



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SHREE CHANDRAPRABHU JAIN COLLEGE MINJUR

KATTUR ROAD (SCP JAIN COLLEGE ROAD) MINJUR

601203

www.scpjaincollege.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 1970

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Shree Chandraprabhu Jain College was established in 1997 at Minjur, the Golden Jubilee year of India's independence, by the Jain Community belongs to Chennai, inspired by a strong sense of social duty and a desire to serve the larger benefit of society. Nonviolence (Ahimsa) and vegetarianism are the driving ideals of our organization. Our college was founded by the Shree Chandraprabhu Jain Educational Foundation, which is affiliated to the University of Madras, the college was the first of its kind in the country. It is managed by the Jain Minority Institution, which complies with the norms of Articles 29 and 30 of the Indian Constitution.

The college began its operations on October 11, 1997, on Vijayadashami Day. Initially, it was started as a men's college, offering four undergraduate courses. It has become a co- educational institution since 2002-03, enrolling female students as well as male students in order to encourage women's education. At present, our college offers 11 undergraduate programmes and 2 postgraduate courses. The management believes that truthful knowledge is the most important pre-requisite for the existence of a right thinking human being.

Staff members are well-qualified, dedicated, and experienced in their respective disciplines in our college. A wide range of extracurricular and co-curricular activities are offered in addition to facilitate and equip our students in academic work, sports, and other extracurricular activities. Students having a significant interest in personality development programmes such as Karuna Club, YRC, NSS, Karate, Yoga, and career-oriented courses, among others, have been given special consideration.

Aside from that, the college organizes guest lectures, audio-video presentations, and webcasts. In addition to this, the institution organizes seminars and conferences for all of the faculties in order to create and inculcate new ideas that will assist them to have a more satisfying experience.

Vision

To build this College as one of the most preferable location for students interested in pursuing a prosperous professional programme, with a particular emphasis on those from impoverished backgrounds. To develop students into disciplined citizens and employable potential by instilling in them the values and traditions of this country, which will ultimately lead to the prosperity of not only the individual but also the entire nation.

Mission

To develop the potential and competence of our students, we offer them a wonderful education while simultaneously encouraging them to use their skills for the development of their lives, society, and country.

Students are the nation's future pillars of strength.

The purpose of the college is not only to transfer knowledge in the classroom, but also to serve as a medium for teaching ideals such as love, compassion, equality, and justice to students. The underlying philosophy of **"LIVE AND LET LIVE"** is also taught to students by the college. Students who are academically oriented as well as sensitive and responsible citizens are generated at the college, and they will help to make the world a better place as a result of their effort.

We accompany and train our students in order to develop into social men of competence, compassion, and conscience and to empower them with ignited minds and hearts in order for them to achieve the purpose of altering our society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- As a leading arts and science college, the college's primary strength lies in providing high-quality higher education to our students at the undergraduate and postgraduate levels, as well as empowering education that assist the students in realizing their potential and self-worth, as well as enabling them to make a significant contribution in all spheres of national and global development.
- A comprehensive system for gathering input from students, teachers, alumni, employers, parents, the general public, and administrative staff has been developed at the college to ensure a continuous dialogue with all of its stakeholders.
- Since our college is located near to Minjur Railway station, it is easy for the student community to reach our college by the means of public transportation which is prime strength of our institution.
- In order to achieve this goal, SCPJC strives to respect the dignity and worth of every individual who is a part of their community, particularly the college's young student population. All members of the college staff, students, and visitors to the institution are required to adhere to the rules and regulations established by the college.
- Members of the Governing Body are eminent and experienced researchers and administrators, who make significant contributions to the growth of excellence in higher education.
- An active Internal Quality Assurance Cell (IQAC) plays a critical role in the monitoring, enhancement, and maintenance of the overall quality of the institution services and programs.
- A Research and Collaboration Committee, which is active and encourages research engagement among the teachers and students of SCPJC, has been established. It also serves as the primary coordinator for the establishment of academic partnerships between SCPJC and other institutions of higher education, both domestic and foreign.
- The Placement Cell, as well as specific departments, has continually provided a vibrant platform for addressing the various needs of students in terms of employability and career development. They also provide opportunities for internships, project work, summer training.
- It is the goal of SCPJC to develop an educational model that is oriented towards building a culture of eco-friendly activities and making the campus as ecologically sustainable as possible.

Institutional Weakness

- It is necessary to increase the number of qualified teaching staff with PhD or SET or NET at the college

in order to promote institutional growth and development as and when courses are going to be introduced.

- A primary priority of SCPJC is undergraduate and postgraduate education. The College Management is planning to introduce Doctoral level research in coming years ex PhD in Commerce PhD in Computer Science.
- Since our college is affiliated to the University of Madras, it is mandatory for the college to follow the curriculum developed by the university, and as a result, there is little room for creativity in the creation and delivery of curricula at the college. Elective papers with practical knowledge to be given.
- When it comes to utilizing digital technology to enhance teaching and learning on campus, Our Management is committed to improve it further.

Institutional Opportunity

- Because SCPJC has a large network of working relationships with academicians and practitioners at both the national and international levels, there is tremendous potential to collaborate with universities in India and abroad and develop multi-disciplinary academic collaborations, faculty and student exchange programmes, and so on.
- SCPJC provides sufficient opportunities for its students to promote and contribute to the development of a more harmonious and peaceful society and trains them to be torch bearers for social transformation in accordance with the college vision and mission which enable us to build our brand image, ultimately helps us for future growth.
- Professors with exceptional qualifications, efficiency, and dedication are available to organize and conduct high-quality seminars, workshops, webinars, and conferences. These faculty members provide an additional opportunity to our institution to collaborate with prestigious institutions both nationally and internationally to offer certificate programmes, add-on courses, and other educational opportunities. This will provide the opportunity to develop extra teaching-learning materials and to contribute to the numerous science, management science, and commerce departments at our institution, among others.
- Distinguished senior and retired faculty members of various universities and colleges are well-versed in the knowledge, skills, and abilities necessary to train and conduct Faculty Development Programs (FDPs) that induct the next generation of students and faculty members into the high-quality teaching and learning skills derived from the timeless ideals and ethos of SCPJC.
- A vast pool of SCPJC alumni is available to enhance learning experiences on campus while also adding relevance to the present programmes offered. This is in response to evolving educational needs as well as the ongoing change in the structures of work and employability. This effort will help to increase the social capital of the college among its former students.
- Through its Placement Cell and internships in a variety of fields, SCPJC has built its own reputation and developed solid working ties with corporate partners over the years. The potential for further strengthening these relationships between industry and academia can be exploited for a rise in innovation and entrepreneurial activity, which would result in more tangible consequences.

Institutional Challenge

- Despite the fact that the college offers two postgraduate programmes in computer science and commerce, the courses are performed at the level of the institution. As a result, research opportunities at

the postgraduate level are quite limited in number.

- Obtaining grants and funding for research endeavor's is a difficult task in itself.
- Numerous students in this college come from impoverished backgrounds, and many of them are first-generation college students. Meeting their day-to-day educational and personal needs is an urgent and immediate imperative. Since, our students are belongs to first generation graduate, it is challenge for our institution to impart quality higher education.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The professors assess the students' learning levels in the classrooms during lectures and through administering class quizzes, assignments, tutorials, mind maps, ppts, question banks, content beyond the curriculum, etc., based on which slow and advanced learners are identified. Specific teaching-learning approaches adapted to the needs of such pupils are then discussed and applied. A mentor will motivate and counsel the slow learners for their continuous improvement with respect to their academics and behaviour. The Department wise all the students were provided newspapers every day for 5–10 minutes to establish their reading habits, strengthen their reading and writing skills, and increase their general knowledge by receiving updates in different areas.

Teaching-learning and Evaluation

Slow Learners:

English coaching classes and remedial classes are offered, which is to give personalized instruction in areas where they demand support.

Additional reading material, last year's university exam papers, and books in the easy form are made available to increase their grasp of the subject.

Personal, intellectual, and career-related counseling is given from time to time. Home assignments are given and reviewed regularly.

Additional assessments are conducted separately from the curriculum to examine the learning capacity of students.

Peer learning is encouraged through group discussions and presentations. Peer learning contributes to building a culture of collaborative effort and helps strengthen leadership and interpersonal skills.

Advanced Learners:

Through lectures, tutorials, class assessments, assignments, mind maps, workshops, and engagement with students outside of the classroom, instructors can analyze the caliber of their students and identify those who

are more advanced learners.

Using a combination of academic and co-curricular activities, the departments allow advanced learners to attain their highest possible potential. Students that fulfill this criterion are encouraged to compete in intercollegiate competitions.

Microteaching (seminars) in the classroom and individual presentations provide an opportunity for students to learn more about their subject matter.

Advanced learners are encouraged to enhance their knowledge and abilities by enrolling in additional courses offered by the university and attending special presentations arranged by specialists in their fields of study.

Students are recognized for their efforts in various forums, with monetary rewards, medals, appreciation certificates, and scholarships among the multiple alternatives available. They are also motivated by the ambition to earn high ranks and distinction in university exams.

Research, Innovations and Extension

NSS, YRC, Vivekananda Youth Forum, EDC, Culture Values Forum, CCC, Science Club, RRC, Rotaract Club, etc. With the local community, administration, schools, neighbourhood organisations, and non-profits

These encounters have awakened human values in students. They are trained to respond to any situation. They have demonstrated considerable initiative in both active (flood relief) and passive (traffic) areas.

Among the college's extension activities are:

Blood donation camps are held every year. A Financial Literacy Program for self help Women has been established. Karuna Club's animal welfare and Goshala initiatives.

(ii) Eco-friendly

A few of the programmes within this section are Waste Management, Swachh Bharat Abhiyan, and Anti-Plastic Drive.

iii) Deprived

Students participate in the One Teach One programme, visiting schools and teaching lessons for the less fortunate.

The Karuna Club and science club organizes inter-school competitions every year.

iv) Business abilities

To excel in today's complex environment, ED Cell teaches reading and writing. Entrepreneurial abilities increase the value of arts and science knowledge.

It solves complex problems by combining area expertise. It turns knowledge into worth.

Women's empowerment

The Girls and Women's Counselling Club supports gender equality by conducting events and talks on female femicide, saving girl children, workplace sexual harassment, gender inequity, and healthy lifestyles for young women.

On behalf of karuna club, the following endowment lectures were carried out in our college. 1. Teachers Training program 2. Students training program 3. Karuna appreciation services. On behalf of ECS department, we have received endowment for creative scientific awareness. On behalf of plant biology and biotechnology, we got an endowment on popularization of science.

Shree Chandraprabhu Jain college endowment gold medal was initiated in the year of 2014-15 in which 15,000 Rs. Deposited with university of Madras to award gold medal for the students who secure university I rank.

Our college was awarded karuna club merit award 2016-17 by the karuna international Chennai.

There was a young mind expo held at our college in Bhagwan Mahaveer auditorium from 14-17th august 2017. Event jointly organized by the science club under the tamil nadu state council for science and technology.

Infrastructure and Learning Resources

SCPJC is a premier institution in Tamil Nadu and was founded in 1997. The institution is located on a 22-acre (89030.8 sq.mts) campus with a built-up area of 60,768 sq.ft (A-Block: 33,803 sq.ft, B-Block: 23704 sq.ft, and Old Block: 3260 sq.ft). It offers 11 undergraduate and two graduate programmes. SCPJC has state-of-the-art infrastructure that fosters growth and learning.

We have well-equipped classrooms and laboratories that meet the University of Madras standards. Each lab is supervised by two professors. Also, each lab has a lab instructor/technical assistant who provides ongoing help and guarantees lab upkeep.

The lab's equipment and records are meticulously maintained. Antivirus software protects systems. All PCs are regularly serviced and tested. Every semester, all equipment is inspected for wear and tear and replaced if necessary. Every semester, instructors would check to see if the necessary software or equipment was available for the laboratories. The labs are equipped with the necessary hardware and software to run program-specific curricula, and there are enough computers to run the lab smoothly. The UGC regulates the number and size of classrooms and labs.

The Infilbnet (N-List) service and other e-resources are available through the college library connected to aid advanced learners in widening their horizons.

The College also has student representatives on other official committees, such as NSS, NCC, YRC, RRC, VYC, Anti-Ragging and Anti-Eve teasing committee squad, Canteen committee, Placement committee,

Women's Counselling Cell, Grievance Redressal Cell, and numerous clubs. Students can voice their concerns and ideas on numerous committees and clubs. Students organize departmental activities. Each organisation elects student officers. The Student Volunteer Secretaries oversee the college's NSS units. They plan with NSS program officers. Senior NCC Cadets assist NCC officers in parades and programming. Student-led initiatives like quizzes, paper presentations, and group discussions are organized by departments to help students develop leadership skills. Each class also has a class-representative who functions as a link between students and lecturers. She assures timely distribution of event, exam, and study material information.

The college organises Fresher's Day, Pongal, Sports Day, Teachers' Day, Women's Day, Farewell Day, Blood Donation Camps, and student enhancement events.

Student Support and Progression

To build a new channel of personal and professional assistance for members, the SCPJC Alumni Association is devoted to bringing the alumni committee together on a single platform. SCPJC's alumni association strives to create a vibrant global network for graduates to connect and collaborate.

The association's goals are:

- Plan and carry out successful SCPJC reunions.

Saturday, August 2nd (the 2nd Saturday)

Teaching, research, workshops, etc.

Alumni conferences and placements to help students expand

Encourage any fundraising initiatives for our college's prosperity.

- To promote best practices in various aspects of social life.

In today's digitalized world, SCPJC regards students as transforming and inspiring. The SCPJC family is proud of students who thrive in many disciplines, carrying SCPJC's ideas with them and contributing to society.

The college communicates with alumni and former teachers via email groups and social media such as Facebook and WhatsApp to maintain a friendly relationship. The Alumni Association promotes, mentors, and advises current students. It has worked hard to connect prominent alumni with its welfare operations through compelling talks and workshops. Alumni and former faculty have been active in all major school events, including the annual day celebration. Various college departments have hosted departmental meetings, helping to build and expand the SCPJC alumni organization. We are a capable group dedicated to developing society under the competent leadership of the core employees.

