



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

Part A	
Data of the Institution	
1.Name of the Institution	ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)
• Name of the Head of the institution	Dr. M. ARUMAI SELVAM
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	04142286311
• Alternate phone No.	
• Mobile No. (Principal)	9443260804
• Registered e-mail ID (Principal)	principal@sjctnc.edu.in
• Address	ST. JOSEPH'S COLLEGE ROAD, MANJAKUPPAM
• City/Town	CUDDALORE
• State/UT	TAMIL NADU
• Pin Code	607001
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	17/06/2008
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Self-financing				
• Name of the IQAC Co-ordinator/Director	Dr. S. JOSEPH CHRISTIAN DANIEL				
• Phone No.	04142286311				
• Mobile No:	9443361929				
• IQAC e-mail ID	iqacsjc@yahoo.co.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://sjctnc.edu.in/wp-content/uploads/2023/09/SJC_AOAR_2020-2021.pdf				
4.Was the Academic Calendar prepared for that year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://sjctnc.edu.in/wp-content/uploads/2023/09/Students-Handbook-2021-2022.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	83.5	2003	16/09/2003	15/09/2008
Cycle 2	A	3.26	2011	16/09/2011	15/09/2016
Cycle 3	A	3.31	2017	22/02/2017	21/02/2022
6.Date of Establishment of IQAC			15/10/2003		
7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Provide details regarding the composition of the IQAC:					
• Upload the latest notification regarding the composition of the IQAC by the HEI			View File		

9.No. of IQAC meetings held during the year	1	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Did IQAC receive funding from any 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)		
<ul style="list-style-type: none"> A skill enhancement program for students was organised from 22-07-2021 to 24-07-2021. An online Quiz Programme was conducted on 08-05-2021 for the students of the college to promote awareness of cyber security. A Review Meeting for SSR Preparation was conducted for the Heads of the Department, SSR-Sub Committee members, Micro IQAC Members and Coordinators of Supporting Services on 01-10-2021. A meeting was conducted for the SSR committee members and micro IQAC members on 20-11-2021, to review the preparation of SSR. Parents Meeting was conducted on 26.02.2022. 		
12.Plan of action chalked out by IQAC at 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
To conduct Student Induction Programme	Student Induction Programme was conducted for the first year UG students.
To organize Faculty Development Programmes	Faculty Development Programmes and Workshops focusing on the professional development of the staff were conducted.
To equip the teachers for online teaching and to promote Blended Learning	Teachers were trained to cope up with the online teaching and students are encouraged to register for online courses under SWAYAM and other online portals and extra credits are awarded on completion of the courses.
To conduct Academic and Administrative Audit	Academic and Administrative Audits were conducted and suggestions of the experts were implemented by the departments.
To prepare for 4th Cycle NAAC Accreditation	Committees for preparation of 4th Cycle NAAC Accreditation were appointed and preparation are underway.
To participate in NIRF India Ranking	Data are uploaded for participating in the NIRF.
To organize programmes to promote gender equity	Programmes on promoting gender sensitisation and gender equity were conducted
13. Was the AQAR placed before the statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name of the statutory body	Date of meeting(s)
College Council	04/10/2023
14. Was the institutional data submitted to	Yes

AISHE ?	
<ul style="list-style-type: none"> • Year 	
Year	Date of Submission
2021-2022	19/01/2023

15. Multidisciplinary / interdisciplinary

St. Joseph's College of Arts and Science (Autonomous) employs curriculum prescribed by the UGC, Tamil Nadu State Council for Higher Education (TANSCHHE) and the parent university time to time. And it is a well-equipped one, which is prepared as a Holistic education model, with the vision of providing high-quality education that integrates intellectual, aesthetic, social, physical, emotional and moral values. Faculty members will participate in discussions, presentations and lectures. It caters to the diversity for all curricula and pedagogy with technological innovations in teaching and learning, encouraging logical decision-making and innovation, critical thinking and creativity. Besides the regular credit-based courses, the students of UG stream take-up Value Education, Environmental Studies, Dynamics of Personality while PG students take-up Human Rights. The multidisciplinary and interdisciplinary approach is implemented by offering Generic Elective, Non-Major Elective and Core Electives courses. The students of different streams are allowed to select elective papers from the available list of courses. The college is concerned to provide holistic academic growth through flexible, innovative inter-disciplinary curricula and MOOCs via SWAYAM, projects in community engagement and service, professional ethics, environmental education, and value-based education, such as Yoga Day, Human Rights Day, Women's Day, Road Awareness Program, and Environment Day Celebration. Also, the social service clubs of the college like, NSS, NCC and other relevant clubs and committees play an important role in sensitizing students towards environmental, social and health issues. To foster the capacity building of the youth into responsible citizens, collaborative projects involving staff, students, government agencies, NGOs and different departments are being undertaken to address the issues and challenges faced by the society.

16. Academic bank of credits (ABC):

The College is yet to register under the Academic Bank of Credits (ABC) to permit the students to avail the credit transfer. By registering to the ABC would benefit the slow learners and provide

flexibility to students to learn as per their ability and convenience. This will be implemented based on the directions of the Ministry of Education, GoI and the parent university. Being an autonomous institution, the faculty members are engaged actively in designing the curriculum and syllabi and the pedagogical approaches. Students are encouraged to enroll themselves and to successfully complete courses through MOOC platforms like SWAYAM, Spoken Tutorial etc., to enrich their learning experience and earn extra credits. Also, students can earn credits through the activities like NSS, NCC, Sports, Fine Arts and other service clubs comes under Service Learning Programme (SLP) programme.

17.Skill development:

St. Joseph's College of Arts and Science (Autonomous), Cuddalore focusses on developing skills upon the students to acquire desired competency levels. Students can benefit from skill development programmes that strengthen technical, vocational, soft skills, and current industry trends, as well as Campus Recruitment Training. The college structured the curriculum and syllabi in the concept of Outcome Based Education, which is mainly focusing on skill development and the learning outcomes. The individual departments focus on skill development and also conduct various programmes on skill development. The Career Guidance and Placement Cell of the college conducts numerous skill development and capacity development programmes to all the final year Undergraduate and Postgraduate students. The college provides a number of skill enhancement courses as part of the curriculum as well as Value-Added Certificate courses which mainly focusses on skill enhancement of the students. Furthermore, as part of the employability enhancement program for students, the college has provided courses such as soft skill development, among other things. The Value-Added courses include ?????????? (Art of Speaking), Basic English for Competitive Exams, Quantitative Aptitude for Competitive Examination, Introduction to Latex, Skills and Techniques of Photography, Basic Analytical Techniques, MS-Office (MS-Word, MS-Excel, MS-Power Point), Infectious Diseases and Their Prevention, Mushroom Cultivation Techniques, E-Filing in Business, Micro and Small Business Management, Fundamentals of Securities Market, Sharpening the Employability Skills, NGO Management, Indian History for Competitive Exams. Apart from these Value-Added Courses the college offers Diploma and Certificate courses for the skill development of the students.

