.

File Description	Documents
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/6.5.1_programmes.pdf
Upload any additional information	No File Uploaded

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

The IQAC plays an important role in the implementation of quality assurance strategies and processes related to Academics and other student-centric activities, Research and development and Extension and outreach activities.

The IQAC of the college coordinates with all the departments and stake holders to ensure quality in every functioning of the institution. The IQAC plays a vital role in bringing reforms in teaching learning evaluation process. IQAC obtains feedback from various stakeholders and communicates to the teachers who then discuss at the departmental level for necessary improvement. After each semester the departmental colleagues discuss thoroughly the course learning outcomes and student feedback to identify gaps and evolve strategies to bridge them. All departments make an annual presentation on their best practices to share among themselves. Their valuable suggestion is implemented by the teachers.

The IQAC plays a vital role in ensuring the implementation of

effective teaching-learning processes, conducting student-centric activities, and recording the learning outcomes as per the systematic processes defined. All the academic, co-curricular extra-curricular activities are organized considering the Program Outcomes (POs) and Program Specific Outcomes (PSOs). Attainment level is measured by considering student performance in internal assessments for Course Outcomes and performance in the University examination.

File Description	Documents
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/1.4.2.pdf
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://jcas.ac.in/wp-content/uploads/2024/aqar/6.5.3_Annual%20Report.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

Programs to advance gender equity are often organized at Jaya College of Arts and Science. Invited guest speakers from illustrious professions will address a chosen subject that highlights the value and contribution of women in society. All people are entitled to equal opportunities regardless of their gender, race, caste, color, faith, language, political viewpoint, national or social origin, property, birthplace, or other status. Because of its distinct work culture, wholesome customs, and ethos, 60% of the personnel are female and 68% of the women are educated.

Our college's Women Empowerment Cell is an active, continuing partnership between staff, tutors, and students. Gender equality is being promoted by lectures, other students, and an increasing number of female applicants to universities. A Vishakha committee is in place at our college to protect and safeguard students. To make sure that there is no ragging on campus, we have a special anti-ragging cell. Through counseling, students can concentrate more deeply on their schoolwork without becoming emotionally overwhelmed by other issues.

The institution celebrates national holidays and the birthdays of notable Indians to promote values and patriotism among the students.

File Description	Documents
Annual gender sensitization action plan	https://jcas.ac.in/wp-content/uploads/2024/aqar/7.1.1%20annual%20gender%20sen%20action%20plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://jcas.ac.in/wp-content/uploads/2024/aqar/7.1.1%20specific%20facilities%20for%20women.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management:

Solid waste were generated by each department and administrative office at Jaya College of Arts and Science and disposed of in little dustbins located within the departmental and office cabins. Each blocks are provided with several garbage bins to collect solid wastes that includes biodegradable and non-biodegradable, including the corridor, washrooms, common rooms, and every corner of the campus. Housekeeping staff collects trashes from garbage bins and regularly dump dust from the little container into the big dustbins. The Thiruvullar Municipal Corporation truck removes solid waste from the enormous dustbins. To dispose of rubbish, there are three different types of dustbins in our campus. The dustbins with the colour green are for moist and biodegradable garbage. Plastic wrappers and other non-biodegradable debris are intended for disposal in blue trash cans. Glass bottles and papers are to be disposed of in red trash cans. The dustbins are frequently cleaned or emptied each day.

Liquid waste management:

Liquid waste is generated from Science laboratories, Hostels, Residential quarters and canteen. Liquid wastes generated by the college are of two types: 1. Sewage waste. 2. Laboratory, residential washing and canteen effluent. The liquid wastes are mainly dumped into the sump to improve the ground level of water.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities **A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	No File Uploaded

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 200 words).

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, we do not have any

intolerance towards cultural, regional, linguistic, communal socio economic and other diversities.

National festivals, birth anniversaries, and monuments of prominent Indian personalities such as Mahatma Gandhi, Pandit Jawaharlal Nehru, Dr. Bhimrao Ambedkar, and Sarvepalli Radhakrishnan are celebrated with zeal. Every year on the birth anniversary of Sardar Vallabhbhai Patel, the institution observes Rashtriya Ekta Diwas (a vow is taken by staff and students on National Integration Day). The organization hosts a two-day Youth and Cultural Festival. Our college's NSS and NCC Units participate in many social issues-related programs hosted by other institutions. Each year, the NSS unit conducts awareness programs such as blood donation and voting awareness.

Various departments conduct field studies and trips to visit industries, such as the Department of Historical Studies and the Department of Tamil, visited Mahabalipuram, a historical landmark created by the Pallava Kingdoms. Faculty and students are exposed to many cultures. Our institution's students create cultural events that highlight state and national culture. Similarly, during reciprocal trips, our students have the chance to learn about and grasp socio-cultural diversity

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The students of Jaya College of Arts and Science, of all branches study constitution of India as a compulsory paper in their III year, which sensitizes the students about constitutional values and Human Rights. They also write exams based on the syllabus.

Every year Republic Day is celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution. Independence Day is celebrated every year to highlight struggle of freedom and importance of Indian constitution and Human Rights.

Institution takes pride in launching the plantation programme wherein the focus does not stop with the sound academic foundation of the student community but it moves a step forward to develop them as better citizens of the country.

NCC unit demonstrated the special techniques on how to be safety from fire and how to escape in case of fire accidents occur, which was held on 18/08/2022. Teaching and non teaching staffs participated. Students also actively participated in the event and got trained.

We run educational programmes on the Indian Constitution and Human Values through NSS Unit to encourage the next generation of leaders to uphold human values and fulfill their constitutional duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://jcas.ac.in/wp-content/uploads/2024/aqar/7.1.9%20details%20of%20activities.pdf
Any other relevant information	https://jcas.ac.in/wp-content/uploads/2024/aqar/7.1.9%20relavant%20information%20%20Link.pdf

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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

A. All of the above

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution celebrates/ organizes national and international commemorative days, events and festivals. National festivals play an important role in planting seed of Nationalism and Patriotism among people of India. Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout the year. Some of them are listed below:

World No Tobacco Day:

The annual "World No Tobacco Day" campaign on May 31st provides a chance to spread awareness of the lethal and detrimental impacts of tobacco usage.