Governance, Leadership and Management

To foster a culture of shared vision, the institution adheres to sound governance principles and encourages faculty and student participation in planning and decision-making. The benchmark is defined for every activity

to ensure excellent administration, periodic assessment of portion completion, conducting internal club activities, and updating and educating students. The management members meet periodically to discuss and approve the budget and financial information. Examine the workload and recruit faculty and staff for other positions if needed. They evaluate the results and offer ways to enhance academic standards. The principal actively contributes to quality policy and action plans. When implementing the institute's action plan, he directs and coordinates the faculty. Inform professors and employees of senior management's views on the tasks and duties assigned to each component of the institute throughout the implementation of the quality policy.

- In the absence of the principal, the vice-principal assumes the duties of the principal.
- Evaluating and coaching teachers;
- Acting as a stand-in for the principal. Coordination of quality improvement efforts, preparing the Annual Report, and timely and efficient execution of IQAC committee decisions.

- The department head is responsible for encouraging and directing all administrative and academic staff. As well as active participation in educational administration and student development activities. The HOD facilitates the process of decision-making and policy framing by passing on team and student feedback to the principal. This extended practice has resulted in a healthy organizational culture that motivates and strengthens faculty-student relationships while improving staff career satisfaction.

Institutional Values and Best Practices

SCPJC is self-financing co-educational college, run cent percent on a non-profit service motive with the motto of "Live and Let Live". This speaks volumes for the reputation it enjoys in the locality. SCPJC is a unique college among the suburban colleges of the University of Madras with a committed noble cause of elevating the depressed and downtrodden population of Minjur and the adjoining areas. SCPJC has successfully, completed 25 years of service (Silver Jubilee Year). To the deserving and meritorious as well as for the Poor Students it allow fee concession at the time of admissions and free Education for all the three years in specific cases. The college has a code of conduct laid down for staff and students that is aligned to its vision and also follows the regulations of University of Madras and ensures the eco-friendly environment, gender equity, with a protected and safe environment for students and women staffs. In addition to that, the institution took more efforts and initiatives to emphasize cultural, regional, and other diversities in and around the Minjur. The college organizes various social involvement programmes like temple cleaning, coastal cleaning, various awareness programmes, rally etc. to engage and contribute the local community. SCPJC has a gender neutral campus where: young women can avail special facilities like fees discount, common room, physical safety ensured by the installation of CCTV cameras throughout the campus. The college also took green initiative with practices such as LED lights, rain water harvesting, recycling of used papers, segregation of wastes. The college focuses on the variety of curricular and co-curricular activities such as conferences, workshops, webinars, commemorate National festivals. The Book Bank Project, Smart Girl Programme are the unique best practices followed by the college.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHREE CHANDRAPRABHU JAIN COLLEGE MINJUR
Address	KATTUR ROAD (SCP JAIN COLLEGE ROAD) MINJUR
City	Minjur
State	Tamil Nadu
Pin	601203
Website	www.scpjaincollege.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	V.nagajothi	044-27934981	9444483871	044-27935103	principal@scpjaincollege.com
IQAC / CIQA coordinator	C P Prakash	044-27934353	9941403943	044-27935503	cpprakash7@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	11-10-1997

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

State	University name	Document
Tamil Nadu	University of Madras	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

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

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence (CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	KATTUR ROAD (SCP JAIN COLLEGE ROAD) MINJUR	Rural	22	50646

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Bcom General	36	HSC	English	140	140
UG	BCom,Bcom Accounting And Finance	36	HSC	English	70	33
UG	BCom,Bcom Corporate Secretaryship	36	HSC	English	70	63
UG	BCom,Bcom Information System Management	36	HSC	English	50	29
UG	BBA,Bba	36	HSC	English	70	39
UG	BCA,Bca	36	HSC	English	50	48
UG	BSc,Bsc Maths	36	HSC	English	50	10
UG	BSc,Bsc Computer Science	36	HSC	English	100	34
UG	BSc,Bsc Electronics And Communication Science	36	HSC	English	40	12
UG	BSc,Bsc	36	HSC	English	40	13

	Plant Biology And Plant Biotechnology					
UG	BSc,Bsc Chemistry	36	HSC	English	40	11
PG	MCom,Mcom General	24	UG	English	40	40
PG	MSc,Msc Computer Science	24	UG	English	26	25

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	2				0				59			
Recruited	2	0	0	2	0	0	0	0	33	26	0	59
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	3	8	0	11
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	4	3	0	7
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	2	0	0	0	0	0	11	8	0	21
M.Phil.	0	0	0	0	0	0	22	14	0	36
PG	0	0	0	0	0	0	1	3	0	4

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	1	0	0	1

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	301	0	0	0	301
	Female	116	0	0	0	116
	Others	0	0	0	0	0
PG	Male	51	0	0	0	51
	Female	14	0	0	0	14
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	50	80	64	92
	Female	46	52	73	48
	Others	0	0	0	0
ST	Male	0	2	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	124	208	191	200
	Female	85	96	104	98
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Others	Male	19	15	6	14
	Female	5	9	3	4
	Others	0	0	0	0
Total		329	462	441	456

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The vision of the National Education Policy is to provide the holistic academic growth and high quality education to development the students to choose their preferred options from the range of programme offered by the institution. Being a self-finance college it may be obstacle by giving this freedom of option to the students which may require more staff members. But institution is making its preparatory work to follow the NEP in future years as per the guidelines of the University of Madras.
2. Academic bank of credits (ABC):	Shree Chandraprabhu Jain College (SCPJC) follows a Choice Based Credit System (CBCS) for all its courses and since it was implemented by the

	University of Madras from 2007-2008 onwards. SCPJC will register in the Academic Bank Credits (ABC) portal as soon as the resolution is passed by the board of studies of the University of Madras.
3. Skill development:	The Institution affiliated by the University of Madras , conducting the skill courses as per the curriculum designed by the University of Madras from the first semester to Sixth semester for UG courses and First Semester to fourth semester for PG courses. Soft skill (Professional English), Personality Enrichment, Quantitative Aptitude, Computing Skill, Project and Internship training along with the core subjects. In addition to that, Interview skill by Design Your Destiny, Superhumans-Training & Coaching Company, Chennai, Competitive exams, Placement training by Mahindra and Mahindra & Co. The institution is member of the ICT academy, Chennai to support staff and students for Digital Learning Platform.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The institution encourages the learning of national languages of Tamil, Hindi, and Telugu as a foundation course to encourage the students to understand the cultural values and Indian ethos. By conducting various competitions, webinars, discussions, interactions in regional languages will earn extra credit to the students.
5. Focus on Outcome based education (OBE):	As an affiliated college under University of Madras, Shree Chandrababhu Jain College follows the broad framework of the curriculum for the three-year undergraduate and postgraduate course in all the streams, which is framed by the university. Every department has respective routine activities for delivery and implementation of the curriculum as designed by the university. The performance of the student is analyzed for assessing the attainment level of programme outcomes and programme specific outcomes. For every semester of undergraduate courses, the departments have been uniformly following in total all the guidelines of the university for the purpose of getting the students acquainted with the course contents of each subjects spreading over all the semesters. The program-specific and course outcome are formulated and uploaded.
6. Distance education/online education:	The COVID-19 pandemic situation transformed the teaching learning process from offline to online

modes. The college faculties are already prepared to maximize the use of technology in the audio visual rooms. They know how to use new digital tools to assist all students in succeeding academically. ICT has improved the effectiveness and relevance of ideas. It is a useful tool for collecting information from various sources to assist students in expanding their knowledge. The college has a Wi-Fi enabled campus, allowing Faculties to stay connected and discover new things. The college has ICT-enabled labs with desktops, laptops and projectors for e-learning. Faculties use microphone-enabled speakers to successfully reach all students in the classroom. The college computer lab is equipped to meet the future challenges of digital education. Faculties utilize Power Point to engage students in discourse. This is because presentations can be updated with new information, diagrams, charts, and so on. They also help students build mind maps for easy learning. Faculties are now teaching online via Google Meet, Zoom, and Microsoft Teams. FDPs are held to familiarize Faculties with online platforms. Besides using books in class, educational films on YouTube, Stream yard, Webex etc., improve the quality of the lecture. We are depending upon the Indian massive open online course (MOOC) platform Swayam offered by the Government of India which provides free access to the subject as stipulated by the curriculum and syllabi and also national programme on enhance learning is a project of MHRD initiated by IIT Madras is used by faculty members. Teaching materials are shared via. Google Classroom, email, Telegram and WhatsApp groups. All National and International webinars are conducted through stream yard and also uploaded in you tube of our Shree Chandraprabhu Jain College Channel for the purpose of students learning and also for updating the knowledge of faculties. Our College management provides Information and library Network accessing for the faculties.

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
13	11	11	11	11
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
13	11	11	11	11

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
303	330	463	442	470
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
99	96	134	126	126

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
408	395	381	364	393
File Description	Document			
Institutional data in prescribed format	View Document			

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
60	59	67	70	66
File Description	Document			
Institutional data in prescribed format	View Document			

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
60	59	67	70	66
File Description	Document			
Institutional data in prescribed format	View Document			

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 38**4.2****Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
4026787.79	6517965.25	13372162.00	7462304.00	7164897.00

4.3**Number of Computers****Response: 158**

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

SHREE CHANDRAPRABHU JAIN College is a constituent college of University of Madras, and as such follows a pre- determined syllabus set by the parent University. The college innovates within these established academic structures, committed to providing holistic development for its students.

Academic processes are streamlined, with **timetables, workloads, academic calendar and other supporting administrative tasks (Notes of Lesson and Lesson plan, Daily Staff Book (DSB))** prepared well in advance of teaching session. Departmental reports are collated at the end of each academic session, documenting the academic and extracurricular work undertaken by the department in that year, thereby compiling its response in a systematic manner. For continuous growth, our teachers regularly update their knowledge through active involvement in Research and Faculty Development Programmes. They are also members of various bodies of the University contributing to curriculum reviews, assessment and evaluation.

VARIOUS COURSE DELIVERY METHODS ARE:

LECTURES: Lectures are used to convey information, history, background, theories and equations of engineering practice. Lectures are used to relate engineering practice with ethical issues. Lectures are also used to expose the students to contemporary issues and the need for life-long learning in the appropriate societal context.

CLASS PRESENTATIONS: Presentations are given to illustrate ideas and concepts in intricate graphical and animation form effectively communicate the working of actual engineering solutions and their impact.

MENTORSHIP: The Mentors help the students in developing better understanding of the subjects, counselling and ensuring discipline among their mentees and clarifying their doubts that could not be taken up during lectures and problem-solving abilities.

LAB EXPERIMENTAL WORK: Laboratory work demonstrates how theory can be verified by experiments through interpretation of results Simulations and experimental exercises: Simulations are used to explain the concepts in a best way.

E-LEARNING: identifying online resources for self-learning Learning management system(LMS).

NPTEL: videos Case Studies / Technical reports

During the course delivery, **2 UNIT TEST AND 1 MODEL EXAMS** are conducted as per the academic calendar. The quality of the exams is maintained through following process:

- For every subject, respective faculty prepares question bank that covers equal number of questions from each unit, covering all the topics.
- Department internal exam coordinator under the guidance of HOD, checks for the standard of the question bank.
- College exam Coordinator along with an Exam team selects the final internal questions for each subject from the question bank.
- Question papers are given to the unit exam coordinators of the department on the day of test, after approval from the Principal.
- Faculty prepares the answer key / Scheme of evaluation.
- Exam coordinator ensures smooth conduction of test and proper valuation of exam.
- A Centralized valuation system is followed.
- After every internal exam, consolidated report will be prepared and **submitted to the principal and progress report card system maintained by each class in-charge. Once the exam got over, Parent's meeting** will be conducted for performance of each student by each department.
- Committees are established to monitor syllabus coverage for each unit test, model exam and hence make sure 100% syllabus is covered.

File Description	Document
Upload Additional information	View Document

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

Response:

In order to comply with the academic calendar published by the University of Madras at the beginning of each academic year, SCPJC follows that calendar unless otherwise specified. For that purpose, each academic session begins with the development of a schedule of events and activities by the institution that is then given to all students and teachers.

The academic calendars of the college are made available on the college website in order to enhance the transparency in the manner in which the college conducts its business operations. In order to ensure smooth and efficient operation of its educational and administrative operations, the institution follows the calendar rigidly, which clearly outlines all aspects of instruction, examinations, semester breaks, and holidays. The calendar will be updated on a regular basis.

In addition, Collegiate and departmental orientation seminars for new students are held at the beginning of each academic session, all of which are held within the same framework as outlined above. Above mentioned is reiterated during the course of the academic year. **An academic calendar will be provided to each student** during the course of the academic year, which will allow them to plan and keep track of their assignments for each and every semester. Continual Internal Evaluation requires teachers to plan their teaching schedule, class tests, and assignments in accordance with the timetables that they have been assigned, while considering the academic calendar and planned co- curricular activities of the college.

Students are notified well in advance of the deadlines for assignment submission, class test dates, and class presentation schedules, as well as the final internal assessment grades that are expected of them at the end

of the semester or quarter. If at all possible, they are encouraged to seek advice from their teachers during regular tutorial sessions or during the teacher's spare time. In order to augment this type of academic framework with the extra-academic support that students may want, this programme was created specifically for that purpose. It was agreed to create a list of mentoring members from across the campus who would be willing to provide this type of extra-curricular assistance.

Syllabus completion and evaluations are made in accordance with academic calendars that have been established in advance to ensure that the project work, field work, and presentation components are completed. As an additional benefit to the students, the University of Madras provides a week-long vacation during the middle of each semester. Apart from this, Fieldwork and project work, excursions, industry visits, and other activities has been organized to the students by our institution.

