



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

J.K.K.Nataraja College of Arts & Science

- Name of the Head of the institution **Dr.C.Seeranganayaki**
- Designation **Principal (ic)**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **9500704560**
- Mobile no **9443929596**
- Registered e-mail **arts@jkkn.org**
- Alternate e-mail **seeranganayaki.c@jkkn.ac.in**
- Address **Komarapalayam, Namakkal Dt**
- City/Town **Namakkal Dt**
- State/UT **Tamil Nadu**
- Pin Code **638183**

2.Institutional status

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

- Financial Status UGC 2f and 12(B)
- Name of the Affiliating University Periyar University, Salem
- Name of the IQAC Coordinator Dr.C.Seeranganayaki
- Phone No. 9443929596
- Alternate phone No. 0424233023
- Mobile 9842781014
- IQAC e-mail address iqac@jkkn.ac.in
- Alternate Email address iqac@gmail.com

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

<https://arts.jkkn.ac.in/wp-content/uploads/2022/07/AQAR-2019-2020-Report.pdf>

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://arts.jkkn.ac.in/wp-content/uploads/2022/07/Calendar-2020-2021.pdf>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.37	2019	09/08/2019	08/08/2024

6.Date of Establishment of IQAC

03/04/2013

7.Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

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

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

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

- If yes, mention the amount

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

IQAC encouraged the members of faculty to take part in various online courses in Coursera, EDX, Swayam, MOOC, etc., to organize Webinars/online Quiz, etc., and to participate in Webinars/online Quiz, etc., during the pandemic period. As a result, 52 members of faculty completed 772 coursera, EDX, Swayam and MOOC courses. In addition, Dr. K.Radhai, Associate Professor of English, Dr. S. Gokila, Assistant professor of Commerce and Dr. S. Uma, Assistant professor of Tamil acted as resource persons in webinars and panel discussions.

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

Plan of Action	Achievements/Outcomes
Webinars organized	564 Participants who belong to different streams updated themselves on relevant areas through the 6 webinars organized by various departments
Participated in Webinars	6 Webinars on different topics were attended by the members of faculty during the year
Quiz programme	Department of Tamil conducted online Quiz programme and 2513 students from various institutions participated in it.
Participated in online Quiz	20 students participated in 66 online Quiz programmes conducted by various institutions
FDPs	96 Faculty Development Programmes were attended by the 32 members of faculty during the year
On-Line Courses	772 On-Line Courses were completed by the members of faculty during the year
National conference/seminar	37 students participated in 4 online conferences and seminars

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

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Dr.C.Seeranganayaki
• Designation	Principal (ic)
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• Location	Rural
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• Name of the IQAC Coordinator	Dr.C.Seeranganayaki

• Phone No.	9443929596				
• Alternate phone No.	0424233023				
• Mobile	9842781014				
• IQAC e-mail address	iqac@jkkn.ac.in				
• Alternate Email address	iqac@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://arts.jkkn.ac.in/wp-content/uploads/2022/07/AQAR-2019-2020-Report.pdf				
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• if yes, whether it is uploaded in the Institutional website Web link:	https://arts.jkkn.ac.in/wp-content/uploads/2022/07/Calendar-2020-2021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.37	2019	09/08/2019	08/08/2024
6.Date of Establishment of IQAC			03/04/2013		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
-	-	-	-	-	
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• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have			Yes		

been uploaded on the institutional website?		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>IQAC encouraged the members of faculty to take part in various online courses in Coursera, EDX, Swayam, MOOC, etc., to organize Webinars/online Quiz, etc., and to participate in Webinars/online Quiz, etc., during the pandemic period. As a result, 52 members of faculty completed 772 coursera, EDX, Swayam and MOOC courses. In addition, Dr. K.Radhai, Associate Professor of English, Dr. S. Gokila, Assistant professor of Commerce and Dr. S. Uma, Assistant professor of Tamil acted as resource persons in webinars and panel discussions.</p>		
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13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020	08/12/2021

15. Multidisciplinary / interdisciplinary

Under New Education Policy, all academic institutions will either have autonomy to offer different courses based on the specializations in the different disciplines concerned or be asked to collaborate with nearby institutions according to their specialties and brand positioning. This would increase the freedom of students to choose their courses and to complete their academic journey opting the facility of multiple entry and exit as per New Education Policy and Academic Bank of Credit. Therefore, Multidisciplinary/Inter-disciplinary institutions are expected to emerge encompassing the interests of the students.

16. Academic bank of credits (ABC):

The Institution arranged for a session on 'New Education Policy' and Academic bank of credits (ABC) that created awareness and enlightened the knowledge to promote Student-centric education focusing on learner-friendly teaching approaches implementing an inter-disciplinary approach allowing the students to learn the best courses of their interests. This practice is expected to be introduced sooner or later based on the UGC guidelines and the State Ministry of Higher Education.

17. Skill development:

The Skill-based courses are offered in each programme from third semester to sixth semester in under graduation to the students to equip themselves. Besides, the students were provided placement training programmes to get placed in renowned organizations. Each department had taken initiatives based on the industrial requirements, to get honed the skills of the students by themselves through in-house, industrial visits and hands-on-trainings.

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

The online courses were completed by the members of faculty and students through coursera that integrated the knowledge and advancements in science and technology and enabled cross-culture learning. The substances derived from such online courses were disseminated to the remaining members of faculty and students which paved way for peer-learning.

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

As the college is affiliated to Periyar University, the CBCS pattern of syllabi of the parent University was followed in the year 2020-2021 also with OBE at teaching-learning level having respective programme educational objectives, programme specific outcomes, programme outcomes and course outcomes. The lessons were planned well-in-advance by each member of faculty for each and every courses that were to be taught by them and all the courses were taught accordingly in appropriate ways by blending various teaching methods based on the needs in terms of the topics of courses, skills and the mindsets of students, management of available-time, etc.,

The entire OBE content has been displayed on College website and communicated to the members of faculty and students.

The programme outcomes and course outcomes were compared among them and the relationships between them were evaluated with the levels of scaling as high, medium and low. As the College is affiliated to parent university the outcomes were evaluated for the adopted curriculum designed by the University after the delivery of curriculum using the right type of teaching-learning methodologies/tools like PPTs, videos, quizzes, games, brainstorming, mind mapping, panel discussion, etc.,

20.Distance education/online education:

Being affiliated to Periyar University, Salem, the institution offers different under-graduate and post-graduate programmes under full-time mode and research programmes under full-time/part-time mode are offered. Hence, the institution doesn't offer any programme/course under exclusive distance education mode. However, the regular classes are offered (offline) in-person mode, online mode and blended learning mode.

Extended Profile**1.Programme**

1.1 904

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

File Description	Documents
Data Template	View File

2.Student2.1 1653

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 324Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 599

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 139

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 130

Number of sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	904
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	1653
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	324
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	599
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	139
File Description	Documents
Data Template	View File

3.2	130
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	96
Total number of Classrooms and Seminar halls	
4.2	36.7
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	250
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

As our college is affiliated to Periyar University, the CBCS pattern of syllabi of the parent University (<https://www.periyaruniversity.ac.in/SyllabusAffi2021.php>) was followed in the year 2020-2021 also with OBE at teaching-learning level having respective programme educational outcomes, programme outcomes and course outcomes. The lessons were planned well-in-advance by each member of faculty for each and every courses that were to be taught by them and all the courses were taught accordingly in appropriate ways by blending various teaching methods based on the needs in terms of the topics of courses, skills and the mindsets of students, management of available-time, etc.,

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://arts.jkkn.ac.in/outcome-based-education/

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

Depending on the curriculum, various teaching methods were used to enable the learning facilities of the students. As per the university norms the outcomes were evaluated. Student centric methods were adopted online in the learning process during this pandemic year. Students participated in both academic and co-curricular aspects like Webinars and online Quizzes.

As the year was pandemic, the practical and Viva-voce examinations for the final year Undergraduate and Postgraduate students were conducted by the internal examiners adhering to the University norms.