World Aids Day:

On the World AIDS day students take pledge on creating awareness at AIDS on December 1st or on before.

Political Organization Day Pledge:

We host events at our campus to educate the students about the Indian Constitution and administration.

Teacher's Day:

On September 5, 2020, the institution acknowledges notable figures

in the area of education and games were conducted for the teachers.

International Yoga Day:

The college observes International Yoga Day on June 21 every year.

Birthdays celebrated like:

- SardarVallabai Patel Birthday
- Periyar Birthday
- Bal Gangadra Tilak Birthday
- Dr. A.P.J. Abdul Kalam's Birth Day
- Bharathiyar Birthday

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

MIND MAPPING AND DIAGRAMMATIC ARTICULATION OF IDEAS:

During the academic session 2022-23, IQAC has undertaken many quality initiatives relating to Teaching-Learning activity, initiating variety of techniques in the classroom. Mind mapping and diagrammatic articulation of ideas, is comfortable for both the teacher and the learner. The technique of mind mapping is available in almost every department. This provides a significant contribution to student's learning, especially the implementation of the constructivist approach is prepared by the students themselves inside the classroom. Students need to develop new mental models for themselves. As active creators of own knowledge rather than as passive vessels to be filled, learners are considered as being actively responsible for their learning.

Teachers connect with students, assisting them in creating their own knowledge by adopting cutting-edge techniques like mind mapping and diagrammatic idea articulation.

SKILL- DEVELOPMENT CENTER

To provide students with an opportunity to show what they have learned, students are involved to present their activities in front of other students. The major goal is to highlight the students' abilities and talents in order to foster entrepreneurship in the field of marketing. Students of Commerce handle every aspect of the event; teaching members merely offer guidance. This helps the students to comprehend diverse ideas, technologies, and issues related to modernising projects. Every year the freshers are visiting the projects done by the Final Year Students. They also clarify doubts for the future enhancements.

File Description	Documents
Best practices in the Institutional website	https://jcas.ac.in/wp-content/uploads/2024/aqar/7.2.1.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

We consider that college life is more than just academics, games, friends, and having a good time. It is also about learning to communicate with others, becoming conscious of social, environmental, and gender concerns, as well as societal imbalances. Every student has the potential to contribute to making the society in which they live a better place and to grow as people.

The Jaya College of Arts and Science focuses to instil morality and social responsibility in all students. In accordance with its

quest to aid in the socioeconomic development of the country, the college has made every effort to give back to the community.

The college guarantees that social principles and the desire to give back to society through NSS unit. In addition to NSS activities, many students come up with ideas to contribute to society, and at our college, we encourage them to push forward by assisting them in putting their ideas into action.

Food is being distributed by our NN Unit on behalf of Jaya College of Arts and Science, Thiruninravur, to the impoverished in Triplicane, Chennai. Through the NSS (Swatch Barath) Outreach initiative, we provide seedlings to the neighboring village of Nemilichery. Students are encouraged to propose various projects, such as cleaning the railway subway, cleaning the Anna University campus in Chennai through the NSS Unit.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Jaya College of Arts and Science prioritizes a meticulous approach to curriculum planning and implementation, guided by the principal and following the Madras University's academic calendar. The Academic Committee annually formulates a comprehensive schedule encompassing working days, assessment methods, co-curricular activities, and mentorship.

During departmental meetings at the beginning of each semester, course allocation is tailored to faculty preferences and expertise, ensuring a personalized learning experience. Timetables are efficiently developed to meet credit requirements, coordinated by dedicated timetable coordinators.

Our faculty actively engages in preparing course materials aligned with specified working days, promoting a consistent learning experience. Comprehensive assessments, including unit tests and model examinations, monitor student progress. Remedial classes are provided for additional support based on assessment performance.

Student engagement is prioritized through class committee meetings, allowing student representatives to voice concerns. Faculty collaboration in department meetings ensures a dynamic and responsive curriculum. To bridge the gap between academia and industry, we integrate industrial visits, workshops, seminars, and internships.

Our commitment extends to a comprehensive student orientation program, facilitating a smooth transition for newcomers. At Jaya College of Arts and Science, our unwavering dedication to effective curriculum planning guarantees a well-rounded education, preparing students for success in both academic and professional pursuits.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://jcas.ac.in/wp-content/uploads/2024/agar/1.1.1.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

At Jaya College of Arts and Science, we prioritize high academic standards, adhering to a structured academic calendar aligned with University of Madras guidelines. An integral aspect of our academic practices is the precise process of question paper setting, which strictly adheres to the university pattern.

Our faculty, well-versed in university norms, designs challenging yet fair question papers aligned with learning objectives, ensuring a comprehensive assessment. To identify and address areas needing attention, we conduct regular internal tests and structured revision exams. Model exams simulate semester conditions, providing students with better preparation and stress management skills.

All examination processes, including question paper submission, strictly adhere to university guidelines. The examination committee ensures that papers meet the required standards. Recognizing diverse learning needs, we implement strategies for slow learners, including remedial classes focused on important questions.

Internal marks are awarded through a comprehensive evaluation process, encompassing test marks, assignments, seminars, and attendance. This approach ensures a well-rounded assessment of theoretical knowledge and practical application.

Our commitment to academic excellence includes maintaining transparency and integrity in evaluations. Assessments are conducted fairly and impartially, with internal marks promptly communicated to students, fostering trust. We take pride in upholding University of Madras standards, reflecting our dedication to continuous improvement in providing quality education.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://jcas.ac.in/wp-content/uploads/2024/agar/1.1.2.pdf

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

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

32

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

50

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1703

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Jaya College of Arts and Science has implemented significant enhancements to its curriculum, emphasizing key aspects of education and student development. The institution is committed to fostering gender equality, offering equal opportunities in academic and extracurricular activities.