SCPJC's calendar serves as a living memorial to the wide range of activities in which our students are actively involved and succeed, as well as a source of inspiration for new ones. The participation of our students in collegiate activities such as Sports Day, Forgiveness Day (a college festival), and Women's Day are vital because the qualitative impact of an inclusive and balanced education allows for the growth of students on a holistic level.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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

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

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**Response:** 100**1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.****Response:** 13

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

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	1	3

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response:** 7.6**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
35	0	0	37	85

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

Almost all the UG and PG programmes have papers/modules that deal with Gender, Environment, and Values and Ethics. All the UG students have English and language, Personality enrichment as a common course in the first two years. The curriculum designed by the University of Madras includes many of these aspects, such as the courses namely,

- Foundation Course I: Environmental Studies in IV Semester
- Foundation Course II: Value Education – V Semester.
- Personality Enrichment III Semester for all students of Under Graduate

Gender Sensitivity:

Substantial effort is taken by the Institution to integrate traverse issues relevant to Gender. At the Undergraduate level, this area is covered in Core courses such as

- **Entrepreneurial Development** offered by the Department of Commerce, includes a chapter on Women Entrepreneurs, which emphasizes on the challenges faced by women in starting up an enterprise and suggests remedies for such problems, the Department of Commerce offering a course on Labor Law and Industrial Relations which throws light on Law relating to women's rights in the workplace. through women's cell, Celebration of International Women's Day, and Programs on "Sexual awareness", "Domestic Violence", and "Hygiene and General Health" are being organized.

Environmental Sustainability

The Multi dimension of environment and sustainability, finds an ample space when it comes to applying them positively into the curriculum. In addressing this issue, course namely Foundation Course I: **Environmental Studies** is offered as a Part IV component for all learners of the Undergraduate Programs. This Course is designed in such a way that it focuses on thrust areas like Renewable Resources, Eco-Systems, Bio – Diversity, Environmental Pollution and Rain Water Harvesting.

The "Cloud Computing" course offered by the Department of B.Sc.(CS) provides knowledge on leading usage of emission savings, reducing technology's impact on the environment.

Human Values and Professional Ethics:

Human values are values which are fundamental to man's innate nature of being human. The institution, right from its inception instills human values to the students by arranging several programs and through the curriculum designed by the College. A course **on Value Education** – Ethics and Human Excellence is offered in the fifth semester to all the learners at the Undergraduate level.

This element is incorporated at varying levels in different disciplines. **The attachments shows the detail elaboration of those courses.** Beyond this, SCPI College also conduct various events and Programmes for the Students to emphasis the value of Ethic, Human, Environment and Gender to the students.

THE FOLLOWING ARE THE FEW EVENTS:

- Donation for people during natural calamities.
- Supporting and satisfying the needs of orphanage children.
- Visiting the home for aged and the students are encouraged to assist the needy persons.

ENVIRONMENT AND SUSTAINABILITY:

- The objective of sustainable development is to construct and promote growth help to sustained and maintained without causing any damage to the environment.
- The following initiatives are taken up by the NSS volunteers: Rain-water harvesting.
- Community service.
- Environmental awareness. Swatch Bharat (Clean India).
- Seed ball preparation and distribution. Tree Plantation.
- Plastic awareness & Recycling awareness rally

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

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

Response: 29.51

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	3	3	3	3

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Any additional information	View Document

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

Response: 34.32

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

Response: 104

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1.Feedback collected, analysed and action taken and feedback available on website
- 2.Feedback collected, analysed and action has been taken
- 3.Feedback collected and analysed

4.Feedback collected**5. Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 55.98

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

2020-21	2019-20	2018-19	2017-18	2016-17
303	330	463	442	470

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
766	700	707	714	714

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
99	96	134	126	126

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

The assessment of the learning levels of the students is done by the professors in the classrooms during lectures and through administering class quizzes, assignments, tutorials, mind maps, ppts, question banks, content beyond the curriculum, etc. on the basis of which slow and advanced learners are identified. Specific teaching-learning approaches tailored to the needs of such students are then discussed and applied. A mentor will motivate the mentees in order to coach the sluggish and advanced learners. All students were given an opportunity by distributing newspapers every day for 5–10 minutes to build their reading habits, strengthen their reading and writing skills, and expand their general knowledge by getting updated in many sectors etc.

Slow Learners:

English coaching classes and remedial classes are organized, the objective of which is to give customised coaching in areas where they require support.

Additional reading material, previous year's university question papers, and books in easy form are made available to boost their comprehension of the subject.

Slow learners are brought into the class with the purpose of reaching out to the slow learners so that they can be integrated with the rest of the class.

Personal, academic, and career-related counselling is given from time to time. Home assignments are given and reviewed on a regular basis.

Additional examinations are conducted apart from the curriculum to examine the learning abilities of students.

Peer learning is encouraged through group discussions and presentations. This contributes to developing a culture of team effort and helps improve leadership as well as interpersonal skills.

Advanced Learners:

Through lectures, tutorials, class examinations, assignments, mind maps, workshops and interaction with students outside of the classroom, instructors can assess the calibre of their Students and identify those who are more advanced learners.

Using a combination of academic and co-curricular activities, the departments assist advanced learners to reach their fullest possible potential. Students who fit this description are encouraged to compete in intercollegiate competitions.

It is the faculty's goal to assist students in finding suitable internship assignments and presenting papers in the fields of their choice.

They are encouraged to assist and provide support to the weaker students by participating in group discussions and making presentations in front of a group.

The e-resources, is available through the college library in order to assist advanced learners in broadening their horizons.

Students who are advanced learners are encouraged to develop their knowledge and abilities by enrolling in additional courses offered by the institution, as well as attending special talks arranged by experts in their fields of study.

Students are recognised for their accomplishments in a variety of forums, with cash rewards, medals, appreciation certificates, and scholarships among the many options available. They are also motivated by the desire to achieve high rankings and distinction in university exams.

File Description	Document
Upload any additional information	View Document

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

Response: 5:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

The college works diligently to help students realise their potential and grow as social change agents. The college used the following strategies in this process:

- They are designed to acquaint them with the actual working environment, give them hands-on experience, and prepare them for the professional world.
- Educational tour to biodiversity parks, IT companies, heritage sites, etc. are organised to help students grasp essential ideas.
- Industrial visits and project works are provided to BBA, BCA, B.Sc(CS), B.Sc(ECS),

B.Sc(Chemistry), B.Com(ISM) and B.Com(CS).

- Institutional training in companies are arranged for students of BBA and B.Com(CS).
- Students in plant biology and biotechnology have grown therapeutic plants.
- The college uses interactive conversations, debates, and group presentations to improve student participation and learning.
- There are Short-duration add-on courses like Python and Tally.
- Orientation courses are conducted by professional counsellors in the last semester (VI) to help students with personal and professional issues.
- Student participation is encouraged through lectures, seminars, and conferences by our college faculties and experts from outside.
- Placement cell in the college conducts training programme to update the knowledge of the final year students.

File Description	Document
Upload any additional information	View Document

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

Response:

College Faculties strive to maximise the use of technology in the audio visual rooms. They know how to use new digital tools to assist all students in succeeding academically. ICT has improved the effectiveness and relevance of ideas. It is a useful tool for collecting information from various sources to assist students in expanding their knowledge.

- The college has a Wi-Fi enabled campus, allowing Faculties to stay connected and discover new things. The college has ICT-enabled labs with desktops, laptops and projectors for e-learning. Faculties use microphone-enabled speakers to successfully reach all students in the classroom.
- The college has computer labs. The laboratories now include **Python, Java, Linux, Tally, R, and Microsoft Office**. These courses'of practical components need the use of computer laboratories.
- Faculties utilise Power Point to engage students in discourse. This is because presentations can be updated with new information, diagrams, charts, and so on. They also help students build mind maps for easy learning.
- Faculties are now teaching online via Google Meet, Zoom, and Microsoft Teams. FDPs are held to familiarise Faculties with online platforms. Besides using books in class, educational films on YouTube, Stream yard, Webex etc., improve the quality of the lecture.
- We are depending upon the Indian **massive open online course(MOOC)** platform sayam offered by the Government of India which provides free access to the subject as stipulated by the

curriculum and syllabi and also national programme on enhance learning is a project of **MHRD** initiated by IIT Madras is used by faculty members.

- Teaching materials are shared via **Google Classroom, email, Telegram and WhatsApp groups**.
- All National and International webinars are conducted through stream yard and also uploaded in you tube for the purpose of students learning and also for updating the knowledge of faculties.
- Our College management provide Information and library Network accessing for the faculties.

File Description	Document
Upload any additional information	View Document

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

Response: 7:1

2.3.3.1 Number of mentors

Response: 46

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
Any additional information	View Document

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

Response: 16.13

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. /*

D.Litt. year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
12	13	08	07	11

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**Response:** 0.35**2.4.3.1 Total experience of full-time teachers****Response:** 21

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document

2.5 Evaluation Process and Reforms**2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:**

The college follows the modalities of conducting the Continuous Internal Evaluation as prescribed by the University of Madras. Emphasis is also on group projects and presentations which aims at fostering peer learning and mentoring, as well as to build public speaking skills of students. Under the Choice Based Credit System (CBCS) (2012-onwards), internal assessment for theory papers is for 25% of the total marks **(25 marks in a 100-mark paper).**

All the departments of the institute take part in the discussion of the execution of the CIA for all the papers. Internal assessment is administrated subject/department wise. Student's **performance in assignment, attendance(5 marks), seminar(5 marks), two unit tests and model exam(best of two – 10 marks)** are taken under consideration in conjunction with activities as parameters for the continuous internal evaluation.

Teachers ensure that the students are aware of the Internal Assessment Evaluation Criteria. It is discussed with the students in detail to enhance transparency and rigor with a view to focus on individual and original work.

The criterion is objective and transparent devoid of any bias on the part of the teacher.

CIA is a method of assessing whether learning outcomes for all courses are being achieved. It provides an opportunity to relook at it, modify teaching strategies if the students are not performing well.

Assignments and tests are regularly conducted and students are given multiple opportunities to improve their performance.

Slow learners and absentees, the list of students provided by the concern department heads and by the approval from the principal, the process of re-examination is held. These exams are compulsory for the student candidates to comprehend and perform according to university assessment. On the part of Faculties, it performs a significant part in deciphering the student progression. To exhilarate activity-based environment, the techniques like seminars, technical paper presentation, and mini-projects are proposed in the curriculum. Methods like group discussions and debates are arranged to kindle students' interest and to inculcate critical thinking in the minds of the students and by this means a student can acquire new ideas and heighten their level in terms of performance.

There is a schedule for submitting the assignments which the students will be informed earlier so as to prepare themselves in advance. Students who miss the assignments due to illness or participation in extra-curricular activities of the college are given an opportunity to submit the assignment on an alternate date.

File Description	Document
Link for additional information	View Document

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

Response:

The institution has a well-defined system in place to deal with examination related grievances.

Application forms for Examination with fees structure are issued to their students.

Examination schedule for theory and practical received from university is circulated to the respective departments for verification and is displayed in the department notice board.

The exam cell committee, consist of chief suprintendent with three members deals with the problems related to any mistake or errors (or) mistakes in hall tickets. Hall arrangements are made with the required numbers of seating capacity.

The college in relation to the **exam cell committee** confirms the hassle-free and peaceful examination

process by constant proficiency and watchfulness and is solely responsible for the smooth exam processes during the exam. Hence the institute arranges an in house exam squad along with university appointed squad which ensures a healthy exam atmosphere without any malpractices.

University exam result related grievances:

University of Madras examination results are declared after the paper valuation is completed and the results are uploaded on the university website. The exam cell examines and analyses course wise/subject wise after the announcement of results from the university.

The **Exam cell committee** will make a quick report to the registrar (Evaluation) of University of Madras if the result of a student has not been declared. Immediately the exam cell prepares complaint on the above-mentioned statement and reports the same to the university with relevant supporting documents so that needful action can be taken immediately.

The **exam cell committee** gives much priority over the follow-up of the complaint of the Students whenever they are in need of any grievances and apply to the University for Correction in marks and revaluation. The **exam cell** of the college guides the students about the process.

2.6 Student Performance and Learning Outcomes

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

Response:

The College has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the Faculties and students.

- Hard Copy of syllabi is available in the departments, library and University website for ready reference to the Faculties and students.
- Soft Copy of Curriculum and Learning Outcomes of Programs and Courses are also uploaded to the Institution website for reference.
- The importance of the learning outcomes has been communicated to the Faculties in every Department Meeting and College Committee Meeting.

The College website displays the whole **profile of** the college prospectus as well as the **Annual Report**. It states the vision, mission, and objectives of all the departments of the college. These documents also highlight the achievements of the students and list the kind of jobs that students after completion of the different programs.

As an affiliated college under University of Madras, SCPJ College follows the broad framework of the curriculum of three years undergraduate major and general course in all the streams, which is framed by the university.

Every department has respective routine activities for delivery and implementation of the curriculum as designed by the university. The results are systematically and timely displayed on the college website. Staff meetings are regularly held at the beginning of each academic session and also in the mid of the session. These meetings are organized by the office of the **Principal and Management**, to discuss the academic and academic-related matters. It is here, where matters specifically the results pertaining to each course outcome is analyzed and conveyed to each concerned department and the weakness if observed are discussed to meet up the raised issues.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document

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

Response:

As an affiliated college under University of Madras, Shree Chandraprabhu Jain College follows the broad framework of the curriculum for the three-year undergraduate and postgraduate course in all the streams, which is framed by the university. Every department has respective routine activities for delivery and implementation of the curriculum as designed by the university. The performance of the student is analyzed for assessing the attainment level of programme outcomes and programme specific outcomes

For every semester of undergraduate courses, the departments have been uniformly following in total all the guidelines of the university for the purpose of getting the students acquainted with the course contents of each subjects spreading over all the semesters. The program-specific and course outcome are formulated and uploaded.

The classes are handled through lectures and discussions followed by examinations & evaluation process.

The projects for the sixth semester are completed along with the viva-voice by the experts within the time prescribed by the university. For the science stream, the required number of laboratory classes is conducted for students for practical exposure. Moreover, academic and subject-oriented grooming for the students are conducted by the Faculties in the respective departments.

This enables stakeholders to identify and analyze complex problems. They also learn to design solutions for problems that meet the specified needs with appropriate consideration for cultural, societal and

environmental wellbeing. This is followed by modern tool usage, which they select and apply with an understanding of the limitations. They apply to reason and understand the impact of the solutions in a societal and environmental context. They learn to apply ethical principles and become committed to professional ethics and responsibilities. They realize that individual and teamwork function effectively in multidisciplinary settings.