Final year Undergraduate and Postgraduate students were assigned with group or individual projects and class assignments motivated self-study habits and independent learning through individual projects and peer-learning through group projects.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation

B. Any 3 of the above

process of the affiliating University

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

1.2 - Academic Flexibility**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

26

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

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

2

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

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

521

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

1.3 - Curriculum Enrichment

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

Cross cutting issues pertaining to gender, environment and sustainability, human values and professional ethics have been integrated into the curriculum through courses like: Human rights Women's rights, Environmental studies and Yoga. These courses stimulate the young minds to know, understand and maintain gender equality, civic responsibilities, moral principles and discrete professional ethics respecting human beings, opposite gender, ecology and values of life eliminating evil thoughts and actions. In the milieu of comprehensive cross cutting issues, the members of faculty disseminate the content of the syllabus of Human Rights with the characteristics and theories of human rights, Universal Declaration of Human Rights (UDHRs), Economic Rights, Right to work and wages, conventions on Freedom of Associations and Abolition of Forced Labour, Children's Rights, Educational Rights, Right of Inheritance, Right of divorce, violation of human rights and about the UNO.

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

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

169

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

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

169

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni **A. All of the above**

File Description	Documents
URL for stakeholder feedback report	https://arts.jkkn.ac.in/feedback-2/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://arts.jkkn.ac.in/feedback-2/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

640

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

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

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

1071

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

After the admission of students to various programmes, online orientation was offered by the class advisors, HoDs and other members of faculty of varied disciplines and interactions were also made with the admitted students and they were classified as

slow and advanced learners in the academic year 2020 -2021.

Appropriate teaching-learning methods were adopted by the members of faculty for the slow learners to face the University examinations with confidence so as to get through the examinations. The advanced learners were exposed to the supplementary and extensive opportunities to excel in their academic performances.

Online student-centric methods viz., experiential learning, problem identifying, investigatory, experimental project works, role play and brainstorming were utilized to make the students to grow in holistic ways. The internet facilities at the main library helped the learners to access a wide range of e-references.

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

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

Number of Students	Number of Teachers
1071	124

File Description	Documents
Any additional information	No File Uploaded

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

As the year 2020 -2021 was pandemic year, online teaching-learning methods were followed from March 2020 - November 2021 using apps like google meet, Zoom, Canva, Quizizz, etc., The students were motivated by the members of faculty to collect the various course materials and videos relating to their disciplines. In the vista of experiential and participative learning, the collected information was shared among the peer-group of students and the members of faculty added supplementary views on the same. These kind of learning practices paved way to

find solutions for problems by dint of adopting problem solving methodologies like empathize, define, ideate, prototype and test in pursuit of design thinking.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The ICT enabled sessions using PPT presentations and video clippings were used by the members of faculty to share the information pertaining to various topics for effective teaching - learning process. The e-learning sources through INFLIBNET were also offered to the students.

Student-centric teaching-learning methods such as experiential learning, problem identification and solving, investigation and resolving, role play and brainstorming were adopted online. The e-sources helped the learners to access a wide range of e-references that ensured the teaching learning process through flipped e-class room.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

124

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

130

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

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

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

51

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

838

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Two internal assessments and a model exam were conducted through online mode in both the semesters in this year as per norms. First internal assessment commenced on 12.10.2020 and ended on 21.10.2020. The portions for the same were the first two units. In the odd semester, first internal test was conducted at the mid October, second internal in November and model examination in November. The second internal assessment started on 02.11.2020 and ended on 09.11.2020 after covering the next two units i.e 3 and 4. Followed by, the model examinations were conducted after completion of the entire syllabus of each course and thus the students prepared for the university examinations of respective semesters. In the even semester, the same procedures were followed in the month of January, February and March/April.

Examination time table was prepared for online internal tests and model examination accordingly. Answer scripts of students were valued within a week's-time after each test and model examination. Valued answer sheets were made transparent to the students, to get them aware of their performances with marks scored in each course in their online internal tests and model examinations. The marks scored in internal assessment tests conducted by the departments of the institution and end-semester examinations conducted by the University were added together and finally the total scores were awarded to the students as per the university norms.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Subsequent to the two internal assessments and a model exam conducted through online mode in both the semesters in this year as per norms, the answer scripts of the students were posted through google classroom highlighting the performance of the students in the different exams. After the verification of the marks obtained by the students, the grievances if any were collected by the members of faculty and efficiently the grievances concerned were redressed on-time before the finalization of the internal marks. The internal marks were fed into the respective workspace of the University Examination portal.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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.

As our college is affiliated to Periyar University, the CBCS pattern of syllabi of the parent University was followed in the year 2020-2021 also with OBE at teaching-learning level having respective programme educational objectives, programme specific outcomes, programme outcomes and course outcomes. The lessons were planned well-in-advance by each member of faculty for each and every courses that were to be taught by them and all the courses were taught accordingly in appropriate ways by blending various teaching methods based on the needs in terms of the topics of courses, skills and the mindsets of students, management of available-time, etc.,

The entire OBE content has been displayed on College website and communicated to the members of faculty and students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://arts.jkkn.ac.in/wp-content/uploads/2022/04/OBE.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The programme outcomes and course outcomes were compared among them and the relationships between them were evaluated with the levels of scaling as high, medium and low. As the College is affiliated to parent university the outcomes were evaluated for the adopted curriculum designed by the University after the delivery of curriculum using the right type of teaching-learning methodologies/tools like PPTs, videos, quizzes, games, brainstorming, mind mapping, panel discussion, etc.,

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://arts.jkkn.ac.in/wp-content/uploads/2022/04/OBE.pdf

2.6.3 - Pass percentage of Students during the year

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

570

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://arts.jkkn.ac.in/ssr-report/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

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

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

3.1.2.1 - Number of teachers recognized as research guides

22

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

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

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

Nil

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

3.2 - Innovation Ecosystem

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

The institution has created an ecosystem for innovation through online design thinking sessions for creation and transfer of knowledge. Through the design thinking, the members of faculty and students brought their thoughts into process in terms of the following ways: empathize, define ideate, prototype and test. The design thinking was implemented in teaching-learning process by the departments of the institution. The assimilated interests of members of faculty and students opened up vistas for transfer of knowledge under online design thinking sessions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

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

Nil

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

3.3 - Research Publications and Awards

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

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

1

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

26

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

116

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

As the year was pandemic, the online-extension activities were carried out frequently to create awareness on the safety measures to be taken during the pandemic period to the students, their parents, friends and relatives. In turn, all of them were also requested to pass on the safety measures to protect each and every one of us during the uncertain and unsafe situation. Besides, the members of faculty and students were asked to attend online-courses in generic areas to sensitize the students to social issues and for the holistic development.

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

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

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

18

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

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

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

10

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

1217

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

0

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

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

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

4

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The administrative wing of the institution provides, ensures and revives the civil, mechanical and electrical works continuously in the institution. The administrative staff supervises and carries out the works by the direction of the administrator and with the approval of the management. The in-house technicians, carpenters and electricians along with outsourced masons carry out their respective works in the campus. The electrician takes care of the central power zone, Power-Generator, Language lab, computer lab and solar power.

As the year 2020-2021 was pandemic, the above facilities could not be used, however, the maintenance of the same was ensured properly

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://jkkncaslibrary.wordpress.com/

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

The institution has fine arts association to encourage the students to involve/expose themselves in cultural activities relating to culture, tradition, etc.

Sports infrastructure: The institution provides ample opportunities for the students to practice under the guidance of the physical director and special coach. The play-field is well maintained for practice.

Outdoor games: The outdoor games facilities with Ground I [6300 sq.mt (106 Mts. × 60 Mts.)] and Ground II [4700 sq.mt (76 Mts. × 62 Mts.)] for Volley ball, Basketball (Concrete court with flood lighting), Tennis, Handball, Kabaddi, 200 Meter track and Athletic events such as long jump, high jump, shot put and Discus throw are available in the campus.

Indoor Games: The indoor game opportunities for Carrom, Chess, and Table Tennis are available. An Indoor stadium [828 sq.mt + 241 sq.mt = 1069 sq.mt (height: 16.75 mts)] is under construction with the help of UGC grant.