The 'Women Empowerment Cell' ensures a secure environment for female students, and the 'Women's Grievance Cell' addresses issues following Supreme Court guidelines. The college prioritizes values through a 'Professional Ethics' course, strictly enforcing anti-ragging policies for a harmonious campus.

The National Service Scheme provides avenues for community service, promoting leadership and compassion. Active involvement in community service includes village adoption,

self-help group training, and career guidance programs for rural youth. Raising awareness on social issues is a key focus, with rallies and campaigns addressing concerns such as disease prevention.

Environmental sustainability is integrated into the curriculum, teaching students about preservation and pollution-free living. The NSS Unit and Green Club undertake tree plantations, disaster management courses prepare for natural calamities, and the college promotes sustainability practices like water conservation and renewable energy.

Additionally, the college offers updated add-on courses alongside degree programs, aligning with evolving job opportunities. Celebrations like 'Green Day' and career guidance programs enrich the student experience, emphasizing health care and environmental awareness for a holistic education.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

620

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	https://jcas.ac.in/wp-content/uploads/2024/aqar/1.4.1.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://jcas.ac.in/wp-content/uploads/2024/aqar/1.4.2.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1024

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

970

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The College has a well-established counselling system and mentoring system. Students are assigned to identify the faculty who act as their mentors or counsellors. They conduct regular meeting with their student discuss their academic progress. A Student with less than 40% marks in 2 or more subjects in the Revision Examination - I, II and Model Examination [These Examination marks are utilized for Internal marks assignment] and having less that 75% attendance is consider as an academically slow learner. Counsellors keep a close eye on these students and keep their parents informed about their wards and their performance the internal examinations.

Table: Identification criteria of slow learners and action taken

Identification Criteria

Action Taken

Students scoring less than 40% of marks in Internal Assessments

1. Faculty counselors follow the progress of the students regularly advising them about attending classes, making up for missed classes, and getting additional help.
2. Intimating their parents over the phone to counsel their wards.
3. Conduction of remedial Classes.

Students who fail in semester examinations

Conduct extra classes to those who failed in the previous semester subjects.

The class incharge continuously keeps tract of the academic performance of the slow learners. Mentors get engage with such students and assist them by helping in completion of assignments and arranging remedial classes. In case of advanced learners, faculty members encourages and motivate them to perform better than their best in academic as well as provides them different platforms for their professional development.

File Description	Documents
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/2.2.1%20Link.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2877	177

File Description	Documents
Any additional information	View File

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

We incorporate many learning methodologies in our institution to make the teaching learning process to be more effective. The learning is made the student-centric by the following methods:

Experiential Learning:

Experiential is the process of learning through experience where the students are made to go through with their practical sessions in the laboratories and also students are encouraged to do mini projects.

Participative Learning:

Student are exposed to participative learning methods which include periodic endowment lectures, seminars, and group discussions. Industry experts and alumni are invited to deliver

lectures to share their experience among the students.

Problem Solving Methodologies:

The institute follows ICT enabled teaching in addition to the traditional class room education. In addition to the chalk and talk method of teaching the faculty members are using IT enabled learning tool such as PPT to expose the students for practical learning. The major emphasis is on class interaction in terms of seminar, debates, group discussion, assignment, quiz, test viva-voce and laboratory work.

Our Institution faculty members make use of the Google Classroom to share study materials, video lectures, and question bank and assignment topics with students.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/2.3.1%20Link.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In our institution, each faculty will be assigned to 13 students to be mentored. The mentor is responsible for providing support to, and feedback on students under his/her charge. The same faculty will continue to be mentor for the same group of students till their graduation. Regular meetings are held between mentor and mentee. The frequency of meeting is normally 1 in month or need based. A mentor tool is followed where the details of meeting and details of both personal and academic data of each student is Maintained.

Students are allowed to approach the mentor for both academic and personal problems. The roll of mentor is to continuously monitor, counsel, guide and motivate the students in all academic matters. Analyze SWOT of the student and contact parents /guardians if situation demands. Advise students in their personal problems and carrier development, keep contact with the students even after their graduation, if any administrative action is needed then intimate to HOD. Mentor can also maintain a detail progressive record of the students,

maintain a brief but clear record of all discussion with students. The HOD meets all mentors of the department frequently to review proper implementation of the system.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

177

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

177

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

56

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

177

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

At college level two Revision Examinations and one Model Examination are conducted as per University Norms for internal evaluation. Evaluation guidelines are given to the faculties. Seminars, assignments are conducted for assessment as per norms of University. The results are monitored by the respective departments. Examination routine is given as well ahead of the commencement of the examination. Question Papers review is done in the Examination Cell. Exams are held under strict invigilation. A strict deadline is maintained for completing the evaluation process and displaying the marks. Evaluation of copies is done by teachers and corrected answer scripts are shown to students. Students are encouraged to express their doubts, if any. Retests are also conducted to give a chance to

the slow learners. Internal assessment is done through the assignments, attendance, revision, model examination marks and Seminars. After each unit completion, assignment is given to the students. The weightage is taken from all the above modes of assessment and total marks out of 25 is sent as internal assessment marks through the University web portal at the end of the semester.

File Description	Documents
Any additional information	View File
Link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/2.5.1%20Link.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The institute has a well-organized mechanism for Redressal of examination related grievances. The student can approach the Department Head to redress the examination related grievance through the Examination Cell. If a student is not able to appear for examination due to medical or any genuine reason, he/she can take up the examination later as per norms of the University. The student can approach for the examination related grievances and the same can be resolved from the department through Exam Cell provided that he/she submits application with proper documents. There is a standard process of internal examination in the College. The schedule of the internal examination is at the beginning of the examinations. All assessments are conducted as per the academic calendar of the College and the University. All teachers keep the record of all internal exams. The grievance may be due to error in question, incomplete question, out of syllabus. If any such grievance is reported at the examination, then an appropriate action is taken by the Examination committee. The faculty evaluates internal exam papers within 10 days after the test. The evaluated answer sheets circulated to students in class. Any grievance related to marks by the student is resolved.

File Description	Documents
Any additional information	View File
Link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/2.5.2%20Link.pdf

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.

