YEARLY STATUS REPORT - 2022-2023

Part A
Data of the Institution

1.Name of the Institution	REV. JACOB MEMORIAL CHRISTIAN COLLEGE
• Name of the Head of the institution	Dr.J.Sundarsingh
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04553249330
• Mobile no	9443825281
• Registered e-mail	rjmcc97@gmail.com
• Alternate e-mail	principalrjmcc@gmail.com
• Address	Santhipuram
• City/Town	Ambilikkai
• State/UT	Tamilnadu
• Pin Code	624612
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Self-financing**
• Name of the Affiliating University	**Madurai Kamaraj University**
• Name of the IQAC Coordinator	**Dr.S.Karuppusamy**
• Phone No.	**04553249330**
• Alternate phone No.	**04553249334**
• Mobile	**9865130045**
• IQAC e-mail address	**iqacrjmcc@gmail.com**
• Alternate Email address	**rjmcc97@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	**https://rjmcc.ac.in/aqar-2021-2022/**
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	**https://rjmcc.ac.in/handbook-2022-2023/**

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C+**	**60-65**	**2007**	**31/03/2007**	**30/03/2012**
Cycle 2	**B**	**2.41**	**2022**	**13/12/2022**	**12/12/2022**

6.Date of Establishment of IQAC	**23/06/2016**

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

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

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

NAAC Visits preparations were done for the Second cycle

IQAC Conducted Orientation and Seven Days Bridge Course from 24.08.2022 to 02.09.2022 for first-year Students

Faculty Development on Professionalism of Teachers for Student Development.

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

Plan of Action	Achievements/Outcomes
To enhance the quality in education, ICT supportive eqiupments should be installed in the seminar halls	**Smart TV were installed in the seminar halls for Effective Teaching learning Process**
IQAC Plans to Conduct Hands on Training on Google Schalar and Googleclass room	**On 01.10.2022 IQAC organized Hands on Training on Google Scholar & Google Class Room to all the faculty members, Dr. Jessen George ,Principal, RJMCC, Dr.S.Karuppusamy, Coordinator- IQAC, Dr.T.Sekar , Joint Coordinator- IQAC, Dr.D.Vijya raja,Asst. Prof.& Head, Dept. of Biochemistry, were the resourse persons.**
IQAC Plans to Conduct FDP onProfessionalism of Teachers for Student development.	**On 24.11.2022 on Professionalism of Teachers for Student development. Dr .Lethi C.D,Professor (Rtd) , Holy cross College, Trichy ,External Expert – IQAC, RJMCC was resource Person.**

13.Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	**Nil**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	**10/02/2023**

15.Multidisciplinary / interdisciplinary

Rev. Jacob Memorial Christian College (RJMCC) is affiliated to Madurai Kamaraj University, a State University which is governed by

the government of Tamil Nadu. The multidisciplinary and interdisciplinary programmes, curriculum, syllabuses and evaluation patterns are designed by the University and detailed guidelines are given to the affiliated colleges. As an affiliated college, RJMCC abides by the university guideline and implement the New Education Policy as and when it is introduced.

16.Academic bank of credits (ABC):

As per the guidance of UGC, steps are being taken to make the students aware of the Academic Bank of Credit and the importance of digitally storing the academic credits earned by them. So, through this, all the students will get benefited from updating the details in the ABC portal which will be digitalized in the future.

17.Skill development:

RJMCC adopts the curriculum provided by Madurai Kamaraj University and focuses on making the students employable and self-reliant by effectively imparting skill-based subjects in every programme. These courses help the students to enhance their proficiency in their own field as the teaching sessions have incorporated field trips, demonstrations, seminars and practical activities. As per the university guideline, internal marks are given to students by carefully evaluating their performance in periodical tests, quizzes, assignments and seminar conducted throughout the semester. The departments of Business Administration and Commerce have 6 and 18 skill-based subjects respectively. Hands on training for goods and service tax as well as interview skills and employability skills are arranged for the benefit of the students. The departments of Computer Science and Biochemistry have 18 and 5 skill-based subjects respectively. Practical labs and seminars are conducted to train the students in the area of Linux, Microsoft applications, and Medical lab technology. The Department of English and Tamil have 6 subjects each. The students are equipped through innovative classroom activities, seminars, and demonstrations to improve their and literature and language abilities. The college thus takes efforts to develop the skills of the students so that they find better placement and higher study opportunities.

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

We at the RJMCC emphasize on the importance of making the students get exposed to all Indian languages. Since Tamil is one of the oldest Indian languages, we teach Tamil culture and traditions through the Part I Tamil language paper for all the students. Yoga also has its roots in India about 5000 years ago and it provides a

way to learn and understand the traditions of India. We also conducted Mutamil Mandram, a club in our college that provides opportunities for the students to have discussions and debates on Tamil culture. Since some of the faculty members are conversant in other regional languages like Hindi, Malayalam and Telugu, the college encourages interaction in those languages and thereby makes others to learn them. We are fortunate to have a few faculty members who are fluent in other Indian languages like Hindi, Malayalam, and Telugu; and we are prepared to make use of all our resources for integrating our Indian knowledge system into our conventional teaching practices and in our online mode of teaching.

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

RJMCC strives to implement OBE as per NEP guideline while implementing the curriculum provided by the affiliating University. We have evaluated the performance of students every semester at various stages during their course of study. This continuous system of evaluation helps in understanding the subject competency of the learners and providing additional guidance and resources wherever required. Those who perform poorly are given enough coaching in their courses which has helped them to do well in subsequent exams. This has shown a positive result in the performance of the learners.

20.Distance education/online education:

Due to technological advancements in the education field, online teaching and learning has become popular among both students and teachers. Teachers do both teaching and assessment through online mode which are well received by the students. The Covid lockdown has impacted the classroom learning in a positive way as it has paved a way for more teaching innovations by using technology. As a result, the teachers learnt new technologies and students also participated in the learning process enthusiastically. Being an affiliated College with Madurai Kamaraj University, RJMCC is bound by the University regulations which do not allow us to have distance mode of education. Nevertheless, as per the NEP, we strongly believe that the distance mode can be a valuable way to reach out to disadvantaged people who are in poverty and experiencing exclusion and discrimination, and so we are ready to adapt to the distance mode as and when the University permits it.

Extended Profile

1.Programme

1.1	481

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

File Description	Documents
Data Template	View File

2.Student

2.1	**636**
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	**171**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	**198**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**40**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**40**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**34**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**7992080.88**
4.3 Total number of computers on campus for academic purposes	**60**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Curricular aspects of the College are regulated by Madurai Kamaraj University (MKU) under the Choice Based Credit System (CBCS). At the beginning of each semester, an academic schedule and timetable are prepared to account for 90 days of teaching schedule, 3 internal tests, and a final exam period. The HODs then plan the department's timetable allotting workloads and subjects for each teacher based on their experience and specialization. Each teacher chalks out a lesson plan which includes lecture hours and practical topics to be taught, field studies, guest lectures, and other co-curricular activities to be conducted during the semester. The faculty members following the lesson plan complete the syllabi within the stipulated time. If for any reason, a faculty fails to finish his/her syllabi within the stipulated time, he/she arranges special classes to complete the syllabus.

The institution receives regular circulars, letters, and e-mails from the University, regarding the changes and modifications in the curriculum. The Principal communicates the same to the concerned departments. When University implements new patterns of syllabi, the college organizes workshops for the effective implementation of the curriculum for the teachers. Innovative methods are adopted to enhance effective learning such as Power point presentations,

quizzes, role-plays, group discussions, visits to industries and visits to historical monuments. In order to evaluate and keep track of the quality and effectiveness of the curriculum, the Institution has a feedback system.

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

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

Our academic calendar provides important information about teaching dates, internal test dates extra co-curricular activities and university examinations. Before the commencement of every semester respective department teachers prepare a detailed study plan, assignments for the individual courses, model question papers and the number of classes allotted to each course. Students are informed about time table and academic calendar well in advance.