Gymnasium: Gymnasium [282sq.mt+373sq.mt = 655 sq.mt (3 Floors)] is equipped with fitness & wellness equipments, weight training facilities, dumbbells and other equipments. The College has separate Gym facilities for boys and girls. The students are trained to participate in Inter-Collegiate, District, State and National Level Tournaments. . Periyar University Inter-Collegiate Basketball tournament was held in our college from 2013-14, 2014-15 and in 2016-17. Intramural Sports meet is conducted annually.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://arts.jkkn.ac.in/fitness-centre/

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

21

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

36.7

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

4.2 - Library as a Learning Resource

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

The institution with Wi-Fi facility enables the students, members of faculty, guests and visitors to utilize the facilities that are available in the campus.

The automated Library with OPAC (CAMPESILIB 6.1.9) provides the services like cataloguing, searching, member / patron management, acquisitions and circulations (issues, returns and reserves), gate entry register (records the user- entry through barcode scanners). CCTV cameras are installed in the library for surveillance.

The institutional repository with collection of e-books, e-journals, e-magazines, etc., make the users to get and share the information pertaining to various fields of different disciplines.

The library is well equipped with 25,974 books, 26 National and 10 International journals, 30 magazines, 7 Newspapers and 636 Back-volumes. It is an institutional member of the N-List (idjkkncaslibrary@gmail.com) and NDL. Remote access is available and e-resources can be accessed through these two websites. The library is under CCTV surveillance. The students are always encouraged to use the available facilities optimally.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://arts.jkkn.ac.in/library/#online

4.2.2 - The institution has subscription for A. Any 4 or more of the above

the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.67

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

15

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

4.3 - IT Infrastructure

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

The Institution has Internet facility with the bandwidth of 100 Mbps and Wi-Fi. This facility could be availed by the users through desktops, laptops and smart phones. The updates are made now and then to utilize the facility for academic growth. The members of faculty, students and guests can access to the Internet through their login id and password. The firewall is created blocking the unwanted sites and regulate the access to the Internet to derive the required information.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://172.0.0.1:8090/

4.3.2 - Number of Computers

250

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

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

4.2

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The management of the institution takes constant effort for maintenance, mending and construction works. An administrator is appointed for supervising the maintenance and utilization of facilities. The repair and renewal works are carried out by technicians, carpenters and electricians on campus. The power house, genset and solar power plant are maintained by electricians.

The Computer laboratory is properly maintained by the technical assistants. The entry registers for the users of the laboratory and gymnasium are maintained.

The Chemistry, Physics, Textile and Fashion Designing and Zoology laboratories are supported by the assistants. Stock verification is done in Physics, Chemistry, Computer Science, Zoology, Textile and Fashion Designing and Language laboratories. The sports equipments, Furniture, History and Geographical maps are also verified. The playground and basketball court are maintained by the department of physical education. A committee is formed for stock verification of library books, journals and magazines. The damaged and lost books are to be replaced by the borrower. The broken apparatuses of the laboratories are replaced by the students. Each floor is maintained by a house keeping staff. The herbal garden and trees are maintained by gardeners. RO system is maintained periodically. In-house garage facility is available for maintenance of buses.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://arts.jkkn.ac.in/fitness-centre/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

334

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

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

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

552

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

E. none of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

118

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

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

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

2

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

5

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

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

Every year, the college council members select the student representatives and form the committee. The Principal, a faculty

member, two students from III year UG and two students from II year UG are President, Vice-President, Chairperson and Secretary, and joint-secretaries respectively. The class representatives along with the office bearers of various associations are selected by the head and the faculty members of the departments concerned.

The college union encompasses the student - representatives and the office bearers of various associations for this year also. Subsequently, the inauguration of the college union and its allied associations were organized. Usually an eminent orator is invited as the chief guest and the representatives of the students' union and its allied associations administer an oath to discharge their duties effectively.

These student-representatives share their views for enhancing the programmes of the institution such as welcoming the freshers, extending farewell to the out-going students, organizing competitions, association and cultural activities, seminars, conferences, workshops and symposia. They ensure discipline on campus and represent the views and grievances of the students to authorities concerned.

The Represented grievances are redressed positively after panel discussions. Programmes for overall development of stakeholders like cultural events, social activities and community services are organized through the student council. Each department has its own association with required members.

As this year was pandemic, the aforementioned practices were followed as much as possible through online mode.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

5.4 - Alumni Engagement

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

Every year, the alumni are contacted over phone and through mail from each department and institutional levels and the collected information regarding the industrial expectations and requirements from the young graduates in the streams concerned. The same is discussed in the department meetings.

In addition, the members of faculty obtain information/advice/suggestions from the real-time industrial experts in different fields. The inputs like, emerging trends in the core fields, additions to be made in the existing courses, substitutions to be made in the contents of courses, hands-on-trainings required for practical exposures, etc., received from alumni and industrial experts are communicated to the board of studies of the parent University to revamp the syllabi of the programmes offered by the University to the students of the affiliated institution.

The alumni association helps out the young graduates for placements also.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs

(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

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

As the institution has an organizational chart flowing authority and accountability from top-level to lower-level coverage having a decentralized and participative management system for its perpetual succession; Participatory management is practiced in both academic and administrative processes.

Heads of the departments assume responsibilities to accomplish the vision and mission of the institution through determining, coordinating and carrying out the activities of respective departments in co-operation with members of faculty holding their departments' vision and mission. Class advisors are allotted to each class to take care of the academic requirements of students in each department. Student representatives are encouraged by class advisors, members of faculty and the Head of the department to express their opinions for enhancing teaching-learning and administrative processes, keeping pace with the vision and mission of the institution.

VISION:

To be a Leading Global Innovative Solutions provider for the ever-changing needs of the society.

MISSION:

Enabling a Platform for all to seize exponential opportunities thereby facilitating them to become Dynamic Leaders.

Non-teaching staff are also provided freedom and responsibility to increase clarity and cooperative conditions on ease of management process. The ideals of democratic inclusion and participation are reared up with the progressive amplification of administrative process.

File Description	Documents
Paste link for additional information	https://arts.jkkn.ac.in/about-the-college/
Upload any additional information	No File Uploaded

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

The quality management system exists in the institution as it has its practices with an organizational structure flowing the authority and accountability from the top-level to the lower-level coverage having a decentralized and participative management process for its perpetual succession.

We engage ourselves following the decentralized and participative management patterns of activities in both academic and administrative processes. Institutional democracy is depicted through systematic sharing and execution of works with respective responsibilities.

1.Administrative and non-teaching departments' practices: The communications pertaining to the admission of students, allotment of roll numbers, Database of students, entry of University Exam hall tickets, download of hall tickets, etc., are done by the administrative and non-teaching staff through Wrike.com.

2.Teaching practices: The members of faculty share the academic sources in terms of MS documents, video clippings, e-books, etc., among the teaching fraternity and students.

As and when the status of tasks performed in administrative, teaching and non-teaching aspects are fetched by the users of Kissflow.com.

The filter option of the portal enabled to filter as per the requirements to assist in day to day activities. The processing, accounting and admin teams of our institution use this portal to have an easy track on various tasks.

File Description	Documents
Paste link for additional information	https://arts.jkkn.ac.in/admission/
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

IQAC prepares widespread action plans for deployment each year for overall development of the institution. Each department also prepares action plans to achieve every year.

The IQAC insists the faculty members to concentrate on workshops, conferences and seminars on functional and allied areas of the streams concerned. While organizing the programmes on current trends, the departments are requested to invite resource persons of high potential. The members of faculty are encouraged to participate and present papers in international conferences, seminars and workshops. In order to motivate the spirit of participation and leadership skills, the inter and intra-department competitions are to be planned and conducted.

The activities of various associations, cells, clubs and committees are to be accelerated in accordance with the changing needs of the society. All the departments are requested to engage in community participation activities as extension activities.

Internal audit is conducted using an exclusive format once in a year to analyze the present status of activities and to review the existing system of governance in order to restructure the mechanisms, to boost up the forthcoming activities for deployments in academic and administrative areas. The institution follows decentralized pattern of shouldering responsibilities to discharge the duties effectively.