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

Languages taught at the college include Hindi, French, English, and Tamil. The use of a student's native language in the classroom is not restricted. The teacher assists students with subject concepts in both English and Tamil. Though all the undergraduate courses are taught in English but the teachers explain the concepts bilingually, both English and Tamil. Numerous commemorative days are held throughout the year to preserve and promote Indian languages, ancient traditional knowledge, arts, culture, and tradition. Students learn about historical events and literature from that era. Our college's NSS, NCC, RRC, Rovers Crew, Rotaract, YRC, Social Service Club, VSL, and others participate in a variety of social activities to raise awareness about a variety of social issues. In the cultural competitions organized by various organizations/colleges, our students actively participate in various cultural events and receive prizes at all levels. Our college magazine publishes articles in Hindi and Tamil in addition to English. The faculty's efforts to support the culture, language, food habits and clothing of the various communities who live in Tamil Nadu are among the good practices of our institution to integrate culture and language with education. The promotion of tradition and culture of Tamil Nadu and India is facilitated through various cultural competitions organized by the Fine Arts Club of the college to commemorate the State and Indian festivals. Competitions like essay writing, poetry, speech competition, skit, folk song, folk dance are conducted to encourage students to stay with the native and Indian culture. The students are encouraged to pursue MOOC courses through SWAYAM/Spoken Tutorial (by IIT, Mumbai)/Google and other platforms. Extra credits are given to those who complete credited courses through these platforms. Courses are conducted online whenever and wherever required. In addition, the students are supplied with e-content, i.e., video lectures for their additional learning of their regular courses.

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

The college uses restructured teaching methods and the revised learning model based on the Outcome-Based Education (OBE), the need of the hour, which mainly focuses on teaching-learning and assessment practices reflect the attainment of high-order of learning. The OBE focuses what is learnt by the students rather than what is taught by the teachers, which is a learner-centric model. The programmes and courses are designed based on OBE with Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs). The curriculum of each programme clearly states the PO, PSO and COs. In addition, the teaching-learning methods adapted by the college ensures the implementation of OBE appropriately. At

the beginning of every academic year Student Induction Program (SIP) is conducted for the first year Undergraduate students. During the SIP, the students are given orientation on OBE model and the POs and PSOs are clearly explained to the students. The outcomes have been published in the college website also. The faculty members explain the COs of each course at the beginning of the course. Seminars, tutorials, workshops, hands-on and project-based learning, field work, technology-enhanced learning internships, research work, assignments, problem solving, peer learning encouragement, and remedial classes for slow learners have all been implemented in the classroom. Career Counseling is our institution's best practice, in which we advise students on which profession or field they should pursue after completing specific courses offered by the institution. Personality development, interview preparation, and resume writing classes are also available to students. All programs are designed to address regional and global needs and are delivered as outcome-based education (OBE). Learning outcomes ensure social responsiveness and ethics, as well as entrepreneurial skills, at all levels of education, so that students can actively contribute to the nation's economic, environmental, and social well-being. The implementation of OBE is ensured while setting up the question papers based on the bloom's taxonomy. It enables the assessment of six different cognitive levels namely remembering, understanding, applying, analyzing, evaluating and creating of the students.

20.Distance education/online education:

The institution is prepared, especially during the COVID-19 pandemic situation and teaching-learning processes through various online modes such as apps, Google Class Rooms, WhatsApp, and so on. During the lockdown period, faculty members were also trained on how to use various MOOCs and other online platforms for online teaching and learning through FDP and workshops. The college has specially subscribed to Google to conduct classes through online during the pandemic. The faculties and students are enabled to conduct and attend classes through GMeet, to be active in the classes through Google Classrooms for posting and submitting assignments. Various programs, meetings, and webinars for students were also organized by the institute during the COVID -19 pandemic using an online platform for conducting conferences and meetings. Various training programmes, festivals and commemoration of important days and events are conducted through online. Departments may choose to use Google Classroom exclusively to share learning materials with students for the majority of subjects and courses. The faculty members used the online platforms such as Google Tools, especially YouTube, Moodle, Online Whiteboards, Open Broadcaster Software (OBS) and Powerpoint

presentation to create and deliver interactive learning presentations, short videos and e-contents. There are no barriers to online education because the entire college campus is Wi-Fi enabled, with LCD Projectors installed in classrooms. To meet future challenges, the institution has been using the ERP module of the College Information Management System to cope-up with the trend of technological advancement. In the post-COVID scenario, the faculty and students are engaged in the blended learning which integrates the learning through offline and online. Hence, students are gaining the benefit of online learning along with the real-time interaction with the faculties. The college is being an active Local Chapter of NPTEL courses, students and faculties are encouraged to undergo SWAYAM/NPTEL courses. Students complete courses through SWAYAM/NPTEL are given extra credits in their curriculum.

Extended Profile

1. Programme

1.1	49
Number of programmes offered during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

2. Student

2.1	5576
Total number of students during the year:	

File Description	Documents
Institutional data in Prescribed format	View File

2.2	1584
Number of outgoing / final year students during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3	5405
Number of students who appeared for the examinations conducted	

by the institution during the year:		
File Description	Documents	
Institutional Data in Prescribed Format	View File	
3.Academic		
3.1	948	
Number of courses in all programmes during the year:		
File Description	Documents	
Institutional Data in Prescribed Format	View File	
3.2	180	
Number of full-time teachers during the year:		
File Description	Documents	
Institutional Data in Prescribed Format	View File	
3.3	180	
Number of sanctioned posts for the year:		
4.Institution		
4.1	1741	
Number of seats earmarked for reserved categories as per GOI/State Government during the year:		
4.2	73	
Total number of Classrooms and Seminar halls		
4.3	304	
Total number of computers on campus for academic purposes		
4.4	369.88	
Total expenditure, excluding salary, during the year (INR in Lakhs):		
Part B		