The detailed lesson plan/teaching methodology according to the syllabus is prepared by each faculty before the start of the semester. The lesson plan comprises of lecture topics, learning aid and methodology, faculty approach, and course outcomes. The lesson plan generally highlights the content and total lectures for completion of the curriculum. We follow a number of methods to carry out a continuous internal evaluation system in accordance with the guidelines of MKU University at the institutional level.

This allows the students to understand each concept individually as well. The students are given the syllabus in detail with the exact segregation of the portion. After each topic is taught in detail, various assessments in the form of class tests, and presentations are conducted. These tests allow the teachers to continuously assess the students to track their progress and to identify slow and advanced learners and provide required support.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://rjmcc.ac.in/academic-calendar/

1.1.3 - Teachers of the Institution participate in `C. Any 2 of the above` **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

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

1.2 - Academic Flexibility

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

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

`13`

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

`6`

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

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

183

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Madurai Kamaraj University's curriculum is followed by RJMCC. In all the programs, value education and environmental science courses are taught to instill a clear understanding of environment conservation, human values and gender equality. In practice, RJMCC integrates these cross-cutting issues by engaging students in clubs such as the green initiative club, science club, center for women empowerment, and career guidance club, which allows students to apply what they have learned.

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

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

7

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

119

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

D. Any 1 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://rjmcc.ac.in/iqac-feedback/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

171

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

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

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

169

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

2.2 - Catering to Student Diversity

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

Many of the students at RJMCC are from Tamil medium in their schoolings andfrom rural background. They struggle with moral, psychological, and learning difficulties. Faculty members observe the students performance in internal exams and their observing abilities andresponses in class hours, and the students are segregated as advanced learners and slow learners. Slow learners have special remedial classes and advanced learners are encouraged further in academic performances by involving them in peer teachings and seminars to get more exposure in academics and technological developments.

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

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

Number of Students	Number of Teachers
636	40

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Our teachers use a variety of teaching strategies, including traditional lectures, interactive methods, activity-based learning, computer-assisted learning, experiential learning, etc. Videos with illustrations and special lectures on important themes make the

teaching and learning activities more effective. Students participate in field studies to gain first-hand knowledge from specialists and natural resources in order to gain a direct understanding of the subjects and current trends. Instructors always promote interactive classes because they foster creative thinking and fresh perspectives. The college uses a variety of methods to provide experiential learning and encourage student participation, including audio-visual methodology, language labs, necessary Google meetings and Zoom classes even on holidays, industrial visits, field work, and computer-based project work, discussions on current affairs, study tours, and extracurricular club activities. Students are encouraged to present their scientific ideas as posters and papers in various seminars and research conferences.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	[NIL](#)

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

The college combines traditional classroom instruction with ICT-enabled learning. To expose the students to advanced information and practical learning, faculty members use ICT-enabled learning tools in labs, PPTs, video and audio clippings, internet resources, and YouTube video-oriented subject materials. Faculty members use Zoom Classes and Google Meet to implement interactive teaching techniques. In Google Classroom, instructors and students actively participate in teaching and learning process.

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

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

2.3.3.1 - Number of mentors

40

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

2.4 - Teacher Profile and Quality

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

40

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

8

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

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

2.4.3.1 - Total experience of full-time teachers

199

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

2.5 - Evaluation Process and Reforms

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

The college conducts all the exams in accordance with Madurai Kamaraj University (MKU), with whom it is affiliated. Every semester timetable for the common end semester exam and centralized internal evaluation tests are conducted in accordance with university regulations. The academic calendar notifies the internal assessment timetable that has been planned. The course instructor administers three exams, quizzes, seminars, and assignments as part of the ongoing internal evaluation process. Internal assessments are carried out centrally in accordance with a shared schedule overseen by the Principal. As a remedial measure, tutorial lessons are offered to students having low performance levels; in addition to the primary internal assessment, staff members also administer unit-wise tests.

At the department level, all test and assignment scores are recorded in the internal mark register. Each department implements reforms such as a centralized, well-planned schedule, uniform seating arrangements, hall invigilation, written question papers in the required format, student attendance tracking, and script evaluation for replies. Following every internal evaluation, the principal discusses the findings with the heads of departments and implements the necessary changes to enhance performance.

File Description	Documents
Any additional information	View File
Link for additional information	https://rjmcc.ac.in/exam/

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

Exam complaints are handled by the examination committee, which is chaired by the principal and consists of faculty members from several departments, an exam coordinator, and a coordinator. The course instructor provides aggregated internal marks to the students in order to verify that the marks are accurate. The teacher examines the grades and makes any required corrections when there is a discrepancy. When a student feels that their evaluation was unjust, they bring this up with the course instructor, who offers an explanation. If the student is not satisfied with the explanation, he or she can ask for assistance from the Head of Department (HoD), who will then get clarification from the course instructor and address the matter. Thecourseinstructorprovidesaggregatedinternalmarkstothestudentsinordertoverifythatthemarksareaccurate.Theteacherexaminesthegradesandmakesanyrequiredcorrectionswhenthereisadiscrepancy.Whenastudentfeelsthattheirevaluationwasunjust,theybringthisupwiththecourseinstructor,whooffersanexplanation.Ifthestudentisnotsatisfiedwiththeexplanation,heorshecanaskforassistancefromtheHeadofDepartment(HoD),whowillthengetclarificationfromthecourseinstructorandaddressthematter.

File Description	Documents
Any additional information	View File
Link for additional information	https://rjmcc.ac.in/exam/

2.6 - Student Performance and Learning Outcomes

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

The college has provided all the information related to their programmes and their benefits through different media so that the teachers and students will be well aware of the details of the courses. This has been done through pamphlets, the college website, help desk and college prospectus. This helps the teachers to be well prepared for the classes while the students have clear objective of why they have chosen a particular programme of study. The practical orientation is also given much importance and the learners are made aware of it.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://rjmcc.ac.in/pos-cos/
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The College uses both direct and indirect methods to gauge the degree of achievement. The University's established parameters, which include the Internal Evaluation and University Examination, have been followed because the institution is affiliated one. Following the announcement of the university examination results, the heads of UG and PG program departments were asked to assess the program's attainment of its objectives. Every single student who took the final exam had their final results examined by them. Based on the analysis, a conclusion on the program's outcome is reached, and the following year's batch is guided, after taking corrective measures

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NIL

2.6.3 - Pass percentage of Students during the year

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

197

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	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://rjmcc.ac.in/iqac-feedback/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NIL

3.2 - Innovation Ecosystem

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

RJMCC has always emphasized on the importance of promoting a research culture since it believes a good education goes beyond academics. While research opportunities are limited in the current system, undergraduates and postgraduates are encouraged to develop research interests by participating in oral presentations and poster presentations with faculty members. Research-oriented activities can be carried out by faculty and students at the college with reasonable support. The College has contributed registration fees and provided travel allowances to faculty members who present scientific papers at conferences. Faculty Members have published book chapters from International Publishing houses. They also serve on the editorial committee and as reviewers in reputable international journals. Many faculty members obtained their doctorates while employed at College and they are always ready to enhance the lab facilities to inculcate research temper among PG students. The college initiated purchasing instruments like digital bateriological incubator, UV visible spectrometer and cooling

centrifuge.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[NIL](#)

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

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

0

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

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

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

0

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

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

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

2

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

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

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

2

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

3.4 - Extension Activities

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

Faculty, students, and staff of the institute organize variety of activities to engage with local community. Students and faculty participate in community-based activities such as awareness programs, rallies, and seminars on themes such as cleanliness, green environment, tree planting, empowerment of girls and women, and gender awareness. It is the aim of the NCC units of the college to develop leadership, discipline, self-service, and of serving the society as well as to recognize Indian citizens' duties for the development and decorum of the nation. Through various programs, the NSS units, the RRC, and the YRC contribute significantly in developing the service mind instudents in order to transform them into responsible citizens of the country