They learn to communicate effectively with society and they are able to comprehend and write effective reports and design documentation. They also make effective presentations and give and receive clear instructions. They understand the importance of critical thinking, social interaction, effective citizenship, ethics, and environment and sustainability. Ultimately, they acquire the ability to engage in independent and life-long learning.

One of the most important Programme Outcomes of Undergraduate Degree is the employability of students upon successful completion of their degree programme.

The college has a vibrant Placement Cell, which caters to the demands of companies from different sectors.

2.6.3 Average pass percentage of Students during last five years

Response: 73.07

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

2020-21	2019-20	2018-19	2017-18	2016-17
408	395	148	241	237

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
408	395	381	364	393

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0.16

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0.03	0.13

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

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

Response: 0

3.1.2.1 Number of teachers recognized as research guides

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
13	11	11	11	11

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

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

Response:

ROBODIGTS- 2018

The Department of Electronics & Communication Science conducted an Inter Collegiate Competition “ROBODIGTS 2018” on 7th February 2018. Dr. S. Gunasekaran, TANSA Awardee, Dean, Research & Development, St.Peter's University was the Chief Guest and he delivered a lecture on “CONCEPT DEVELOPMENT OF INSPIRING TO BIND SCIENCE AND SOCIETY”. Totally 5 Events were conducted more than 150 Students from 10 Colleges participated.

ChemFest 2K18

one day intercollegiate competition was conducted by the Chemistry Department on 15th February 2018. Dr.G. Shankar, M.Sc., Ph.D., Assistant Professor, Department of Polymer Science was the Chief Guest. He made a PPT presentation and delivered speech on “SUSTAINABLE POLYMER FROM RENEWABLE RESOURCES” to motive the Students to go for higher studies. More than 200 Students from 18 colleges (Tiruvallur, Kancheepuram District and Chennai) participated in the programme.

Techspark-2K18,

A two days Inter-Collegiate Technical Symposium was organized by the Computer Science and Computer Applications Departments on 19th and 20th February 2018. Prof.Dr. R. Latha, MCA, M.E. , Ph.D., Department Science & Applications, Additional Incharge Controller of Examinations, St.Peter's University, Avadi was the Chief Guest and she inaugurated the Symposium. A Power Point Presentation was made to the Students during the occasion. “On Stage” and “Off Stage” Events were conducted and Prizes distributed to the Students.

Viruksha 2018

organized by the Department of PB and PBT on 22nd February 2018 with great enthusiasm and fanfare to bring out the creativity of the students and to equip for the entrepreneurship skills. Mrs. Nandhini Subramanian, daughter-in-law of the famous traditional healer Maruthuva Siddhar Sakhy Subramani was

the Chief Guest. . She is familiar in Naatu Marutuvam TV Programme. Various events like Photography, fruit bouquet, vegetable carving, grain carpet, cookery and garland making were conducted. These events were conducted in the first week of February 2018 in which about 30 teams from 8 colleges participated and won the Prizes. The Best College Award awarded to LNG College.

TYCOONS 2K18

Management Science has organized 2 days intercollegiate programme “TYCOONS 2K18” on 23rd and 24th February 2018. Dr.V.Lakshmipathi, Ph.D., Principal, Sridevi Arts & Science College, Ponneri and Senate Member, University of Madras, Vijay TV KPY 2017 was the Chief Guest and Mr. Vinoth Kumar, KPY Title Winner, Mr. K. Rajavelu, Kpy Performer, Mr. P.Nikshan, Kpy, Current Performer and Mr.Najar Bhai, Super Singer 6 Current Performer were the Guest of Honours. Students from Chennai, Kanchipuram and Tiruvellore District were participated.

CORPOGALAXY 2018

The Department of Corporate Secretaryship organized an Intra-collegiate Programme “CORPOGALAXY 2018” on 26th February 2018 with the assistance of B.Com (General), B.Com (A/F), B.Com (ISM), BBA. “On Stage” and “Off Stage” Events were conducted from 20.02.2018 to 24.02.2018 on Collage, Face Painting, Greeting Card Making, Clay Modelling, Young Entrepreneur. Students Forum has been inaugurated with introduction of the Logo for the Department . Shri S. Karthik Raj, IRS, Assistant Commissioner, Customs, GST, Central Excise & Narcotics, Central Board of Excise & Customs, Ministry of Finance, Government of India was the Chief Guest

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

Response: 14

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

2020-21	2019-20	2018-19	2017-18	2016-17
12	2	0	0	0

File Description	Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

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

Response: 0**3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years****3.3.1.2 Number of teachers recognized as guides during the last five years**

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years**Response: 0.62****3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
12	23	3	2	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response: 0.45****3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
14	5	3	5	2

File Description	Document
List books and chapters edited volumes/ books published	View Document

3.4 Extension Activities

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

Response:

The Institution is committed to serving the community through its extension activities by involving students and faculties of all departments and various committees such as NSS, Karuna Club, YRC, Vivekananda Youth Forum, EDC, Culture Values Forum, CCC, Science Club, RRC, Rotaract Club, etc. This has resulted in creating strong relationships with the local community, local administration, schools, neighbourhood's organizations, and non-profit organizations.

These experiences have awakened human values in students. They have been trained to respond quickly whenever there is a need. They have shown great initiative in both inactive situations like flood relief and passive ones like traffic safety.

Some of the extension activities undertaken by the College are:

(i) Welfare

Rallies on Cancer Awareness, seminars on Drug Abuse, and Eye Donation have been conducted. Fire safety drills have been demonstrated. Blood Donation camps are held every year. Financial Literacy Program for lower-middle-class Working Women has been organized. Animal Welfare and Goshala activities conducted by Karuna Club.

(ii) Environment conscious

Waste Management, Swachh Bharat Abhiyan, Anti Plastic Drive, Save Electricity, Tree Plantation, Paper Bag Making, and Distribution in nearby Shops are some of the programs under this section.

(iii) Underprivileged

Each One Teach One program, visiting schools, and conducting classes for weaker sections of the society are undertaken by students.

Organized various interschool competitions conducted every year by Karuna Club.

(iv) Entrepreneurial skills

ED Cell forms the basics like reading and writing when it comes to succeeding in the complex world. Entrepreneurship thinking skills enhance the value of the knowledge obtained from the Arts and Science disciplines. It brings out solutions to complex problems by integrating the knowledge gained in the disciplines. It transforms knowledge into value.

(v) Gender sensitization

The Women Counselling Club promotes gender equality by organizing programs and talks on issues related to women such as Female Feticide, Save Girl Child, Sexual Harassment at Workplace, Gender Inequality, Healthy Lifestyles for Young Females, Handling Relationships for youth, Women's Rights, Self Defence Workshop, etc.

(vi) Senior citizens

Visits to other Old Age Homes are also made by the students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 4

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document
Any additional information	View Document

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

Response: 23

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

2020-21	2019-20	2018-19	2017-18	2016-17
6	8	3	3	3

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

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

Response: 17.38

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

2020-21	2019-20	2018-19	2017-18	2016-17
80	70	60	60	60

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

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

Response: 15

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	15	0

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 10

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	2	1	1

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

SCPJC was formed in 1997 is one of the leading institutions in Tamil Nadu. The college is a 22-acre campus (89030 Sq.m) with 60,768 Sq.ft built-up area (Built-up areas of A- Block: 33,803 Sq.ft, B Block: 23704 Sq.ft and Old Block: 3260 Sq.ft) and temporarily affiliated to the University of Madras. The college is running 11 undergraduate and two postgraduate programmes. SCPJC boasts a state-of-the-art infrastructure, creating an environment for progressive learning and development. We have well-equipped classrooms and laboratories as per the University of Madras norms to cater to the academic needs of the students. A faculty backed by a co-faculty oversees each lab. Also, every lab has a lab instructor/ technical assistant who provides continual support and ensures the maintenance of the laboratories.

All equipment in the lab and the identical records are carefully kept. Systems are protected with antivirus software. All computers are continuously maintained and assured they are in good functioning condition. All equipment is continually evaluated for wear and tear and replaced with a new or refurbished one every semester. Before the commencement of every semester, instructors used to ensure the availability of essential software/equipment for the smooth conduction of the labs. Labs are equipped with appropriate hardware and licenced software to run program-specific curricula, and enough personal computers are accessible for the smooth conduction of the lab. The number and area of the classrooms and labs are as per the UGC regulations.

File Description	Document
Upload any additional information	View Document

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

Response:

The combination of a sound mind and a strong body is necessary for success. Sports activities provide a sizable portion of the SCPJC of Arts and Science curriculum. Extensive playing grounds enable several games, including cricket, football, volleyball, hockey, and kho-kho. Additionally, there are designated areas for indoor sports such as badminton, chess, and caroms. Our outdoor facilities include a 200-meter track, volleyball courts, and throw ball courts.

We have organized Madras University's prestigious B-Zone Volleyball, Chess, and Table Tennis Tournaments. This competition is well-known in the Madras University B-Zone.

Sports play a critical role in a student's development and growth. It aids in the evolution of students by

enhancing their mental and physical fitness. Participating in sports and activities enables students to build various abilities, experiences, and confidence that aid in the overall development of their personality.

A range of games and sporting activities are available. Students are encouraged to compete in intercollegiate, district, and higher-level athletic tournaments. Students are reminded that they must follow the Director of Physical Education's directions. If students act up or breach the regulations, they will be disqualified from inter-college tournaments.

The administration promotes athletics and provides concessions and incentives to athletes who excel at the university, state, and national levels. A benefit of Rs.5000/- per year is offered to students who achieve in sports at the state, national, or international level.

The various sports facilities available on the Campus include:

Out-Door

1. A well maintained 200 meters Athletic track
2. A standard Volleyball courts
3. A standard Kabaddi court
4. A standard Kho-Kho court
5. A standard Cricket Ground
6. A standard Ball Badminton court
7. A standard football ground

In-Door

1. A standard Table Tennis court
2. Chess and Carom court
3. A standard badminton court
4. Yoga Training Centre

CRICKET GROUND

In our college, we have a standard cricket ground. Students used to practise on this ground every day. Every week, matches are conducted on our college cricket ground.

COURT OF FOOTBALL

We have a conventional football field. On this ground, students used to practise. Each week, competitions are held on our college football field.

THE SPORT OF ATHLETICS

We have a conventional athletic field. On all working days, students used to practise on this ground.

COURT OF VOLLEYBALL

We have a regular volleyball court at our campus. Every day, students used to practise in this field. Each week, contests are held on the volleyball court at our campus.

KABADDI COURT

We have a standard kabaddi court in our facility. Every day, students practise on this land. Our college's kabaddi court is used for practice matches.

COURT OF BALL AND BADMINTON

We have a badminton court with regular balls. On all working days, students used to practice on this ground. Each week, matches are held on our college's badminton court.

THE COURT OF THE SHUTTLE

Our shuttle court is standard. Every day, students used to practice on this court.

COURT OF KHO-KHO

We have a typical kho-kho court in our facility. On all working days, students used to practice on this ground.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 38

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
4026787.79	6517965.25	13372162.00	7462304.00	7164897.00

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

Campus Tracker utilizes completely automated software for book circulation and the OPAC. All library books are bar-coded, and patrons are issued books by scanning the book's barcode. Around 18,430 textbooks and reference materials, 59 periodicals and magazines, and nine newspapers are housed in the LRC. The LRC maintains a repository of project reports and back issues of journals. The library classifies its materials according to the Dewey Decimal Classification (DDC) (23rd edition).

The departmental volumes are sorted alphabetically by subject, and each rack has an index. A file is kept that comprises stock verification reports completed at various intervals. The files about the library and library services are kept in good condition and are clearly labeled. The library at Shree Chandraprabhu Jain College is self-sufficient in terms of power and water supply. The college has been a member of the National Library and Information Services

Infrastructure of Scholarly Content (N-LIST) of the Information and Library Network Center (IBNC) since 2021–2022. There are approximately 558 titles and bound volumes available.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

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

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership, Remote access to library resources, Web interface etc (Data Template)	View Document

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

Response: 1.12

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.57	1.07	1.93	0.45	0.58

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

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

Response: 16.53

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

Response: 60

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Shree Chandrababhu Jain College provides a fair and transparent academic environment, and the campus is developing an information technology policy. Utilities Maintenance is responsible for the intranet and Internet services at the Institute. The information technology department has taken the essential security measures, including installing firewalls and antivirus software. Without well-defined IT policies, it's impossible to convince users of the actions that must be performed to administer the network. This information technology strategy also applies to central administrative departments' resources, such as the library, computer Centre's, labs, and offices.

A plan for regularly integrating new technologies into the academic curriculum should be established and implemented. Computers purchased by any department or cell should preferably include a three-year complete warranty with on-site service. The network user community at the Institute must take specific safeguards when purchasing computers or peripherals. All PCs and peripherals are connected via UPS.

The Institute's information technology policy, in compliance with applicable national anti-piracy legislation, prohibits the installation of pirated or unauthorised software on institute-owned computers or computers connected to the campus network. Individuals or information technology departments should guarantee that all computer systems are protected by up-to-date virus protection software. The information technology department should perform regular backups of critical data. Virus infections on a computer are

well-known for damaging user data.

If adequate backups are not kept, recovering destroyed files may be impossible. The information technology department is responsible for ongoing maintenance and support of the network. IT departments are advised to take a systematic approach, allocating a range of IP addresses to each building or VLAN as defined. When connecting to the network, intentionally impersonating an authorised user is a clear violation of this agreement. Individual departments or individuals may run server software such as an HTTP/Web server, an SMTP server, or an FTP server, but only with prior written approval from the Computer Center.

The Information Technology Department is responsible for maintaining the Institute's official website.

The Information Technology Department will be responsible for resolving hardware and operating system-related difficulties and other application software. The IT Department examines the current networking infrastructure every two to four years to see whether more infrastructure is required. Additionally, the department is responsible for large network expansion initiatives. The Information Technology Department establishes a standard process for allocating campus network services. The Computer Center monitors the network to ensure that these services are used appropriately.

