

UNIVERSITY GRANTS COMMISSION BAHADUR SHAH ZAFAR MARG NEW DELHI-110 002

Proforma for submission of information by State Private Universities for ascertaining their norms and standards

A. Legal Status

.1	Name and Address of the University	ARKA JAIN University, Jharkhand Mohanpur, Gamharia, Dist. Seraikela Kharsawan, Jharkanad-832108	
.2	Headquarters of the University	Reg. Office: 91/2, Dr.A.N.Krishna Rao Road, VV Puram, Bangalore-560004	
.3	Information about the University a. Website b. E-mail c. Phone Nos. d. Fax Nos.	www.arkajainuniversity.ac.in info@arkajainuniversity.ac.in 0657-2220285	
	Information about Authorities of the University a. Ph.(including mobile), e-mail of Chancellor	Sri Roychand Chenraj Mobile: 9204552195 E-mail: chancellor@arkajainuniversity.ac.in	
	b. Ph.(including mobile), e-mail of Vice-Chancellor	Dr.Syed Safdar Razi Mobile: 7431117839. E-mail: vc@arkajainuniversity.ac.in	
	c. Ph.(including mobile), e-mail of Registrar	Mr. Jasbir Singh Dhanjal Mobile: 8092222016 E-mail: registrar@arkajainuniversity.ac.in	
	d. Ph.(including mobile), e-mail of Finance Officer	Ms.Richa Garg Mobile: 8603901096 E-mail: <u>richa.g@arkajainuniversity.ac.in</u>	

.4	Date of E	Establishmen	t		14 , July, 2017
.5	University (Information may be provided in the following format) (Copy of the registered MOA / Trust Deed to		ARKA Educational & Cultural Trust Registered Address: 91/2, Dr.A.N.Krishna Rao Road, VV Puram, Bangalore-560004. Copy of the Trust Deed Enclosed: Annexure – A		
1.6	Compos	Composition of the Society / Trust Name Address Occupation Designation in the Society trust			Details in Appendix-I
	(Details	(Details to be provided in Appendix-I)			
1.7	.7 Whether the members of the Society/Trust are members in other Societies/Trusts or in the Board of Governors in companies? If yes, provide details. (Details to be provided in Appendix-II)				YES . (Details given in Appendix-II)
1.8	Whether the promoting Society / Trust is involved in promoting / running any other University / Educational Institution? If yes, please give the details in the following format (Details to be provided in Appendix-III)		YES, Details in Appendix – III		
1.9	Whether the promoting Society / Trust is involved in promoting / running activities other than educational Institution? If yes, please give the details in the following format (Details to be provided in Appendix-IV)			NO (Details given in Appendix-IV)	

1.10	(Copy of the Act & Notification to be enclosed) Enclosed	"ARKA JAIN UNIVERSITY ACT – 2017" (JHARKHAND ACT, 14, 2017) Gazette Notification No. LG- 03/2017-73/LEG-Dated the 4 th July 2017 Copy of Act and Gazette Notification Enclosed: Annexure – B
1.11	Whether the University has been established by a separate State Act?	YES, Under an Act of the State Government Jharkhand Act, 14,2017

B. Organization Description

2.1	Whether Unitary in nature (as per the UGC Regulation)	YES
2.2	Territorial Jurisdiction of the University as per the Act	State of Jharkhand
2.3	Details of the constituents units of the University, if any as mentioned in the Act	NOT APPLICABLE
2.4	Whether any off-campus centre(s) established? If yes, please give details of the approval granted by the State Government and UGC in the following format: a. Place of the off-campus b. Letter No. date of the approval of State Government c. Letter No. date of the approval of State UGC(Details to be provided in Appendix –V) (Please attach the attested copy of the approval)	(Details given in Appendix- V)

5	Whether any off- shore campus established? If yes, please give details of the approval granted by the Government of India and the	NO (Details given in Appendix-VI)
	host country in the following format:- a. Place of the off- shore campus b. Letter No. date of the approval of Host Country c. Letter No. date of the approval of Government of India (Details to be provided in Appendix -VI) (Please attach the attested copy of the approval)	
2.6	Does the University offer a distance education programme? If yes, whether the courses run under distance mode are approved by the competent authority? (Please enclose attested copy of the coursewise approval of competent authority)	NO
2.7	Whether the University has established study centre(s)? If yes, please provide details and whether these study centres are approved by the competent authority of the University and UGC?	(Details given in Appendix-VII)
	(Details to be provided in Appendix-VII) (Please enclose attested copy of the approva from the competent authority	1

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C. Academic Activities Description

3. Academic Programmes

3.1 Details to be programmes permitted by Gazette Notification of the State Government and its reference
(Details to be provided in Appendix-VIII)

As per the Gazette Notification of the State Government University to provide for research, higher education, professional education, teaching training, extension and outreach including continuing education, distance learning and e-learning in the fields of

- > Science
- > Technology
- > Humanities
- Social sciences
- > Education
- Management
- Commerce
- > Law
- > Pharmacy
- Health Care and any other fields.