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

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

The college governing committee members take policy decisions regarding academic and administrative affairs of the institution. Principal suggests to the management regarding the requirements of members of faculty and students. The Principal of the institution assumes responsibility for the academic as well as administration processes and the same is supported by the formulated college committees. Heads of the departments coordinate the activities of the departments relating to teaching-learning process. Members of faculty handle the allotted classes and take care of the learners. Initially students-counseling is done by the class advisor based on the needs. The grievances raised by the students are redressed following the proper channel of communication.

In addition, various bodies, cells, clubs and committees carry out the respective well-structured activities after conducting meetings and passing resolutions through proper channels.

In government-aided wing, the members of faculty and non-teaching staff are recruited as per state government norms. Institutional norms are followed in recruiting both teaching and non-teaching staff under self-financing wing.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in **A. All of the above**

**areas of operation Administration Finance
and Accounts Student Admission and
Support Examination**

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The members of teaching and non-teaching staff serving under state government's grant-in-aid wing receive their salary and other benefits as per UGC and State Government norms respectively. The contributory pension scheme, accidental insurance and medical insurance are offered to both teaching and non-teaching staff for their health and socio-economic betterment.

The staff members working in self-financing wing get the salary and other benefits in commensurate with their experience. Welfare measures offered by the institution include provident fund contribution, general hospital, free ambulance, bus and in-house dental care, canteen facilities, Post Office and ATM are available.

File Description	Documents
Paste link for additional information	https://arts.jkkn.ac.in/atm-and-post-office/
Upload any additional information	View File

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

6.3.2.1 - Number of teachers provided with financial support to attend

conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

0

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

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

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

Institution has 360-degree performance appraisal system as shown below for the academic growth. Members of faculty's performance appraisal by students, Members of faculty's performance appraisal by Heads of the departments and Heads of the departments' performance appraisal by principal in a well-structured format. Using respective formats, the performance scores of each member of faculty and Heads of the departments are obtained after proper tabulation, solid consolidation and scrupulous analysis. Based on the results of performance appraisal, members of faculty / Heads of the departments who gain overall least score or scale are called upon to meet principal individually to discuss about the reasons for under-performance and to remove such bottlenecks. The High-performers are appreciated.

Performance of non-teaching staff is also appraised by the head of the institution and advices or advocacies are offered based on their performance for the effective administrative functioning. The exclusive trainings are provided to non-teaching and administrative staff like Communication, MS Office and Tally to enhance their skills. Job promotions are also given to non-teaching staff based on their specialization and performance levels.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Institution regularly conducts internal and external financial audits to ensure effective fund mobilization and utilization. During admission of students to various programmes, financial balance is calculated and verified every day for the application money received and admission fee collected. In addition, financial dues are also ensured after each collection of fee from the students. The transactions relating to purchase of required materials are audited duly examining related quotations and bills or receipts. The confirmations of payments are made by inspecting the vouchers and reconciling the balance of bank-passbook and office-cash book. The receipts & payments accounts are prepared entering the particulars of receipts & payments every year. Balance sheet is also prepared every year as per accounting and taxation procedures. External auditing is conducted by Regional Joint Director and Internal auditing is conducted by examining the vouchers and records, pertaining to fund mobilization and utilization by the Institution's auditor who certifies the financial statements of the institution every year as per government norms.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

Institution receives funds in terms of students-scholarship from the government, application fee, special fee, tuition fee and endowment. The mobilized funds are used at optimal level for the development of academic and administrative functions. The students are given bills or receipts for the payment of fees. Institution prepares receipts & payments accounts with the particulars of receipts & payments every year. Balance sheet is also prepared every year as per accounting and taxation procedures. Besides, conduct of audit by the Regional Joint Director, external auditing is conducted every year, verifying the vouchers and records pertaining to fund mobilization and utilization. Institution's auditor certifies the financial statements of the institution every year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Performance appraisal system adopted by IQAC to review teaching-learning process, structures & methodologies of operations and learning outcomes at periodic intervals. Members of faculty's performance appraisal by students, Members of faculty's performance appraisal by Heads of the departments and Heads of the departments' performance appraisal by principal well-structured formats for members of faculty's performance

appraisal by students, by Heads of the departments, Heads of the departments' performance appraisal by principal are made. Using respective formats, performance scores of each member of faculty and Head of the departments are obtained after proper tabulation, solid consolidation and scrupulous analysis. Based on the results of performance appraisal, members of faculty/Heads of the departments who gained overall least score or scale are called upon to meet principal individually to discuss about the reasons for under-performance and to remove such bottlenecks. High-performers are appreciated.

Performance of non-teaching staff is also appraised by head of the institution and advices or advocacies are offered based on their performance for effective administrative functioning. Exclusive trainings are provided to non-teaching and administrative staff like Communication, MS Office and Tally to enhance their skills. Job promotions are also given to non-teaching staff based on their specialization and performance levels.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The incremental improvement in various areas of the institution are taking place year by year as the institution reviews teaching-learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC by dint of conducting meetings, internal audits, collection of feedbacks and performance appraisals. Internal audit is conducted using an exclusive format once in a semester every year to analyze the present status of activities and to review the existing system of governance in order to restructure the mechanisms, to boost up the forthcoming activities for deployments in academic and administrative areas. The institution follows decentralized pattern of shouldering responsibilities to discharge the duties effectively. Feedbacks are collected from Students, Parents, Alumni, Employers of alumni and Members of faculty. Separate structured formats are

used to collect feedbacks from afore-mentioned stakeholders and analyzed properly. Inferences made after analysis are used for updation and upgradation in the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution promotes gender equality by taking the following initiatives continuously:

1.Safety, Security and Counselling

2.Common Room

1. Safety, Security and counselling:

The Internal Complaints Committee, follows the enactment "The sexual harassment of women at workplace (prevention, prohibition and redressal) Act, 2013" which is also referred to as "The Act 2013" formed and enforces strict rules in the college premises. The committee ensures that there is no such untoward happening so far within the campus. The college is committed to provide a safe and conducive work and academic environment to students and its employees and is extremely alert to matters pertaining to any kind of harassment and gender sensitivity. Usually the committee meets on need basis to address any complaints from students, teaching and non-teaching members. As per the U.G.C. guidelines, the institution has Anti-ragging committee. The newly admitted students sign an undertaking for non-indulgence of ragging. Display boards are kept on the campus at prominent places.

1. Common Room:

Institution has a common room for female students to stay before class hours. Newspapers and magazines are available in the room. Sick room facility is also available and first-aid kit is kept for emergency purpose.

An exclusive counselor Dr.R.Malathi., Assistant professor of English counsels the female students to solve gender issues and other inconveniences. Besides, Gender champion club plays a vital role in eradicating gender discrimination.

Gender Champions club: It conducts awareness programmes on Breast cancer, Asthma, Bronchitis and Diabetes, Personal Hygiene and Care.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

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

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

Institution has mechanisms for solid, liquid and E-waste management. Initially, degradable and non-degradable solid wastes are segregated and are sent to the municipal corporation separately for disposal. Subsequently, since the year 2016, the solid wastes are handed over to M/s.Ramky Energy and Environment Ltd., Salem and disposed in association with J.K.K.Nataraja College of Pharmacy. The agency concerned treats the wastes in accordance with the Government of India- Waste Management Rules, 1998, meeting out the regulations of Tamil Nadu Pollution Control Board to avoid the pollution and protect the green environment. The residual chemical liquid waste from the chemistry laboratory goes to sink where suspended matters are removed and toxicity and hazardous textures are diluted after proper treatment. The chemical-removed water is used for plants. E-wastes are disposed off as scrap.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste

A. Any 4 or all of the above

water recycling Maintenance of water bodies and distribution system in the campus

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

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

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

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

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

D. Any 1 of the above

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

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

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution ensures the efforts/initiatives of the "Eco Club" to protect the environment and Yoga/Meditation trainer to inculcate tolerance and harmony. The fine arts club taps the skills of the students with regard to culture and religious

benefits/activities. The reader's club gears up the linguistic importance/intelligence. the Yuva club stimulates the students towards socio-economic wellbeing of the community with humanity and diversity.