When a department or cell is disconnected, the IT Department notifies the department or division of the conditions that must be met before the department or division can be reconnected. Users are recommended to take reasonable precautions to prevent unauthorized third-party usage of their user account. Upon receiving written requests from individual departments or faculty members, the IT Department can provide links to any websites that need to be created. The department recognizes that it has read this network usage policy and has agreed to follow it. Preservation of network equipment and accessories is critical.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 2:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: C. 10 MBPS – 30 MBPS

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

4.4 Maintenance of Campus Infrastructure

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

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
4026787.79	6517965.25	13372162.00	7462304.00	7164897.00

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

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

Response:

The institution has a structured system for maintaining and utilizing the facilities available. SCPJC Facility management team maintains the physical and academic support facilities. The various responsibilities of the group are housekeeping activities, maintenance of the Garden, pest control, entire campus snag work etc. SCPJC deployed location supervisors across the campus.

The supervisor will report to the maintenance manager regarding his observations on electrical, plumbing, and housekeeping related issues/complaints. A logbook is maintained for the same. The institute's security is taken care of by in house security guards in two shifts round the clock.

Classroom and Sports facility Maintenance:

The physical education department maintains the sports facilities of SCPJC. A stock register and an issue register are maintained to ensure the proper handling of the sports items. Stock verification of the sports items is conducted at the beginning of each semester. Regular maintenance of the play area is performed under the supervision of the Physical education director and faculty sports coordinator.

The facility management team inspects the readiness of the classrooms and labs at the start of each semester. Regularly, inspections and maintenance of the furniture and classroom equipment are carried out.

IT Maintenance:

IT help desk is functioning on the campus for resolving the issues. Maintaining Biometric devices and network-related problems are monitored and maintained. The complaints are posted through E-mail are addressed and resolved immediately.

Library maintenance:

The library carries out a normal stock verification process. A maintained file contains the stock verification reports carried out at different intervals. Physical verification of the library stock is how the accession register is tallied with the books in the library. It gives the overall picture of the available documents in the library. Stock verification provides opportunities to weed out long unused, very old editions of the books from the library. It also leads to the cleaning and dusting of books, thus preventing their deterioration. All the torn and old books which are unused for circulation have been kept separately. There is a Library advisory committee that helps guide the library for effective services. The library committee meets at regular intervals to select books and other library material. They also suggest ways and means improve the services. The files relevant to Library and Library services are well maintained and labeled for easy access to any staff. All the new books and journals are kept in the new arrival racks for two weeks or until the next lot of new books or periodicals. Because of the strict vigilance from library staff and the security personnel, the percentage of loss from the library is negligible.

Laboratory Maintenance:

Department of Electronics and Communication Science/Physics

In this department possesses more spacious and airy lecture classrooms and well equipped laboratories for both general physics and Electronics.

General physics laboratory is a well furnished with adequate equipment. This spacious laboratory can

accommodate 40 students at a time and covers upto 10 experiments related to Magnetism, Optics and Light etc.,.

Similarly, in an electronics laboratory we can accommodate upto 25 students and have latest equipment like CRO, Microprocessor kit, Microcontroller kit, Digital trainer kits and Digital to Analog kit.

Department of Computer Science & Computer Application

All the laboratories are spacious and safety precautions are displayed in each laboratory. Every equipment in the lab and records of the same are maintained. All necessary software like Microsoft office, browser, lab software, antivirus software is installed and maintained. IT HELP DESK, of SCPJC maintains the computers. Periodical maintenance is carried out in all laboratories. In house servicing of the lab instruments are done every six months. Major repairs are outsourced by following the procedure of the institute. Consumables will be purchased every six months. Instruments are calibrated wherever required. Lab assistant & faculty members are trained to do the repairs as applicable. All electrical wirings and grounding are done as per the norms. First aid box, fire extinguisher and hand gloves are provided wherever necessary. The institution has outdoor and indoor doctor of its own. Hence any sort of medical emergency can be immediately addressed.

Department of Chemistry

Chemistry lab is connected with UPS and water supply for the smooth conduction of practical. The department has given more emphasis on safety measures with fire extinguisher, safety measure display boards and first aid kit.

The laboratory was equipped with all modern amenities like work table with LPG gas burner fittings, Suction apparatus/Vacuum pump double stage, Water Bath Digital 12 holes. Electronic balance, Electronic Conductometric instruments, Electronic Potentiometric instruments, Large size Two Air Ovens, Melting Point Apparatus, The college has separate laboratories for Chemistry, Physics, Plant Biology, etc., All the laboratories are adequately equipped as per the University norms. All the Chemicals LR and AR (Quality) and apparatus are available to do Quantitative and Qualitative, Physical Chemistry experiments. More than 60% students have gone for higher studies like M.Sc., M.Tech and Ph.D. And placed in well-known industries like MRF, MFL, Xmol polymers, CLRI, Madras Fluo chemical industry and in other industries like fertilizer, paint and pharmaceutical.

DEPARTMENT OF PLANT BIOLOGY & PLANT BIOTECHNOLOGY

The laboratory of Plant Biology & Plant Biotechnology of SCPJC was established in the year 1999. It has capacity to accommodate 30 students with required space and ventilation. It was well equipped with modern equipments including Compound Microscope, Binocular Microscope, Centrifuge, Hot air oven, Laminar flow Chamber, Electronic Weighing Balance, etc. We maintained the preserved plant material (Bryophytes, Pteridophytes, Gymnosperms) for dissection in the laboratory. We have permanent slides with slide rack, Permanent Charts and laboratory manual for reference. One Laboratory Assistant was appointed to maintain and record the stock in the laboratory. The department blends the traditional subject with modern disciplines, namely Plant Biotechnology, Plant Physiology and Biochemistry. The Laboratory has a Computer with internet facility and a Library. The laboratory has a safety facility with a first aid kit and a fire extinguisher.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 64.85

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

2020-21	2019-20	2018-19	2017-18	2016-17
212	223	267	275	314

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	View Document

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

Response: 2.51

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

2020-21	2019-20	2018-19	2017-18	2016-17
27	5	0	0	10

File Description	Document
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	View Document

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

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

Response: A. All of the above

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

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

Response: 113.9

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

2020-21	2019-20	2018-19	2017-18	2016-17
462	441	456	412	431

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances

including sexual harassment and ragging cases

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

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 10.76

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

2020-21	2019-20	2018-19	2017-18	2016-17
43	50	63	28	25

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 29.9

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 122

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document

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

Response: 5.15

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	1	1	0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	10	15	11	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

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

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	11	55	30	4

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

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

Response:

STUDENTS PARTICIPATION IN ACTIVITIES:

In addition to the convenor of each club, Our college Represents students as members in various official committees of the College, including NSS, NCC, YRC , RRC, VYC, Karuna Club Rotract Club, Anti-Ragging and Anit-eve teasing committee squad, Canteen committee, Placement committee, Womens counselling cell, Grievance Redressal Cell and various clubs which actively function in the college. Students are able to share their problems and suggestions in various committees and clubs. Department wise Association Activities are carried out by students. Each association has its own student office bearers. The College NSS units run under the guidance of the Student Volunteer Secretaries. They chalk out the plan in cooperation with NSS Programme officers. NCC senior cadets supports NCC Officer of the college in carrying out parades and programming. Each Department organizes student initiative programmes like quiz Competitions, Paper presentation Competitions, Group Discussion etc. which in fact helps the students to develop leadership abilities, each class also has a Class-Representative who acts as a bridge between her fellow students and the teachers. She ensures timely dissemination of information regarding events, examinations, and even study material.

Apart from organizing events for social, cultural, and environmental activities, they also organize Fresher's Day, Pongal Celebration, Ayudha Pooja Celebration, sports day, Teachers' Day, Women's Day Celebration, Farewell Day, Mega Blood Donation Camps, and other student enhancement events.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 145

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

2020-21	2019-20	2018-19	2017-18	2016-17
50	220	180	155	120

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

5.4 Alumni Engagement

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

Response:

SCPJC Alumni Association

The SCPJC Alumni Association is committed to bring the alumni committee together on a shared platform to develop a new channel of personal and professional support for members through the community's "Self Help." SCPJC's alumni association aims to provide a lively, global network and space for alumni to mingle and engage in humanitarian efforts.

The association's aims are as follows:

- To plan and carry out successful reunions, which the SCPJC does annually in the second week of August, the 2nd Saturday (2nd Saturday)
- To take part in ongoing academic activities such as teaching, research, workshops, etc. conferences and placements to include alumni in student growth.
- To encourage all necessary fundraising efforts for our college's success.
- To promote best practices in various areas of social life for the greater good.

In today's digitalized environment, SCPJC sees students performing a transformative and uplifting function. The SCPJC family is proud of students who excel in numerous fields, carrying the ideas instilled by SCPJC with them and making significant contributions to society.

The college keeps regular communication with alumni via various email groups and social networking sites such as Facebook, Whatsapp, and others to preserve a cordial relationship. The Alumni Association is actively engaged in promoting, mentoring, and advising current students. It has worked hard to connect alumni with its welfare operations through inspiring presentations and seminars delivered by famous alumni at various levels.

Detail of Core Team (2016-2018)

President	Vice-President/Secretary	Treasurer	
Mr. M. Selvadurai	Sudha Vaishnav	Gayaz Ahmed	
9894620788	9840540009	8667295926	

President	Joint Secretary	Joint Treasurer	
Mr. Bharathan (B.Com) CS	Mr. Sathish(BBA)	Ms. Jeyanthi (B.Sc. CS)	

On August 13, 2016, the Alumni Association of SCP JAIN College presented "Alumni MEET 2016," a programme in the "B" Block Conference Hall to organize, consolidate, and coordinate alumni activities on

our campus.

Shree ChandraPrabhu Jain College organized "ALUMNI MEET 2017" on August 14, 2017(Monday), in the "A" Block G8 Room to facilitate, consolidate, and organize alumni activities

Details of Core Team from 2018 to till date:

Secretary Ms. H. SUDHA (9840540009)	Joint Secretary Ms. N. CHITRA (9698126577)	Executive Member Ms. B. AMMU (9150479311)
Executive Member N.JAFFER SADHIQ ALI	Executive Member Ms. NANDHINI	Executive Member . Ms. K. VIJAYALAKASHMI

On August 11, 2018(SATURDAY), the Alumni Association of Shree ChandraPrabhu Jain College held "Alumni MEET 2018," in "B" Block, ARIHANT HALL campus.

On August 17, 2019, the Shree Chandraprabhu Jain College Alumni Association conducted "Alumni MEET 2019," in "A" Block G8 Room (SATURDAY).

Virtual Annual Meeting 2020

During covid pandemic, we recognize the value of social separation and we cannot dispute the value of networking. SCPJAIN COLLEGE Alumni Association has organized a "Virtual Annual Meet." on December 25 (Friday), 2020. via the online platform - Google Meet to commemorate our memories. The principal, Dr V. Nagajothi, presided over the meeting. This meeting had a total of 48 attendees.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

VISION

- To develop this College as one of the most preferred destinations for promoting a promising career for students with a special focus on the underprivileged society. To mold the students as disciplined citizens and employable potentials fostering the values and traditions of this country leading to prosperity of not only the individual but also the nation.

MISSION

- To develop the potency and competence of our students by providing excellent education by promoting their skills for the betterment of their lives, the society, and the country. Students are the future pillars of the nation. It is the responsibility of colleges across the globe

The Institute's distinctive traits are described in the mission and discussed as follows:

- Our college is a unique college among the suburban colleges of the University of Madras. This college was established in the year 1997 with the dedicated noble cause of elevating the poor and disadvantaged inhabitants of Minjur and the nearby zone. This college has successfully finished 25 years of service and produced more than 10,000 graduates during this period. We do not collect capitation or donations, and our fee structure is the lowest among all the affiliated colleges under Madras University. For the deserving and meritorious as well as for all the women students, we give fee concessions at the time of admission. It is a privilege to say that our

alumni work in different sectors like government, public sector, private concerns, and MNCs, particularly in the IT industry and also in different countries. Sprawling over 13 acres of land of which around 1 lakh Sq. Ft of total built-up area with flawlessly constructed buildings, this college is situated in an environment-friendly ambience. This self-financing co-educational college is run 100 percent on a non-profit service motive with the motto of "Live and Let Live".

Quality Education

- For the benefit of the disadvantaged and marginalized sectors of this semi-urban area, this college is offering 11 UG courses and 2 PG courses.
- Located at the cardinal center of Minjur, close to the bus stand and railway station, ensuring simple accessibility for the students. A College where enrolment of students is displaying a consistently increasing trend.
- This college has been provided with protected and purified drinking water throughout the year.
- Our library is running on an open-access system. A significant feature of our library is the running of a book bank from which 912 sets of books for all major subjects are lent freely to the

underprivileged and deserving students of the first year till they complete their course.

File Description	Document
Paste link for additional information	View Document

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

Response:

- The College promotes a culture of decentralized and participative management by delegating significant roles, responsibilities to a great extent at different levels starting from,
- President
- Secretary
- Joint secretary
- Principal
- Vice-principal
- IQAC
- Head of Departments
- Coordinators of various clubs and committees
- Class in-charges
- Faculty members
- Non- Teaching staff's
- The college stands true to the principles of good governance and encourages the participation of the faculty and students in the planning and decision-making process to establish a culture of the shared vision. The benchmark is set for every activity to ensure quality administration, periodical review of completion of the portions, conducting internals club activities, are regularly done for each department to update and deliver quality education to the students.
- The management members President, Secretary, and Joint Secretary conduct meeting periodically to discuss and approve the budget and financial figures. Examine the workload and recruit the faculty, staff for other positions depending upon the necessity. They analyze the outcome and suggest corrective measures to improve academic standards.
- The Principal is an active participant in determining quality policy and developing action plans. Leads the faculty when the action plan is being implemented within the institute guides the faculty and coordinates them wherever necessary. Communicate the thoughts of the top management to the professors and staff regarding the tasks and duties given to each component of the institute during the implementation of the quality policy.
- The Vice-Principal shall, in the absence of the Principal, assume the duties and responsibilities of the Principal. Also assisting the principal in executing the pre-determined tasks, Evaluating and mentoring teachers, Also **Filling up for the principal.**
- The IQAC co-ordinator, coordinates the dissemination of information on various quality parameters of higher education, also ensures the documentation of the various programs/activities leading to quality improvement, coordinate the quality-related activities of the institution, also prepares the Annual Report, maintaining the timely and efficient execution of the decisions of IQAC committee.