These multi domain programs has been duly permitted by the state government Gazette Page 36 section 8 which has been adopted by the ARKA JAIN University.

The gazette notification does not specify a specific sanctioned strength for number of students or for programmes to be offered

(Details Provided in Appendix-VIII)

3.2 Current number of academic programmes courses offered by the University (Details to be provided in **Appendix-IX**)

Progra	mme	Sancti	Actual	
Level Course Name		oned Intake	Enrolment - 2019	
	BBA	480	289	
	B.Com(H)	360	180	
	BCA	240	157	
	B.Sc(IT)	60		
	BA(English)	60	32	
	BA(Economics)	60	11	
	BA(Fashion Design)	60	8	
UG	BA(Journalism & Mass Comm.)	60	24	
	B.Optom	60	23	
	B.Pharma	60	60	
	B.Sc(Bio- Technology)	60	19	
	BBA(H)-LLB	60	6	
	B.Com(H)-LLB	60	0	
	B.Tech	300	61	
	MBA	60	60	
PG	M.Com	30	0	
	MCA	30	5	
Diplo ma	Diploma	480	386	
Ph.D	Ph.D (Commerce & Management / English / Economics)	40	-	
Total			1321	

(Details Provided in Appendix-IX)

- 3.3 Whether approvals of relevant statutory council(s) such as AICTE, BCI, DEC, DCI, INC, MCI, NCTE, PCI etc. have been taken to:
 - a. Start new courses
 - b. To Increase intake

If yes please enclose a copy of approval and give course wise details in the following format:

(Details to be provided in Appendix- X)

YES

(Details provided in Appendix-X)

4	If the University is running courses under distance mode, please provide details about the students enrolled in the format — (Details to be provided in Appendix- VII) Please enclose a copy of the course-wise approval of the competent authority	NO The University is not running any courses under distance mode.
5	Temporal plan of academic work in the University Semester System / Annual System	Semester System UG programs running for three year duration having six semester apart from B.Tech / B.Optom / B.Pharma which are of four years duration having eight semester. PG programs running for two year duration having four semesters apart from MCA which is of three years duration having six semesters. Academic work focuses mainly on projects / assignments / field work / workshops / seminars/ Lab in addition to class room instruction. Ph.d program with minimum of three years and maximum of six years, the research scholars has to submit the six monthly progress report as per the UGC guidelines and is incorporated in PhD handbook.
3.6	Whether the University is running any cour which is not specified under Section 22 of t UGC Act 1956? If yes, please give details the following format a. Name of the course(s) b. Since when started c. Whether the University has applied permission from UGC (Details to be provided in Appendix XI)	in which is not specified under Section 22 of the UGC Act 1956. (Details provided in Appendix XI)

4. Student Enrolment and Student Support

4.1 Number of students enrolled in the University for the current academic year 2019-20 according to regions and countries (Please give separate information for main campus and off-campus / off shore campus).

Particulars		No. of Students from the same State where the University is located	No. of Students from other states	No. of NRI student s	No. of o students NI	Grand Total	
					Foreign Students	Person of Indian Origin students	
	M	487	30	0	0	0	517
UG	F	326	27	0	0	0	353
	T	813	57	0	0	0	870
	M	35	5	0	0	0	40
PG	F	24	1	0	0	0	25
	T	59	6	0	0	0	65
	M	0	0	0	0	0	0
M.Phil	F	0	0	0	0	0	0
	T	0	0	0	0	0	0
	M	-	-	-	-	-	-
Ph.D	F	-	-	-	-		-
	T	-	-	-		-	-
	M	324	21	0	0	0	345
Diploma	F	39	2	0	0	0	41
	T	363	23	0	0	0	386
	M	0	0	0	0	0	0
PG Diploma	F	0	0	0	0	0	0
	T	0	0	0	0	0	0
	M	0	0	0	0	0	0
Certificate	F	0	0	0	0	0	0
	T	0	0	0	0	0	0
A Other	М	0	0	0	0	0	. 0
Any Other (Pl. Specify)	F	0	0	0	0	0	0
(Fi. Specify)	T	0	0	0	0	0	0