CURRICULAR ASPECTS**1.1 - Curriculum Design and Development**

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The college designed the curriculum based on different perspectives and framed it meticulously by considering the society, emerging trends in appropriate domains in concordance with the UGC, Parent University, and Tamil Nadu State Council for Higher Education. The Boards of Studies of the departments taking the developmental needs of the local, regional, national and global level in to consideration based on the recommendations of the Curriculum Development Committee, feedback from the Stakeholders, Subject Experts, Alumni and Students. The same is achieved by including the courses pertaining to the latest trends in the respective domains and by incorporating Field Study, Internship, Skill Enhancement Courses, Self-Study Courses, Value Added Courses, Online Courses (MOOCs/SWAYAM/Spoken Tutorial) Certificate and Diploma Courses in the curriculum. All the Programmes have its own Programme Outcome(PO), Programme Specific Outcome(PSO) and Course Outcome(CO). The student-centric instruction paradigm of Outcome-Based Education(OBE) focuses on monitoring student achievement through outcomes. Its focus remains on evaluating programme outcome by articulating the knowledge, skill, and conduct that a graduate should have upon completion of a programme. The required knowledge and skill set for certain courses are established in the OBE model, and students are evaluated rationally for all required outcomes throughout the curriculum.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://sjctnc.edu.in/pos/

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

13

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

473

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

142

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

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

43

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

St. Joseph's College of Arts and Science (Autonomous) stands unique in ensuring Professional Ethics, Gender equality, Human Values, Environment and Sustainability through curricular and co-curricular activities. And provides a platform to address today's social and environmental challenges through concerted efforts of various Departments, Clubs, Cells and Extension activities. Women empowerment, Gender-related topics are included in various courses to educate the girl students about their rights and to sensitize male students regarding gender-related issues and to treat women equally. Courses offered under several disciplines foster confidence in girl student to voice against gender discrimination. Liberation of Women and Male-female Companionship are some which emphasize the same. To foster the concepts of human values, Value Education and Personality Development are offered to all First-year students. The course Human Rights to all PG students disseminates the significance of Human rights. The courses like, Open-Source Technology, Food and Drug Safety and the like in the curriculum educate and empower the students to be morally and ethically sound. To sensitize a clean and green environment among students, the college offers Environmental Science as a course. Environment Biology and Disaster Management are the courses that focus mainly on preserving the environment.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during

the year

11

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

659

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

846

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://sjctnc.edu.in/wp-content/uploads/2023/09/1.4.1-Sample-Feedback.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://sjctnc.edu.in/wp-content/uploads/2023/09/1.4.2-Students-Satisfaction-Survey-21-22.pdf
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

1741

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

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

1741

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 students' learning levels and organises special programmes for both slow and advanced learners.

St. Joseph's College assesses the learning levels of the students of all disciplines. An Orientation/ Bridge Course is organized for the First-year students at the beginning of every Academic. Necessary support and guidance are provided to the students. Based on the discussions held at different stages planning actions are implemented to categorize the students' learning level. Experienced faculty members of various discipline of the college put forward their expertise and skills for the betterment of the learners. Parent-Teacher meet has been conducted once in every semester to inform the academic performance of the students.

Opportunities for Advanced Learners:

- Attend and present papers in Seminars, Conferences and Workshops
- Taking part in curricular and co-curricular activities
- Endowment Scholarships, Cash Awards and Certificates of Merit
- Publish papers in St. Joseph's Journal of Humanities and Science periodically
- Encouraged to participate in Employability Courses, NPTEL and SWAYAM
- Extra credits for Self-Study Courses
- Take up research projects with the guidance of the Faculty Members
- Coaching Classes for Competitive Examinations

For Slow Learners:

- Remedial classes
- Individual attention is given by the mentors
- Guidance and Counselling are provided to the students in need
- Learning materials are supplied separately
- Question Banks are provided
- Regular Class tests are conducted

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

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
31/05/2022	5576	180

File Description	Documents
Upload any additional information	View File

2.3 - Teaching- Learning Process

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

St. Joseph's College of Arts and Science (Autonomous) imbibes well-designed teaching methodologies for imparting education through experiential, participative and problem-solving techniques. The objectives of inculcating these modes of learning encourage the students to gain confidence and to be self-reliant. The faculty creates opportunities for each and every student to comprehend and involve themselves in all aspects of learning, which promotes the students towards contentment learning. The students are periodically given opportunities to participate in practical classes, industrial visits, field visits/field work/internships and projects. To unleash their potential, students are also given a chance to participate in various seminars, webinars, conferences, workshops, open-ended discussions, awareness and orientation programmes, SWAYAM courses. Different student-centric methods commonly used are:

Participative Learning:

- Group discussions
- Webinars
- Workshops and laboratory Experiments
- Skill Developing / Intercollegiate competitions.
- Village Service Learning Programme
- Ability Enhancement Courses
- SWAYAM

Experiential Learning:

- Field Trips and Industrial Visits
- Internships
- Student Seminars
- Volunteering Social Service Activities
- Street Theatre
- Short Films
- Publication of articles and books by students.
- Extension activities in the college are aimed service learning.

Problem Solving Methods:

- Assignments
- Quiz
- Project-based learning
- Participation in Symposiums/Hackathons

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

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

St. Joseph's College of Arts and Science (Autonomous), Cuddalore is sufficiently equipped with ICT-enabled infrastructure and tools for effective content delivery in the classroom for good understanding, enriching the concepts and for problem-solving. Teachers combine technology with traditional modes of instruction to engage students in long-term learning.

ICT-enabled infrastructure:

- The whole campus is Wi-Fi enabled.
- Sufficient computers to train students in the laboratory.
- Sufficient portable LCD projectors and required accessories are available in classrooms/labs/Seminar Halls for ICT-enabled teaching/learning.
- Interactive panels
- Moodle/Google Classrooms are used whenever and wherever required.
- Digital Library resources (INFLIBNET) are made accessible to

students and staff.

- Fully equipped seminar halls.
- Subscribed to Google for academic content delivery (Google Meet/Google Classroom) and make use of Zoom and Streamyard for the same.

ICT by Faculty:

- Development of E-Content
- Online Quiz
- Online Classes
- Video Lectures
- Online Competitions
- Webinars/Workshops

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://sjctnc.edu.in/wp-content/uploads/2023/09/2.3.2-Geo-Tagged-Photos.pdf
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

121

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The calendar committee of the college prepares the annual Academic Calendar taking into account of all the annual plans of the academic departments, office of the CoE, Physical Education and Service Learning Programme. The college ensures all the events of the college are in line with the academic calendar.

Considerations in preparing the Academic Calendar:

- Departmental activities from the respective HoDs
- Schedule of seminars/conferences/workshops by the departments
- Internal/External examination schedule from the office of the CoE
- Plan of Sports, Arts, Cultural and other student activities
- Proposed social service activities from different social service club coordinators like NCC, NSS, etc.

The academic calendar is published to the students and staff after the approval of the College Council. It monitors the adherence to the Academic Calendar in the monthly meeting of the same.