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

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

The institution runs with one of the objectives "Effective Citizenship" that demonstrates empathetic social concern and equity centered national development, and the ability to act with an informed awareness of issues and participate in civic life through volunteering.

The core values of our institution reveal the promotion of human values and professional ethics holding fundamental duties and rights of citizens.

The Citizen Consumer Club ensures the awareness towards food adulteration, consumer rights, damages to be claimed by the aggrieved citizens.

The department of History inculcates/sensitizes the constitutional rights, voting rights. Heritage values, etc.,

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The A. All of the above

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Institution organizes festivals in commemoration of great personalities like Bharathiar, Mahatma Gandhiji, Jawaharlal Nehru and A.P.J Abdul Kalam. Independence day and Republic day are celebrated every year respecting the tales of valour and sacrifices.

Prayer, service and tributes are offered during such celebrations by conducting competitions like poem composing, essay writing, painting and elocution to recollect and remember the legacy of renowned predecessors.

Hard work, pain, tenderness and sacrifice of great Indian personalities are respected every year through organizing cultural programmes, showcasing the talents of the students during such festivals.

Founder's day is celebrated every year in November. Various competitions are conducted among the sister concerns as a part of the celebration.

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

7.2 - Best Practices

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

Best practice 1: Design Thinking

Title: Design Thinking

Objective of the practice: To integrate the interests of participants through group discussions to find solutions for the existing problems as a strategic tool for academic, administrative and business transformations.

The context: To offer e-platforms for the contemporary solutions for the problems identified by the participants.

The practice: To carry out the design thinking pentagon strategy i.e. empathize, define, ideate, prototype and test through online mode.

Evidence of success:

Each team took problems and found solutions after online-brainstorming.

Problems encountered and Resources required: The design methodology was not clearly understood by the students initially.

Best practice 2: Journal Club

Title: Journal Club

Objective of the practice: To review and disseminate about the innovations in different disciplines/sectors/fields by the

students as the knowledge-sharing practice.

The context: To motivate the practice of self-dependency and comprehensive learning.

The Practice: To assemble to share the assimilated ideas on regular basis.

Evidence of success:

To take up their project works, entrepreneurships, corporate and bureaucratic positions, policy making and implementation platforms.

Problems encountered and Resources required:

Few online-sessions were not effective being presenters' unpreparedness.

To encounter these, the presenters were asked at least a day before their presentation.

File Description	Documents
Best practices in the Institutional website	https://arts.jkkn.ac.in/wp-content/uploads/2022/09/Best-practice-2020-2021.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The institution has the professional e-Management Information System "Kissflow Digital Workplace" to assign the tasks, to set targets, to support the processes pertaining to institutional management and administration as institutional distinctiveness.

The e-portal makes various works/duties/responsibilities easier without qualifications and delay for both staff and students.

Using this platform, a staff can perform his/her duties as detailed below.

- Applicant tracking
- Employee Onboarding
- Staff Profile
- Performance Management
- Task Management
- Project Management
- Community engagement (Discussion Form)
- Empower Staff to engage in debates, answer questions, and brainstorm with our forum.

Besides, the details relating to students' status, performance and engagement could also be viewed and shared, for which the portal has the following menu.

- Applicant tracking
- Students Onboarding
- Students Performance Management
- Community engagement (Discussion Form)
- Empower Students to engage in debates, answer questions, and brainstorm with our forums.

The whole management and administrative practices are managed, ensured and controlled through the Kissflow.

Any other information:

The institution is sequentially adopting technology in varied areas of its operations viz.,

Link :<https://jkkn.ac.in/form/staff/>

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

As our college is affiliated to Periyar University, the CBCS pattern of syllabi of the parent University (<https://www.periyaruniversity.ac.in/SyllabusAffi2021.php>) was followed in the year 2020-2021 also with OBE at teaching-learning level having respective programme educational outcomes, programme outcomes and course outcomes. The lessons were planned well-in-advance by each member of faculty for each and every courses that were to be taught by them and all the courses were taught accordingly in appropriate ways by blending various teaching methods based on the needs in terms of the topics of courses, skills and the mindsets of students, management of available-time, etc.,

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://arts.jkkn.ac.in/outcome-based-education/

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

Depending on the curriculum, various teaching methods were used to enable the learning facilities of the students. As per the university norms the outcomes were evaluated. Student centric methods were adopted online in the learning process during this pandemic year. Students participated in both academic and co-curricular aspects like Webinars and online Quizzes.

As the year was pandemic, the practical and Viva-voce examinations for the final year Undergraduate and Postgraduate students were conducted by the internal examiners adhering to the University norms.

Final year Undergraduate and Postgraduate students were

assigned with group or individual projects and class assignments motivated self-study habits and independent learning through individual projects and peer-learning through group projects.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

26

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

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

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

2

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

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

521

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

1.3 - Curriculum Enrichment

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

Cross cutting issues pertaining to gender, environment and sustainability, human values and professional ethics have been integrated into the curriculum through courses like: Human rights Women's rights, Environmental studies and Yoga. These courses stimulate the young minds to know, understand

and maintain gender equality, civic responsibilities, moral principles and discrete professional ethics respecting human beings, opposite gender, ecology and values of life eliminating evil thoughts and actions. In the milieu of comprehensive cross cutting issues, the members of faculty disseminate the content of the syllabus of Human Rights with the characteristics and theories of human rights, Universal Declaration of Human Rights (UDHRs), Economic Rights, Right to work and wages, conventions on Freedom of Associations and Abolition of Forced Labour, Children's Rights, Educational Rights, Right of Inheritance, Right of divorce, violation of human rights and about the UNO.

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

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

169

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

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

169	
File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
File Description	Documents
URL for stakeholder feedback report	https://arts.jkkn.ac.in/feedback-2/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File
1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://arts.jkkn.ac.in/feedback-2/
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	

2.1.1.1 - Number of students admitted during the year

640

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

1071

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity**2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners**

After the admission of students to various programmes, online orientation was offered by the class advisors, HoDs and other members of faculty of varied disciplines and interactions were also made with the admitted students and they were classified as slow and advanced learners in the academic year 2020 -2021.

Appropriate teaching-learning methods were adopted by the members of faculty for the slow learners to face the University examinations with confidence so as to get through the examinations. The advanced learners were exposed to the supplementary and extensive opportunities to excel in their academic performances.

Online student-centric methods viz., experiential learning, problem identifying, investigatory, experimental project works, role play and brainstorming were utilized to make the

students to grow in holistic ways. The internet facilities at the main library helped the learners to access a wide range of e-references.

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

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

Number of Students	Number of Teachers
1071	124

File Description	Documents
Any additional information	No File Uploaded

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

As the year 2020 -2021 was pandemic year, online teaching-learning methods were followed from March 2020 - November 2021 using apps like google meet, Zoom, Canva, Quizizz, etc., The students were motivated by the members of faculty to collect the various course materials and videos relating to their disciplines. In the vista of experiential and participative learning, the collected information was shared among the peer-group of students and the members of faculty added supplementary views on the same. These kind of learning practices paved way to find solutions for problems by dint of adopting problem solving methodologies like empathize, define, ideate, prototype and test in pursuit of design thinking.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The ICT enabled sessions using PPT presentations and video clippings were used by the members of faculty to share the information pertaining to various topics for effective teaching - learning process. The e-learning sources through INFLIBNET were also offered to the students.

Student-centric teaching-learning methods such as experiential learning, problem identification and solving, investigation and resolving, role play and brainstorming were adopted online. The e-sources helped the learners to access a wide range of e-references that ensured the teaching learning process through flipped e-class room.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

124

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

130

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

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

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

51

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

838

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Two internal assessments and a model exam were conducted through online mode in both the semesters in this year as per norms. First internal assessment commenced on 12.10.2020 and ended on 21.10.2020. The portions for the same were the first two units. In the odd semester, first internal test was conducted at the mid October, second internal in November and model examination in November. The second internal assessment started on 02.11.2020 and ended on 09.11.2020 after covering the next two units i.e 3 and 4. Followed by, the model examinations were conducted after completion of the entire syllabus of each course and thus the students prepared for the university examinations of respective semesters. In the even semester, the same procedures were followed in the month of January, February and March/April.