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

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

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

6

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

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

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

397

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

3.5 - Collaboration

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

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

RJMCC consistently upgrades its physical, academic, and technological infrastructure to keep abreast of changing times and evolving needs of the students. There are a total of 32 classrooms, 5laboratories, 2 Seminar halls with ICT facility, and an auditorium. The main College block that has been recently constructed partly new with stone walls adorns the campus at the center with its state of the art majestic appearance giving a unique stature to the College. It houses the College office and library, with classrooms, seminar halls, and labs extending on either side. The other major buildings are a Commerce Block, Language block, Management Block, an Auditorium, Gent's hostel, and a small beautiful chapel near the entrance. The infrastructure facilities are adequate for conducting the existing academic and extracurricular activities of the College. The classrooms are spacious enough to accommodate the sanctioned strength in each course. The overall campus ambiance facilitates the all-around development of the students.The College installed an English Language software, "Globerina" on 20 computer terminals and this hasbeen used by teachers as well as students to improve their language and communication skills.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rjmcc.ac.in/campus-life/#

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

Our college education offers the student not onlyacademic but also sports and cultural activities. The students from the various departments enthusiastically participated in events like Drama, Theme Dance, Solo Dance, Rangoli and singing competitions. The college has provided ample space for conducting cultural activities. The institute recognizes the importance of sportsman spirit and team effort for students. This can be learned in a congenial environment through sports and games. For this, the campus has adequate sports facilities. The College is blessed to have a spacious playfield for all kinds of team games and athletic activities. A well-maintained sprawling open ground for physical exercises and a 400 mts standard track for athletic activities are available. In addition, sandpits are available for the long jump, high jump, shot put and javelin throw. There are grounds earmarked for outdoor games such as Football, Volleyball, Throw ball, khokho and Badminton. Interested students are trained regularly so that they gain confidence to participate in a district or statelevel events. In addition, the college auditorium is used for indoor games such as carom, chess and yoga practice.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rjmcc.ac.in/physical-education/

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

2

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rjmcc.ac.in/smart-classroom/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

17.49279

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

MODERN LIB –By using library automation software for the barcode printer, the barcode is created and pasted for all the books located in the stock and reference section. The books in the stock and reference section are ready to start the automated circulation system. Library ID Cards with barcodes were issued for automated circulation and also automated gate REGISTER and OPAC – Online Public Accessed Catalogue facilities are provided to library users.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	[NIL](#)

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   **D. Any 1 of the above**

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

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

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

.4235

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

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

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

12

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

4.3 - IT Infrastructure

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

Internet connection with 200 Mbps in RJMCC have a pivotal role in updating of knowledge and skill and are facilitated with wifi provision which is updated periodically. Seminar Hall and Auditorium are facilitated with video conferencing and E-Learning to enable the Training Programme. The Library is facilitated with computers to access NLIST and WIFI facility for updating books.

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

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution   **E. < 5MBPS**

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

27.71

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

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

The management represented by the Secretary, Principal and the college officers look after the maintenance of buildings, classrooms and laboratories. The HODs of the departments inform about the major annual maintenance work to the Principal ahead of time through the

submission of requirement. The Principal in consultation with the Management plans and executes the work in a time-bound manner. Regular maintenance and repairs, renovation of buildings, maintenance of campus and allocation of resources are the responsibility of the Management and college administration. The Secretary of the college periodically meets the Principal and gets records of other minor requirements and enables to get them fulfilled. The administrative Officer oversees the day to day maintenance of the campus, cleanliness and orderliness of classrooms, staff rooms, auditorium, laboratories and seminar hall. Maintenance of generators and CCTV cameras are properly done by the allotted non-teaching staff under the

supervision of the AO. The college library is managed by the librarian while the upgrading of computers and their maintenance in the computer lab are done by technicians. The Physical Education dept has Cricket, Badminton, Basketball and Volleyball, Chess and Carom facilities. The Physical education instructor takes care of all the physical education classes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[NIL](#)

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

80

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

229

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

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

C. 2 of the above

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

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

0

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

0

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

7

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

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

5.2.2.1 - Number of outgoing student progression to higher education

22

File Description	Documents
Upload supporting data for student/alumni	*View File*
Any additional information	*View File*
Details of student progression to higher education	*View File*

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

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

0

File Description	Documents
Upload supporting data for the same	*View File*
Any additional information	*View File*
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	*View File*

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

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

RJMCC encourages students' participation in academic, co-curricular and extracurricular activities of the college. Student Council members are elected unanimously by representatives in the presence of IQAC coordinators and the HODs. The selection is based on academic performance and also takes into account good grades in class and leadership qualities. The responsibility of student council members is to organize student events and execute them. He/She ensures that all facilities such as water, electricity, and cleaning of the classrooms are properly maintained. Student Council members are encouraged to support HOD and staff in organizing seminars, workshops, and extracurricular activities. They are given opportunities to speak about their academic and other requirements for their educational benefits. This enables the members of the students council to develop their leadership skills and communication skills.

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

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

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

50

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

5.4 - Alumni Engagement

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

No registered Alumni Association

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college aims to empower youth through wholesome higher education and the commitment to its vision and mission is truly the greatest strength. College governance is participatory, decentralized, transparent, and transformational, guided by the Management Committee. There are nine members on the governing body: the Chairperson, Secretary, Principal, External Experts, Heads of Departments, and University Nominees. In terms of the institution's governance, leadership, and management, it develops quality policies. Policies are formulated transparently in accordance with the institution's vision and mission. Teacher involvement in the translation of the college's vision and mission statement is acknowledged by the college. Teachers serve in the academic affairs committee, student affairs committee, grievance redressal committee, anti-ragging committee, and examination committee which are engaged in policy formulations, planning, implementation, and guidance. The nature of governance shows a collective leadership of the administrative team sharpened by years of experience. The management makes sure that its policies, programs, governance, and leadership are demonstrated through the guiding principles promulgated in its vision and mission.

File Description	Documents
Paste link for additional information	https://rjmcc.ac.in/vision-mission/
Upload any additional information	View File

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

RJMCC endorse and perform decentralization in all academic and managerial activities, it has various academic and administrative committees comprising representatives of management, Principal, students representatives, HODs, faculty, staff members, industry experts and alumni to plan, discuss and to execute smooth

functioning of the institution. The faculty members and students can easily express their needs and extend their grievances with Head of the Department or with Principal. College incorporates decentralization by giving departments' the operational responsibility for the procurement of products and services with applicable quotations based on the demands of the syllabus and current business trends. RJMCC make students to apply what they have learned through organizations like the science club, green initiative club and career guidance clubs which comprises of the students and faculty members. The institute's grievance-redressal, anti-ragging, and discipline committees, which support a peaceful environment, are composed of the principal, department heads, senior faculty, and student representatives

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Viscom Lab was well equipped with audio, video devices and made it more practicable for the students use. Ramps were installed for physically challenged persons. In response to student demand, new bus routes were created and institutional transportation services were centralized. Men's hostel was renovated and few facilities were done. New seminar halls were established and smart TVs were installed with video conferencing amenities. Library was automated in an appreciable way. Book circulation and gate registers were digitalized.