The College runs 20 UG and 12 PG Program. Each programme consists of 3 years duration for UG and 2 years duration for PG. Both the programme has various courses as prescribed by University Of Madras. Each course provides unique learning objectives and outcomes. These learning objectives and outcomes are linked to the Program outcomes. The College displays its vision, mission, goals, program outcomes, program-specific outcomes and course objectives and outcomes on the College website. Moreover, the College Prospectus provides the basic structures consisting of syllabus prepared by the University of Madras and the outcomes of all programs offered by the College. Program. Through this, College makes students aware relevance of the topic in their pursuit of knowledge. Copies of the entire syllabus of all the courses are kept on the department and in the library for the student's reference and also made available on the College and University Website. The College also encourages its faculty to use digital avenues like Google Classrooms, Whats App groups to disseminate knowledge and share information in the form of notes, presentations, and important questions. The Program Outcomes and Course Outcomes are monitored through their performance in the periodical internal exam and University examinations. During the induction programme for the fresher POS, vision ,mission and core value of the college are explained to the new comer Teachers who handle various courses explain their PSO ,PO,CO, while introducing the course at the beginning of the semester.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/2.6.1%20Link.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The implementation of the revised syllabus and the process of learners' evaluation provided are by the University authorities, the management of the college and the Principal.

Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by institution internal and external examination in semester. Pattern some courses are evaluated by faculty members internally on the basis of their performance in practical's and projects. They are some courses whereby external examiners are appointed by the universities after the real programme outcome is attained after completion of the college.

The institutional target for CO attainment in each course has been fixed as 50% .The number of students obtaining > 50 and <=50 in each CO is determined on comparing each CO attainment with the institutional target if CO attainment is below the fixed target ,the course teacher suggests the measures for improvement and takes necessary steps to reach the target.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/2.6.2%20Link.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

821

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://jcas.ac.in/wp-content/uploads/2024/aqar/2.6.3%20Link.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://jcas.ac.in/wp-content/uploads/2024/aqar/2.7.1%20Link.pdf>

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 in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

1.5011

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

The institution created several opportunities to take part and grow innovatively in multidisciplinary fields of science for both students and faculties. The institute has an active institute innovation council registered under MOE which has taken initiatives in conducting several programs as per the schedule given by the MOE. The programs conducted includes entrepreneurship development, Indian Knowledge System, research and innovation programs, to trigger the student's innovation thinking and to make them self-motivated to be driven towards becoming an entrepreneur. Also through the programs the students were made aware of the importance of the translational research and IPR through which technology/science translated to be available for the mankind.

Some of the significant activities includes

- The Industrial visit to Rice research station where students learnt the importance of value added products in agriculture and also how to add value to a product.
- Innovation day was celebrated with special motivation lectures from renowned researchers and the faculty members along with the competitions for students for improving their innovative ideas in their fields of interest
- Also corporate interview etiquettes program was conducted focused on the students who are willing to take up their careers in corporates.

The institute also encouraged faculties and students to participate in workshops and seminars conducted by other institute to explore more and also to present their findings.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

11

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

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

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

The Extension activities of our college NSS, NCC and YRC students created considerable impact in the neighborhood community. Also they paved way for the students to sensitize the social issues and their own holistic development.

Some of the significant activities are

Drug Awareness Rally in which the student carried different sign boards against the drug and their effects on the addicts and their families. They've taken a pledge along with people to fight against drug.

During Gandhi Jayanthi our NSS, YRC and other student volunteer cleaned the nearby Nemilicherry Station after taking the pledge

On No tobacco day the college student taken the pledge to eradicate tobacco usage and the NSS & YRC took part in the awareness rally joining hands with other student volunteers along with nearby people.

On various occasions our NCC students cooperated with traffic police in controlling the traffic especially during festival times, when the nearby highway is flooded with vehicles

As a part of swachhbharath scheme our NSS, YRC & NCC volunteers cleaned the marina beach, nearby Nemilicherry railway station, the subway gained accolades from the nearby community as they also joined hands & took part in the swachh service.

Through Green Run Marathon our NCC students created awareness about the importance of the trees in the ecological niche of our community.

File Description	Documents
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/3.4.1%20AQAR%202022-23.pdf
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

10

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

49

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

983

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

8

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

8

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

The college is situated in a serene environment, covering an expansive area of 10.17 acres with a green and eco-friendly campus. The constructed facilities are divided into three blocks surrounding a green playground on three sides, while the fourth side is open with green tree plantations, ensuring pollution-free air throughout the area. The total constructed area spans 15,710 square meters. The campus features 102 well-ventilated classrooms, four seminar halls, 15 classrooms equipped with ICT facilities, and a spacious auditorium. Special rooms are allocated for students with disabilities, and ramps and wheelchairs are provided for their convenience.

Offering a diverse range of academic programs, the college provides 10 undergraduate courses and 9 postgraduate courses, supported by 27 well-equipped laboratories and 4 computer labs. A broadband connection with a bandwidth of 100 Mbps is available, along with Wi-Fi access for both staff and students within the campus. The college also boasts a communicative language lab with multimedia facilities.

In addition to academic facilities, the institution houses a Placement Cell, Career Guidance Cell, Women's Empowerment Cell, Indoor Games Facility, Yoga and Meditation Room, Sick Room, Hostel for Boys & Girls, Adequate Parking Facility, Public Announcement System, Generator with 62.5 KVA capacity, Fire Extinguishers, and an RO plant for drinking water.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/4.1.1.pdf

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

Jaya College of Arts & Science possesses to have a spacious multi-purpose playground that accommodates various outdoor games, including a Cricket Pitch, Football Field, Hand Ball, Basket Ball, Volleyball Court, Throw Ball Court, Hockey Field, Kabaddi Courts, Shuttle Cock, Ball Badminton, and Kho-Kho Field. Additionally, the college features a 200-meter running track, a Long Jump Pit, and a ShotPut Court.