Teaching Plan:

- Allotment of subjects to the faculty is done at the department level. Teaching plans (Lesson Plans) for the courses are prepared by the respective faculty at the beginning of the course/semester. The Lesson Plan includes topics to be covered, assignments, seminars, slip tests, etc. Respective HoDs review the progress and compliance of the lesson plans from time to time.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full-time teachers against sanctioned posts during the year**

180

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

98

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

1988

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

26

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

198

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

St. Joseph's College of Arts and Science (Autonomous), Cuddalore has made strenuous efforts to reform and improve the procedures and processes of examinations and evaluation through the integration of Information Technology(IT).

IT integration of the CoE is implemented through the SJC Enterprise Resource Planning(SJC ERP) and Electronic Controller of Examinations(ECOE) software.

SJC ERP:

SJC ERP is the academic management system of the College, is the single-portal solution to the examination-related requirements of the college. Students can apply for examinations only through SJC ERP. Teachers can securely log in to SJC ERP and enter marks of various components of CIA namely Attendance, CIA tests, Assignment/Seminar/Quiz/Internship/Case Study, etc. Students can verify their internal marks in their ERP login. Results are published through SJC ERP and through college website.

ECOE:

- Fully automated Examination Management Software, which takes care of the conduct of external examinations.
- Invigilation appointment and absentee records are maintained via software.
- Preparation of bundles, appointment of first, second and third (if required) valuers are done through ECOE software.
- CIA and External consolidation and Marklist generation are done through the ECOE software.

These reforms and IT integration improved the process of the College's Examination Management through the Academic Management

System of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://sjctnc.edu.in/examination-and-valuation/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

St. Joseph's College of Arts and Science (Autonomous) has considered incorporating Outcome-Based Education (OBE) while restructuring and revising the curriculum and syllabi. The OBE is implemented by taking into consideration of the local, national, regional and global developmental needs. The faculty members have been given enough orientation on preparing the OBE curriculum and syllabi.

OBE ensures the focus on teaching and learning, based on achievable and measurable outcomes. The POs, and PSOs are framed as per the guidelines of the UGC by the Curriculum Development Cell and the Office of the Dean and circulated among the departments. The COs for the courses are framed in the respective Boards of Studies after a detailed discussion.

The POs, PSOs and COs are communicated to the faculty members and to the students through printed syllabus, SJC ERP - Academic Management System and College website. The same is communicated to the freshers during the Students Induction Programme conducted before the beginning of the academic year. Teachers who handle various courses explain course outcomes at the beginning of the course.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	https://sjctnc.edu.in/pos/

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Attainment of Programme Outcomes (PO), Programme Specific Outcomes (PSO) and Course Outcomes (CO) are computed with the defined methods.

Attainment of Outcome Based Education (OBE) is examined based on Continuous Internal Tests, End Semester examination.

The following steps are involved in the calculation of attainment of OBE:

- Mapping COs to PSOs and POs Compute the average scores of mapped COs for each PSO and PO.
- Step-1: $COAi = (\text{mark}(Q_COj) / \text{No_of_Students_Attended}) \times 5 / (AMQ)$
- Step-2: $F_COAk = \text{AVERAGE}(COAi)$

where,

- AMQ- Allotted mark for the question
- $COAi = \frac{\text{Course Attainment, } i = 1, 2, 3, 4, 5, 6, 7, 8, \dots}{\text{Total_no_of_Questions}}$
- $Q_COj = \text{Question related to Course Outcome, } j = 1, 2, 3, 4, 5 \dots n$
- $F_COAk = \text{Final Course Outcome Attainment, } k = 1, 2, 3, 4, 5$
- If $(F_COAk) > 2.5$ then that Course Outcome is attained.

The levels of attainment are set as

If the association is

- 1%-20% - Very Poor
- 21%-40% - Poor
- 41%-60% - Moderate
- 61%-80% - High
- 81%-100% - Very High

A periodical review of the level of attainment is done and updated by incorporating the previous year's result.

If necessary, corrective measures are taken based on the analysis of the results.

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

2.6.3 - Pass Percentage of students**2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution**

1550

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	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://sjctnc.edu.in/wp-content/uploads/2023/09/2.7.1-Students-Satisfaction-Survey-21-22.pdf>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Promotion of Research and Facilities**

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The policy for the promotion of research on different research aspects including the Research Promotion, Ethics, Incentives and College Research Regulations govern all processes uploaded to the college website. The college offers 8 doctoral degrees under the university governance. The individual Research Supervisors, Research Departments, Dean of Studies and Doctoral Committees are governing the research activities. Research Scholars' Meet is held periodically to observe the progress of their research.

The research science departments are equipped with the required equipment and instruments for research and a Common Instrumentation Centre (Rev. Fr. Dr. I. Ratchagar Common Instrumentation Centre) which holds the instruments/equipment of different science departments to facilitate multidisciplinary research. To assist research, plagiarism checking is done internally. Seed Money is

provided to the proposals submitted by the faculties to promote and to assist research. Duty leaves and registration charges for attending seminars and conferences are granted.

To encourage research, Rev. Fr. G. Peter Rajendiram Best Paper Award is awarded annually to the faculties of different disciplines (Arts, Science and Commerce) who publish research papers in indexed (Scopus/WoS/etc.) with high impact factor.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://sjctnc.edu.in/wp-content/uploads/2022/03/POLICY-FOR-PROMOTION-OF-RESEARCH_.pdf
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0.13

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	View File
Any additional information	View File

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	View File
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

0.36

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	No File Uploaded
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

5

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

70

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

3

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

St. Joseph's College of Arts & Science (Autonomous), Cuddalore promotes an active and dynamic ecosystem for research and entrepreneurship. Forty One Workshops/Seminars on Research Methodology, IPR and entrepreneurship were organized in the college.

Research:

- Nine departments have been recognized as research departments: Mathematics, Physics, Chemistry, Computer Science, Biochemistry, Microbiology, Commerce, History and English.
- The Research Development Cell (RDC) promotes research activities by organizing programs, facilitating the dispersal of seed money, and offering guidance on external funding. It also conducts "Talk on My Research" a lecture series by faculties who have been recently awarded their Ph.D.
- Rev. Fr. Dr. I. Ratchagar Common Instrumentation Laboratory, a common research facility for all science departments encourages interdisciplinarity.
- St. Joseph's Journal of Humanities and Science, a peer reviewed journal for faculty and scholars to disseminate their

research.

Entrepreneurship Development Cell (EDC) regularly conducts programmes to promote entrepreneurship including entrepreneurial fairs where students set up stalls to develop their business acumen.

Indian Knowledge System is promoted among the students through the curriculum and by way of conducting guest lectures and seminars.

Community Orientation is offered via social service clubs of the college and is coordinated by the Village Service Learning (VSL) programme.

