



Yearly Status Report - 2016-2017

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	S. I. V. E. T. COLLEGE
Name of the head of the Institution	Dr.A.ANBALAGAN
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04422780777
Mobile no.	9444106263
Registered Email	sivet.college@gmail.com
Alternate Email	arumugamanbalagan@gmail.com
Address	Tambaram Velacherry Main Road Gowrivakkam
City/Town	Chennai
State/UT	Tamil Nadu
Pincode	600073

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Semi-urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Lt.S.RAVIBALAN			
Phone no/Alternate Phone no.		04422780777			
Mobile no.		9444342041			
Registered Email		sivetcollegeiqac@gmail.com			
Alternate Email		sraba45@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://sivet.in/annual-report/			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://sivet.in/wp-content/uploads/2020/02/ACADEMIC CALENDAR 2016- 2017.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	80.10	2005	21-Sep-2005	21-Sep-2010
6. Date of Establishment of IQAC			18-Jun-2007		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
No Data Entered/Not Applicable!!!					
No Files Uploaded !!!					

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

No

Upload latest notification of formation of IQAC

No Files Uploaded !!!

10. Number of IQAC meetings held during the year :

0

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

o Disciplining students o Improving pass percentage o Counselling to the students by experts o Developing Communication skills and employable skills o To encourage students to participate in competitions

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

Plan of Action	Achivements/Outcomes
Teaching and learning	Encourages active learning, gives prompt feedback, emphasizes time on task Slow learners and advanced learners identified . Remedial and Bridge courses for slow learners .
Research and Development	Full time M.Phil. & part time Ph.D. programme in the Department of Commerce and Department of Mathematics.Tamil & (Economics) also offers Part time Doctoral Research programs to research

	scholars. 2 Candidates were awarded with Ph.d in the Department of Mathematics
Developing Communication skills and employable skills	English HOD conducts soft-skill classes for students where they are also trained to communicate in English. Students with poor language skills were identified and the special classes were conducted.
Industry interaction/collaboration	Industrialists are invited to give exposure to our students on the area of their expertise. Frequent industrial visits also are arranged for our students to hone their practical skills and to give hands on experience.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Management	02-Mar-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	02-Jan-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Management Information System (MIS) becomes absolutely necessary with the introduction of computers or with the development of a computer supported working environment. This certainly demands the exchange and sharing of vital information on student enrolment, course schedules, admissions, examinations, recruitment, promotions and provision of exam results. The college has a LAN through which students, teachers and supporting staff can access the current data base of students, their academic performance as also other academic query. All users
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are prohibited from using IT resources which is felt by another as denigration, hateful, threatening or harassing. Information Technology resources refer to all computers and communication facilities, service and resources including but not limited to networking devices, email service, wireless devices and any associated peripherals and software that are owned, managed maintained by S.I.V.E.T. College. Transparency is ensured through the participation of students in policy making and implementation The administrative section is automated with College Administration Software which maintains all information on student admission, fee payments, staff and student's attendance etc. The College library is also partially automated with Library Management Software and has the information regarding availability of books, issue details, etc. The finance section is automated with Payroll system which maintains the details of the staff salary.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Curriculum Planning and Implementation The University sets curriculum for the affiliated colleges. The program of study or set of courses conducted in our college is planned, designed, developed and implemented with academic flexibility according to the norms of the University of Madras. The programs were revised and enriched to Choice Based Credit System (CBCS) in 2008 with a stress on evaluating the student's academic performance. Departmental meetings are conducted and the syllabus in accordance to the interest and expertise are distributed to the staff. Departmental Heads prepare the routine which is duly approved by the Principal .Teachers prepare their lectures, notes of lesson and question banks according to the syllabus allotted and classes available. Classes are held according to the schedule under the supervision of college administration. The issuance of Academic calendar enables the staff and students to get notified about the test dates, University examination(Practical & Theory)and the list of Government holidays. The curriculum is divided into five parts. Part I offers Tamil and other languages to Under Graduate programs. Part II is devoted to learning English language for all the first and second year students. Part III comprises of core subject, allied subjects, projects / electives with three courses. Part IV includes Non-Major Electives, Skill based subjects, Environmental studies and Value Education. First year UG students have to take Non-Major Elective. i.e.NME-I and NME-II. All second year UG students have an opportunity to get to know about Environmental aspects in their third and fourth semester. All the third year UG students study Value