Indoor game facilities include Table Tennis, Carom, and Chess, housed in an exclusive indoor game hall. The college has a well-equipped gymnasium, and auditorium is used for students to conduct cultural activities. The institution has a long history of organizing State-level/National-level cultural events periodically. The Institution is renowned for its facilities and outstanding ambiance. The college's elite Blossom club encourages and helps students participate in cultural activities at various levels. The annual mega event, "ILAKKIYA PERU VIZHA," is conducted each year. Numerous awards have been best owed to the institution by its students, who have actively engaged in a variety of cultural events hosted by other colleges at the state level and national levels. The institution's auditorium has a seating capacity of 1000members , providing a suitable venue for cultural activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/agar/4.1.2.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

19

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/agar/4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

173.26

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college boasts a library spanning 753 square meters, equipped with automated ILMS software provided by Cube Soft Pvt. Ltd. to cater to the students' library needs. The software facilitates seamless lending and return of books, along with the additional feature of reserving a book in case it is unavailable during a search through the software. Barcodes are affixed to the books for easy identification and expedited processing. Students' ID cards are also barcode-attached for automated identification, streamlining library processes. The library operates 25 machines for ILMS software operations, allowing students access to digital materials.

Through DEN=LNETH subscription, students have access to e-journals, and they can also avail themselves of NDL's free e-journal collection through club membership. Operating hours are from 8:00 AM to 8:00 PM, and reprographic facilities are available. To support visually impaired students, the library provides screen reader software, and the collection follows DDC classification, facilitating easy searchability. The ILMS reservation feature promptly alerts students when a reserved book becomes available. A Library Management Committee has been established to ensure the provision of high-quality library infrastructure for students and faculty.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://jcas.ac.in/wp-content/uploads/2024/aqar/4.2.1.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.83

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

810

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The College has the practice of upgrading and deploying IT infrastructure according to the timely requirements. The institution has 489 computers, 19 LCD projectors, 02 Servers, 19 printers, 07 scanners, 04 copiers. Regular up gradation is carried out through purchase of systems with latest configurations.

The College has leased line Internet facility with a bandwidth of 100 Mbps with Wifi browsing facility to students and faculties. Latest software as per the curricular requirements are added. Customised software is used maintain students' details, generate TCs other documents. The examination cell is equipped with Computers, Printers, and copier machine. The library is well equipped with automated Integrated Library Management System in Circulation, automated entry registration with Computer Systems for accessing e- resources.

The college has pioneered in using open source software where ever possible before the university has included it in the

curriculum. The labs have equal number of machines configured with Linux in addition to Windows.

The College has the multimedia enabled language lab and is used by ever student in improving their language skills. The college provides every hardware and software requirements as prescribed in the curriculum in the timely manner and also adds IT infrastructure according to the recommendations by the employers. The cctv cameras provides safety through surveillance of movements around the campus

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/4.3.1.pdf

4.3.2 - Number of Computers

489

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

173.26

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Physical, academic, and support facilities are maintained regularly by the relevant departments with the assistance of housekeeping staff. Care has been taken to maintain the equipment, machine etc. Below is a brief description of maintenance and use of some facilities:

1. Laboratories Maintenance:

- Each lab has a Lab Assistant to maintain and update the lab.
- Lab Assistance checks the working condition of the equipment's and systems.
- Floor cleaning of labs are done on daily basis by housekeeping department of the college.
- Each Lab Assistant keeps the records of utilization of equipment, computers, and other materials needed for experiments.

1. Library:

- Librarian with supporting staff maintains the library.
- They focus on the availability and utilization of instructional material in teaching and learning process. E-learning facilities are available in the library.

1. Sport complex/ground/equipments:

The Physical Director of the institute oversees the sports facilities and activities. The sports equipment is provided to the students according to the schedule of events. If any equipment gets damaged, the sport director submits a maintenance proposal. Preventive maintenance is carried out in advance. The sport director is responsible for maintaining the records of usage of sport Facilities, events held, student awards etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

245

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

274

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

739

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

739

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

513

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

113

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

11

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Institute promotes representation of students on administrative bodies. An active student council comprises of members to monitor Anti-Ragging and gender sensitization programmes, NSS and NCC activities. College Student Council members along with committee members take active role in conducting college Annual Social Gathering, Subject Societies and national festivals. Student Council representatives are enthusiastically contributing in different co-curricular and extra-curricular activities. They are contributing actively in coordinating the various events taking place at the institution. They are coming up with new themes whenever the activities are initiated. This makes the college environment vibrant and all faculty members and management is becoming more enthusiastic for initiating various new activities.

File Description	Documents
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/5.3.2_all.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

59

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

Jaya College of Arts and Science have a registered alumni association for students future both in career and in life. It supports the students to inter-act in financial funding and guidance. We use to conduct Alumni meet on 15 th August and 26 th January every year.

An active alumni association can contribute in academic matters, students support as well

as mobilisation of resource - both financial and non-financial. It is indicative from its activities like ``honouring high achieving students, sponsoring poor students with high academic drive, donating books to junior students etc''. It helps the students ``to explore knowledge, capture innovative ideas and organising the actionable information in order to achieve the target and upliftment in their life''. Alumni members help to suggest any changes in their curriculum to make the current students come in tune by conducting ``free workshops, Seminars, internship and industrial visit''.

Our students have progressed to higher education. They function as a source for identifying resource persons in different departments. To our pride, we also have situation, where in our alumnus has come as resource person for our seminars. They have helped in organising skill development programs and career guidance programmes like campus to corporate and have assisted in ``Welcome to New Life''

File Description	Documents
Paste link for additional information	https://jcas.ac.in/alumni-cell/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

C. 3 Lakhs - 4Lakhs

File Description	Documents
Upload any additional information	View File

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

Vision

Educating young minds with ethical, moral and social values through determination, dedication and discipline.

Mission

- To accomplish the vision with better opportunities especially for downtrodden in the nearby rural area.
- To identify student's talents, skills, abilities and develop them through creative and enriching methodologies.
- To prepare the students to face the challenges in future.
- To make awareness about their responsibilities in building the society of the nation.
- To broaden the horizons with experiential learning.