Examination time table was prepared for online internal tests and model examination accordingly. Answer scripts of students were valued within a week's-time after each test and model examination. Valued answer sheets were made transparent to the students, to get them aware of their performances with marks scored in each course in their online internal tests and model examinations. The marks scored in internal assessment tests conducted by the departments of the institution and end-semester examinations conducted by the University were added together and finally the total scores were awarded to the students as per the university norms.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Subsequent to the two internal assessments and a model exam conducted through online mode in both the semesters in this year as per norms, the answer scripts of the students were posted through google classroom highlighting the performance of the students in the different exams. After the verification of the marks obtained by the students, the grievances if any were collected by the members of faculty and efficiently the grievances concerned were redressed on-time before the finalization of the internal marks. The internal marks were fed into the respective workspace of the

University Examination portal.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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.

As our college is affiliated to Periyar University, the CBCS pattern of syllabi of the parent University was followed in the year 2020-2021 also with OBE at teaching-learning level having respective programme educational objectives, programme specific outcomes, programme outcomes and course outcomes. The lessons were planned well-in-advance by each member of faculty for each and every courses that were to be taught by them and all the courses were taught accordingly in appropriate ways by blending various teaching methods based on the needs in terms of the topics of courses, skills and the mindsets of students, management of available-time, etc.,

The entire OBE content has been displayed on College website and communicated to the members of faculty and students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://arts.jkkn.ac.in/wp-content/uploads/2022/04/OBE.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The programme outcomes and course outcomes were compared among them and the relationships between them were evaluated with the levels of scaling as high, medium and low. As the College is affiliated to parent university the outcomes were evaluated for the adopted curriculum designed by the

University after the delivery of curriculum using the right type of teaching-learning methodologies/tools like PPTs, videos, quizzes, games, brainstorming, mind mapping, panel discussion, etc.,

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://arts.jkkn.ac.in/wp-content/uploads/2022/04/OBE.pdf

2.6.3 - Pass percentage of Students during the year

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

570

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://arts.jkkn.ac.in/ssr-report/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

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

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

3.1.2.1 - Number of teachers recognized as research guides

22

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

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

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

Nil

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

3.2 - Innovation Ecosystem

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

The institution has created an ecosystem for innovation through online design thinking sessions for creation and transfer of knowledge. Through the design thinking, the members of faculty and students brought their thoughts into process in terms of the following ways: empathize, define ideate, prototype and test. The design thinking was implemented in teaching-learning process by the departments of the institution. The assimilated interests of members of faculty and students opened up vistas for transfer of knowledge under online design thinking sessions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

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

Nil

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

3.3 - Research Publications and Awards

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

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

1

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

26

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

116

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

As the year was pandemic, the online-extension activities

were carried out frequently to create awareness on the safety measures to be taken during the pandemic period to the students, their parents, friends and relatives. In turn, all of them were also requested to pass on the safety measures to protect each and every one of us during the uncertain and unsafe situation. Besides, the members of faculty and students were asked to attend online-courses in generic areas to sensitize the students to social issues and for the holistic development.

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

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

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

18

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

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

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

10

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

1217

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

0

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

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

4

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The administrative wing of the institution provides, ensures and revives the civil, mechanical and electrical works continuously in the institution. The administrative staff supervises and carries out the works by the direction of the administrator and with the approval of the management. The in-house technicians, carpenters and electricians along with outsourced masons carry out their respective works in the campus. The electrician takes care of the central power zone, Power- Generator, Language lab, computer lab and solar power.

As the year 2020-2021 was pandemic, the above facilities could not be used, however, the maintenance of the same was ensured properly

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://jkkncaslibrary.wordpress.com/

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

The institution has fine arts association to encourage the students to involve/expose themselves in cultural activities relating to culture, tradition, etc.

Sports infrastructure: The institution provides ample opportunities for the students to practice under the guidance of the physical directress and special coach. The play-field is well maintained for practice.

Outdoor games: The outdoor games facilities with Ground I [6300 sq.mt (106 Mts. × 60 Mts.)] and Ground II [4700 sq.mt (76 Mts. × 62 Mts.)] for Volley ball, Basketball (Concrete court with flood lighting), Tennis, Handball, Kabaddi, 200 Meter track and Athletic events such as long jump, high jump, shot put and Discus throw are available in the campus.

Indoor Games: The indoor game opportunities for Carrom, Chess, and Table Tennis are available. An Indoor stadium [828 sq.mt + 241 sq.mt = 1069 sq.mt (height: 16.75 mts)] is under construction with the help of UGC grant.

Gymnasium: Gymnasium [282sq.mt+373sq.mt = 655 sq.mt (3 Floors)] is equipped with fitness & wellness equipments, weight training facilities, dumbbells and other equipments. The College has separate Gym facilities for boys and girls. The students are trained to participate in Inter-Collegiate, District, State and National Level Tournaments. . Periyar University Inter- Collegiate Basketball tournament was held in our college from 2013-14, 2014-15 and in 2016-17. Intramural Sports meet is conducted annually.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://arts.jkkn.ac.in/fitness-centre/

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

21

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

36.7

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

4.2 - Library as a Learning Resource

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

The institution with Wi-Fi facility enables the students,

members of faculty, guests and visitors to utilize the facilities that are available in the campus.

The automated Library with OPAC (CAMPESILIB 6.1.9) provides the services like cataloguing, searching, member / patron management, acquisitions and circulations (issues, returns and reserves), gate entry register (records the user- entry through barcode scanners). CCTV cameras are installed in the library for surveillance.

The institutional repository with collection of e-books, e-journals, e-magazines, etc., make the users to get and share the information pertaining to various fields of different disciplines.

The library is well equipped with 25,974 books, 26 National and 10 International journals, 30 magazines, 7 Newspapers and 636 Back-volumes. It is an institutional member of the N-List (idjkkncaslibrary@ gmail.com) and NDL. Remote access is available and e-resources can be accessed through these two websites. The library is under CCTV surveillance. The students are always encouraged to use the available facilities optimally.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://arts.jkkn.ac.in/library/#online

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

0.67

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

15

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

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The Institution has Internet facility with the bandwidth of 100 Mbps and Wi-Fi. This facility could be availed by the users through desktops, laptops and smart phones. The updates are made now and then to utilize the facility for academic growth. The members of faculty, students and guests can access to the Internet through their login id and password. The firewall is created blocking the unwanted sites and regulate the access to the Internet to derive the required information.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://172.0.0.1:8090/

4.3.2 - Number of Computers

250

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

4.2

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The management of the institution takes constant effort for maintenance, mending and construction works. An administrator is appointed for supervising the maintenance and utilization of facilities. The repair and renewal works are carried out by technicians, carpenters and electricians on campus. The power house, genset and solar power plant are maintained by electricians.

The Computer laboratory is properly maintained by the technical assistants. The entry registers for the users of the laboratory and gymnasium are maintained.

The Chemistry, Physics, Textile and Fashion Designing and Zoology laboratories are supported by the assistants. Stock verification is done in Physics, Chemistry, Computer Science, Zoology, Textile and Fashion Designing and Language laboratories. The sports equipments, Furniture, History and Geographical maps are also verified. The playground and basketball court are maintained by the department of physical education. A committee is formed for stock verification of library books, journals and magazines. The damaged and lost books are to be replaced by the borrower. The broken apparatuses of the laboratories are replaced by the students. Each floor is maintained by a house keeping staff. The herbal garden and trees are maintained by gardeners. RO system is maintained periodically. In-house garage facility is available for maintenance of buses.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://arts.jkkn.ac.in/fitness-centre/
STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
334	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
552	

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	E. none of the above
File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

118

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

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

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

2

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

5.3 - Student Participation and Activities

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

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

5

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

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

Every year, the college council members select the student representatives and form the committee. The Principal, a faculty member, two students from III year UG and two students from II year UG are President, Vice-President, Chairperson and Secretary, and joint-secretaries respectively. The class representatives along with the office bearers of various associations are selected by the head and the faculty members of the departments concerned.