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 institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Management Committee of the college is interested in the college's development in all aspects. The Principal is appointed based on qualifications and experience in accordance with UGC and University guidelines, after the post has been advertised, interviewed, and recommended by the expert selection committee. The management has established a proper selection process for appointing highly qualified personnel to the position of Principal, who serves as the chief administrative head. At the departmental level, leadership is managed by the Head of the Department, who is appointed by the Management Representative in consultation with the Principal based on his/her performance appraisal, seniority, commitment, and loyalty to the Management. The HODs hold fortnightly departmental meetings with proper minutes and plan and execute their departmental affairs in a participative and effective manner. Appointments to teaching positions are also made solely on the basis of the candidates' merit, provided they meet the UGC/prescribed University's qualification standards. The positions are duly advertised, inviting applicants, and suitable candidates are appointed based on interviews conducted by the selection committee. The organogram depicted in front of the Principal's office clearly elucidates administrative set up. Faculty members are well aware of the service rules and they are working accordingly.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the institution webpage	https://rjmcc.ac.in/organogram/
Upload any additional information	View File

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

The College has various welfare measures for the well-being of teaching and non-teaching staff in order to bring oneness and unity among the staff. The Faculty Development programme is arranged once a semester in order to increase the efficiency of the staff performance for which various eminent scholars are invited to train and equip them. Teacher's day is celebrated every year in which events are conducted to bring joy and understanding to their profession. Women's day celebration is conducted every year. The welfare of non-teaching staff is also considered and one set of uniform dress is provided to security every year. A staff enrichment meeting is conducted every semester.

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

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

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

2

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

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

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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

3

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The IQAC requires that the teachers provide a self-evaluation form every year. This gives an insight into own assessment of the effectiveness of the teaching and also it makes the involvement of the faculty in both academic and administrative activities. Through the appraisal, teachers can understand the importance of continuous professional development. They are evaluated based on their performance in imparting the subject matter, paper presentations, publications, seminars and conference participation. Departments collect the data for appraisal which are then forwarded to the Principal. The IQAC of the college assesses the appraisal submitted by the faculty. The performance appraisal is also used for the Career Advancement of the teachers. If there is a scope for improvement on the part of the teacher, they are advised to upgrade themselves. The respective teacher is informed about the same and suggestions are given.

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

6.4 - Financial Management and Resource Mobilization

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

Members of the college's governing body council are responsible for financial management. An annual budget is prepared based on the

needs of the college's departments and is finalised by the Secretary and Principal. The institutional budget is then presented to the college's board members, and finally, the institutional budget is discussed and ratified in the Christian Education, Health, and Development Society. An internal audit is performed twice a year, and an external audit is performed once a year to improve the institution's financial viability and clarity. The central government's SC/ST scholarship maintenance amount is directly credited to the student's bank account. Any funds received from individuals or donors are adjusted with tuition and scholarships based on the student's financial situation. By cheque, DD, or NEFT, the college receives financial contributions, endowment funds, and other funds. University fees are remitted via NEFT, and TDS and PF deductions are remitted via online transfer.

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

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

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

1.46400

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

With the College being self-financed, managed by a Non-Profit Charity Society with no industry backing, and located in the most backward region of the State under very poor socioeconomic conditions, fundraising is critical to keeping the College on its progressive path forward while staying abreast of the modern trend

in higher education and meaningfully serving the student community. According to a socioeconomic survey of our student population, agricultural laborers, coolies, and first-generation learners. As a result, it was determined that it was necessary not only to charge reasonable fees, but also to provide scholarships to those who could not afford them, despite the fact that some of them receive government scholarships that are very small in comparison to what is given to students pursuing professional degrees. With limited financial and human resources, numerous measures are implemented to reduce unnecessary spending and waste. Because the society is registered for tax exemption under Section 80 (G), any donation made by philanthropists and well-wishers enjoys tax benefits, which serves as an additional motivator for donors

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

6.5 - Internal Quality Assurance System

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

The IQAC plays an important role in ensuring the quality of the college's academic operations. To make students aware of current and innovative challenges and opportunities in the competitive academic arena, and to encourage and motivate faculty to develop a research culture in the academic field, every year, the IQAC requires teachers to submit a self-evaluation form. This provides insight into one's own assessment of the effectiveness of teaching and also encourages faculty involvement in both academic and administrative activities. A teacher's continuous professional development, such as paper presentations, publications, seminars, and conferences attended, can be understood through the appraisal. Departments collect appraisal data, which is then forwarded to the Principal. The appraisal submitted by the faculty is evaluated by the college's IQAC. The performance appraisal is also used for teachers' career advancement, as they are kept up to date on their performance at each level. If there is room for improvement on the part of the teacher, they are encouraged to advance. The entire system is carried out in an open and transparent manner.

File Description	Documents
Paste link for additional information	https://rjmcc.ac.in/iqac-events/
Upload any additional information	View File

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

The main concern of IQAC is to introduce practices that provide quality education to students through an effective and meaningful teaching-learning process. This plays a crucial role in improving the quality of the college's academic and extra-curricular activities in line with its vision and mission. The quality of teaching is assessed based on student feedback at the end of the year. Target achievement is assessed by IQAC. Feedback and individual comments were collected from students, parents, staff and alumni to facilitate the learning process. This helps to obtain ideas and opinions on institutional activities, especially in the academic sector. Students' opinions about teachers are collected;feedback is analyzed and shared with teachers to help them improve their teaching skills. IQAC proposes innovative teaching methods such as PowerPoint presentations, projects, field trips, role-plays, workshops, videos and supplement the curriculum with homework, in-class tests, quizzes, and peer group instruction. Faculty members are encouraged to use ICT tools in preparing and presenting lectures. Workshops are organized for teachers to provide them with knowledge about various teaching and communication platforms.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives

D. Any 1 of the above

with other institution(s) Participation in NIRF
any other quality audit recognized by state,
national or international agencies (ISO
Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://rjmcc.ac.in/mom-atr/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The College is committed to imparting quality education with sound values to young boys and girls drawn from the rural setup and developing them as wholesome responsible citizens. The vision and the founding philosophy of the college are to uplift economically and socially disadvantaged communities by providing access to quality higher education and developing them as wholesome persons with skills required for better living. Being a co-educational college special focus was on promoting gender equity in higher education so those female students from deprived backgrounds are additionally supported to avail their educational opportunities. Girl students from marginalized communities benefited from scholarships through RJMCC. This is a real success story as far as the fulfillment of our vision is concerned. We have been able to achieve inclusiveness and gender equity in our higher education system at RJMCC. The college has formulated a Centre for Women's Empowerment to facilitate the need for women empowerment. The main aim of this center is to empower and orient women to recognize their true potential for sustenance.

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	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 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College adheres to the slogan "reduce and reuse" in order to minimize waste formation. Un-reclaimed wastewater generated at the campus is largely used for gardening. The nearby livestock farmers collect the food wastes generated in the hostel mess and college canteen. Reusing computer peripherals to the fullest extent reduces the formation of e-waste. In college, computers are used for a variety of tasks ranging from teaching to documentation. Several dustbins are located throughout the college campus for the collection and proper disposal of solid wastes. We do not use much hazardous and radioactive material in biochemistry laboratories, but the experimental chemical-filled wastewater is heavily diluted before they are discharged as sewage. As far as possible, we have decided to use cost-effective methods to manage degradable and non-degradable waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the   **E. None of the above**

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The College provides equal opportunities to all students

irrespective of their gender, caste, creed, or socioeconomic background. They are all treated alike and given individual care and attention. Teachers and administrators take special efforts to provide opportunities for overall development. The mentor-mentee system is of great help in finding out their personal, health, family, and financial needs and offering possible help to overcome their hurdles. Providing additional academic help as tutorials to low achievers and encouraging and challenging the better performers to achieve still higher levels are practiced by our teachers so that none is left behind uncared or unrecognized. Even university rank holders are produced in some years though most of the students who join the College with average or below-average marks. Similarly, the College organizes academic, cultural, and sports activities throughout the year, to develop their talents and provide opportunities to excel in their area of interest. This again enables their all-around development. Various kinds of student aid are provided to those from a very low economic background, children of single parents, orphans, and others who are desperately in need of financial help.