The institution has a set of clearly stated guiding principles that helps the students to achieve the desired results and eventually, benefit society. Institution creates an ideal condition for students where they can study and enjoy their student educational life to the fullest.

File Description	Documents
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/6.1.1.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The governance and leadership

The educational institution is exemplary in its administration and leadership and aims to produce highly committed and socially responsible students. Our educational institution has articulated clear guiding principles that helps students to achieve desired outcomes and ultimately benefit society. The Governing Body, College Council, The Finance Committee and other initiatives deals with both academic and non-academic issues. Decentralization encourages all stakeholders to participate in administrative processes and curriculum development. Principal implements several quality improvement programs in the college with the help of HODs, administrative heads, officers and coordinators of various cells and committees.

Decentralization and Participation in Institutional governance.

The College sends lecturers from all departments to conferences, seminars, workshops, orientation program, short-term training programs to enhance leadership skills. When college organizes events like college day, sports day and hostel day in which ,all the teaching and non-teaching staffs are used in various committees to carry out the function successfully. The institute provides faculty members for various tasks in various arrangements such as placement, grievance elimination, sports, anti-ragging, cells such as internal quality assurance of faculty and students. Students participate in various forums like NCC, NSS and YRC. The result of the discussions held in the committee is recorded and presented to the head of the department, who in turn discusses the issues with the HODs and presents them to the management for further decisions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Perspective plans:

The College has the following perspective plans

- Diversified Courses
- Academic-Industrial Oriented Curriculum
- Effective Teaching & Learning
- International & multi diverse Student Admissions
- Extension and Outreach activities

Deployment Strategy:

The usage of assets efficiently indicates the managerial strength of the institution. Our College comes up with basic pre-decided deployment approach to disburse the finances successfully.

Programs consisting of seminars, workshops, conferences, visitor lectures, guest lectures, personal development programs, pupil guide programs prepared best with the previous permission from the chairman.

1. To establish better academic practices and procedures
2. To be a choice for good quality students and competent faculty
3. To produce technically competent and ethically strong graduates
4. To encourage Research and consultancy
5. To develop a smart campus

The task involved for this strategies are

1. Revision of curriculum & academic regulations
2. Revision of examination regulations & procedures
3. Introduction of best practices
4. MoUs with industries and research institutions
5. Self and Collaborative learning Initiatives

The institute is to introduce new courses to develop communication skills and skill development courses.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Governing Council (GC): The Governing Council is responsible for setting policies, rules, and guidelines. Regulations that the facility must implement. The Governing Council is responsible for the strategic planning and development of the organization. The GC approves proposed budgets and expenditures to develop the relationship between the budget and the department's strategic plan. The GC meeting is held once a year before the start of the academic session.

Principal: The principal is responsible for coordinating all academic, co-curricular and co-curricular activities in accordance with the norms and standards prescribed by the University of Madras and the Government of Tamil Nadu. Organizes the appointment of faculty members according to the norms of the affiliated university.

The HOD briefly introduces the department and introduces the new incumbent to all teaching and non-teaching members of the team. We will also provide guidance on campus and various

behavioral rules when using university facilities. The HOD will immediately allocate the subject to a new faculty member.

File Description	Documents
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/agar/6.2.2.pdf
Link to Organogram of the institution webpage	https://jcas.ac.in/organisation-chart/
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The faculty and staff are the most important part of any organization. The role of teaching and non-teaching staff plays a significant role in the establishment and development of the institution. The institution cares for the welfare of the teaching staff and non- teaching staff as follows

1. Financially supported for Registration fee, travel allowance for participating in conferences, workshops, training courses for teaching and non- teaching staff.

2. The faculty members are supported to submit Ph.D Thesis.
3. Transportation Facility for all teaching and non-teaching staffs by the college bus.
4. Canteen Facility is provided for the staffs.
5. Hostel Facility to the staff members are given, at free of cost with prior notice.
6. Admission and Fees concession for faculty wards.
7. The institute provides desktops and Wi-Fi facilities for all faculties and encourages them to use modern teaching tools.
8. Annual dinner is held for teaching and non-teaching staff members on the occasion of the College Day Celebration.
9. Orientation programs are conducted once in a year for new faculty members to expand their pedagogical skills.

Other Welfare Measures

- Free health checkup for staff members and their wards.
- Yoga and meditation.
- ? Fitness center and gymnasium.

File Description	Documents
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/6.3.1.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

48

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	View File
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

13

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

An appraisal system is an effective way of improving the performance of the individuals , management helps to achieve their aims and desired targets successfully. Institution provides structural performance appraisal system to evaluate the exact performance for guaranteeing the quality of training from teaching and non-teaching staff. Our college follows Academic performance Indicators (API) based On-Performance based Appraisal System as per UGC Regulations, 2010.

The institution has the practice of valuating the performance of the faculty members by Faculty Performance Appraisal system.

The performance appraisal system has the following components

1. Teaching performance for all subjects
2. Result percentage produced in the University Examinations
3. Feedback from students and HOD/Principal
4. Conference Presentations/Journal Publications
5. Workshop/Seminar Participation and organized
6. Guest Lecture to be delivered
7. Participation in FDPs organized in other Institutions
8. Motivation given to students for paper presentation/ Project proposals to be submitted for grants from funding agencies.

File Description	Documents
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/agar/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit is performed by officials deputed periodically and the reports are obtained before conducting the external audit which is normally done after the closure of the accounts in all respects.

External audits are carried out twice a year, with half-year closings and fiscal year closings carried out by legislators.

Internal Audits

- Purpose: Internal auditing is a managerial control which functions by measuring and evaluating the effectiveness of other financial and managerial controls.
- Objective and Scope: The objective of internal auditing is to assist the Board of Management and institutional administrators in the effective discharge of their responsibilities by furnishing them with analyses, appraisals, recommendations and pertinent comments concerning the activities reviewed such as.,
- Reviewing and appraising the soundness, adequacy and application of accounting, administrative and other operating controls and promoting effective control at reasonable cost.
- Ascertaining the extent of compliance with established

policies, plans and procedures.