The college union encompasses the student - representatives and the office bearers of various associations for this year also. Subsequently, the inauguration of the college union and its allied associations were organized. Usually an eminent orator is invited as the chief guest and the representatives of the students' union and its allied associations administer an oath to discharge their duties effectively.

These student-representatives share their views for enhancing the programmes of the institution such as welcoming the freshers, extending farewell to the out-going students, organizing competitions, association and cultural activities, seminars, conferences, workshops and symposia. They ensure discipline on campus and represent the views and grievances of the students to authorities concerned.

The Represented grievances are redressed positively after panel discussions. Programmes for overall development of stakeholders like cultural events, social activities and community services are organized through the student council. Each department has its own association with required

members.

As this year was pandemic, the aforementioned practices were followed as much as possible through online mode.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

5.4 - Alumni Engagement

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

Every year, the alumni are contacted over phone and through mail from each department and institutional levels and the collected information regarding the industrial expectations and requirements from the young graduates in the streams concerned. The same is discussed in the department meetings.

In addition, the members of faculty obtain information/advice/suggestions from the real-time industrial experts in different fields. The inputs like, emerging trends in the core fields, additions to be made in the existing

courses, substitutions to be made in the contents of courses, hands-on-trainings required for practical exposures, etc., received from alumni and industrial experts are communicated to the board of studies of the parent University to revamp the syllabi of the programmes offered by the University to the students of the affiliated institution.

The alumni association helps out the young graduates for placements also.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

As the institution has an organizational chart flowing authority and accountability from top-level to lower-level coverage having a decentralized and participative management system for its perpetual succession; Participatory management is practiced in both academic and administrative processes.

Heads of the departments assume responsibilities to accomplish the vision and mission of the institution through determining, coordinating and carrying out the activities of respective departments in co-operation with members of faculty holding their departments' vision and mission. Class advisors are allotted to each class to take care of the academic requirements of students in each department. Student representatives are encouraged by class advisors, members of faculty and the Head of the department to express their opinions for enhancing teaching-learning and administrative

processes, keeping pace with the vision and mission of the institution.

VISION:

To be a Leading Global Innovative Solutions provider for the ever-changing needs of the society.

MISSION:

Enabling a Platform for all to seize exponential opportunities thereby facilitating them to become Dynamic Leaders.

Non-teaching staff are also provided freedom and responsibility to increase clarity and cooperative conditions on ease of management process. The ideals of democratic inclusion and participation are reared up with the progressive amplification of administrative process.

File Description	Documents
Paste link for additional information	https://arts.jkkn.ac.in/about-the-college/
Upload any additional information	No File Uploaded

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

The quality management system exists in the institution as it has its practices with an organizational structure flowing the authority and accountability from the top-level to the lower-level coverage having a decentralized and participative management process for its perpetual succession.

We engage ourselves following the decentralized and participative management patterns of activities in both academic and administrative processes. Institutional democracy is depicted through systematic sharing and execution of works with respective responsibilities.

1. Administrative and non-teaching departments' practices: The communications pertaining to the admission of students, allotment of roll numbers, Database of students, entry of

University Exam hall tickets, download of hall tickets, etc., are done by the administrative and non-teaching staff through Wrike.com.

2. Teaching practices: The members of faculty share the academic sources in terms of MS documents, video clippings, e-books, etc., among the teaching fraternity and students.

As and when the status of tasks performed in administrative, teaching and non-teaching aspects are fetched by the users of Kissflow.com.

The filter option of the portal enabled to filter as per the requirements to assist in day to day activities. The processing, accounting and admin teams of our institution use this portal to have an easy track on various tasks.

File Description	Documents
Paste link for additional information	https://arts.jkkn.ac.in/admission/
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

IQAC prepares widespread action plans for deployment each year for overall development of the institution. Each department also prepares action plans to achieve every year.

The IQAC insists the faculty members to concentrate on workshops, conferences and seminars on functional and allied areas of the streams concerned. While organizing the programmes on current trends, the departments are requested to invite resource persons of high potential. The members of faculty are encouraged to participate and present papers in international conferences, seminars and workshops. In order to motivate the spirit of participation and leadership skills, the inter and intra-department competitions are to be planned and conducted.

The activities of various associations, cells, clubs and committees are to be accelerated in accordance with the changing needs of the society. All the departments are requested to engage in community participation activities as

extension activities.

Internal audit is conducted using an exclusive format once in a year to analyze the present status of activities and to review the existing system of governance in order to restructure the mechanisms, to boost up the forthcoming activities for deployments in academic and administrative areas. The institution follows decentralized pattern of shouldering responsibilities to discharge the duties effectively.

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

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

The college governing committee members take policy decisions regarding academic and administrative affairs of the institution. Principal suggests to the management regarding the requirements of members of faculty and students. The Principal of the institution assumes responsibility for the academic as well as administration processes and the same is supported by the formulated college committees. Heads of the departments coordinate the activities of the departments relating to teaching-learning process. Members of faculty handle the allotted classes and take care of the learners. Initially students-counseling is done by the class advisor based on the needs. The grievances raised by the students are redressed following the proper channel of communication.

In addition, various bodies, cells, clubs and committees carry out the respective well-structured activities after conducting meetings and passing resolutions through proper channels.

In government-aided wing, the members of faculty and non-teaching staff are recruited as per state government norms. Institutional norms are followed in recruiting both teaching

and non-teaching staff under self-financing wing.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The members of teaching and non-teaching staff serving under state government's grant-in-aid wing receive their salary and other benefits as per UGC and State Government norms respectively. The contributory pension scheme, accidental insurance and medical insurance are offered to both teaching and non-teaching staff for their health and socio-economic betterment.

The staff members working in self-financing wing get the salary and other benefits in commensurate with their experience. Welfare measures offered by the institution include provident fund contribution, general hospital, free ambulance, bus and in-house dental care, canteen facilities,

Post Office and ATM are available.

File Description	Documents
Paste link for additional information	https://arts.jkkn.ac.in/atm-and-post-office/
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

0

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

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

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

47

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

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

Institution has 360-degree performance appraisal system as shown below for the academic growth. Members of faculty's performance appraisal by students, Members of faculty's

performance appraisal by Heads of the departments and Heads of the departments' performance appraisal by principal in a well-structured format. Using respective formats, the performance scores of each member of faculty and Heads of the departments are obtained after proper tabulation, solid consolidation and scrupulous analysis. Based on the results of performance appraisal, members of faculty / Heads of the departments who gain overall least score or scale are called upon to meet principal individually to discuss about the reasons for under-performance and to remove such bottlenecks. The High-performers are appreciated.

Performance of non-teaching staff is also appraised by the head of the institution and advices or advocacies are offered based on their performance for the effective administrative functioning. The exclusive trainings are provided to non-teaching and administrative staff like Communication, MS Office and Tally to enhance their skills. Job promotions are also given to non-teaching staff based on their specialization and performance levels.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Institution regularly conducts internal and external financial audits to ensure effective fund mobilization and utilization. During admission of students to various programmes, financial balance is calculated and verified every day for the application money received and admission fee collected. In addition, financial dues are also ensured after each collection of fee from the students. The transactions relating to purchase of required materials are audited duly examining related quotations and bills or receipts. The confirmations of payments are made by inspecting the vouchers and reconciling the balance of bank-passbook and office-cash book. The receipts & payments accounts are prepared entering the particulars of receipts &

payments every year. Balance sheet is also prepared every year as per accounting and taxation procedures. External auditing is conducted by Regional Joint Director and Internal auditing is conducted by examining the vouchers and records, pertaining to fund mobilization and utilization by the Institution's auditor who certifies the financial statements of the institution every year as per government norms.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

Institution receives funds in terms of students-scholarship from the government, application fee, special fee, tuition fee and endowment. The mobilized funds are used at optimal level for the development of academic and administrative functions. The students are given bills or receipts for the payment of fees. Institution prepares receipts & payments accounts with the particulars of receipts & payments every year. Balance sheet is also prepared every year as per accounting and taxation procedures. Besides, conduct of audit

by the Regional Joint Director, external auditing is conducted every year, verifying the vouchers and records pertaining to fund mobilization and utilization. Institution's auditor certifies the financial statements of the institution every year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Performance appraisal system adopted by IQAC to review teaching-learning process, structures & methodologies of operations and learning outcomes at periodic intervals. Members of faculty's performance appraisal by students, Members of faculty's performance appraisal by Heads of the departments and Heads of the departments' performance appraisal by principal well-structured formats for members of faculty's performance appraisal by students, by Heads of the departments, Heads of the departments' performance appraisal by principal are made. Using respective formats, performance scores of each member of faculty and Head of the departments are obtained after proper tabulation, solid consolidation and scrupulous analysis. Based on the results of performance appraisal, members of faculty/Heads of the departments who gained overall least score or scale are called upon to meet principal individually to discuss about the reasons for under-performance and to remove such bottlenecks. High-performers are appreciated.