	4.2	Category-wise	No.	of students	
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Category	Female	Male	Total
SC	13	32	45
ST	18	43	61
OBC	73	244	317
PH	0	0	0
General	310	588	898
Total	414	907	1321

4.3 Details of the two batches of students admitted

	Batch 1		Batch 2			
Particulars	Year Of Entry - (2017-20)			Year Of Entry (2018- 21)		
	UG	PG	Total	UG	PG	Total
No. Admitted to the programme	608	40	648	795	85	880
No. of drop outs: a. Within four months of Joining	23	4	27	21	4	25
b. Afterwards	20	5	25	45	18	63
No. appeared for final Examination	The first Batch of students will	31	31	This Batch of students will appear in final year Examination to be held in May / June 2020 /21/22		final
No. passed in final examination	appear in final year Examination to be held in May / June 2020 /21	30	30			
No. passed in first class	Grade System is followed					

4.4	Does the University provide bridge/remedial courses to the educationally disadvantaged Students? If yes please give details	YES. The University provides remedial classes to the educationally dis- advantages students. We arrange weekly and extra classes along with the regular practices. Many of our students come from rural areas for them the University offers: a) Special attention is provided to those with the low communication skills. The faculty gives extra attention to them. b) Remedial teaching is undertaken for them in English with the help of the soft skill teachers to enable them to understand and speak English fluently.
4.5	Does the University provide any financial help to the students from socially disadvantageous groups? If yes please give details.	YES The University has the provision to provide financial help. Provision is there to give fees concession to the meritorious students from economically weaker section. The amount and the percentage is decided by the management from time to time.
4.6	In case the University is running M/Phil / Ph.D programme whether it is full time or part time and whether these programmes are run as per UGC regulations, 2009 on M. Phil/Ph.D.	The University offers part time PhD program. They are strictly run as per the latest UGC regulations 2016.
4.7	Whether the University have a website? If yes please give website address and whether the website is regularly updated?	University website is: www.arkajainuniversity.ac.in The website is regularly updated.
4.8	How are prospective students informed about the criteria for admission, rules and regulations, facilities available	All required information concerning the admission criteria, admission procedure, facilities are available in our website.

In addition, the information is made available to the candidates at the time of applying, in the form of prospectus, admission brochure pamphlets etc. Post admission the students also go through an orientation program that covers all these aspects. Each student is provided with a student handbook and copies of the rules and regulations at the time of registration. The student helpdesk serves as a single point of contact for students to respond and clarify their-queries as applicable. Whether any grievance redressal mechanism YES 4.9 cell is being The grievance redressal is available at the University? If yes please provide details about the complaints constituted as per norms. received against malpractices etc. in the (Details is provided in Appendix XII) University in the following format: (Details to be provided in Appendix XII)

5. Curriculum, Teaching Learning Process / Method, Examination / Evaluation System

5.1 Which University body finalized the curriculum? The composition of the body may be given (Board of Studies, Academic Council, Board of Management)

The University has developed a mechanism of setting up curriculum which consists of class room learning and practical aspects The curriculum and syllabus of various academic program of the university are finalized in the two phase.

The Board of Studies (BOS) of a particular school incorporates the changes addition or deletion if any in the curriculum / syllabus and it recommends the correct curriculum to the academic council for its consideration.

On the receipt of approved proposal from BOS, the members of Academic council discussed and if any change addition or deletion will be communicated to BOS for its incorporation and to re-submit for its

		approval . On the approval of academic council the detail course curriculum / syllabus is standardized and uploaded in the website. Refer Annexure C (The Composition of Board of Studies , Academic Council)
5.2	What are the rules/regulations/procedures for revision of the curriculum and when was the curriculum last updated.	Normally, the revision of curriculum is updated after completion of three years from the date of its introduction. However the University carries out an academic council review to evaluate the relevance of the course, curriculum and evaluation of exam results. The recommendations are reviewed during the Board of Studies and recommended to Academic Council for the revision of curriculum if required before completion of three years. Revision of curriculum is done course wise by the respective schools. The minimum required period for revision of curriculum is not yet completed as the university was inception from 2017. Recently the Curriculum of BBA / BA (Journalism & Mass Comm.) course was last updated on 19.07.2019.
5.3	Whether approval of statutory bodies such as Board of studies, Academic Council and Board of Management of the University has been taken to start various courses? If yes please enclose extracts of the minutes.	YES All academic courses of the university are recommended by the Academic Council (AC) and after the approval is accorded by the board of management (BOM) and the same is communicated to the governing body for its information. Few added program are B.Pharma / BBA(H)-LLB (5 years) / B.Com(H) -LLB 5 years course / B.Tech. Refer Annexure D. (Extract of minutes)