Education in their fifth semester skill based sub:-details. The College offers Certificate and Diploma Courses in Accounting and Auditing, Computerized Accounting, Computer Assembling and Servicing under Self-Finance programme which provides interdisciplinary approach so as to enhance the competency of the students. The academic programmes are efficiently monitored and implemented by the Heads of each Department and all other faculty members who oversee the student's academic progression. The student's have to participate in various extension activities like NSS, NCC, YRC, CCC and Physical Education under Part V for which the students get one credit. Core subjects develop in-depth knowledge and Non-Major Electives widen knowledge in the application oriented subject of the relevant discipline. M.Phil., programmes in Commerce and Mathematics are introduced under Self-Finance stream, Ph.D., part time programme is also offered by the Department of Commerce, Mathematics, Economics and Tamil. The mechanism of implementation is strictly adhered to the academic rules and regulations in vogue laid down by University of Madras and Department of Collegiate Education, Government of Tamilnadu.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	DIPLOMA IN ACCOUNTING AUDITING	08/07/2016	180	Employability	Preparing and analysing financial statements and applying auditing concepts to evaluate the conformity of financial statements
Nil	DIPLOMA IN COMPUTERISED ACCOUNTING	08/07/2016	180	Employability	Competency to enter Acquire competency to enter accounting transactions in the accounting software and have the capability of generating different accounting reports/documents.
Nil	DIPLOMA IN COMPUTER ASSEMBLING AND SERVICING	08/07/2016	180	Entrepreneurship	Assemble / setup and upgrade personal computer systems diagnose and

isolate
faulty
components
optimize
system
performance
and install
/ connect
peripherals.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	33

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MCom	General	20
BCom	Corporate Secretaryship	64
MSc	Mathematics	24
BBA	Business Administration (SF)	123
MSc	Biochemistry(SF)	9
BCom	Corporate Secretaryship(SF)	56
BCom	Information Systems and Management	43
BSc	Visual Communication(SF)	28
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
NA

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	General	40	31	23
MSc	Mathematics	25	52	24
BSc	Zoology	50	98	45
BSc	Chemistry	50	124	45
BSc	Physics	50	148	45
BSc	Mathematics	50	175	50
BA	Economics	60	88	60
BA	Historical Studies	60	214	60
BCom	Corporate Secretaryship	70	117	70
BCom	General	70	570	70

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	3377	140	97	0	28

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used

	Resources)				
125	82	312	12	1	8
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring Activities: 1. Each class has a class in charge. They shall help the students in counselling related to Academics, economical needs, Psychological, and even societal related problems. 2. In Science faculty every practical subject has practical in-charge. 3. College conducts induction program for 1st year students on the following topics - Introduction of college various activities conducted by the college faculties, examination pattern, career opportunities, Health Stress Management. 4. Arts, Mathematics, Commerce (especially research oriented departments) faculty are researchguides for M.Phil. Research scholars in their specialized subjects. 5. At PG level, faculties give one to one guidance to the student's project work. 6. Various guest lectures and workshops are conducted for better careeropportunities of the students. 7. Competitive examination guidance and theoretical explanation classes are given. 8. Students are sent for Internship especially in Corporate Secretary ship, Commerce, Business Administration, Banking Finance 9. Staff motivate and send students to various Research Institutes to get an exposure in the field of research. 10. Management and some faculty give support in the form of finance, books, and notes bank facilities to the needy students. 11. Advice need based mentoring is done on personal issues of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3517	125	28

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
142	115	27	7	39

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MSc	Mathematics	II/IV	04/05/2017	30/06/2017
MCom	General	II/VI	04/05/2017	30/06/2017
BSc	Zoology	II/VI/VI	04/05/2017	30/06/2017
BSc	Chemistry	II/VI/VI	04/05/2017	30/06/2017
BSc	Physics	II/VI/VI	04/05/2017	30/06/2017

BSc	Mathematics	II/VI/VI	04/05/2017	30/06/2017
BCom	Corporate Secretaryship	II/VI/VI	04/05/2017	30/06/2017
BCom	General	II/VI/VI	04/05/2017	30/06/2017
BA	Economics	II/VI/VI	04/05/2017	30/06/2017
BA	Historical Studies	II/VI/VI	04/05/2017	30/06/2017

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

University of Madras the College has fixed the principal as chief superintendent for smooth conducting of the Examinations. Policy decisions in regard to organizing examinations, improving the systems of examinations, centralized Continuous Internal Evaluation (CIE) is done through council meeting. The Heads in turn instructs the staff on the conduction of the CIE and its evaluation process. Department inform their students about the examination pattern, schedule and regulations in the Academic Calendar with CIA Exam dates during the orientation classes/program. The schedule is also displayed in the Department Notice Board. Result Analysis is done by the subject handler after CIA Test. The Principal conducts department wise Review Meetings to give necessary feedback for the improvement of students' performance. Whenever necessary, the class in charge shall recommend the visit of the parent to the college for discussion about the Student. Remedial Classes are conducted for the slow learners and long absentees. Assessments of group discussions, seminars, assignments are periodically held. Written tests help to know the performance of the students and to take remedial measure if needed. RE-Examinations for the Internals are conducted for the absentees after the permission from the Chief Superintendent of Examinations. .