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

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

41

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

10

File Description	Documents
URL to the research page on HEI website	https://sjctnc.edu.in/research/#pane63
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

54

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

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sjctnc.edu.in/Admin_Dashboard/assets/files/eventfile/09-11-2023_11-22-05_3.4.4_All_Chapters_2021-2022.pdf

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

67

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

210

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0.10

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	View File
Any additional information	View File

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	No File Uploaded
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The College organises several activities to sensitize and to expose students to social issues and prepare them to respond appropriately to the realities of the society.

Various social service clubs and departments conducted 39 events including programmes under Swatch Baharat, Aids Awareness, Community Engagement, Gender Equity, Child and Women Welfare, Health and Environment Protection.

Students are made aware of social issues through Seminars, Webinars, Onsite Visits and Day observances. Extension Activity is made as

part of the curriculum and 2 credits are awarded for the extension activities.

Extension activities are carried out under various schemes like NSS, NCC, YRC, RRC, Social Service Club, Swatch Bharat Abhiyan and other Clubs.

Students provided with opportunities for voluntary contributions both monetary and participatory. Several saplings were planted by the students. Surveys and awareness programmes, rallies were also conducted by the students. Students actively donated blood to the needy and the college receives appreciations from the district administration every year.

In COVID Combat Drive, the college collaborated with the government for creating awareness and mass vaccination drives.

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

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

18

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

75

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year**1848**

File Description	Documents
Reports of the events	View File
Any additional information	View File

3.7 - Collaboration**3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work****10**

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)**12**

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	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 equipments, etc.

St. Joseph's College of Arts and Science (Autonomous), Cuddalore provides essential and eco-friendly infrastructure for enhanced teaching and learner-friendliness on the campus. The entire campus is spread over an area of 21.31 acres. There are 10 blocks which house Lecture Halls, Staff Rooms, Laboratories, Library, Seminar Halls and other facilities. It has a total built-up area of 17367.81 sq. meters.

Lecture Halls and Seminar Halls:

- 73 classrooms (8 LCD Projectors, 4 Interactive Boards, 3 Smart Boards)
- Six Seminar Halls and One Conference Hall.

Laboratories and other Facilities:

- All science departments have separate laboratories for UG and PG Programmes.
- 6 computer laboratories with 304 computers.
- 7 Advanced Research Labs.
- Fully Wi-Fi enabled campus with 20 Mbps leased line.
- One language lab.
- Central Library.
- One Multipurpose Indoor Auditorium for cultural events and Sports.
- Infirmary.
- Separate hostels for Boys and Girls.
- Three generators with a total capacity of 200 KVA power (125 KVA, 35 KVA, 40 KVA)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sjctnc.edu.in/campusview/

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

The college believes curricular, co-curricular and extracurricular go in parallel in the formation of students. Hence it pays significant importance in sports and cultural activities.

Sports and Games:

- Athletic Court.
- A pavilion with galleries with a seating capacity of 2000 spectators.
- A football court (110mx75m)
- Four volleyball courts (18mx9m each)
- Three basketball courts (28mx15m each) including one indoor.
- Two ball badminton and badminton courts-Indoor (13.40mx6.1m)
- Three kabaddi courts (12.5mx10m). 1 Indoor with synthetic mat.
- A hockey ground (100mx60m)
- A throw ball court.
- Gymnasium.
- The Petrine Jubilee Convention Hall is housing indoor games Basket Ball, Table tennis, Chess, Carom, Badminton and Ball Badminton.
- A full-time Physical Director and special trainers for the individual sports and games.

Cultural Activities:

- The Petrine Jubilee Convention Hall (1500 seating capacity) and two open-air stages.
- Six Seminar Halls and one Conference Hall.
- The Fine Arts club to coordinate and organize the events/competitions within and outside the college.
- Music Instruments and materials required for fine arts.

Yoga:

- Yoga sessions on special occasions and mass yoga performances to commemorate International Yoga Day.
- Yoga gurus and trainers are availed to train students.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	No File Uploaded
Paste link for additional information	https://sjctnc.edu.in/campusview/

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

18

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

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

35.46

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource

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

Archbishop Michael Augustine Library of the college provides open access to its documents and any member can browse through the collections which are arranged according to Colon Classification (CC).

- The Library has a collection of 34268 books and 65 journals in print
- The library is fully automated using Modern Library Management (MLM) a local made software.
- Members can search books through the Online Public Access Catalog enabled through the college ERP.
- The library is Wi-Fi enabled and provided with computer access.
- Entry and exit of library is recorded through Barcode Scanners
- The library consists of the sections, Internet/Digital Library, Journal and Magazine Section, Reference Section, Archives, Daily's and Periodicals and Seminar Hall.

Digital Database and e-Resources

- E-books and e-journals are made available.
- Subscribed to UGC-INFLIBNET and member of N-List.
- Online access to Question Bank.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sjctnc.edu.in/library/#pane100

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

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

2.84

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

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

327

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

St. Joseph's College of Arts and Science (Autonomous) is committed to provide sophisticated and secure IT infrastructure in the campus in terms of hardware, software and internet facilities.

The College ensures proper access to and usage of IT resources and prevents their misuse. Sets up standards and procedures for procurement, upgradation, and maintenance of IT infrastructure. It maintains, secures and ensures legal and appropriate use of IT infrastructure in the campus.

The college has 4 Servers and 304 Computers for Students, 20 for office purposes. The individual departments are also provided with computers for their day-to-day chores for the faculties. SJC ERP is the College ERP (<http://erp.sjctnc.in/>). Licensed Google Classroom is used for Online Classroom Management.

Internet Connection with 20 MBPS Bandwidth of dedicated Leased Line is provided by the BSNL.

CCTV cameras are installed to bring the college under surveillance to be secured.

Optimum utilization of electronic goods is ensured and e-waste and hazardous waste management is done in a safe and secured manner.

The College allocates appropriate funds in the annual budget for deployment and administration of IT infrastructure.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sjctnc.edu.in/wp-content/uploads/2022/03/INFORMATION-TECHNOLOGY-POLICY.pdf

4.3.2 - Student - Computer ratio	
Number of Students	Number of Computers
5576	304
File Description	Documents
Upload any additional information	View File
4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus	
C. 20 Mbps - 35 Mbps	
File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded
4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing	
A. All four of the above	
File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/@st.josephscollegecuddalore5318/videos
List of facilities for e-content development (Data Template)	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)	
38.10	

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

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

The College maintains its infrastructure and ensures its proper utilization through different levels of staff (Superintendent, Works Manager, and Attendants/Support Staff).

Every department maintains a stock register and the stock verification is carried out annually. Logbooks are maintained in the laboratories and wherever required. Security and safety equipment are maintained with the support of experts.