5.4	Furnish details of the following aspects of the curriculum design: Innovation such as modular curriculum, Inter/multidisciplinary approach	The Curriculum is designed and is constantly updated keeping in mind the contemporary knowledge and skill required by the stake holders. The students are encouraged to participate in workshops field work, research and project based activities during the course of study. The University follows a choice based credit system which encourages modular and inter/multi and Tran-disciplinary approach. The students, depending on the major are encouraged to select subjects of their interest and relevance.
5.5	Has the University conducted an Academic Audit? If yes, please give details regarding frequency and its usage.	NO
5.6	Apart from class room instruction what are the other avenues of learning provided for the Students? (Example: Projects, Internships, Field trainings, Seminars etc	The University focuses on Summer Internship Program, Industrial Visits, and Guest Lecturer Series & Thematic Workshops. There are SIP assignments. These assignments may be individual or group assignments. The departments may require individuals to present the assignments to the faculty members and to the class using presentation tools, role plays, group discussion etc. Other avenues of learning include: 1.Weekly Practicum 2.Seminar and presentations 3.Field visits 4.Projects 5.Assignment 6.Guest lectures 7.Tutorials 8.Workshops

	Please provide details of the examination system (Whether examination based or practical based)	At present the University follows continuous evaluation system, a student is evaluated every semester on the basis of internal assessments / Midterm Exam and semester exam apart from amalgamation of practical based and assignment based assessments. The examination system consists of both written and practical exams as applicable to the particular course.
	What methods of evaluation of answer scripts does the University follow? Whether external experts are invited for evaluation?	The Examination Board select a panel for evaluation of answers sheets which consist of external and internal subject experts. All the answers scripts are decoded in centralized manner.
5.9	Mention the malpractice cases reported during the last three years and how they are dealt with	Number of reported cases of malpractices during the last three years: 2017-2018: 12 2018-2019: 8 Action Taken: Generally, If any malpractice by the students is found for the first time during exams his her paper will be seized and will be asked to give a statement admitting his / her guilty. The student will be given a new answer booklet to write a fresh answer sheet. Further a warning letter is being issued from the Unfair Means (UFM) committee and Parents / Guardians are called in with a view to counsel the students from all sides for reforming. If the student repeat in unfair means the the UFM committee cancelled his concerned paper after this if it is reported called to cancellation of his / her registration.

5.10	Does the University have a continuous internal evaluation system?	YES The University pays great importance towards continuous evaluation system in the form of internal assessment / class test (conducted by the respective faculty members teaching the course) / quiz's / minor projects /assignment (minimum two in a semester) , case study , group presentation , regular attendance , attending seminar /guest lecturers etc
5.11	How are the question papers set to ensure the achievement of the course objective?	 Instructions are given to the question paper setter keeping in view three drivers so as to ensure quality is maintained to the best extent possible: The question should examine the theoretical knowledge of the candidate. Ensure a good mix of short / objective type of questions and other types of question to examine different skills of students. The question should be representative of all the topics / modules included in the syllabus for these examinations, taking in consideration the course coverage for particular subject. Two set of question papers are prepared for the concerned subjects.
5.12	State the policy of the University for the constitution of board of question paper setters, board of examiners and invigilators.	A panel of question paper setter and evaluation of Answer sheet have been constituted by the approval of Board of Examination (BOE). This panel has been forwarded by the concerned Dean to COE for the approval. This panel consists of the external and Internal members of the university. The controller of Examination appoints an examiner from the panel to set question paper and also to evaluate the answer scripts. These

two activities may be performed by different internal / external subject experts.

Invigilators for the examinations are appointed by the COE with consultation with the Dean of the school where the examinations are conducted.

5.13 How regular and time bound are conduct of examinations and announcement of results? Substantiate with details of dates of examinations and announcement of results for the last three years. Details to be provided in the following format:

Year	Date of Exams	Date of Announcement of results

The Examination Department publishes the result of the examination within forty five days from the date of the completion of the examinations in normal course.

The dates of examinations and dates for the declaration of results are announced at the beginning of each semester in the academic calendar / Examination calendar.