- Ascertaining the extent to which assets are accounted for and safeguarded from losses of all kinds.

Authority: The internal audit staffs are authorized by the BOM to conduct a comprehensive program of internal auditing. To accomplish their objectives, the internal auditors are authorized to have unrestricted access to college functions, records, properties and personnel.

Reporting: The internal audit staff report to the Board's and where appropriate.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

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

.50

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Earned income : Fee collected from students

Optimal Utilization of Funds: The College utilizes funds for:

***New Infrastructure Development and Infrastructure Maintenance Salary**

***Procurement and Maintenance of Equipments**

***Conducting seminars/Workshops**

***Student Support (Scholarships and Free ships)**

***Conducting Extension Activities**

***Sports Promotion Activities**

***Library Expenses**

***Examination Expenses**

The copy of the internal audit report covering all matters related to maintenance of accounts is preserved. Subsequently, External Statutory Audit is conducted by the auditors and the final audit report with audit findings are submitted to the Management. The consolidation of the findings of the Institutions with Trust Central office has been completed and the annual returns have been submitted to Income tax Authorities, Registrar of Societies of Tamil Nadu and the other relevant authorities concerned.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements. IQAC reviews the teaching, learning evaluation process. IQAC plans and extends a helping hand in organisation of various activities for the development of staff and students. IQAC plays a major role in documentation and validation. IQAC organises seminars, workshops, FDPs, capacity building sessions for staff and students enabling continuous improvement. The IQAC members discuss on implementation of quality initiatives in all services of the institution. The institution has continued to participate in different social / community development activities through NSS, NCC and IIC Cell. . IQAC has encouraged every department to establish association and clubs to organize activities. Institution has an active NSS unit. The institution actively participates in events of Institution Innovation Council.

File Description	Documents
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/agar/6.5.1_programmes.pdf
Upload any additional information	No File Uploaded

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

The IQAC plays an important role in the implementation of quality assurance strategies and processes related to Academics and other student-centric activities, Research and development and Extension and outreach activities.

The IQAC of the college coordinates with all the departments and stake holders to ensure quality in every functioning of the institution. The IQAC plays a vital role in bringing reforms in teaching learning evaluation process. IQAC obtains feedback from various stakeholders and communicates to the teachers who then discuss at the departmental level for necessary improvement. After each semester the departmental colleagues

discuss thoroughly the course learning outcomes and student feedback to identify gaps and evolve strategies to bridge them. All departments make an annual presentation on their best practices to share among themselves. Their valuable suggestion is implemented by the teachers.

The IQAC plays a vital role in ensuring the implementation of effective teaching-learning processes, conducting student-centric activities, and recording the learning outcomes as per the systematic processes defined. All the academic, co-curricular extra-curricular activities are organized considering the Program Outcomes (POs) and Program Specific Outcomes (PSOs). Attainment level is measured by considering student performance in internal assessments for Course Outcomes and performance in the University examination.

File Description	Documents
Paste link for additional information	https://jcas.ac.in/wp-content/uploads/2024/aqar/1.4.2.pdf
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://jcas.ac.in/wp-content/uploads/2024/aqar/6.5.3_Annual%20Report.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

Programs to advance gender equity are often organized at Jaya College of Arts and Science. Invited guest speakers from illustrious professions will address a chosen subject that highlights the value and contribution of women in society. All people are entitled to equal opportunities regardless of their gender, race, caste, color, faith, language, political viewpoint, national or social origin, property, birthplace, or other status. Because of its distinct work culture, wholesome customs, and ethos, 60% of the personnel are female and 68% of the women are educated.

Our college's Women Empowerment Cell is an active, continuing partnership between staff, tutors, and students. Gender equality is being promoted by lectures, other students, and an increasing number of female applicants to universities. A Vishakha committee is in place at our college to protect and safeguard students. To make sure that there is no ragging on campus, we have a special anti-ragging cell. Through counseling, students can concentrate more deeply on their schoolwork without becoming emotionally overwhelmed by other issues.

The institution celebrates national holidays and the birthdays of notable Indians to promote values and patriotism among the

students.

File Description	Documents
Annual gender sensitization action plan	https://jcas.ac.in/wp-content/uploads/2024/agar/7.1.1%20annual%20gender%20sen%20action%20plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://jcas.ac.in/wp-content/uploads/2024/agar/7.1.1%20specific%20facilities%20for%20women.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management:

Solid waste were generated by each department and administrative office at Jaya College of Arts and Science and disposed of in little dustbins located within the departmental and office cabins. Each blocks are provided with several garbage bins to collect solid wastes that includes biodegradable and non-biodegradable, including the corridor, washrooms, common rooms, and every corner of the campus. Housekeeping staff collects trashes from garbage bins and regularly dump dust from the little container into the big dustbins. The Thiruvullar Municipal Corporation truck removes solid waste from the enormous dustbins. To dispose of rubbish,

there are three different types of dustbins in our campus. The dustbins with the colour green are for moist and biodegradable garbage. Plastic wrappers and other non-biodegradable debris are intended for disposal in blue trash cans. Glass bottles and papers are to be disposed of in red trash cans. The dustbins are frequently cleaned or emptied each day.

Liquid waste management:

Liquid waste is generated from Science laboratories, Hostels, Residential quarters and canteen. Liquid wastes generated by the college are of two types: 1. Sewage waste. 2. Laboratory, residential washing and canteen effluent. The liquid wastes are mainly dumped into the sump to improve the ground level of water.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles	A. Any 4 or All of the above

- 3. Pedestrian-friendly pathways**
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for

A. Any 4 or all of the above

enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	No File Uploaded

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 200 words).

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities.

National festivals, birth anniversaries, and monuments of prominent Indian personalities such as Mahatma Gandhi, Pandit Jawaharlal Nehru, Dr. Bhimrao Ambedkar, and Sarvepalli Radhakrishnan are celebrated with zeal. Every year on the birth anniversary of Sardar Vallabhbhai Patel, the institution observes Rashtriya Ekta Diwas (a vow is taken by staff and students on National Integration Day). The organization hosts a two-day Youth and Cultural Festival. Our college's NSS and NCC Units participate in many social issues-related programs hosted by other institutions. Each year, the NSS unit conducts awareness programs such as blood donation and voting awareness.