Utilization of common amenities (Class Rooms, Seminar/conference Hall and Auditorium) bookings are done with the approval of the Principal.

The laboratory assistants take care of the laboratories. Logbooks are maintained in the laboratories. Fire Extinguishers are installed throughout the campus.

In the case of IT infrastructure, the technical staff is in charge of Preventive and Corrective maintenance. E-waste strategies are followed for obsolete IT equipment.

The proper utilization and maintenance of the sports infrastructure is the responsibility of the Physical Education Department.

Maintenance and augmentation of the library facilities is the responsibility of the Librarian and the support staff of the library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sjctnc.edu.in/campusview/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support**5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year**

472

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

274

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	View File
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

724

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

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

386

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of outgoing students progressing to higher education

253

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

79

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The College enables students to be active stakeholders in the teaching-learning process. Students play different roles/activities in the academic and administrative bodies of the college.

Each class has a student representative. Student representatives

take part in the departmental meetings and present student opinions to the faculty and the head.

Representatives of each class form the Student Forum. The meeting of Student Forum is held once in every semester, where feedback on all activities of the college is received and issues pertaining to the general welfare of the student are discussed.

Student Grievance Redressal Cell has been established to receive complaints and ensure requisite action is taken.

Students are also part of multiple committees:

- Internal Quality Assurance Cell (IQAC)
- Internal Complaints Committee
- Women Empowerment Cell
- Library Committee: Students can suggest books and other materials as well as present their points for improvement.
- Games & Sports Committee
- Alumni are a part of the Board of Studies
- Department Associations allow students to take up the roles of office bearers. These representatives are responsible for organizing events by the association.
- Students are also members of different social service clubs and organizations such as NSS, NCC and YRC and take up different roles in the same.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sjctnc.edu.in/wp-content/uploads/2023/09/Students-Handbook-2021-2022.pdf

5.3.3 - Number of sports and cultural events / competitions organised by the institution

9

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Alumni Association of St. Joseph's College of Arts and Science (Autonomous) is a non-registered alumni association which plays an integral role in the development of the college as a stakeholder.

It acts as a connecting link between the past and the present students.

Alumni Contributions:

- Assist students financially who are in need of paying their fees.
- Provide information about job opportunities to students and provide support for training for placement.
- Coordinate in establishing Industry-Institution links and to sign MoUs.
- Provide support for the institution's infrastructural constructions.
- Arrange guest lectures, conferences, seminars and workshops.
- Offer assistance in field visits/internships/projects.

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

5.4.2 - Alumni's financial contribution during the year

E. <2 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 an effective leadership in tune with the vision and mission of the Institution

St. Joseph College's vision and mission can consist of three focal

areas: To work hard, to build up young men and women, and to serve society. To fulfill this vision, the governance structure and ensures a value-driven environment through multiple levels of representation.

The college adopted the model of ensuring the participation of all stakeholders in the decision-making process. Such a way the Management, Administrative, Academic and other committees are constituted. The college follows both Top to Bottom and Bottom to Top approaches in governance.

The Principal, Vice-Principals, Deans, Heads of the Departments and the IQAC ensure the smooth and effective administration of the college.

The college constituted various committees to decentralize the administration and for effective leadership and governance.

- College Governing Body
- College Council
- Academic Council, Boards of Studies
- Finance Committee
- Planning and Evaluation Committee
- Internal Quality Assurance Cell
- Students Forum
- Research Advisory Committee

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://sjctnc.edu.in/wp-content/uploads/2023/08/6.1.1-Governance-of-the-institution.pdf

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The college believes that effective leadership relies upon decentralization and participative management. It is reflected in various institutional practices by constituting various committees which includes members at all levels.

The college Governing Body, Finance Committee, Planning and Evaluation Committee and College Council constitute the higher body that entrusts governance and policies and takes major developmental

and financial decisions. The Governing Body regulates the academic/administrative policies and approves other major decisions. The Finance Committee prepares the annual budget.

Academic Council and BoS prepare the curriculum and syllabi.

The regular functions at department levels are administered by the respective HoDs with the faculty.

IQAC monitors the smooth and quality function in all aspects and ensures the representation of stakeholders at all levels in strategic decisions.

Teachers have a pivotal role in the Boards of Studies, Research Committee, Planning and Evaluation Committee and Library Committee ensure teachers' participation in making academic and administrative decisions.

Students are making their representations through the Students Forum and other appropriate committees.

The policies are framed by the Apex Bodies and communicated to the stakeholders by them. The implications of the policies are reviewed through the feedback received from the stakeholders (students/faculty/employers/alumni) and further refinement and corrective actions are taken.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	https://sjctnc.edu.in/non-statutory-committees/

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The ongoing process of the college is focused on and aimed at by a proposed Strategic Plan. The plan is well-drafted by focusing on the areas to be concentrated further for the growth of the institution. The plan involves the all-round development of the college from

academic to extension activities.

Academic: Aiming at offering skill-based courses apart from regular curricula by Diploma, Certificate and Value-Added Courses. This would help the student community to find job opportunities immediately after completing their degrees.

Research: The institution has started focusing on research in addition to its routine. It has set up very good science laboratories and a Common Instrumentation Centre which is equipped with equipment that supports interdisciplinary research. The college proposes to accredit the laboratory with national/international centers to elevate it to the next level.

Environment and Energy Efficient: To have an eco-friendly, energy-efficient campus.

Community Development: To adopt a minimum of three villages for community development through extension activities.

Infrastructure: Construction of state-of-the-art Auditorium.

E-Governance: The College is extending the e-governance in all aspects and further to enhance, it has proposed to adapt further Automation in the Examination section.

Collaboration: Establishing an Industry-Institute Collaboration Centre.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

The college has a well-defined organizational structure to manage, frame policies, and to run the college in an effective and efficient manner. Statutory and non-statutory bodies are constituted and that function considering the vision, regulations, policies of the college and statutes stipulated by the state government, UGC,

affiliating university and other regulatory bodies.

The Organizational Structure comprises of The Trust, Governing Body, Academic Council and Boards of Studies and College Council, Secretary, Principal, Vice-Principal, IQAC, Dean, Students Forum, and Department Council. The functioning of the institutional bodies is effective and efficient as visible from the appointment of staff, Service Rules and Policies.

The college is a fully self-financed institution, it follows well-defined policies and practices for recruitment and promotion. The selection, recruitment and promotion of the staff are in conformity with the policy of the college. Recruitments and promotions are done when and where the need arises and it has resulted excellent and effective teaching-learning process.

The institution has policies on Quality, Management of Human Resources, Promotion of Research, Staff and Student Support and Welfare Measures, IT Infrastructure etc., and a well-defined code of conduct.