- At the department level, the Head of Department holds the responsibility of motivating and guiding the staff members at all aspects of administration and academics. Also, active involvement and participation in academic administration, institutional development, and student development programs. The HOD passes the suggestions and the feedback from the staff and the students to the principal for facilitating the process of Decision Making and Policy Framing. This extensive practice has led to the development of a positive organizational culture wherein the goals of motivating and strengthening faculty-student ties and promoting career satisfaction to the staff have been achieved.

Various committees at the institute monitor the effective implementation and enhancement of policies and strategies

- Women's counseling cell
- Grievance Redressal cell
- Anti-Ragging Committee
- Anti-Eve Teasing Committee
- Students Safety and Insurance Scheme
- Alumni Association
- SC/ST Committee
- Examination Cell
- Internal Complaint Committee
- OBC cell
- Anti-drug committee
- Minority Cell
- Sports and Extra-curricular Committee

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

6.2 Strategy Development and Deployment

The institutional strategic/perspective strategy is effectively deployed.

Based on the vision and goals of the College, which are the constant driving reasons for increasing academic quality policies and initiatives,

It is effectively utilized to focus on producing quality improvements in the areas of:

Ø Teaching-Learning Processes

- Ø Collaboration, and Extension Activities
- Ø Developing physical infrastructure
- Ø Student Support Activities and Student Progression
- Ø Internal Quality Assurance System
- Ø Institutional Values and Best Practices
- Ø Governance, Leadership, and Management
- Ø Encouraging research and development work
- Ø Development of entrepreneurship
- Ø Increasing Alumni Interaction and Involvement and Outreach Activities

At the beginning of each academic year, the Board of Management and committees that constitute the organogram of the institution chalk out the strategic plan of events and activities that will support the growth and development in these key areas, and at the end of the year, a review is conducted about the implementation and the outcomes of the perspective plans.

Also, every month there will be a meeting for all the Heads of the Department with the Board of Management to offer updates, deliver announcements, elicit comments, share information, and give suggestions for decision making.

Eventually Every week, an all-staff meeting will be held with the Principal to discuss the quality of question papers, results, syllabus coverage, examinations, research papers, and add-on courses.

Based on the discussions of the principal with the faculties, the addition of NCC and PG courses M. Com (G) and M.Sc. (CS) as part of academic quality development was put forward to the management. The management laid out a strategy to apply for additional courses and improve space availability. Eventually, the college gained sanction from the Higher Education Department, University of Madras. Provisional affiliation to the two programs was granted by the Vice-Chancellor with an intake of 26 students for M. Sc. Computer Science and 40 for M. Com (G). To accommodate the new courses, the upgrade of the computer science lab was done utilizing the funds sanctioned by the Board of Management. As per the approval order received from the University of Madras, the classes for M.Sc. (CS) and M. Com (G) were begun during the academic year 2020-2021. As a milestone in the improvement of the college, the NCC wing was established in 2020–2021, it aims at creating a pool of organized, trained, and motivated students with leadership qualities in all walks of life.

File Description	Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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

Response:

Shree Chandraprabhu Jain College is a minority College run by the Shree Chandraprabhu Jain Educational Foundation (SCPJEF). The organizational structure includes management, the principal, the vice-principal, HOD, the teaching staff, the non-teaching staff, and the students.

The management of the college consists of the President, Secretary, and Joint Secretary. It is the top decision-making body and is in constant touch with the Principal on all things relevant to the proper functioning of the institution.

This is followed by the Governing Body of the College, which meets at least twice a year to examine topics connected to budget, infrastructure, faculty recruitment, and other matters linked to the general development of the College.

The principal is assisted by the Department Heads, Class In-Charges, all teaching faculties, and the non-teaching staff, which includes the Administrative Officer, Section Officers (one for the Accounts Office and one for the General Administration), Senior and Junior Office Assistants, and manual staff.

The class in-charges supervise the proper operation of the department, for which meetings are held regularly to discuss issues and concerns connected to the curriculum and extra-curricular activities.

The College also has an Internal Quality Assurance Cell (IQAC) which works towards the implementation of the aims of quality enhancement and sustenance. The IQAC serves a vital function in monitoring the internal quality of the institution.

The library organization includes a librarian, an assistant librarian, library clerks, and library attendants.

College Clubs: Various clubs are created for the planning, preparation, and execution of academic, administrative, and extra-curricular purposes. Each club is comprised of the convenor and its members.

The college has created several cells and committees as per statutory and other criteria. The fundamental functions of the committees and cells are to address the topics of concern related to the portfolio and to settle the matters of concern with appropriate choices. The Anti-Ragging Cell, Grievance Redressal Committee, Anti-Drug Committee, and the Internal Complaint Committee. The goal of these committees is to guarantee that no breach of regulations takes place within the college and work towards addressing and settling grievances.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

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

6.3 Faculty Empowerment Strategies

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

Response:

The College makes sincere efforts to enhance and enrich the professional development of the teaching and non-teaching staff members. Some of them are as follow:

- Encouraging faculty members to associate with state, national, and international professional bodies.
- Encouraging the faculty to interact with the outside world.
- Motivating faculty to organize state level, National level, and international level conferences/seminars/workshops/symposia.
- Encouraging participation of faculty in FDPs, Seminars, Workshops, and Conferences.
- Motivating the faculty, for arranging industrial training programs/visits.
- Allowing the non-teaching staff to attend skill development and training programs. Also allowing them to attend courses to improve their educational qualification.
- Faculty development programs in various areas and subjects are regularly conducted in the college.
- The Institute deputed the faculty for training organized by other organizations. For example, FDPs, STTPs. etc.
- Institute telecasts webinars of IUCEE, IEEE, etc. to create awareness about recent trends and developments in new areas.

- Institute encourages the expert faculty to motivate the less experienced faculty by giving essential inputs, providing training on the delivery of lectures, laboratory work, and seminar/project guiding.
- Faculty is deputed for part-time Ph.D. program by paying full salary.
- PF (Provident Fund) as per rule.
- Due recognition is given to the faculty for research publication in reputed journals.
- Award/reward system.
- Training is provided to the faculty.
- Enriched library with latest books, journals e-journals, etc.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

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

Response: 2.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
12	0	0	0	1

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

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

Response: 26.71

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

2020-21	2019-20	2018-19	2017-18	2016-17
43	33	4	0	0

File Description	Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

- The College has a performance-based appraisal system for the assessment of teaching and non-teaching staff. The appraisal report is based on the annual performance of the employees based on their academic, research, and other extracurricular activities.

Performance appraisal system for teaching staff

- The teacher, as a person and teacher as a performer, is also one of the mandatory assessments for his/her performance is appraised through his/her implementation of innovative methodologies in classroom lectures, seminars, tutorials, course delivery, question paper setting, and evaluation, updating of materials, etc.
- Besides, student feedback and pass percentage of the course are also considered.
- The performance of the faculty are evaluated based on professional contribution to academics, contribution to short-term training courses, performing invigilation duties, contribution to College administrative bodies such as college academic council, planning and development committee, IQAC, NAAC, etc.
- Financial support to the faculty is rendered with the motive to enhance or upgrade their knowledge through their participation in conferences, workshops, publications in Scopus indexed journals,

book publication, sponsored projects consultancy, research supervision, awards, honors, fellowships, etc.

- General information and academic background, courses/STTP attended during the year.
- Academic performance information - Teaching, learning, and evaluation-related activities, co-curricular, extension, professional, development-related activities. Research, publication, and academic contributions.
- The above set performance appraisal report is filled by the employees in a given prescribed proforma which includes all the above set related to points and sub-points. Filled in the prescribed format is revised by HOD to assess the attitudinal/behavioral/professional aspects of the faculty concerned.
- Other relevant information- Appraisal is reviewed and based on the performance. Appreciation letters are given to the deserving ones by the management.
- **Performance appraisal system of the non-teaching staff**
 - A few strategies are observed in appraising non-teaching staff's performance this includes the technical contribution of individuals such as subject knowledge, awareness, productivity, quality, innovation willingness to learn, diligence, etc. besides they also assess the behavioral aspects like group behavior, acceptability, punctuality, etc.
 - An appraisal is reviewed and based on the performance appreciation letters are given by the management.

File Description	Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

External Audit

- The college has submitted the budget plans and income and expenditure figures to the Audit Committee for the requisite audit.
- The External Audit Committee has visited the college for verification of income and expenditure details. The committee will authorize the income and expenditure account for that particular financial year.

Internal Audit

All vouchers are audited by an internal finance committee on a half-yearly basis. The expenses incurred under different heads are extensively examined by validating the bills and vouchers. If any disparity is noticed, the same is brought to the knowledge of the principal. The same method has been followed for the

last five years.

Audit Objections

There are two primary areas in our college where audit objections are expected. These are, in the case of

a) Computer and Software, Due to quick technical breakthroughs in the world of computer systems and software, the old equipment is becoming obsolescent extremely fast, needing modifications in the system configurations/versions for their up-gradation. Because of this fact, the college has been petitioning the audit committee to alter the depreciation applicable to this fixed asset, which would reflect the real worth of these fixed assets.

b) Books, learning resources, and equipment in the library. As our college is connected to Madras University, the curriculum is typically altered at a frequency of 2-3 years. Hence, the library books, learning resources, and lab equipment are becoming obsolete because of the revision of the syllabus. To accommodate this rate of depreciation, it needs to be boosted sufficiently to satisfy the demand.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

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

Response:

Tuition fee and development fee collected from the students is the main source of income for the

Institution.

- The budget allocation system for every academic year covering all the departments is in existence.
- Budgeted expenses are compared with projected revenue and necessary modifications are done as and when required. So far, no situation of the deficit has occurred.

The mechanisms used to monitor the effective and efficient use of financial resources are as below:

- Before the commencement of every financial year, the principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management.
- The college budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges, etc., and non-recurring expenses like lab equipment purchases, furniture, and other development expenses.
- As the College is self-financed and sponsored by society and the College is already 25 years old, the complete civil infrastructure is already in place and hence the total tuition fee collected from the students is more than adequate to run the institution including recurring & non-recurring expenditure.
- New renovated Blocks were allotted to improvise the quality standards of Management Education for ever-demanding facilities like Training Facilities, Board Room, HOD Room, Labs, Modern Seminar Hall, and classrooms with relevant Furniture and advertisement expenses for promoting different programs and activities of the College.
- An adequate budget has been allocated towards various Management Events, Training and Placement facilities, Guest Lectures, Workshops, Seminars, Industrial Visits, International Conferences, FDPs, Management Programmes, and subsidized transport for the entire course.
- The expenses will be monitored by the accounts department as per the budget allocated by the management.
- The depreciation costs of various things purchased in the preceding years are also worked out.
- The budget utilized for recurring and non-recurring expenditure under the following heads:
- The budget has been utilized for conducting and organizing Management Events Training and Placement facilities, Guest Lectures, Workshops, Seminars, Industrial Visits, International Conferences, FDPs, Management Programmes, and subsidized transport for the entire course as per the recommendations of the HOD's based on the curriculum requirement.
- Administrative Expenditure – the budget has been utilized in meeting day-to-day expenses in running the institution.

File Description	Document
Upload any additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

The purpose of this cell is to make the institutions sustain the quality. Given this, our college has established an Internal Quality Assurance Cell (IQAC) to constantly check and maintain its quality. The cell employs various means in consonance with the guidelines provided by the council to achieve holistic academic excellence.

The College has an established IQAC. The Institutional policy has always been to improve the academic and administrative performance of the College, inculcate the research culture among the faculty and students.

The IQAC meets periodically and discusses the following

- Major decisions about the infrastructure, FDPs, research activities.
- Organization of seminars/conferences/workshops at the College

Decisions taken by the IQAC are generally approved by the management with few modifications. Here is the list of a few important decisions in the last few years

- The IQAC has external members on its committee from academics, industry, and alumni. The following significant contributions are made by them –
- Inputs for innovative teaching methods
- Encourage faculty to attend FDP/STTPs
- Strengthening ICT enabled teaching
- To provide a sound basis for decision making to improve institutional functioning
- Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks
- Ensuring the adequacy, maintenance, and functioning of the support structure and services
- Dissemination of information on various quality parameters of higher education

For the effective functioning of IQAC, the students and alumni contribute as follows - Responses and opinions of the students on various processes, systems are collected in the following formats-

- Entry-level survey
- Library feedback
- Feedback about non-teaching staff / technical staff
- Exit feedbacks in addition to this, feedback from students through the suggestions are received in the suggestion boxes.
- Feedback from alumni has been collected annually. The IQAC receives the statistical report based on the feedback and uses the information appropriately.

Constitution of IQAC at the College

S. No.	Name	Designation	IQAC Designation
1	Dr. C.P. Prakash	HOD & Assistant professor	Co-ordinator
2	Mr. C. Murugan	Assistant Professor	Member
3	Mr. M. Sabarish	Assistant Professor	Member
4	Mrs. D. Rani	Assistant Professor	Member
5	Dr. S. Srinivasan	Assistant Professor	Member
6	Ms. K. Soundarya	Assistant Professor	Member

File Description	Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Methodology the review of teaching-learning is done in the following manner:

- The academic calendar is prepared at the beginning of the year.
- The College timetable and allotment of the classroom are done by the timetable committee and a master timetable is prepared.
- Faculty is oriented for the use of innovative teaching methodology and working of the college.
- Teachers' diaries are distributed to all the teachers for planning the academic year in terms of the teaching plan, teaching record, tests, etc.
- Implementation of improvement of teacher-student interaction.
- An academic audit is done by the Academic Audit Committee. The audit is conducted by visiting departments to review the functioning and involvement of teachers in co-curricular and extracurricular activities.
- A constant review of the results is taken after each examination.
- The teacher's diary helps the teachers in organizing their time leading to timely completion of the curriculum and conducting tests as planned. This has led to improvement of results.
- Catering to the needs of slow learners and advanced learners.