Details provided in the following format:

SI no.	Year / - Semester	Date of Exams	Date of Announceme nt of result
1	2017 / 1st Sem	12-Jan-18	15-Feb-18
2	2017/ 2nd Sem	03-Jul-18	11-Jul-18
3	2017 / 3rd Sem	01-Dec-18	06-Feb-19
4	2017/ 4th Sem	04-Apr-19	18-May-19
5	2018 / 1st Sem	12-Jan-19	15-Feb-19
6	2018 / 2nd Sem	03-Jul-19	11-Jul-19

6. Admission Process

exam

	How are students selected for admiss various courses?	sion to	S.No	Cour	se Name	I	Basis of Selection
	Please provide faculty wise information a. Through special entrance tests. b. Through interviews. c. Through their academic record d. Through combination of the above Please provide details about the we given to the above		1	B.A BCA/ B.Op B.Sc (Biot MCA BBA	/ B.Com(H /B.Sc.(IT) / /tometry / /echnology //M.Com / (H)-LLB / m(H)-LLB (s))	Through the Academic record
			2	MBA	4		Through the Academic record & Entrance test either MAT /CAT/ CMAT/ ATMA/ and AJUCET & Interviews
			3	B.Te	ech		Through the Academic record & Entrance test either JEE MAINS /AJUCET
			4	Dip	loma		Through the Academic record & Entrance test either JCECEB / AJUCET
			5	B.P	harma		Through their Academic record & Entrance test either NEET / AJUCET
			6	Ph.	D		Through Written test & personal interview
5.2	Whether the University is admitting from national level entrance test level entrance test? If yes, following details: Name No of % of Ren	provide	Nati St Le	ne of he onal / ate evel rance kam	No. of student s admitt ed	% of studen ts from the total admit ed	Remarks
	of the Stude students Ks Nation nts from the admit total State ted admitted			JEE AINS	19	31.14	% of student is calculated on the basis of no. of student admitted in B.Tech course
	level entran			MAT	8	13.3	% of student is calculated on the basis of no. of student admitted in MBA course

% of student is

3.33%

CAT

calculated on the basis

of no. of student admitted in MBA course

					NEET	27	6.66%	% of student is calculated on the bas of no. of student admitted in B.Pharma course % of student is calculated on the bas of no. of student admitted in Diploma course	
6.3		iversity w	procedure is a bebsite and in			ble on	the univ	ission process an ersity website as	
6.4			ils of the adm		Detail	s prov	ided in A	Annexure E	
<i>C</i> 5	Whather	University	is providing	anv	YES				
6.5	reservation	n/relaxati	on in admissi	on? If yes	Category	S	lo of tudents	% of quota provided for reservation	Remar ks
					State Q	uota 1	265	25%	
6.6	for admis	ssion in the	gement quota e University? details in the No.of total students admitted under Management	If yes, following % of total students admitted under Manageme	NO, t		s no man	nagement quota	for
6.7	What is Univers students	ity with re	Sion policy of gard to NRI a	nt Quota f the and Overseas	Universite progetal	versity ria pre ramm	follows escribed es. The see certifie	eas students, the the minimum elefor each of the students had to seate of their deg	igibility ubmit the

E. Fee Structure

.1	Present Course wise fee details of the University (Please provide head wise details of fee charged)	The Present course wise fee structure of University, giving head wise details is given in Annexure F
.2	Any other fee charged by the University other than the fee displayed in the UGC website (e.g. Building Fee, Development Fee, Fee by any name, etc.)	NO
7.3	Whether fee structure is available on the University website and in the prospectus	YES
7.4	Whether fee is charged by the University as per fee structure displayed in the University website and in the prospects or some hidden charges are there?	YES, Fee is charged by the University as per fee structure displayed in the University website and in the prospectus. There are no hidden charges
7.5	Mode of Fee collection	Online / NEFT/ Cheque /Card Payment /Direct deposit into the University Bank Account.
7.6	Whether University is providing any concession in fee to students? If yes please provide details.	YES for deserving meritorious students concession in the fee is applicable through scholarship scheme. Please refer Annexure G.
7.7	Details of the Hostel fee including mess charges	Lease accommodation for girls hostel has bee taken in the city. Hostel Fees per annum Non-AC - Rs. 48000/- per annum AC - Rs. 78000/- per annum Mess Fee - Rs.30000/- per annum
7.8	Any Other Fee	NO other Fee is Charged

7.9	Basis of Fee Structure	Fees structure is decided keeping in mind various factors like infrastructure requirement, library, lab requirements, academic activities and faculty cost etc. The Board of Management approves and revises the course fee from time to time keeping in view above mention factors.
7.10	Whether the University has received any complaint with regard to fee charged or fee Structure? If yes please give details about the action taken.	NO complaints with regards to Fee Charged or Fee Structure is received
7.11	Whether University is providing any scholarship to students? If yes, please provide details.	YES , Please Refer Annexure G