Various departments conduct field studies and trips to visit industries, such as the Department of Historical Studies and the Department of Tamil, visited Mahabalipuram, a historical landmark created by the Pallava Kingdoms. Faculty and students are exposed to many cultures. Our institution's students create

cultural events that highlight state and national culture. Similarly, during reciprocal trips, our students have the chance to learn about and grasp socio-cultural diversity

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The students of Jaya College of Arts and Science, of all branches study constitution of India as a compulsory paper in their III year, which sensitizes the students about constitutional values and Human Rights. They also write exams based on the syllabus.

Every year Republic Day is celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution. Independence Day is celebrated every year to highlight struggle of freedom and importance of Indian constitution and Human Rights.

Institution takes pride in launching the plantation programme wherein the focus does not stop with the sound academic foundation of the student community but it moves a step forward to develop them as better citizens of the country.

NCC unit demonstrated the special techniques on how to be safety from fire and how to escape in case of fire accidents occur, which was held on 18/08/2022. Teaching and non teaching staffs participated. Students also actively participated in the event and got trained.

We run educational programmes on the Indian Constitution and Human Values through NSS Unit to encourage the next generation of leaders to uphold human values and fulfill their constitutional duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://jcas.ac.in/wp-content/uploads/2024/aqar/7.1.9%20details%20of%20activities.pdf
Any other relevant information	https://jcas.ac.in/wp-content/uploads/2024/aqar/7.1.9%20relavant%20information%2020Link.pdf

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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution celebrates/ organizes national and international commemorative days, events and festivals. National festivals play an important role in planting seed of Nationalism and Patriotism among people of India. Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National

Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout the year. Some of them are listed below:

World No Tobacco Day:

The annual "World No Tobacco Day" campaign on May 31st provides a chance to spread awareness of the lethal and detrimental impacts of tobacco usage.

World Aids Day:

On the World AIDS day students take pledge on creating awareness at AIDS on December 1st or on before.

Political Organization Day Pledge:

We host events at our campus to educate the students about the Indian Constitution and administration.

Teacher's Day:

On September 5, 2020, the institution acknowledges notable figures in the area of education and games were conducted for the teachers.

International Yoga Day:

The college observes International Yoga Day on June 21 every year.

Birthdays celebrated like:

- SardarVallabai Patel Birthday
- Periyar Birthday
- Bal Gangadra Tilak Birthday
- Dr. A.P.J. Abdul Kalam's Birth Day
- Bharathiyar Birthday

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

MIND MAPPING AND DIAGRAMMATIC ARTICULATION OF IDEAS:

During the academic session 2022-23, IQAC has undertaken many quality initiatives relating to Teaching-Learning activity, initiating variety of techniques in the classroom. Mind mapping and diagrammatic articulation of ideas, is comfortable for both the teacher and the learner. The technique of mind mapping is available in almost every department. This provides a significant contribution to student's learning, especially the implementation of the constructivist approach is prepared by the students themselves inside the classroom. Students need to develop new mental models for themselves. As active creators of own knowledge rather than as passive vessels to be filled, learners are considered as being actively responsible for their learning. Teachers connect with students, assisting them in creating their own knowledge by adopting cutting-edge techniques like mind mapping and diagrammatic idea articulation.

SKILL- DEVELOPMENT CENTER

To provide students with an opportunity to show what they have learned, students are involved to present their activities in front of other students. The major goal is to highlight the students' abilities and talents in order to foster entrepreneurship in the field of marketing. Students of Commerce handle every aspect of the event; teaching members merely offer guidance. This helps the students to comprehend diverse ideas, technologies, and issues related to modernising

projects. Every year the freshers are visiting the projects done by the Final Year Students. They also clarify doubts for the future enhancements.

File Description	Documents
Best practices in the Institutional website	https://jcas.ac.in/wp-content/uploads/2024/agar/7.2.1.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

We consider that college life is more than just academics, games, friends, and having a good time. It is also about learning to communicate with others, becoming conscious of social, environmental, and gender concerns, as well as societal imbalances. Every student has the potential to contribute to making the society in which they live a better place and to grow as people.

The Jaya College of Arts and Science focuses to instil morality and social responsibility in all students. In accordance with its quest to aid in the socioeconomic development of the country, the college has made every effort to give back to the community.

The college guarantees that social principles and the desire to give back to society through NSS unit. In addition to NSS activities, many students come up with ideas to contribute to society, and at our college, we encourage them to push forward by assisting them in putting their ideas into action.

Food is being distributed by our NN Unit on behalf of Jaya College of Arts and Science, Thiruninravur, to the impoverished in Triplicane, Chennai. Through the NSS (Swatch Barath)

Outreach initiative, we provide seedlings to the neighboring village of Nemilichery. Students are encouraged to propose various projects, such as cleaning the railway subway, cleaning the Anna University campus in Chennai through the NSS Unit.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- To upgrade Library Resources to include digital content, this can be accessed by Students and Faculty online.
- Digital Content in the form of Video Lectures, Study Notes, etc. to be made available on the web-site by Teachers.
- To facilitate a Research Environment in the College, this encourages Faculty to undertake Research.
- To encourage faculty to Organise Faculty Improvement Programmes, National and International Conferences.
- To devise techniques to enable various improvements in the existing Teaching Learning & Evaluation process and measurement of Learning Outcomes.
- To encourage Faculty to Participate in Syllabus Framing (at Board of Studies), Setting Question Papers (at University Examinations), Visit Other Institutions as Resource Persons).
- To continue to provide formal education to needy and deserving students, by providing - fee concessions, fee waiver, book bank facility, etc.
- To organize programmes (informal education) on topics of general interest for the benefit of students and society / community.
- To continue to organize Extension Activities for the benefit of the Society and to create awareness on various social issues.
- To Introduce Job-oriented and Skill based courses.
- To initiate more scholarships to reward the students for various achievements.