File Description	Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

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

Response: D. 1 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

Year	Title of the Programme	Date	Speaker
2020-21	Safety Measures and Counselling	04.10.2020	By WCC committee member
	Women's Day Celebration	08.03.2021	Dr. Banu, Unani Specialist, Minjur Pancha Union Hospital
2019-20	Women Safety	04.07.2019	Mr.Ramesh from Southern Rail Senior Inspector
	General counselling meet -2019	August 2019	By WCC committee member
	Women Empowerment	04.09.2019	Ms. Rizwana Parveen, Hindus Unilever Ltd.
	Gynecological Awareness Programme	20.02.2020	Dr. D. Sangamithray, Obstetricia Gynecologist, Apollo Hospital, Tondiarpet, Ch
	Women's Day Celebration	08.03.2020	KALAI MAMANI Ms.BHARA THIRUMAGAN- TAMIL VILLUPATTU PERFORME
2018-19	Gynecological Awareness Programme	21.07.2018	Dr. D. Sangamithray, Obstetricia Gynecologist, Apollo Hospital, Tondiarpet, Ch
	General counselling meet -2018	09.08.2018	By WCC committee member
	Women's Day Celebration	08.03.2018	Dr.JI.Sylvia- Chief Scientific Of (IGCAR-ATOMIC ENEGRY KALPAKAM
2017-18	Women Empowerment	13.12.2017	Ms. Rizwana Parveen, Hindus Unilever Ltd.
	Gynecological Awareness Programme	03.02.2018	Dr. E. Indumathi Thayar.M.D(OG consultant obst & Gynaecologist, Hospital,pvt.Ltd.,Vanagaran
	Women's Day Celebration	08.03.2018	Dr.R.Vijayalakshmi, BNYS,PG,DAN,Department of and Naturopathy

2016-17	General counselling meet -2016	29.06.2016	Mrs. Shiny, Playback Singer By WCC committee member
	Women Safety	04.07.2016	Mr.Ramesh from Southern Rail Senior Inspector
	Gynecological Awareness Programme	21.07.2016	Dr. D. Sangamithray, Obstetrician Gynecologist, Apollo Hospital, Tondiarpet, Chennai
	Women's Day Celebration	08.03.2017	Ms. Pinky Rajpurohit, Senior Correspondent, Editorial of A Network Mrs. Shalini Agarwal, President Cultural Department, Agarwal Vidya

Womens Counselling committee (WCC)

Shree Chandraprabhu Jain College has established the WCC to empower girl students, to address all issues related to women and to make the college campus a safe place for female students and faculty members. The Committee is framed every year with the teaching and non-teaching women staff as members. WCC inculcate the discipline and safety among the women students. It also aims to function to teach and conduct skill development programmes and activities, competitions.

Anti Ragging Committee

“Prevention is better than cure” so here are several basic guidelines followed by our institution in order to prevent ragging from its root.

As per UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force Shree Chandraprabhu Jain College, Minjur, started the Antiragging and Eve Teasing Committee since 2011.

The outcome of the specific initiatives is for the promotion of women's development, not only for the students, but also for the faculty, it is necessary to establish equality of opportunity and gender justice, ultimately resulting in the optimum utilization of women's resources.

Common Room:

The common room for Boys and Girls:

Arihant Hall: an air-conditioned conference hall with the capacity of 200 members.

Bhagwan Mahaveer Auditorium: with the capacity of 600 members.

Dance Room

Indoor games Room

Counseling cell:

Our college has a counseling cell with a friendliest staff on the board as a counsellors. They will help the students to open up and talk about their problems during ragging and eve teasing

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

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

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

Response: D. 1 of the above

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

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

Response:

1.Solid waste management:

Waste Management is helping our college, to achieve a higher level of environmental performance. All the waste from the college campus segregated into wet, dry and plastic waste. With smart initiatives like Go

Green and Plastic Free Environment, red and green colour waste bins are placed at several locations in the campus to collect dry and wet waste respectively. Plastic bottles and other recyclable waste are collect in the red colour 'dry' waste bins, while biodegradable and paper waste is collected in the green coloured 'wet' waste. NSS Students are involved in the waste segregation process as volunteer services.

Biodegradable materials such as organic wastes from plants and food waste from college canteen are converted into manure in compost pits which are used as an organic fertilizer for the garden.

Solid waste from the toilets was collected in the septic tank which was cleaned every 3 months using charcoal and salt.

b. Liquid waste management:

The College is contemplating installing the water harvesting. Waste water from the drinking pipes and from cleaning usage is pipe lined to garden area. The waste water from canteen and security quarters is properly utilized for the garden. The waste water from RO plant is utilized to the garden.

c. E-waste management:

All e-waste is disposed through the local wastage mart (Plastics and Electrical & Electronic unusable materials, etc.).

d. Waste recycling system:

Shree Chandraprabhu Jain College for partnering with WOW (Wellbeing out of Waste, a Nationwide Recycling Initiative of ITC. The college has been recycling waste paper (including exam papers, News papers, old projects, files, records) are disposed to the ITC Company for recycling every year. ITC offers customized en-to-end decentralized solid waste management solution services. They assess the quality of waste generated by the college and the quantity, and collect and recycled it in exchange for green points. Segregated waste is weighed on the spot, in the presence ITC supervisor and the Estate Manger and Public Relation Officer (PRO) from the college. Details are recorded at the both ends to keep regular accounts for the waste collection. These earnings save the college from some expenditure on purchase of some internal materials.

Month / Year	Recyclable waste collected (Kg.)	Green points earned (in Rs.)
2017	1143	9144
2018	4821	38568
2019	2253	20277
2020	660	5280
2021	2689	30751

7.1.4 Water conservation facilities available in the Institution:

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

Response: A. Any 4 or all of the above

7.1.5 Green campus initiatives include:

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

Response: A. Any 4 or All of the above

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

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

Response: D.1 of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: D.1 of the above

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

Response:

24.07.2016	A Rally Named 'Green Kalam' Was Organized. From The Marina Beach Kannagi Statue To Gandhi Statue. The NSS Volunteers Of The College That Consists Of 30 Students Participated In The Programme Under The Leadership Of The NSS Co-Ordinator Mr.C.Moh And The NSS Officer Mr.C.Murugan Respectively . The Programme Was Organized By The Well-Known Actor Mr.Vivek And His Team.	
07.09.2016	The 'Mega Blood Donation' Camp Was Conducted. Nearly 154 Unit Of Blood Was Collected From The Students. Blood Bank - Govt.Stanley Hospital, Blood Bank. Venue - Bhagwan Mahaveer Auditorium.	
10.09.2016	' International Coastal Cleanup ' Was Conducted. On. Nearly 132 Students Participated Took Active Involvement In The Cleaning Up Programme Of The Beach. Venue - Pazhaverkadu Beach Leadership - R.Karunakaran , President Light House Kuppam Pazhaverkadu. (This Particular News Was Published In The News Paper Published In The Newspapers Namakkal Kural (11.09.2016) And Thina Boomi (11.09.2016)Respectively.	
29.07.2017	"Mega Dengue Awareness Campaign" Had Been Organized By The Team Of Nss. Dr.Velumugan, Health Dept Of Protection Of Disease Officer Inaugurated The Campaign. Nearly 103 Nss Volunteers Participated In This Campaign And Took Active Role In Door – To Door Campaigning. Mr.C.Mohan Nss Programme Officer Rendered His Utmost Effort To Execute This Service.	
14.12.2017	"Mega Blood Donation Camp" Was Organized By Nss Team Of Our College. Rajiv Gandhi Govt.Hospital And Stanley Govt.Hospital Came To Collect The Blood. Our College Students Came Forward To Donate Blood Enthusiastically. Nearly 359 Students Came Forward For Donation. Due To Normal Average, Weight And Hemoglobin Content, Only 253 Students' Blood Were Collected. 141 Units Of Blood Was Collected By Stanley Govt.Hospital And 118 Units Of Blood Was Collected By Rajiv Gandhi Govt.Hospital.	
25.10.2018	TEACHERS TRAINING PROGRAMME FOR TEACHERS WORKING IN AND AROUND MINJUR CONDUCTED BY KARUNA CLUB	
10th August 2019	TREE PLANTATION PROGRAMME held at in our college ground. More than 50 trees were planted	
16th August 2019	NATIONAL DEWORMING DAY (Mop UP Day- Camp) conducted along with Primary Health Center Minjur.	
18th September 2019	Road Safety Awareness Programme	
26TH September 2019	Girl Child safety, Health and Nutrition Awareness Rally in an around 5 kms in Minjur market	
17th October 2019	Nilavembu Kashayam distribute to students of shree Chandraprabhu Jain college in association	

	with Minjur primary Health Center.	
	We Extended the dengue awareness program in the minjur railway station to create the awareness along the people and also 150 general public have been given with nilavembukashayam.	
19th October 2019	Vigilance awareness week programme –Essay Competition conducted in kamaraj port ltd in college. Topic : Integrity a way of life	
21st October 2019	Vigilance awareness Rally in Minjur Market Along with Kamaraj Port Ltd	
5th December of 2019	Mega Blood Donation Camp	

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

Response:

DATE	PROGRAMME	
21.06.2016	World Yoga Day Was Celebrated. A Speech By Mr.Vijay Anand A Yoga Expert And Secretary Of North Chennai Vivekananda Youth Forum. The Practical Explanation Of Yoga Was Given By Mr.A.Krishnan,A Guide For The Exercise Of Yoga And Co-Ordinator Of Minjur.	
24.07.2016	A Rally Named 'Green Kalam' Was Organized. From The Marina Beach Kannagi Statue To Gandhi Statue. 30 NSS Volunteers are Participated In The Programme Organized By The Well Known Actor Mr.Vivek And His Team.	
07.09.2016	The 'Mega Blood Donation' Camp Was Conducted. 154 Unit Of Blood Was Collected From Govt.Stanley Hospital, Blood Bank.	
12.01.2017	NSS And Vivekananda Youth Forum celebrated Swami Vivekananda Jayanthi Pushpanjali	
25.01.2017	Staff , Students Took Pledge For Voters Day.	
26.01.2017	68th Republic Day Was Celebrated. Nearly 120 Students Participated.	
28.01.2017	The University Of Madras "Arivukalanjiyam Youth Award 2017" Had Been Conducted By NSS. K.Keerthana, I BBA And E.Selvamani – III B.Sc (ECS) Participated In Eloquence Competition On The Topic, " Request Of Swami Vivekananda For Youth ".	
09.02.2017 To 15.02.2017 (7 Days Programme)	NSS Special Camp at Vichoor (Chozhavaram)	
18.03.2017	NSS And RRC AIDS PREVENTION CLUB Organized BLOOD GROUP CHECKUP	

	CAMP.	
15.08.2017	Independence Day Was Celebrated. The 10th Rotaract Club Installation Programme organized on the same day.	
14.12.2017	“Mega Blood Donation Camp” Was Organized By Nss Team Of Our College. Rajiv Gandhi Hospital And Stanley Govt. Hospital Came To Collect The Blood. Nearly 253 Students donated blood, 141 Units Of Blood Was Collected By Stanley Govt.Hospital And 112 Units Of Blood Collected By Rajiv Gandhi Govt.Hospital.	
21.06.2019	National yoga day conducted	
27.07.2019	Dr.APJ Abdul Kalam Death Anniversary conducted in our college A Kalam Jothi mission	
16th August 2019	NATIONAL DEWORMING DAY conducted along with Primary Health Officer Minjur.	
19th October 2019	Vigilance awareness week programme –Essay Competition conducted in our college. Topic : Integrity a way of life	
21st & 28th October 2019	Vigilance awareness Rally & Essay Writing Competition with Kamaraj Port Ltd in our college.	
30TH October 2019	Vigilance awareness week celebrated. Mr. Shankar rao DGM vigilance department and Mr. IBM Babu DGM information technology NTPC Ltd addressed the students.	
31st October 2019	National Unity Day- RashtriyaEktaDiwas. Dr. A. Kalanathi Former vice-chancellor and R.M.R Janakiraman Vivekananda Vidyalaya school correspondent to the students.	
5th December of 2019	Mega Blood Donation Camp	

2020-21

1. In observance of “Vigilance awareness week”– A **Essay Competition** conducted in online mode on 19-10-2020 by the kamaraj port ltd under the Topic: “Vigilant India prosperous India”.
2. **11th National Voters day** was observed on 25th January 2021.
3. An anti-untouchability pledge was taken in our college on January 30th 2021, Friday in view of the death anniversary of Mahatma Gandhi. Check our youtube link: <https://youtu.be/gfSf3Si8Ir8>
4. As the Tamil Nadu government announced that it would observe February 9, 2021 as ‘Bonded Labour System Abolition Day’. In response to that Our college NSS observed this day , we created awareness among the students and the pledge was taken .

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and

other staff and conducts periodic programmes in this regard.

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

Response: A. All of the above

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

Response:

1. In observance of “Vigilance awareness week” – A **Essay Competition** conducted in online mode on 19-10-2020 by the kamaraj port ltd under the Topic: “Vigilant India prosperous India”.
2. **11th National Voters day** was observed on 25th January 2021. The main purpose of the celebration is to encourage, facilitate and maximize enrolment, especially for the new voters, We have taken pledge and the day was utilized for spreading awareness among voters and for promoting participation in the electoral process.
3. An anti-untouchability pledge was taken in our college on January 30th 2021, Friday in view of the death anniversary of Mahatma Gandhi. The faculty, students and administration staff of our college observed silence for two minutes as a mark of respect to Mahatma Gandhi, who was assassinated on January 30. Check our youtube link: <https://youtu.be/gfSf3Si8Ir8>
4. As the Tamil Nadu government announced that it would observe February 9, 2021 as ‘Bonded Labour System Abolition Day’, Tamil Nadu is the first state in the country to make such an announcement. The Centre had enacted the Bonded labour system (Abolition) Act on the same day in 1976. In response to that Our college NSS observed this day, we created awareness among the students and the pledge was taken.