File Description	Documents
Paste link to Organogram on the institution webpage	https://sjctnc.edu.in/wp-content/uploads/2023/08/6.2.2-Ornogram-1.jpg
Upload any additional information	View File
Paste link for additional Information	https://sjctnc.edu.in/wp-content/uploads/2023/08/RULE-BOOK-New.pdf

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) Documen	No File Uploaded
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The College is very much concerned about the Skill Development, Financial Security, Well-being and Security of its staff. These measures create a good working environment. Career advancement and Security of the staff are ensured by the facilities and schemes prescribed by the statutory bodies and by the college.

Leave Benefits

- Casual Leave
- Duty Leave (15 days) to the teaching staff to attend Orientation/Refresher/Seminar/workshops/Training Programs/University Evaluation Non-teaching staff are also given duty leave.
- Maternity Leave

Retirement Benefits

- Employee's Provident Fund and ESI
- Gratuity

Financial Assistance

- Festival Advance
- Salary Advance Scheme
- Financial support for attending Conferences/Workshops.

Medical Benefits

- Infirmary Facility
- Health Checkup Camps
- Health Insurance

Faculty Development Programs

- Faculty Enhancement Programmes
- Permission to participate in Refresher Courses/Orientation Programs/Short-Term Courses.

Support Facilities

- Canteen facility
- Grievance Redressal Cell.
- Internal Complaints Committee

ICT Facilities

- Computers with free Wi-Fi facility

Recreational Activities for Physical and Emotional Well-being

- Sports and Games for staff.
- Annual Retreat
- Teacher's Day Celebration

Awards and Recognition

- Rev. Fr. G. Peter Rajendiram Best Paper Award for best paper publication.
- Gift on Teachers' Day.

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

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of 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)	No File Uploaded

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

45

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

113

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The College conducts external and internal audits regularly in a periodical basis.

Internal Audit: Senior Accountant of the Finance Section of the administrative office maintains the college accounts. With the approval of the Secretary of the college, an internal committee with

the finance section prepares the budget for every year and forwards it to the college's Finance Committee. The financial requirements of the departments and other requirements are obtained and used as input for the budget. The same is scrutinized and finalized by the Finance Committee. The Finance Section of the college conducts the internal audit on the expenditure statements submitted by the departments other units. The Finance Committee conducts the overall internal audit of the college.

External Audit: External audit is done by an external auditor after scrutinizing by the Finance Committee.

The comments on the audit are taken by the accounts department for compliance and follow-through action.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

4.71

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	No File Uploaded

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

St. Joseph's College of Arts and Science (Autonomous) is effectively mobilizing the funds and ensures its optimal utilization. The annual budget is proposed every year by the Accounts Department of the college after considering the income and expenditures of the college and is placed before the Finance Committee for approval.

Mobilization of Funds:

- **Primary Income:** Fee collected from students.
- **Central Government Funds:** UGC, ICSSR, Scholarships.
- **State Government Funds:** TNSCST, NSS, Scholarships.
- **Non-Government Funds:** Endowment awards, Management's Contributions, Canteen, Diploma Course, Students/Staff Contributions.

Optimal Utilisation of Funds:

The College utilizes funds for Infrastructure Development and Maintenance, Staff Salary, purchase of equipment and its maintenance, Conduct of Examinations, seminars/conferences/workshops, Seed money for research, Scholarships/Fee Concessions/Freeships, Library, Sports, and Extension Activities.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

IQAC has made efforts to the incremental improvements to the college across different dimensions.

IQAC of the college devised plans for collecting the documents through a web-based portal SJERP (St. Joseph's Enterprise Resource Planning). The portal automates the collection and retrieval of documents.

Faculty induction programs are conducted for the newly recruited faculty to inculcate the tradition and culture of the institution, code of conduct, professional ethics and pedagogy.

Faculty development programmes are organized Research Methodology, Research Paper Writing, Plagiarism and other curriculum-related aspects.

The following are the initiatives taken/proposed by the IQAC of the college.

- Conducting Academic and Administrative audit
- Organizing staff development program and Executive development program
- Organizing skill development program for the students
- Introducing online courses and field study as part of the curriculum.
- Increasing the number of memorandums of understanding (MoU) collaboration and linkages including institution-industry interaction.
- Encouraging faculty members to develop e-content.
- Updating college website.
- Promoting innovation-oriented activities.

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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The College assesses and reviews the teaching-learning, structure and procedures of operations and learning outcomes through the IQAC.

Feedback on Teaching Learning and Evaluation

Feedback on Teachers/Teaching: Students submit their feedback on teachers and the aspects of teaching through the College ERP (<http://erp.sjctnc.in>).

An exit feedback is obtained from the outgoing students to analyze and to review the quality of teaching-learning and other aspects of the college.

Feedback on Curriculum/Syllabi: Feedback on curriculum/syllabi is collected from various stakeholders to revise the curriculum to cater to the developmental needs of local, regional, national and global level.

Result Analysis: Analysis of results is done every semester immediately after the publication of results. The analysis is

communicated to the respective departments and to the individuals concerned for corrective measures.

Academic Audit and Administrative Audit: Academic and Administrative audit is conducted to review the academic and administrative functions of the college. Teams of members comprising academic peers from other institutions reviews and submit reports of the audit.

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

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://sjctnc.edu.in/wp-content/uploads/2023/09/6.5.3-Annual-Report-2021-2022.pdf
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	No File Uploaded
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college's proactive empowerment strategy has resulted in a separate shift for women students to promote enrollment, healthy

gender ratio across teaching and non-teaching roles, and various empowerment initiatives such as celebration of International Womens' Day through competitions and awareness programmes, organization of medical camps for women, organization of constitutional rights awareness programs, and operation of separate college buses for women students. Events conducted to promote gender equity in the campus include: street plays, poster presentations and debates among others.

The college has established a Gender Champion Club and a number of Committees such as Student Grievance Redressal Committee, Anti-Ragging Committee, and Anti-Harassment Committee with women representatives. Also, strict compliance with VISHAKA guidelines is ensured. A woman faculty is appointed as Dean of Evening College. Also, Professional counsellors and women faculty mentors are available to address mental well-being matters and academic issues respectively.

In terms of infrastructure, Common Rooms for women staff and students are available. Incinerators are installed to ensure safe and effective disposal of sanitary napkins. CCTVs cameras have been installed and ID card-based entry is followed for safety purposes.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://sjctnc.edu.in/Admin_Dashboard/assets/files/eventfile/26-02-2024_05-23-48_7.1.1_Gender_Equity_Reports_21-22.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment	A. Any 4 or All of the above
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File Description	Documents
Geotagged Photographs	No File Uploaded
Any other relevant information	View File

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

The college has adopted Waste Constituent Parameter Method of Disposal for solid-waste management. Awareness through display of slogan boards, color-coded dust bins to collect degradable and non-degradable waste, utilization of bio-degradable waste for vermicomposting, direct sales of paper and plastic waste are some of the key practices followed to manage solid waste.