F. Faculty

		Profe	essor			0.00		
(Histitution wise and Department	Department	Sanct		Sanctio ned	Filled	Sanctio ned	Filled	
	Dept. of Engg & IT	2		4		40	36	
	Dept. of Commerce & Manageme nt	2		4	4	30	30	
	Dept. of Humanities	0		1	-	15	10	
	Dept. of Health & Allied Sciences	1	1	0	-	8	6	
	Dept. of	0	-	1	-	10	3	
	Total no. of Sanctioned and filled up posts (Institution-wise and Department -wise	Dept. of Engg & IT Dept. of Commerce & Manageme nt Dept. of Humanities Dept. of Health & Allied Sciences	(Institution-wise and Department -wise Department Department	(Institution-wise and Department -wise Department Department Department Sanct ioned Filled Dept. of Engg & IT 2 - Dept. of Commerce & Manageme nt 2 - Dept. of Humanities 0 Dept. of Health & Allied Sciences 1 1 Dept. of	(Institution-wise and Department -wise Department Dept. of Sanct oned Filled ned Dept. of Commerce & Manageme nt 2 - 4 Dept. of Humanities 0 1 Dept. of Health & Allied Sciences 1 1 0 Dept. of Dept. of Health & Allied Sciences 1 1 0 Dept. of Dept. of Dept. of Dept. of Health & Allied Sciences 1 1 0 Dept. of Dept.	Department Department Department Department Department Department Sanctio Sanctio	Department Professor Professor Professor Professor Professor Sanctio S	Department Professor Professor Professor Sanctio Sanct

ermanent teas with	0 2 7 0 44 53 Female	1 2 8 0 90 101	Total
1 0 46 48 ermanent teas with the st	7 0 44 53 Female	8 0 90 101 Male	
0 46 48 ermanent teases with	0 44 53 Female	0 90 101 Male	
46 48 ermanent teas with	44 53 Female	90 101 Male	
48 ermanent tears with the state of the sta	Female achers	101 Male	
ermanent tears with t	Female achers	Male	
ermanent tears with t	achers		Total
rs with t rs with	achers		
rs with t rs with		10	
est		10	20
		-	
rs with PG alification	36	35	71
	chers		1
rs with			
rs with est			
rs with PG alification			
art-time tead	chers		
ers with st			
ers with nest			
ers with PG ualification	1	3	4
r et all all all all all all all all all al	s with est rs with PG allification ert-time tead rs with t rs with est rs with PG	rs with PG slification rt-time teachers rs with est rs with PG alification 1	s with ss with ss with PG alification art-time teachers rs with tt rs with est rs with PG alification 1 3

8.6 Process of recruitment of faculty
Whether advertised? (Please attach copy of the ad)

The faculty of the university is recruited through the advertisement in the leading newspaper. The procedure is outlined below:

- ➤ The Academic Council recommends the creation, abolition or classification of teaching posts on the basis of workload, specialization and introduction of programs to the Board of Management.
- Board of Management's approval is required for 'Creating a Position'
- Once the position is created, management's approval is sought to fill-up the vacancy.
- Advertisement in leading newspapers / website / referrals are considered for applications
- Scrutiny of applications received till the last date mentioned in the advertisement is done by the HR, respective department / academic committee
- Selection committee is constituted as per the UGC norms for different cadres
- > Fixing of schedule for conducting written test / demo / interview
- Intimation to candidates and the panel regarding the schedule and the venue through email and personal telephonic calls
- Reporting of candidates and verification of documents/certificates
- ➤ Process of written tests / evaluation / demo is implemented wherever applicable .
- > Shortlisted candidates are interviewed by the Selection Committee
- Submission of recommendation report by the Selection Committee for personal interview and selection
- > Issue offer letter to the selected candidates
- ➤ Inclusion of the candidate in regular rolls on reporting/date of joining
- Submission of list of faculty to the University for ratification of appointments and approval. On receipt of approval, regularization of appointment.

		Selection committees are of the UGC regulations. Please refer Annexure H	constituted as per
8.7	Does the University follow self-appraisal method to evaluate teachers on teaching, research and work satisfaction? If yes, how is the self-appraisal of teachers analyzed and used? Whether:- Self-Appraisal Evaluation Peer Review Students evaluation	Performance Evaluation Performance Evaluation Performance Evaluation Performance Evaluation Performance Evaluation Performance Appraisal Forms and presents Performance Appraisal Rev (PARC), who in turn evaluation performers and fairness of process including Peer Revision Performance Appraisal Rev (Parchaelers and fairness of process including Peer Revision Performance Appraisal Rev (Parchaelers and fairness of process including Peer Revision Performance Appraisal Rev (Parchaelers and fairness of process including Peer Revision Performance Appraisal Rev (Parchaelers and fairness of process including Peer Revision Performance Appraisal Rev (Parchaelers and fairness of process including Peer Revision Peer Revi	back process for bers. It involves all feedback at it is feedback on the end of each ses on the aprocess arform a self-evised by the elevated by the elevative roles them to the iew Committee ites the if the evaluation iew. dback, the Human ed Training &
		Self-Appraisal Evaluation	Yes
		Peer Review	-
		Students Evaluation	Yes