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college prepares academic calendar at the beginning of every year and distributes it to the students, teaching and Non- teaching staff of the college. It contains the yearly schedule of the college ranging from the list of holidays (national level holidays, state level holidays, local holidays and the institutional holidays), date schedule of the college examinations, last working day of each semester ,re opening dates for the next semester, list of college committee members, staff-Department wise, rules and regulation of the college, code of conduct for the students, internal marks allotment, profile sheets for the students, various cells and committees operative in the college and the Board of Management. The tentative dates of activities of NSS, NCC, YRC schedules related to the activities in the college are also provided in the academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://sivet.in/wp-content/uploads/2020/02/2.6.1-PO-PSO-AND-CO-FOR-ALL-PROGRAMS-2.docx>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the	Number of students passed in final year	Pass Percentage
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			final year examination	examination	
MCF	MSc	Mathematics	24	21	88
KDA	MCom	General	22	21	95
TAE	BSc	Zoology	24	14	58
SAD	BSc	Chemistry	28	21	75
SAR	BSc	Physics	27	14	52
SAM	BSc	Mathematics	46	26	57
BYA	BCom	Corporate Secretaryship	63	53	84
BPZ	BCom	General	62	48	77
AD	BA	Economics	45	14	31
AA	BA	Historical Studies	40	12	30
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

NA

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Mathematics	1
Commerce	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce	2	3.38
International	Corporate Secretaryship	1	6.7
International	Mathematics	22	0.66

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Tamil	2
Economics	3
Mathematics (SF)	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Bounds on the Third Hankel determinant for certain subclasses of Analytic functions	Dr.T.V. SUDHARSAN	Analele Univ. "Ovidius" din Constanta, Math. Series	2017	5	S.I.V.E.T. COLLEGE	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Bounds on	Dr.T.V.	Analele	2017	5	0	S.I.V.E.T.

the Third Hankel determinant for certain subclasses of Analytic functions	SUDHARSAN	Univ. "Ovidius" din Constanta, Math. Series				COLLEGE
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	11	23	1	3

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
International Day against Drug Abuse	NCC Gp HQ MS A	0	15
Wipro Marathon	NCC Gp HQ MS A	0	5
Rally against pollution and food wastage	6/1, TN BN NCC	1	75
National Voters Day	RTO, Tambaram	1	50
Competition - Consumer Clubs	Tamilnadu State Government Consumer Club	1	9
Citizen Consumer Club-Human Rights	UGC	5	300
Enviro Club - World Forest Day	UGC	5	300
Special Camp(NSS)	University of Madras	1	100
World Marsh Land Elocution Competition	Forest Department, Pallikaranai	1	42
Blood Donation Camp	Rotary Club of Madras Pallava	30	192

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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NA	NA	NA	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NA	0	0	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
130	128.98

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Others	Newly Added
Others	Newly Added
Seminar halls with ICT facilities	Existing

Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SIVET-LMS	Partially	own	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	46479	2929010	277	39464	46756	2968474
Text Books	16995	3879830	56	14250	17051	3894080
Journals	6	9750	4	12400	10	22150

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	253	2	1	0	1	2	0	2	0
Added	0	0	0	0	0	0	0	0	0
Total	253	2	1	0	1	2	0	2	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary

component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
25	25.18	130	128.98