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

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

RJMCC sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enable them to conduct themselves as responsible citizen. On 9th October 2022 along with the Grace foundation RJMCC organized a mini marathon to create awareness on cancer, students, faculty members, and management people enthusiastically participated. The institute conducted programs on blood donation camps, Aids awareness, ban on plastics, health, and hygiene, cleanliness, Swachh Bharat, etc in as routine academic year. NSS units encourage the students and conduct activities like Voter awareness pledges by students and faculty members, consumer awareness seminars, etc to equip the students to be responsible citizens. Regular flag hoists and celebrations of Republic day and Independence Day always kindle patriotism and make the students and faculty members proud of being Indians.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Institution celebrates national and international commemorative days and events. Regular celebrations of Independence Day and Republic day are in practice. The faculty members and students actively participated in the celebration. Flag hoisting and cultural activities which uphold patriotism are much appreciated in the celebrations. RJMCC commemorates National Science day on February 28th every year; science departments conduct events like drawing competitions, poster presentations, and science exhibition to make an impact on the student community to kindle the scientific temper in them.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practices-1: Title of the Practice: Educating young minds beyond their economical barriers and hindrances to get good higher education.

The college's basic principles and vision are to improve the economically and socially underprivileged community by giving them access to high-quality higher education and helping them become entire individuals with skills for both life and work. RJMCC cares the students who are excellent in academic, sports, co-curricular and extension through its Jacob Mary Foundation to extend financial supports in the name of management scholarships of Rs. 15, 19,000 in the academic year 2022-2023. A duly constituted team of class in charges, mentors and heads of the departments finds out the needy and deserving students for the financial assistance and use to refer and give their comments in scholarship applications.There is a decrease in economically backward class people stopping their children to get higher education in RJMCC which is elucidated in reduction in the drop outs.

Best Practices-2: Mentor-Mentee System

Mentor-Mentee System provides indisputable support and supervision to students of higher educational institutions. Mentor-Mentee is in practice of RJMCC for long time as Advisor-Advisee system which has been conducting its regular gathering of students as advisee with their class in charge or department faculty member as Advisor. Mentor-mentee at present has fully fledged proceedings with mentee data book which contains the personal and academic data of the mentees. Mentor files the background, advancements and lags, involvement in College activities and academic progression of the students.

File Description	Documents
Best practices in the Institutional website	https://rjmcc.ac.in/best-practices-distinctiveness/
Any other relevant information	https://rjmcc.ac.in/best-practices-distinctiveness/

7.3 - Institutional Distinctiveness

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

Empowering the rural youth from the marginalized communities with higher education and enabling them to succeed in life and carrier.

The College aims at providing quality education among the youth in this territory. The vision and the founding philosophy of the college are to uplift the socially disadvantaged community through providing access to quality higher education and develop them as wholesome persons with life and livelihood skills. Being a co-educational college special focus was on promoting gender equity in higher education so those female students from deprived backgrounds are additionally supported to avail his/her educational opportunities. The data on enrollment of girls and boys from the marginalized communities for the past 5 years have been analyzed. SC students enrolment is 48% in 2018-2019, 50.5% in 2019-20, 36.5% in 2020-21, 38.68% in 2021-22 and 41.52% in 2022-23. Every year the enrolment percentage of SC students is increased. We have been able to achieve inclusiveness and gender equity in our higher education system at RJMCC.This is one of the noble activity in the fulfilment of our vision.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Curricular aspects of the College are regulated by Madurai Kamaraj University (MKU) under the Choice Based Credit System (CBCS). At the beginning of each semester, an academic schedule and timetable are prepared to account for 90 days of teaching schedule, 3 internal tests, and a final exam period. The HODs then plan the department's timetable allotting workloads and subjects for each teacher based on their experience and specialization. Each teacher chalks out a lesson plan which includes lecture hours and practical topics to be taught, field studies, guest lectures, and other co-curricular activities to be conducted during the semester. The faculty members following the lesson plan complete the syllabi within the stipulated time. If for any reason, a faculty fails to finish his/her syllabi within the stipulated time, he/she arranges special classes to complete the syllabus.

The institution receives regular circulars, letters, and e-mails from the University, regarding the changes and modifications in the curriculum. The Principal communicates the same to the concerned departments. When University implements new patterns of syllabi, the college organizes workshops for the effective implementation of the curriculum for the teachers. Innovative methods are adopted to enhance effective learning such as Power point presentations, quizzes, role-plays, group discussions, visits to industries and visits to historical monuments. In order to evaluate and keep track of the quality and effectiveness of the curriculum, the Institution has a feedback system.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	[NIL](#)

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

Our academic calendar provides important information about teaching dates, internal test dates extra co-curricular activities and university examinations. Before the commencement of every semester respective department teachers prepare a detailed study plan, assignments for the individual courses, model question papers and the number of classes allotted to each course. Students are informed about time table and academic calendar well in advance.

The detailed lesson plan/teaching methodology according to the syllabus is prepared by each faculty before the start of the semester. The lesson plan comprises of lecture topics, learning aid and methodology, faculty approach, and course outcomes. The lesson plan generally highlights the content and total lectures for completion of the curriculum. We follow a number of methods to carry out a continuous internal evaluation system in accordance with the guidelines of MKU University at the institutional level.

This allows the students to understand each concept individually as well. The students are given the syllabus in detail with the exact segregation of the portion. After each topic is taught in detail, various assessments in the form of class tests, and presentations are conducted. These tests allow the teachers to continuously assess the students to track their progress and to identify slow and advanced learners and provide required support.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://rjmcc.ac.in/academic-calendar/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

13

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

6

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

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

183

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

Madurai Kamaraj University's curriculum is followed by RJMCC. In all the programs, value education and environmental science courses are taught to instill a clear understanding of environment conservation, human values and gender equality. In practice, RJMCC integrates these cross-cutting issues by engaging students in clubs such as the green initiative club, science club, center for women empowerment, and career guidance club, which allows students to apply what they have learned.

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

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

7

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Institutional Data in Prescribed Format	[View File](#)

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

119

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	https://rjmcc.ac.in/iqac-feedback/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View File](#)
Any additional information	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://rjmcc.ac.in/iqac-feedback/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

171

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

169

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

2.2 - Catering to Student Diversity

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

Many of the students at RJMCC are from Tamil medium in their schoolings andfrom rural background. They struggle with moral, psychological, and learning difficulties. Faculty members observe the students performance in internal exams and their observing

abilities andresponses in class hours, and the students are segregated as advanced learners and slow learners. Slow learners have special remedial classes and advanced learners are encouraged further in academic performances by involving them in peer teachings and seminars to get more exposure in academics and technological developments.

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

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

Number of Students	Number of Teachers
636	40

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Our teachers use a variety of teaching strategies, including traditional lectures, interactive methods, activity-based learning, computer-assisted learning, experiential learning, etc. Videos with illustrations and special lectures on important themes make the teaching and learning activities more effective. Students participate in field studies to gain first-hand knowledge from specialists and natural resources in order to gain a direct understanding of the subjects and current trends. Instructors always promote interactive classes because they foster creative thinking and fresh perspectives. The college uses a variety of methods to provide experiential learning and encourage student participation, including audio-visual methodology, language labs, necessary Google meetings and Zoom classes even on holidays, industrial visits, field work, and computer-based project work, discussions on current affairs, study tours, and extracurricular club activities. Students are encouraged to present their scientific ideas as posters and papers in various seminars and research conferences.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	[NIL](#)

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

The college combines traditional classroom instruction with ICT-enabled learning. To expose the students to advanced information and practical learning, faculty members use ICT-enabled learning tools in labs, PPTs, video and audio clippings, internet resources, and YouTube video-oriented subject materials. Faculty members use Zoom Classes and Google Meet to implement interactive teaching techniques. In Google Classroom, instructors and students actively participate in teaching and learning process.

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

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

2.3.3.1 - Number of mentors

40

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

2.4 - Teacher Profile and Quality

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

40

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	*View File*
Any additional information	*View File*
List of the faculty members authenticated by the Head of HEI	*View File*

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

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

8

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

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

2.4.3.1 - Total experience of full-time teachers

199

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

The college conducts all the exams in accordance with Madurai Kamaraj University (MKU), with whom it is affiliated. Every semester timetable for the common end semester exam and centralized internal evaluation tests are conducted in accordance with university regulations. The academic calendar notifies the internal assessment timetable that has been planned. The course instructor administers three exams, quizzes, seminars, and assignments as part of the ongoing internal evaluation process. Internal assessments are carried out centrally in accordance with a shared schedule overseen by the Principal. As a remedial measure, tutorial lessons are offered to students having low performance levels; in addition to the primary internal assessment, staff members also administer unit-wise tests.