0	Institution – wise and department wise	Dept. Name			Ratio
3.8	Institution – wise and department wise	Dept. of Commerc	ce & Ma	nagement:	1: 35
	teacher student ratio (only full time faculty)	Dept. of Engg. &			1: 27
		Dept. of Health &	Allied S	Science :	1: 13
		Dept. of Humaniti			1: 18
		Dept. of Law:			1: 2
3.9	Whether the University is providing UGC	The University	follows	s UGC basi	c pay scale.
	Pay Scales to the Permanent Faculty? If yes, please provide the following details:	Designation		Scale	
	Scales of pay with all the allowances	Asst. Professor (Gr		15600+6000-3 increment	
	Professor Associate Professor	Associate Professo	r	37400+9000- v increment	with annual
	Assistant Professor Mode of Payment	Professor Mode of Payment : Salary to directly transferred to their large and the part time facular remuneration.			- with annual
8.10	Pay / remuneration provided to Part Time	Part Time Faculty	remuneration amount of		
	Temporary	Temporary Faculty	Tempo	orary staff is lidated amoun	paid nt in monthly
	Guest Faculty	Guest Faculty	basis of Rs. 20,000 Guest Faculty is p remuneration of R 1200 per hour per		nid a s. 1000/- to Rs.
8.11	Facilities for teaching staff (Please provide details about residence , rooms cubical computers / any other)	Each faculty members are provided independent seating space fully equipped with compute internet facilities. There are common printer photocopy machine as well. Dean / HOD's are provided with separate called along with the computer system, interest facilities and printer. Transport facility provided to all the faculty members complimentary. Common pantry is there every block			

G. Infrastructure

).1	Does the University have sufficient space for Land and Building?	YES
9.2	Does the University have sufficient class rooms?	The University has sufficient classrooms for all the academic programs currently run by the University. For future programmes and extensions, the academic complexes are in under construction.
9.3	Laboratories & Equipment a. Item Description (Make & Model) b. Location (Department) c. Value (Rs) d. Present Condition e. Date of Purchase Details to be provided in Appendix – XV	Details provided in Appendix - XV
9.4	Library a. Total Space (all kinds) b. Computer / Communication Facilities c. Total no. Ref. Books (Each Department) d. All research journals subscribed on a regular basis (Details to be provided in Appendix – XIV)	Details provided in Appendix - XIV
9.5	Sports Facilities a. Open Play Ground(s) for outdoor sports (Athletics, Football , Hockey Cricket , etc.) b. Track for Athletics c. Basketball courts d. Squash / Tennis Courts. e. Swimming pool (Size) f. Indoor Sports Facilities Including Gymnasium g. Any other Details to be provided in Appendix – XVI	Basket Ball Court Volleyball Court Cricket Net practice Area available Indoor Games

9.6	1	YES, Lease accommodation for girls hostel has been
	hostels (Boys & Girls Separately)	taken in the city.

H. Financial Viability

10.1	Details of Corpus Fund created by the University Amount — FDR No. Date- Period — (Documentary evidence to be given)	Amount – 4 crore FDR No. 580394 Date-09/12/2016 Period – 6 years (Please refer Annexure J)				
10.2	Financial Position of the University, (Please provide audited income and expenditure statement for the last 3 years)	Since the un enclosed cop statement fo Audited fine Annexure K	pies of r the l ancial	f the Inco	ome years	and expenditur
10.3	Source of finance and quantum of funds available for running the University (for last	For the	2017	-2018	201	8-2019
	audited year)	year Fees-		6500.00		7,41,078.00
	Fees-					0,201.00
	Donations- Loan-	Donations-	1,61,6	00.00	2,2	3,201.00
	Interest-	Loan-				
	Any other (Pls Specify)	Any other				
		(Pls Specify)				
						j
10.4	What is the University's unit cost of	Particulars	2	017-2018		2018-2019
	education? (Unit cost = total annual expenditure budget accruals) divided by	Unit Cost Including Sala in Rs.	ary	27,326.00		33,226.00
	number of students enrolled) Unit cost calculated excluding the salary.	Unit Cost excluding Sala in Rs.	Unit Cost excluding Salary 19,249.00 21,52		21,526.00	