Performance of non-teaching staff is also appraised by head of the institution and advices or advocacies are offered based on their performance for effective administrative functioning. Exclusive trainings are provided to non-teaching and administrative staff like Communication, MS Office and Tally to enhance their skills. Job promotions are also given to non-teaching staff based on their specialization and performance levels.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The incremental improvement in various areas of the institution are taking place year by year as the institution reviews teaching-learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC by dint of conducting meetings, internal audits, collection of feedbacks and performance appraisals. Internal audit is conducted using an exclusive format once in a semester every year to analyze the present status of activities and to review the existing system of governance in order to restructure the mechanisms, to boost up the forthcoming activities for deployments in academic and administrative areas. The institution follows decentralized pattern of shouldering responsibilities to discharge the duties effectively. Feedbacks are collected from Students, Parents, Alumni, Employers of alumni and Members of faculty. Separate structured formats are used to collect feedbacks from afore-mentioned stakeholders and analyzed properly. Inferences made after analysis are used for updation and upgradation in the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution promotes gender equality by taking the following initiatives continuously:

1.Safety, Security and Counselling

2.Common Room

1. Safety, Security and counselling:

The Internal Complaints Committee, follows the enactment "The sexual harassment of women at workplace (prevention, prohibition and redressal) Act, 2013" which is also referred to as "The Act 2013" formed and enforces strict rules in the college premises. The committee ensures that there is no such untoward happening so far within the campus. The college is committed to provide a safe and conducive work and academic environment to students and its employees and is extremely alert to matters pertaining to any kind of harassment and gender sensitivity. Usually the committee meets on need basis to address any complaints from students, teaching and non-teaching members. As per the U.G.C. guidelines, the institution has Anti-ragging committee. The newly admitted students sign an undertaking for non-indulgence of ragging.

Display boards are kept on the campus at prominent places.

1. Common Room:

Institution has a common room for female students to stay before class hours. Newspapers and magazines are available in the room. Sick room facility is also available and first-aid kit is kept for emergency purpose.

An exclusive counselor Dr.R.Malathi., Assistant professor of English counsels the female students to solve gender issues and other inconveniences. Besides, Gender champion club plays a vital role in eradicating gender discrimination.

Gender Champions club: It conducts awareness programmes on Breast cancer, Asthma, Bronchitis and Diabetes, Personal Hygiene and Care.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid

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

Institution has mechanisms for solid, liquid and E-waste management. Initially, degradable and non-degradable solid wastes are segregated and are sent to the municipal corporation separately for disposal. Subsequently, since the year 2016, the solid wastes are handed over to M/s.Ramky Energy and Environment Ltd., Salem and disposed in association with J.K.K.Nataraja College of Pharmacy. The agency concerned treats the wastes in accordance with the Government of India- Waste Management Rules, 1998, meeting out the regulations of Tamil Nadu Pollution Control Board to avoid the pollution and protect the green environment. The residual chemical liquid waste from the chemistry laboratory goes to sink where suspended matters are removed and toxicity and hazardous textures are diluted after proper treatment. The chemical-removed water is used for plants. E-wastes are disposed off as scrap.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for

B. Any 3 of the above

greening the campus are as follows:

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

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

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

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

D. Any 1 of the above

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

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

A. Any 4 or all of the above

access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution ensures the efforts/initiatives of the "Eco Club" to protect the environment and Yoga/Meditation trainer to inculcate tolerance and harmony. The fine arts club taps the skills of the students with regard to culture and religious benefits/activities. The reader's club gears up the linguistic importance/intelligence. the Yuva club stimulates the students towards socio-economic wellbeing of the community with humanity and diversity.

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

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

The institution runs with one of the objectives "Effective Citizenship" that demonstrates empathetic social concern and equity centered national development, and the ability to act with an informed awareness of issues and participate in civic life through volunteering.

The core values of our institution reveal the promotion of human values and professional ethics holding fundamental duties and rights of citizens.

The Citizen Consumer Club ensures the awareness towards food adulteration, consumer rights, damages to be claimed by the aggrieved citizens.

The department of History inculcates/sensitizes the constitutional rights, voting rights. Heritage values, etc.,

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of

A. All of the above

Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Institution organizes festivals in commemoration of great personalities like Bharathiar, Mahatma Gandhiji, Jawaharlal Nehru and A.P.J Abdul Kalam. Independence day and Republic day are celebrated every year respecting the tales of valour and sacrifices.

Prayer, service and tributes are offered during such celebrations by conducting competitions like poem composing, essay writing, painting and elocution to recollect and remember the legacy of renowned predecessors.

Hard work, pain, tenderness and sacrifice of great Indian personalities are respected every year through organizing cultural programmes, showcasing the talents of the students during such festivals.

Founder's day is celebrated every year in November. Various competitions are conducted among the sister concerns as a part of the celebration.

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

7.2 - Best Practices

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

Best practice 1: Design Thinking

Title: Design Thinking

Objective of the practice: To integrate the interests of participants through group discussions to find solutions for the existing problems as a strategic tool for academic, administrative and business transformations.

The context: To offer e-platforms for the contemporary solutions for the problems identified by the participants.

The practice: To carry out the design thinking pentagon strategy i.e. empathize, define, ideate, prototype and test through online mode.

Evidence of success:

Each team took problems and found solutions after online-brainstorming.

Problems encountered and Resources required: The design methodology was not clearly understood by the students initially.

Best practice 2: Journal Club

Title: Journal Club

Objective of the practice: To review and disseminate about

the innovations in different disciplines/sectors/fields by the students as the knowledge-sharing practice.

The context: To motivate the practice of self-dependency and comprehensive learning.

The Practice: To assemble to share the assimilated ideas on regular basis.

Evidence of success:

To take up their project works, entrepreneurships, corporate and bureaucratic positions, policy making and implementation platforms.

Problems encountered and Resources required:

Few online-sessions were not effective being presenters' unpreparedness.

To encounter these, the presenters were asked at least a day before their presentation.

File Description	Documents
Best practices in the Institutional website	https://arts.jkkn.ac.in/wp-content/uploads/2022/09/Best-practice-2020-2021.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The institution has the professional e-Management Information System "Kissflow Digital Workplace" to assign the tasks, to set targets, to support the processes pertaining to institutional management and administration as institutional distinctiveness.

The e-portal makes various works/duties/responsibilities easier without qualifications and delay for both staff and students.

Using this platform, a staff can perform his/her duties as detailed below.

- Applicant tracking
- Employee Onboarding
- Staff Profile
- Performance Management
- Task Management
- Project Management
- Community engagement (Discussion Form)
- Empower Staff to engage in debates, answer questions, and brainstorm with our forum.

Besides, the details relating to students' status, performance and engagement could also be viewed and shared, for which the portal has the following menu.

- Applicant tracking
- Students Onboarding
- Students Performance Management
- Community engagement (Discussion Form)
- Empower Students to engage in debates, answer questions, and brainstorm with our forums.

The whole management and administrative practices are managed, ensured and controlled through the Kissflow.

Any other information:

The institution is sequentially adopting technology in varied areas of its operations viz.,

Link :<https://jkkn.ac.in/form/staff/>

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

7.3.2 - Plan of action for the next academic year

- To obtain funds for organizing seminars / faculty development programmes
- To get research funds for interdisciplinary / multidisciplinary projects
- To engage on industrial relations for consultancy services
- To render community services through extension activities

NAAC