At the department level, all test and assignment scores are recorded in the internal mark register. Each department implements reforms such as a centralized, well-planned schedule, uniform seating arrangements, hall invigilation, written question papers in the required format, student attendance tracking, and script evaluation for replies. Following every internal evaluation, the principal discusses the findings with the heads of departments and implements the necessary changes to enhance performance.

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://rjmcc.ac.in/exam/

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

Exam complaints are handled by the examination committee, which is chaired by the principal and consists of faculty members from several departments, an exam coordinator, and a coordinator. The course instructor provides aggregated internal marks to the students in order to verify that the marks are accurate. The teacher examines the grades and makes any required corrections when there is a discrepancy. When a student feels that their evaluation was unjust, they bring this up with the course instructor, who offers an explanation. If the student is not satisfied with the explanation, he or she can ask for assistance from the Head of Department (HoD), who will then get

clarification from the course instructor and address the matter. Thecourseinstructorprovidesaggregatedinternalmarkstothestudentsin ordertoverifythatthemarksareaccurate.Theteacherexaminesthegradesa ndmakesanyrequiredcorrectionswhenthereisadiscrepancy.Whenastudent feelsthattheirevaluationwasunjust,theybringthisupwiththecourseins tructor,whooffersanexplanation.Ifthestudentisnotsatisfiedwiththee xplanation,heorshecanaskforassistancefromtheHeadofDepartment(HoD) ,whowillthengetclarificationfromthecourseinstructorandaddressthem atter.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://rjmcc.ac.in/exam/

2.6 - Student Performance and Learning Outcomes

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

The college has provided all the information related to their programmes and their benefits through different media so that the teachers and students will be well aware of the details of the courses. This has been done through pamphlets, the college website, help desk and college prospectus. This helps the teachers to be well prepared for the classes while the students have clear objective of why they have chosen a particular programme of study. The practical orientation is also given much importance and the learners are made aware of it.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://rjmcc.ac.in/pos-cos/
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

The College uses both direct and indirect methods to gauge the

degree of achievement. The University's established parameters, which include the Internal Evaluation and University Examination, have been followed because the institution is affiliated one. Following the announcement of the university examination results, the heads of UG and PG program departments were asked to assess the program's attainment of its objectives. Every single student who took the final exam had their final results examined by them. Based on the analysis, a conclusion on the program's outcome is reached, and the following year's batch is guided, after taking corrective measures

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NIL

2.6.3 - Pass percentage of Students during the year

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

197

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	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://rjmcc.ac.in/iqac-feedback/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NIL

3.2 - Innovation Ecosystem

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

RJMCC has always emphasized on the importance of promoting a research culture since it believes a good education goes beyond academics. While research opportunities are limited in the current system, undergraduates and postgraduates are encouraged to develop research interests by participating in oral presentations and poster presentations with faculty members. Research-oriented activities can be carried out by faculty and students at the college with reasonable support. The College has contributed registration fees and provided travel allowances to faculty members who present scientific papers at conferences. Faculty Members have published book chapters from International Publishing houses. They also serve on the editorial committee and as reviewers in reputable international journals. Many faculty members obtained their doctorates while employed at College and they are always ready to enhance the lab facilities to inculcate research temper among PG students. The college initiated purchasing instruments like digital bateriological incubator, UV visible spectrometer and cooling centrifuge.

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

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

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

0

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

0

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

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

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

2

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

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

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

2

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

3.4 - Extension Activities

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

Faculty, students, and staff of the institute organize variety of activities to engage with local community. Students and faculty participate in community-based activities such as awareness programs, rallies, and seminars on themes such as cleanliness, green environment, tree planting, empowerment of girls and women, and gender awareness. It is the aim of the NCC units of the college to develop leadership, discipline, self-service, and of serving the society as well as to recognize Indian citizens' duties for the development and decorum of the nation. Through various programs, the NSS units, the RRC, and the YRC contribute significantly in developing the service mind instudents in order to transform them into responsible citizens of the country

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

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

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with

industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

6

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

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

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

397

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

3.5 - Collaboration

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

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

0

File Description	Documents
e-copies of related Document	[View File](#)
Any additional information	[View File](#)
Details of Collaborative activities with institutions/industries for research, Faculty	[View File](#)

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	[View File](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

RJMCC consistently upgrades its physical, academic, and technological infrastructure to keep abreast of changing times and evolving needs of the students. There are a total of 32 classrooms, 5laboratories, 2 Seminar halls with ICT facility, and an auditorium. The main College block that has been recently constructed partly new with stone walls adorns the campus at the center with its state of the art majestic appearance giving a unique stature to the College. It houses the College office and library, with classrooms, seminar halls, and labs extending on either side. The other major buildings are a Commerce Block, Language block, Management Block, an Auditorium, Gent's hostel, and a small beautiful chapel near the entrance. The

infrastructure facilities are adequate for conducting the existing academic and extracurricular activities of the College. The classrooms are spacious enough to accommodate the sanctioned strength in each course. The overall campus ambiance facilitates the all-around development of the students.The College installed an English Language software, "Globerina" on 20 computer terminals and this hasbeen used by teachers as well as students to improve their language and communication skills.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://rjmcc.ac.in/campus-life/#

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

Our college education offers the student not onlyacademic but also sports and cultural activities. The students from the various departments enthusiastically participated in events like Drama, Theme Dance, Solo Dance, Rangoli and singing competitions. The college has provided ample space for conducting cultural activities. The institute recognizes the importance of sportsman spirit and team effort for students. This can be learned in a congenial environment through sports and games. For this, the campus has adequate sports facilities. The College is blessed to have a spacious playfield for all kinds of team games and athletic activities. A well-maintained sprawling open ground for physical exercises and a 400 mts standard track for athletic activities are available. In addition, sandpits are available for the long jump, high jump, shot put and javelin throw. There are grounds earmarked for outdoor games such as Football, Volleyball, Throw ball, khokho and Badminton. Interested students are trained regularly so that they gain confidence to participate in a district or statelevel events. In addition, the college auditorium is used for indoor games such as carom, chess and yoga practice.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://rjmcc.ac.in/physical-education/

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

2

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rjmcc.ac.in/smart-classroom/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

17.49279

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

MODERN LIB -By using library automation software for the barcode printer, the barcode is created and pasted for all the books located in the stock and reference section. The books in the stock and reference section are ready to start the automated circulation system. Library ID Cards with barcodes were issued for automated circulation and also automated gate REGISTER and OPAC - Online Public Accessed Catalogue facilities are provided to library users.

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

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

D. Any 1 of the above

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

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

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

.4235

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

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

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

12

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

4.3 - IT Infrastructure

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

Internet connection with 200 Mbps in RJMCC have a pivotal role in updating of knowledge and skill and are facilitated with wifi provision which is updated periodically. Seminar Hall and Auditorium are facilitated with video conferencing and E-Learning to enable the Training Programme. The Library is facilitated with computers to access NLIST and WIFI facility for updating books.

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

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic

support facilities) excluding salary component during the year (INR in Lakhs)

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

27.71

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

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

The management represented by the Secretary, Principal and the college officers look after the maintenance of buildings, classrooms and laboratories. The HODs of the departments inform about the major annual maintenance work to the Principal ahead of time through the submission of requirement. The Principal in consultation with the Management plans and executes the work in a time-bound manner. Regular maintenance and repairs, renovation of buildings, maintenance of campus and allocation of resources are the responsibility of the Management and college administration. The Secretary of the college periodically meets the Principal and gets records of other minor requirements and enables to get them fulfilled. The administrative Officer oversees the day to day maintenance of the campus, cleanliness and orderliness of classrooms, staff rooms, auditorium, laboratories and seminar hall. Maintenance of generators and CCTV cameras are properly done by the allotted non-teaching staff under the

supervision of the AO. The college library is managed by the librarian while the upgrading of computers and their maintenance in the computer lab are done by technicians. The Physical Education dept has Cricket, Badminton, Basketball and Volleyball, Chess and Carom facilities. The Physical education instructor takes care of all the physical education classes.