National Commemorative Events celebrated in our College

- Independence Day is annually celebrated on 15 August, as a national festival commemorating the nation's independence from the United Kingdom on 15 August 1947.
- Republic Day honors the date on which the Constitution of India came into effect on 26 January 1950. Republic day is celebrated on 26th January every year.
- Swami Vivekananda birth and death is celebrating as Students’ day on January 12th & 4th July respectively.
- The former President APJ Abdul Kalam’s birth and death is celebrating as Students’ day on October 15th & 27th July respectively.
- World Forgiveness Day is celebrated in the month of September every year to preach non-violence, vegetarianism and ahimsa.
- National Flag Day is celebrated on November 30th to commemorate the sacrifice made by the

Indian soldiers every year.

- National Mathematics Day is celebrated in remembrance of Dr.Ramanujan on December 22nd by the Department of Mathematics.
- National Voters Day is celebrated on 25th of January by taking pledge by the staff and students.
- International Mother Language Day on 21st of February to pay respect to our language.
- International Womens' Day is celebrated on 8th March every year in a grand manner.
- National Science Day is celebrated on 28th of February every year in the remembrance of Sir. C.V. Raman.

File Description	Document
Link for Geotagged photographs of some of the events	View Document

7.2 Best Practices

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

Response:

1. *SMART GIRL PROGRAMME* (Beti Bachao, Beti Padhao)

Since August 2017 as a part of **BETI BACHAO, BETI PADHAO** (BBBP) scheme our college along with **FJEI (Federation of Jain Educational Institute, Tamilnadu)** conducted one day Training & Awareness program for women child age group belongs to 14-17 years.

The programme titled as “**SMART GIRL**” (Women Empowerment Programme). We are regularly conducting this programme in our college as well as in **Government and Private Schools of Thiruvallur District**.

The one day Training programme includes power point presentation and many other awareness activities and learning modules related to women child. The **Federation of Jain Educational Institutes (FJEI)& Bharatiya Jain Sanghatana (BJS) Tamilnadu** provided free training by conducting workshops for our trainers .

OBJECTIVE OF THE PROGRAMME

- 1.To stop the discrimination of the girl child and practice of gender determination test.
- 2.To ensure the survival and protection of girls.
- 3.To improve Self-recognition.
- 4.To improve Self-confident.
- 5.To create awareness about basic violence against girl child in society .
- 6.To ensure the participation of girls in education and other areas.

WORK SHOP

FJEI& BJS organized two days workshop ,which was held on 4th& 5th August 2017, Titled “SMART GIRL” programme at Guru Shree Shantivijai Jain College for Women, Vepery, Chennai-07.

PROGRAMME IMPLEMENTED IN SCHOOLS IN THIRUVALLUR DISTRICT

1.13 SCHOOLS(NOV 2018-APR 2019)

2.30 SCHOOLS (JUNE 2019- NOV 2019)

3.JUNE 2020 – JUNE 2021 (NOT CONDUCTED DUE TO PANDEMIC)

RECOGNITION

1.Thiruvallur District collector Tmt. MAGESWARI RAVIKUMAR conducted a PRO (Public Relationship Officer) meeting for Arts and Science College on 21.09.2019 to promote Government Schemes among Schools and College Students. While discussing about BETI BACHAO, BETI PADHAO (BBBP) Scheme ,Our Collector highly appreciated our Institution, as we are the only one Institution initiating and promoting this scheme out of 63colleges in the Thiruvallur District especially among rural areas.

1.Book Bank Project

The Book Bank Project has established in the year 2006. It provides the text books to the needy and deserving students. Initially 336 no's of text books were issued to 112 first Year Students. Further the Project has been extended and currently more than 920 Students were benefited under Book Bank Project. We circulate 5843 volumes to needy students by the management in charitable basis. Text books are loaned for the beneficiaries till they complete their course.

Student selection Criteria:

- 1.Application forms are issued every year.
- 2.Book Bank Project-Committee members select the deserved students.
- 3.Students have to return Application Form enclosed with Xerox copy of Higher Secondary Mark sheet, Community Certificate and Father's or Guardian's income certificate.

BOOKS ISSUED THROUGH BOOK BANK PROJECT FOR LAST FIVE YEARS:

Year	Total No. of Quota	Male	Female	Arts	Science
2015-16	305	149	105	146	108
2016-17	305	186	107	180	127
2017-18	305	144	131	170	112
2018-19	305	165	112	185	124
2019-20	305	131	122	171	57
2020-21	305	121	74	146	49

1.SCHEMES PROVIDED TO THE STUDENTS BY THE MANAGEMENT**1.MERIT SCHOLARSHIP AT THE TIME OF ADMISSION**

SCPJC distinguishes itself from peer institutions by offering merit concessions based on the Mark secured by the students in Higher Secondary examination (+2). It is applicable for the entire UG program and also for the PG program. Since the college is situated in the rural sector, the college aims to give education to the downtrodden and under privileged sections of the society. The scheme is as follows:

% of Marks Secured	Merit Discount (Rs.)
65% to 75%	750
76% to 85%	1500
85% & above	Full Tuition Fees

1. WOMEN STUDENT CONCESSION AT THE TIME OF ADMISSION

‘Education is the only key to Empower Girls’. Education itself is very important irrespective of whether the child is a boy or a girl. Education of girls is important for bringing a balance in society. SCPJC aims to encourage more girl students to be educated by providing women concession apart from the merit concession during the time of admission. Every girl child who takes admission will be given with Rs.2500/- concession in the course fee.

1.SCHEMES OF CREATING ENDOWMENT IN THE COLLEGE BY THE MANAGEMENT

In an attempt to encourage the students to perform well and honour those who have scored good marks and to improve the admission of more students in all the classes of this college it is proposed to create Endowments in the college by the members of the Educational Foundation Trust. The Endowment so created will be awarded to outstanding achiever and will entice the students to score good marks and behave as a disciplined student inside and outside the college. Further this will help for his/her higher studies and earn more popularity to college.

7.3 Institutional Distinctiveness

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

Response:

The College, named after Eighth of the Tirthankar Shree Chandraprabhu, had an auspicious beginning on the Vijayadasami Day in 1997. Started with a handful of students-fifteen to be exact-in two courses together, B.Sc Computer Science and B.Com Course. The management, with the aim of making learning a pleasant experience has built the college in a sprawling campus away from the bustle of the city. But at the same time it is well connected by road and rail so that commuting is not a hassle. The landscaped campus with more than one lakh sft. of built-up area (A& B Blocks with 3 floors) has very good infrastructure.

SCPJC is a unique college among the suburban colleges of the University of Madras with a committed noble cause of elevating the depressed and downtrodden population of Minjur and the adjoining areas.

SCPJC college has successfully, completed 25 years of service (Silver Jubilee Year) and produced more than 9000 Graduates during this period. The college does not collect Capitation or Donation and the Fee Structure is the lowest in the entire Madras University area. To the deserving and meritorious as well as for the Poor Students it allow fee concession at the time of admissions and free Education for all the three years in specific cases. This self-financing co-educational college is run cent percent on a non-profit service motive with the motto of "Live and Let Live". This speaks volumes for the reputation it enjoys in the locality.

For the benefit of the underprivileged and marginalized sections of this semi-urban area, our college is offering 11 UG, 2 PG courses in the college. Located at the cardinal centre of Minjur.

The Laboratories of our college are provided with the latest and state of the art equipment to benefit the students of all science courses. More than 180 computers with unlimited internet supply speak about the care and concern of the Management in providing quality education. A well-furnished collection of more than 10000 Volumes and 58 Journals subscribed speaks about the greatness of our Library. Our library is functioning with an open access system. A notable feature of the Library is functioning of a Book Bank from which 900 sets of books for all Major Subjects are lent freely to the poor and deserving students of the first year till they complete their course in the final year.

The College is encouraging and helping the Students belonging to SC/ST and ADCC, and also Physically Challenged for getting the Government of India Scholarship. Free Education Scheme of the Madras University is being implemented in the College. The College also helping the Students to get Financial Support from different Agencies. The Students in each Degree Class who secure the highest mark will be awarded with the cash prize along with Gold Medal and Certificate during each academic year.

An Endowment Gold Medal instituted in the name of Shree Chandrabrabhu Jain College for top ranking students in the University of Madras in the B.Sc. Plant Biology and Plant Biotechnology course come into operation from the Academic Year 2014-15 and continued to be awarded to the top ranking student of B.Sc. Plant Biology and Plant Bio-Technology till this academic year.

The Management encourages Sports and gives Concession and incentives for the sports persons who achieve at the University, State and National Level. During Admission an amount Rs.5000/- per year is given as a concession to the students who had excelled in sports at the District/State/National/International Level.

The principal and Vice principal are also an Academic Council member of the University of Madras.

The management encourages staffs to conduct and participate in various academic & non-academic activities. Each Department is being encouraged to conduct Special Lectures, Conferences, Workshops and Orientation Courses for the benefit of the Students. The College organises various National and International Webinars , Seminars and Conferences, FDP by inviting Vice-Chancellors, Pro Vice-Chancellors, Academicians in and outside India, The topics are such that they over the latest trends in the respective fields and guide the students towards their career path.

Statutory celebrations like Freshers' Day, Forgiveness Day, Women's Day and Annual Day & Sports Day have been celebrated in a very grand manner in this College. Celebrities from various walks of life have been invited on these occasions and they have been honoured.

Besides, various Personality development, Yoga, Karate, Meditation and computer oriented courses are conducted for the benefit of the students. To give a medium for the expression of the thoughts and talents of the students, a magazine by name 'Shree' is brought out every year.

SMART GIRL PROGRAMME as a part of BETI BACHAO, BETI PADHAO (BBBP) a programme by the Central Government, The College along with Federation of Jain Educational Institute, Tamilnadu has been conducting it is since 2017.

Mentorship system is functioning in this college. Staffs as mentor meet their Mentees monthly twice / thrice and guide the students who go through difficult phases in their personal life and also to develop their skills in all the aspects.

The special celebration of the college is **FORGIVENESS DAY**. Shree Chandraprabhu Jain College has been following this tradition for a very long time. Emphasizing the relevant and need for Forgiveness in every day's life. An Inter collegiate elocution competition will be held among one of the theme "Concept of Forgiveness in Jain Philosophy - "Kindest are those who Forgive and Forget", "Concept of Forbearance of Lord Mahaveera", "Forgiveness is nothing without Love" Elocution competition will be conducted in three languages namely English, Tamil & Hindi. And students from various Jain Educational Institutions participate. Winners will be awarded with a cash prize of Rs.10000/-, Rs.5000/- & Rs.2500 /-.by the management.

The Commitment and focus towards the achievement of mission and vision with which the management and staff have been taking measures in improving the college to the higher level of standard has laid a strong foundation. The institution with par excellence and service to the society, advancing knowledge and Transforming Lives are the highlights of the education experience.

5. CONCLUSION

Additional Information :

To serve the greater good, the Jain Community of Chennai established the Shree Chandraprabhu Jain College, Minjur in 1997. We promote non-violence (Ahimsa) and vegetarianism. Our College is affiliated with the University of Madras and was founded by the Shree Chandraprabhu Jain Educational Trust. Articles 29 and 30 of the Indian Constitution apply to it.

As of October 11, 1997, the College was open. Initially a men's institution, it offered 4 undergraduate programmes, it has been a co-educational College since 2002-03. Our College currently offers 11 undergraduate and 2 graduate programmes. Management believes precise knowledge is necessary.

The College has qualified, dedicated, and experienced faculty and administrative staff. We are offering a wide range of extracurricular and co-curricular activities in addition to excellent academic and recreational facilities. Special consideration has been given to students who are interested in personality development programmes like Karuna Club and YRC.

Other events include guest lectures, video presentations and webcasts. To help them have a better experience, the institution organizes seminars and conferences for each faculty. On-campus programmes for skill development and certificate/diploma completion are also available (which can be completed concurrently with the other courses).

Vision

They are improving the quality of life for students from low-income families. The values and traditions of this country are instilled in students, resulting in their personal and national prosperity.

Mission

With excellent education and encouragement to use their skills to better themselves, society, and country, we can help our students grow in potential and competence. Students are our country's future cornerstones. Global institutions must prevent this from occurring.

For example, love, compassion, equality, and justice are ideals taught in college classrooms. The College also teaches students the basic idea of "**LIVE AND LET LIVE.**" They will assist make the world a better place by becoming academically minded, sensitive and responsible citizens.

Concluding Remarks :

Shree Chandraprabhu Jain College was established in 1997, Golden Jubilee Year of India's independence. Initially a men's institution, it has been a co-educational College since 2002-03. The College currently offers 11 undergraduate and two graduate programmes. Special consideration has been given to students who are interested in personality development programmes like Karuna Club and YRC. Professors assess students'

learning levels in the classrooms through quizzes, assignments, tutorials, mind maps, ppts, content beyond the curriculum, etc., based on which slow and advanced learners are identified.

Specific teaching-learning approaches adapted to the needs of such pupils are then discussed and applied. English coaching classes and remedial classes are offered, which is to give personalized instruction in areas where they demand support. Peer learning contributes to building a culture of collaborative effort and helps strengthen leadership and interpersonal skills. Students are trained to respond to any situation. They have demonstrated considerable initiative in both active (flood relief) and passive (traffic) areas.

To excel in today's complex environment, ED Cell teaches reading and writing. Entrepreneurial abilities increase the value of arts and science knowledge. It solves complex problems by combining area expertise. It turns knowledge into worth. The University Grants Commission (UGC) regulates the number and size of classrooms and labs.

The labs are equipped with the necessary hardware and software to run program-specific curricula, and there are enough computers to run the lab smoothly. Each class also has a class-representative who functions as a link between students and lecturers. Student-led initiatives like quizzes, paper presentations, group discussions are organized by departments to help students develop leadership skills. The Alumni Association promotes, mentors, and advises current students. It has worked hard to connect prominent alumni with its welfare operations through compelling talks and workshops.

The department head is responsible for encouraging and directing all administrative and academic staff. The principal actively contributes to quality policy and action plans. Management members meet periodically to discuss and approve the budget and financial information.