



# JAI HIND COLLEGE

Basantsing Institute of Science & J. T. Lalvani College of Commerce.  
and Sheila Gopal Raheja College of Management

**Autonomous**

## ADDITIONAL ACADEMIC ACTIVITY (AAA) POLICY (for teachers)

'To be the institution of choice for students and employers alike, known for producing good citizens and leaders by providing a well- rounded education of international standards'

Keeping in mind the above mission statement of our institution, we have introduced certain compulsory co-curricular activities which will help the students in their all-round growth. A student enrolled at Jai Hind College is expected to earn **TWO** mandatory credits by actively participating in various co-curricular activities under Additional Academic Activity (AAA). Two credits amount to 60 hours work (**1 credit = 30 AAA points = 30 Hours**) over a period of three years of a student's under-graduation. The AAA committee, with a dedicated team of faculty members, looks after the smooth functioning of the AAA program by creating awareness among teachers and students regarding all activities happening across departments in the college throughout the year. It also maintains and updates all the students' records and facilitates the process of evaluation for all departments.

**Guidelines to be followed for AAA conduct is as follows**

1. Students enrolled for a **three year degree program** have to complete **2 mandatory credits** by the end of 5th Semester by earning **60 AAA points**.
2. Students are advised **not to exceed 30 AAA points** per year.
3. AAA cards to be evaluated by respective class teachers for FY and SY. For third year AAA cards are to be evaluated by the respective Heads of Departments
4. AAA core team members will help class teachers or Heads of Departments with queries raised by students and/ or teachers.
5. In a year a student can earn a maximum of **30 AAA points** for value added courses completed successfully, **20 AAA points** through **discussion club** activity, **10 AAA points** from **Lecture series** and **15 AAA points** from **workshops** as mentioned in the table below
6. Students are expected to enroll for various courses run by the different departments of Jai Hind College Autonomous based on their interest and their future plans
7. A student representing Jai Hind College for presenting a research paper or publishing a research paper in a reputed Journal is eligible to claim points under AAA. Guidelines for the same will be given by AAA committee members.

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8. AAA cards will be evaluated at the end of second, fourth and fifth semester by the respective class teacher or Heads of Department. Students should adhere to the timeline given by the respective teacher in-charge of the class.
9. The preplanned or annual events to be shared with Academic Heads at the beginning of each Academic Year with tentative dates. The new events, especially courses and workshops, are to be announced well in time (at least 15 days prior) and information shared with all students effectively.
10. The department planning an AAA activity must send all details such as nature of activity, objective, duration, target group, outcome, probable points to be awarded etc to Academic Heads for approval. (if it's a value-added course it should be approved by respective BoS as well; it cannot be a part of the syllabus of the department proposing it)
11. Academic Heads should maintain a record of sanctioned activity and AAA points noted for the same. The details of sanctioned activities to be passed on to the AAA committee for further action..
12. Faculty conducting any AAA should look after smooth conduct of the same. ( No students should be involved for the conduct of activities)
13. Certificates issued for the AAA courses must have the principal's signature for them to be valid and evaluation of students' performance during the course must be done by teachers only.
14. Departments conducting lecture series must keep at least four lectures. No permission will be granted for a single or two lectures in a year.
15. In any situation if a sanctioned activity is not conducted then the academic heads and the AAA committee should be informed accordingly with reason for cancellation of activity.
16. After successful completion of AAA activity departments should submit a brief report with details of number of beneficiaries and impact (feedback taken) along with a copy of certificate issued to students.
17. Each department should also maintain a glossary of events with points and maintain attendance and other documents in soft form. e-Certificates preferably should be given for all AAA activities for easy verification clearly specifying whether a student has participated in or attended an event.
18. Sanctioned activities are posted on AAA notice boards in Online as well as offline mode. Flyers and messages for the activities are sent through student council members to all the students of college if the activity is for benefit for all streams.
19. Students who do not complete required credits will not be issued the third year grade card till they get the necessary credits within a given extended grace period.

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