File Description	Documents
Upload any additional information	*View File*
Paste link for additional information	*NIL*

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

80

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	*View File*
Upload any additional information	*View File*
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	*View File*

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

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

229

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above

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

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

0

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

0

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

7

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

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

5.2.2.1 - Number of outgoing student progression to higher education

22

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at univ ersity/state/national/internationa l level (During the year) (Data Template)	View File

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

RJMCC encourages students' participation in academic, co-curricular and extracurricular activities of the college. Student Council members are elected unanimously by representatives in the

presence of IQAC coordinators and the HODs. The selection is based on academic performance and also takes into account good grades in class and leadership qualities. The responsibility of student council members is to organize student events and execute them. He/She ensures that all facilities such as water, electricity, and cleaning of the classrooms are properly maintained. Student Council members are encouraged to support HOD and staff in organizing seminars, workshops, and extracurricular activities. They are given opportunities to speak about their academic and other requirements for their educational benefits. This enables the members of the students council to develop their leadership skills and communication skills.

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

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

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

50

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

5.4 - Alumni Engagement

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

No registered Alumni Association

File Description	Documents
Paste link for additional information	[NIL]()
Upload any additional information	[View File]()

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	[View File]()

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college aims to empower youth through wholesome higher education and the commitment to its vision and mission is truly the greatest strength. College governance is participatory, decentralized, transparent, and transformational, guided by the Management Committee. There are nine members on the governing body: the Chairperson, Secretary, Principal, External Experts, Heads of Departments, and University Nominees. In terms of the institution's governance, leadership, and management, it develops quality policies. Policies are formulated transparently in accordance with the institution's vision and mission. Teacher involvement in the translation of the college's vision and mission statement is acknowledged by the college. Teachers serve in the academic affairs committee, student affairs committee, grievance redressal committee, anti-ragging committee, and examination committee which are engaged in policy formulations, planning, implementation, and guidance. The nature of governance shows a collective leadership of the administrative team sharpened by years of experience. The management makes sure that its policies, programs, governance, and leadership are demonstrated through the guiding principles promulgated in its vision and mission.

File Description	Documents
Paste link for additional information	https://rjmcc.ac.in/vision-mission/
Upload any additional information	View File

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

RJMCC endorse and perform decentralization in all academic and managerial activities, it has various academic and administrative committees comprising representatives of management, Principal, students representatives, HODs, faculty, staff members, industry experts and alumni to plan, discuss and to execute smooth functioning of the institution. The faculty members and students can easily express their needs and extend their grievances with Head of the Department or with Principal. College incorporates decentralization by giving departments' the operational responsibility for the procurement of products and services with applicable quotations based on the demands of the syllabus and current business trends. RJMCC make students to apply what they have learned through organizations like the science club, green initiative club and career guidance clubs which comprises of the students and faculty members. The institute's grievance-redressal, anti-ragging, and discipline committees, which support a peaceful environment, are composed of the principal, department heads, senior faculty, and student representatives

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Viscom Lab was well equipped with audio, video devices and made it more practicable for the students use. Ramps were installed for physically challenged persons. In response to student demand, new bus routes were created and institutional transportation services were centralized. Men's hostel was renovated and few facilities were done. New seminar halls were established and smart TVs were installed with video conferencing amenities.

Library was automated in an appreciable way. Book circulation and gate registers were digitalized.

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 institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Management Committee of the college is interested in the college's development in all aspects. The Principal is appointed based on qualifications and experience in accordance with UGC and University guidelines, after the post has been advertised, interviewed, and recommended by the expert selection committee. The management has established a proper selection process for appointing highly qualified personnel to the position of Principal, who serves as the chief administrative head. At the departmental level, leadership is managed by the Head of the Department, who is appointed by the Management Representative in consultation with the Principal based on his/her performance appraisal, seniority, commitment, and loyalty to the Management. The HODs hold fortnightly departmental meetings with proper minutes and plan and execute their departmental affairs in a participative and effective manner. Appointments to teaching positions are also made solely on the basis of the candidates' merit, provided they meet the UGC/prescribed University's qualification standards. The positions are duly advertised, inviting applicants, and suitable candidates are appointed based on interviews conducted by the selection committee. The organogram depicted in front of the Principal's office clearly elucidates administrative set up. Faculty members are well aware of the service rules and they are working accordingly.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the institution webpage	https://rjmcc.ac.in/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**C. Any 2 of the above**

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

6.3 - Faculty Empowerment Strategies

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

The College has various welfare measures for the well-being of teaching and non-teaching staff in order to bring oneness and unity among the staff. The Faculty Development programme is arranged once a semester in order to increase the efficiency of the staff performance for which various eminent scholars are invited to train and equip them. Teacher's day is celebrated every year in which events are conducted to bring joy and understanding to their profession. Women's day celebration is conducted every year. The welfare of non-teaching staff is also considered and one set of uniform dress is provided to security every year. A staff enrichment meeting is conducted every semester.

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

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

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

2

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

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

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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

3

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The IQAC requires that the teachers provide a self-evaluation form every year. This gives an insight into own assessment of the effectiveness of the teaching and also it makes the involvement of the faculty in both academic and administrative activities.

Through the appraisal, teachers can understand the importance of continuous professional development. They are evaluated based on their performance in imparting the subject matter, paper presentations, publications, seminars and conference participation. Departments collect the data for appraisal which are then forwarded to the Principal. The IQAC of the college assesses the appraisal submitted by the faculty. The performance appraisal is also used for the Career Advancement of the teachers. If there is a scope for improvement on the part of the teacher, they are advised to upgrade themselves. The respective teacher is informed about the same and suggestions are given.

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

6.4 - Financial Management and Resource Mobilization

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

Members of the college's governing body council are responsible for financial management. An annual budget is prepared based on the needs of the college's departments and is finalised by the Secretary and Principal. The institutional budget is then presented to the college's board members, and finally, the institutional budget is discussed and ratified in the Christian Education, Health, and Development Society. An internal audit is performed twice a year, and an external audit is performed once a year to improve the institution's financial viability and clarity. The central government's SC/ST scholarship maintenance amount is directly credited to the student's bank account. Any funds received from individuals or donors are adjusted with tuition and scholarships based on the student's financial situation. By cheque, DD, or NEFT, the college receives financial contributions, endowment funds, and other funds. University fees are remitted via NEFT, and TDS and PF deductions are remitted via online transfer.

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

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

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

1.46400

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

With the College being self-financed, managed by a Non-Profit Charity Society with no industry backing, and located in the most backward region of the State under very poor socioeconomic conditions, fundraising is critical to keeping the College on its progressive path forward while staying abreast of the modern trend in higher education and meaningfully serving the student community. According to a socioeconomic survey of our student population, agricultural laborers, coolies, and first-generation learners. As a result, it was determined that it was necessary not only to charge reasonable fees, but also to provide scholarships to those who could not afford them, despite the fact that some of them receive government scholarships that are very small in comparison to what is given to students pursuing professional degrees. With limited financial and human resources, numerous measures are implemented to reduce unnecessary spending and waste. Because the society is registered for tax exemption under Section 80 (G), any donation made by philanthropists and well-wishers enjoys tax benefits, which serves as an additional motivator for donors

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

6.5 - Internal Quality Assurance System

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

The IQAC plays an important role in ensuring the quality of the college's academic operations. To make students aware of current and innovative challenges and opportunities in the competitive academic arena, and to encourage and motivate faculty to develop a research culture in the academic field, every year, the IQAC requires teachers to submit a self-evaluation form. This provides insight into one's own assessment of the effectiveness of teaching and also encourages faculty involvement in both academic and administrative activities. A teacher's continuous professional development, such as paper presentations, publications, seminars, and conferences attended, can be understood through the appraisal. Departments collect appraisal data, which is then forwarded to the Principal. The appraisal submitted by the faculty is evaluated by the college's IQAC. The performance appraisal is also used for teachers' career advancement, as they are kept up to date on their performance at each level. If there is room for improvement on the part of the teacher, they are encouraged to advance. The entire system is carried out in an open and transparent manner.