I. Governance System

11. Organization, Governance and Management

1.1	Composition of the statutory bodies of the University (Please give names , profession & full postal address of the members and date of constitution):- Governing Board Executive Council Board of Management Academic Council Finance Committee Board of Studies Others (Details to be provided in Appendix-XVII)	The following statutory bodies of the University have been constituted. Governing Board Board of Management Academic Council Finance Committee Board of Studies Details have been provided Appendix- XVII
1.2	Dates of the meetings of the above bodies held during the last 2 years. (Enclosed attested copy of the minutes of the meetings)	Board of Governors: 10 th July 2019 Board of Management: 19 th June 2019 Academic Council: 19 th July 2019 Finance Committee: 6 th Jun 2019 Board of Studies: 16 th Jul 2019 Details provided in the - Annexure - L
11.3	What percentage of the members of the Board of Studies, or such other academic committees, are external? Enclose the guidelines for BOS or such other Committees.	As per the Act all academic related decision

	Overall 25% to 30% members of the Board of studies are external. Details provided in Annexure M
Are there other strategies to review academic programmes besides the academic council? If yes, give details about what, when and how often are such reviews made?	Currently all academic programs are reviewed by Board of Studies and the University's Academic Council. The academic programs are reviewed once in a year. The University also uses interaction with industry to modify its syllabus and align it to the needs industry. Feedback from all the stake holders which includes academic, industry, alumni, students and parents are also obtained to review the program and its outcome.

J. Research Profile

- 12.1 Faculty –wise and Department wise information to be provided in respect of the following:-
 - Student Teacher Ratio:
 - Class Rooms
 - Teaching labs
 - Research labs (Major Equipment's):
 - Research Scholars
 - Publications in last 3 years
 - No.of Books Published
 - Patents
 - Transfer of Technology
 - Inter-Departmental Research (Inter disciplinary)
 - Consultancy
 - Externally funded research projects
 - Educational Programme Arranged

Research (Student Teacher Ratio) in the field of Commerce & Management is 3:1
In the field of Humanities is 1:1

Class Rooms	37
Teaching labs	18 labs.
Research Scholars	21
Publications in last 3 years	26
Educational	Certificate programs
	Workshops & Conferences
Programme Arranged	Seminars & Industrial Visits
	Guest Lectures
	Education Tour

Details provided in Annexure N

K. Miscellaneous

13. Details of Non-Teaching staff

3.1 Details of Non-Teaching staff (Details to be provided in Appendix – XVIII)	Details provide format.	in Apper	ıdix – XV	'III as p
3.2 Summary of the Non-Teaching Staff	Particulars	Female	Male	Total
	Administrative Staff	22	41	63
	Technical Staff	2	10	12
	Class IV	25	26	51
13.3 No of Non-Teaching Staff Category	Category SC ST OBC PH	Female 3 6 13	Male 3 7 19	Total 6 13 32
	General	27	48	75
	Total	49	77	126
13.4 Ratio of Non-Teaching Staff to students	1:17			
13.5 Ratio of Non-Teaching Staff to faculty	5:4			

14. Academic Results

results of the past 3 years: S.No Course No.of candidates Result Course No. of candidates	
appeared 1 MBA	1 30 (Pass)

15. Accreditation

15.1	provide to Details of Period Grade CGPA	he follo f Accred	wing details	AC? If yes please s.	Not Applicable. University has been established in the year 2017.
15.2		e provid	de course-w Whether	ted by NBA? If ise details as Period of Accreditation	Not Applicable. University has been established in the year 2017.
15.3	Other Ac	creditat	ions, if any		NA
15.4	Any other information (including special achievements by the university which may be relevant for the University)			ity which may	NA

16. Strengths and weaknesses of the University

6.1 Strengths of the University	 Part of the educational group, THE JGI Group, Bangalore which runs prestigious JAIN University, Bangalore
	 Strong & experienced Leadership
	 Located in the close vicinity of 1st Industrial town of India, Jamshedpur
	 Well qualified staff
	 Strong focus on Value added and Skill

16.2 Weaknesses of the University	enhancement Program Skill development MOUs with TATA Steel Good facilities for staff and students Modern infrastructure Clean eco friendly campus Dedicated staff □ Multi tasking by all
	Dedicated staff □ Multi tasking by all Creative and value based organization Distance from City is around 20 km. To
	overcome the challenge, 20 Buses plied.

Certificate

This is to certify that all the information provided above is true to the best of my knowledge and belief. The University will adhere to the rules, regulations and guidelines of the UGC, Central Government and relevant Statutory Council(s) and abide by all the provisions under the UGC Regulation.

The above information is also posted on the website of the University www. arkajainuniversity.ac.in.

Signed and Sealed by the Helphorn Tustitution ARKA JAIN