Adoption of micro-scale analysis during research/training and sedimentation-dilution-utilization mechanism of liquid waste are some of the water management measures adopted to reduce lab wastage. Apart from this, automatic cut-off systems with sensors have been installed in all RO units in the campus. Water spilled from the RO system is transferred to soaking pits for recharging the underground water table.

Two rainwater harvesting tanks are installed in the college. Water saved in these tanks are diverted to recharge the underground water table.

Electronic waste and defective parts of computers are stored in an exclusive store room and then handed over to E-waste handling agencies approved by the Tamil Nadu Pollution Control Board. The process has been able to successfully segregate and dispose E-waste till. Also, old monitors and CPUs are periodically repaired by our technicians and reused further.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

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

A. Any 4 or all of the above

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

<p>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing 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, socio-economic and other diversities (within a maximum of 200 words).

The college promotes an inclusive environment by emphasizing national unity, cultural diversity, linguistic and cultural awareness, gender equity and by providing accessible education. Independence Day, Republic Day, Voter Awareness Day are celebrated by the college to promote devotion to the nation and its causes. To promote cultural awareness, Ramzan, Diwali, Christmas, and Pongal are celebrated. Folk games and events are frequently organized on

campus. Additionally, to improve the student's cultural awareness, the college offers Hindi, Tamil and French as additional languages.

The college promotes social inclusion and prioritizes the admission of students from rural and marginalized backgrounds. It has disbursed on average around 20 lakh rupees every year as scholarship. Sports students are also provided scholarships to motivate them and to lessen their financial burden.

The college orients students towards the cultural and administrative norms of the institution enabling them to get used to cultural and academic expectations in the campus through a student induction program. It ensures that women students are represented fairly across all committees and councils. It has implemented strong measures against ragging, discrimination and sexual harassment and students are well advised about grievance redressal mechanisms and counselling facilities available in the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

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

The College is very much conscious about making the students and staff as responsible and holistic citizens. It organizes numerous programmes to sensitize students and employees to the constitutional obligations such as values, rights, duties and responsibilities of the citizens.

- Student Induction Programme is conducted for the first-year students.
- Incorporation of Human rights in the curriculum.
- Value Education in the curriculum.
- Celebration of Independence Day, Republic Day and Constitution Day.
- Commemoration of Gandhi Jayanthi and other important days.
- Participation of students in Swachh Bharat Abhiyan cleaning drive.
- Social and Gender sensitization activities.
- Reflection on the Preamble of the Indian Constitution.
- Engagement with the local community through extension

activities.

- Observance of
 - Human Rights Day
 - National Voter's Day
 - World Mental Health Day
 - International Women's Day
 - International Day against Drug Abuse and Illicit Trafficking
 - Vigilance Week and Anti-Corruption Day
 - Girl Child Day
 - World Day against Child Labour

- Awareness campaigns on
 - Gender Equity
 - Sexual Harassment Prevention
 - POCSO

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

A. All of the above

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

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

The College observes/celebrates national days to mark and to impart nationhood and to grow the students to be responsible citizens; and International days of importance to educate students on issues of concern, to mobilize political will, to foster harmony, and to celebrate and reinforce achievements of humanity. Seminars, talks, awareness classes, street plays, flash mobs, exhibitions, rallies, pledge-taking, competitions, cultural programmes and group discussions are the means to celebrate such important events and the sensitization generated thus, constitutes an integral part of education in the college.

Also, the College observes religious and regional festivals to foster the spirit of harmony and togetherness. It is heartening that the day observations at the College are student-driven initiatives accomplished with great passion through the creative and innovative dynamics of various clubs, cells, committees and departments.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

BEST PRACTICE - I

1. Title of the Practice

Contribution towards a Sustainable Environment

2. Objectives of the Practice

The purpose of higher education is to produce responsible human beings who make this world a happy place to live in. In a world where industrialization and technological advancement do more harm than good, Education must show the way towards a sustainable environment, St. Joseph's College realizes its commitment in this aspect and sets the following goals to achieve it.

- To have a green, eco-friendly campus.
- To create environmental awareness among the students and the public.
- To motivate the student community to create and maintain a green, pollution free environment.

BEST PRACTICE - II

1. Title of the Practice

Promoting research culture among the staff and students

2. Objectives of the Practice

The following have been set as the objectives of the institution to promote research in the institution.

- To create awareness among students on research.
- To sensitize the faculty to carryout research projects.
- To increase the number of research publications and research projects in the institution.

File Description	Documents
Best practices in the Institutional website	https://sjctnc.edu.in/Admin_Dashboard/assets/files/eventfile/21-02-2024_05-23-29_7.2.1_Best_Practices_2021-2022.pdf
Any other relevant information	https://sjctnc.edu.in/wp-content/uploads/2023/09/7.2.1-Additional-Information.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Title: Wholesome and Integral Learning at St. Joseph's (WILS)

The vision and mission of St. Joseph's College of Arts and Science (Autonomous) focuses wholesome and integral education along with community engagements to the students as a threefold approach. The college assures the three dimensional approach through the holistic education by means of the well-defined and drafted curriculum.

Wholesome Education

To transform a student from a disadvantaged and rural background into a well-rounded individual who can contribute to society is the driving force that has led St. Joseph's College of Arts and Science to focus on character formation and building leadership qualities alongside skill development in students.

Integral Education

The college does not provide merely holistic education that caters to the mind, body, and spirit but an integral education that includes training students in the industry-relevant skills and qualities. The college strives to create job-ready graduates by implementing curricular reforms recommended by Industry experts and regulatory bodies. Internships are made mandatory for UG and PG students. To promote self-study and life-long learning through MOOCs are encouraged.

Community Service

The college proactively engages with the local community through

- Service-Learning Program
- Department of Social Work
- Campus' Social Service Clubs and Student Organizations

File Description	Documents
Appropriate link in the institutional website	https://sjctnc.edu.in/wp-content/uploads/2023/09/7.1.3-instituional-distintiveness-Expanded.pdf
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- To conduct Student Induction Programme
- To organize Faculty Development Programmes
- To equip the teachers for online teaching and to promote Blended Learning
- To conduct Academic and Administrative Audit
- To prepare for 4th Cycle NAAC Accreditation
- To participate in NIRF India Ranking
- To participate in ARIIA Ranking
- To collect feedback from Stakeholders on Syllabus
- To enhance e-Governance initiatives in the campus
- To initiative research and innovation promotion in the campus
- To organize programmes to promote gender equity