File Description	Documents
Paste link for additional information	https://rjmcc.ac.in/iqac-events/
Upload any additional information	View File

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

The main concern of IQAC is to introduce practices that provide quality education to students through an effective and meaningful teaching-learning process. This plays a crucial role in improving

the quality of the college's academic and extra-curricular activities in line with its vision and mission. The quality of teaching is assessed based on student feedback at the end of the year. Target achievement is assessed by IQAC. Feedback and individual comments were collected from students, parents, staff and alumni to facilitate the learning process. This helps to obtain ideas and opinions on institutional activities, especially in the academic sector. Students' opinions about teachers are collected;feedback is analyzed and shared with teachers to help them improve their teaching skills. IQAC proposes innovative teaching methods such as PowerPoint presentations, projects, field trips, role-plays, workshops, videos and supplement the curriculum with homework, in-class tests, quizzes, and peer group instruction. Faculty members are encouraged to use ICT tools in preparing and presenting lectures. Workshops are organized for teachers to provide them with knowledge about various teaching and communication platforms.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://rjmcc.ac.in/mom-atr/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The College is committed to imparting quality education with sound values to young boys and girls drawn from the rural setup and developing them as wholesome responsible citizens. The vision and the founding philosophy of the college are to uplift economically and socially disadvantaged communities by providing access to quality higher education and developing them as wholesome persons with skills required for better living. Being a co-educational college special focus was on promoting gender equity in higher education so those female students from deprived backgrounds are additionally supported to avail their educational opportunities. Girl students from marginalized communities benefited from scholarships through RJMCC. This is a real success story as far as the fulfillment of our vision is concerned. We have been able to achieve inclusiveness and gender equity in our higher education system at RJMCC. The college has formulated a Centre for Women's Empowerment to facilitate the need for women empowerment. The main aim of this center is to empower and orient women to recognize their true potential for sustenance.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	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 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College adheres to the slogan "reduce and reuse" in order to minimize waste formation. Un-reclaimed wastewater generated at the campus is largely used for gardening. The nearby livestock farmers collect the food wastes generated in the hostel mess and college canteen. Reusing computer peripherals to the fullest extent reduces the formation of e-waste. In college, computers are used for a variety of tasks ranging from teaching to documentation. Several dustbins are located throughout the college campus for the collection and proper disposal of solid wastes. We do not use much hazardous and radioactive material in biochemistry laboratories, but the experimental chemical-filled wastewater is heavily diluted before they are discharged as sewage. As far as possible, we have decided to use cost-effective methods to manage degradable and non-degradable waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

E. None of the above

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The College provides equal opportunities to all students irrespective of their gender, caste, creed, or socioeconomic background. They are all treated alike and given individual care and attention. Teachers and administrators take special efforts to provide opportunities for overall development. The mentor-mentee system is of great help in finding out their personal, health, family, and financial needs and offering possible help to overcome their hurdles. Providing additional academic help as tutorials to low achievers and encouraging and challenging the better performers to achieve still higher levels are practiced by our teachers so that none is left behind uncared or unrecognized. Even university rank holders are produced in some years though most of the students who join the College with average or below-average marks. Similarly, the College organizes academic, cultural, and sports activities throughout the year, to develop their talents and provide opportunities to excel in their area of interest. This again enables their all-around development. Various kinds of student aid are provided to those from a very low economic background, children of single parents, orphans, and others who are desperately in need of financial help.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

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

RJMCC sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enable them to conduct themselves as responsible citizen. On 9th October 2022 along with the Grace foundation RJMCC organized a mini marathon to create awareness on cancer, students, faculty members, and management people enthusiastically participated. The institute conducted programs on blood donation camps, Aids awareness, ban on plastics, health, and hygiene, cleanliness, Swachh Bharat, etc in as routine academic year. NSS units encourage the students and conduct activities like Voter awareness pledges by students and faculty members, consumer awareness seminars, etc to equip the students to be responsible

citizens. Regular flag hoists and celebrations of Republic day and Independence Day always kindle patriotism and make the students and faculty members proud of being Indians.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**D. Any 1 of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Institution celebrates national and international commemorative days and events. Regular celebrations of Independence Day and Republic day are in practice. The faculty members and students actively participated in the celebration. Flag hoisting and cultural activities which uphold patriotism are much appreciated

in the celebrations. RJMCC commemorates National Science day on February 28th every year; science departments conduct events like drawing competitions, poster presentations, and science exhibition to make an impact on the student community to kindle the scientific temper in them.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

7.2 - Best Practices

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

Best Practices-1: Title of the Practice: Educating young minds beyond their economical barriers and hindrances to get good higher education.

The college's basic principles and vision are to improve the economically and socially underprivileged community by giving them access to high-quality higher education and helping them become entire individuals with skills for both life and work. RJMCC cares the students who are excellent in academic, sports, co-curricular and extension through its Jacob Mary Foundation to extend financial supports in the name of management scholarships of Rs. 15, 19,000 in the academic year 2022-2023. A duly constituted team of class in charges, mentors and heads of the departments finds out the needy and deserving students for the financial assistance and use to refer and give their comments in scholarship applications.There is a decrease in economically backward class people stopping their children to get higher education in RJMCC which is elucidated in reduction in the drop outs.

Best Practices-2: Mentor-Mentee System

Mentor-Mentee System provides indisputable support and supervision to students of higher educational institutions. Mentor-Mentee is in practice of RJMCC for long time as Advisor-

Advisee system which has been conducting its regular gathering of students as advisee with their class in charge or department faculty member as Advisor. Mentor-mentee at present has fully fledged proceedings with mentee data book which contains the personal and academic data of the mentees. Mentor files the background, advancements and lags, involvement in College activities and academic progression of the students.

File Description	Documents
Best practices in the Institutional website	https://rjmcc.ac.in/best-practices-distinctiveness/
Any other relevant information	https://rjmcc.ac.in/best-practices-distinctiveness/

7.3 - Institutional Distinctiveness

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

Empowering the rural youth from the marginalized communities with higher education and enabling them to succeed in life and carrier.

The College aims at providing quality education among the youth in this territory. The vision and the founding philosophy of the college are to uplift the socially disadvantaged community through providing access to quality higher education and develop them as wholesome persons with life and livelihood skills. Being a co-educational college special focus was on promoting gender equity in higher education so those female students from deprived backgrounds are additionally supported to avail his/her educational opportunities. The data on enrollment of girls and boys from the marginalized communities for the past 5 years have been analyzed. SC students enrolment is 48% in 2018-2019, 50.5% in 2019-20, 36.5% in 2020-21, 38.68% in 2021-22 and 41.52% in 2022-23. Every year the enrolment percentage of SC students is increased. We have been able to achieve inclusiveness and gender equity in our higher education system at RJMCC.This is one of the noble activity in the fulfilment of our vision.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

- **Enhancements of Viscom Lab infrastructure.**
- **Installing new RO Plant.**
- **Faculty Development program.**
- **Course Instruction Plan reformation.**
- **Regular Common Morning assembly.**
- **Strengthening Student Council.**
- **Placement and training.**
- **Language software for enhancing communication skills of students.**
- **Transport facility for remote areas and establishing new bus routes as per the demand.**
- **Facelifiting Men's Hostel.**