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Each Science department has its own laboratory facility which is maintained by the respective departments. Laboratory equipments, apparatus, chemical and solvents etc. are procured at College level as per the requirements of various departments. The College office purchases those scientific equipments, apparatus etc. through open bidding process as per the Tamil nadu General Financial Rules guidelines and as per instructions of H.E. From time to time. Each department maintains a separate stock register regarding the procurement and utilization of equipments, chemicals and solvents. LIBRARY The College Library is operated by the Librarian and other support staff. There is a Library Purchase committee consisting of a group of teachers who guides and supervises the operation of Library. Money for purchasing new books from time to time is in practice .Each teaching department is allotted with the funds as per their requirements and the librarian procures those books from various book stores following the established procedures and guidelines. After purchasing of the books, due stock entries are made by the staff and then those books are issued to students and faculty members for their reference. SPORTS The College has its own play grounds. Regular funds are not available from the Department of Higher Education for upgradation and development of College playgrounds . However, some amount of money is being spent by the College for upgradation of playground during the time of Annual Sports meet. This money is spent out of the Trust fund. COMPUTER At present, 249 nos. of computers have been installed at various places of the College. The cost of repair and maintenance of computers are borne by the College fund. CLASS ROOM: At present, there are 52 classrooms in the College out of which 04 have been fixed with LCD facilities. Since it is a Govt. aided College, the maintenance of the building, classroom, and other physical facilities are being done alone by the management . The teaching and learning equipments are centrally purchased by the College office. After due entry in the stock register, those teaching learning are given to the Departments based on the request raised. Audit type External Internal Academic University of madras Reports are sent and evaluated. Principal, heads of department discussion and suggestions implementation. Administrative State audit by RJD, (Regional Joint Director of Collegiate Education). Audit committees constituted by the principal, auditors appointed by management. As asset committee was constituted to take stock and value of building, furniture, fixtures, equipment, computers etc. now a comprehensive record of assets of the college is prepared. External audit by the Joint Director of Collegiate Education is completed till 2012-13. Internal audit by the Chartered Accountants is done till 2016-17.

<http://sivet.in/wp-content/uploads/2020/02/4.4.2-PROCEDURES-AND-POLICIES.docx>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	ENDOWMENT SCHOLARSHIP FUND	139	91050

Financial Support from Other Sources			
a) National	NA	0	0
b) International	NA	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Value Education	21/09/2016	60	Staff
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	2	BA	Historical Studies	University of Madras	MA Historical Studies
2017	4	BSc	Computer Science	University of Madras	MBA
2017	2	BCom	General	University of Madras	MBA

2017	2	BCom	Corporate Secretaryship	ICAI SIRC	CMA
2017	2	BSc	Chemistry	Gurunanak College	MSc Chemistry
2017	1	BSc	Chemistry	Anna University	MSc Applied Chemistry
2017	1	BSc	Chemistry	University of Madras	MSc Analytical Chemistry
2017	1	BSc	Visual Communication	University of West Scotland	MA Creative Media Practice
2017	1	BCom	Information Systems & Management	Dr. Ambedkar Law College	BL
2017	2	BCom	General	ICAI SIRC	CA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cricket (MEN)	Inter Collegiate	256
Chess (MEN)	Inter Collegiate	150
Chess (MEN)	Inter Zone Level	24
Chess (WOMEN)	Inter Zone Level	24
Table Tennis (MEN)	Inter Collegiate	75
Table Tennis (MEN)	Inter Zone Level	40
Cricket (MEN)	Inter Collegiate	256
Ball Badminton(MEN)	Inter Collegiate	80
Sports Day Competition	Inter Department	600
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Activity of Students council/ representation Departmental activities (as Class representatives), and Student Committees for Co-Curricular activities (NCC, NSS, Sports Associations) is in practice. Class Representatives for every Department Two student representatives (a girl and a boy preferred) from first, second, third Year from each department are formed in the class. A meeting is conducted during the commencement of every semester to make a decision on the various departmental activities such as seminars, class tests, Discipline Decorum of the class etc. for each semester. Class representatives from each class along with the faculties handling the subjects play a major role in the improvement of academic outcomes. Class representatives are also asked to form buddy system to have productiveness -Advanced learners: Slow learners(1:4). Head of the Department will be solely responsible in handling the day to day affairs. Sports Committee For coordinating the Sports Events One student representative from final year of each department is selected as SportsHead. These students in this committee are responsible for coordinating Sports day celebrations Sports Activities. (Intramural, Inter collegiate, University level, State level) They are also responsible to co-ordinate with the game events organised for both the Teaching staff and Non-teaching staff in association with Physical Director of the college. Role The Director of Physical education will collect the suggestions on the common sports events from their department sports representatives. The Director of Physical education finalizes the events based on the funds available.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No Data Entered/Not Applicable !!!

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

PARTICIPATIVE MANAGEMENT Decentralization is having a significant impact on policy, planning and management of higher education. Its aim is to promote quality education. Decentralization is seen as a means of improving the efficiency of education system and the quality of educational services. Heads of the department allot the subject based on the staff expertise and ensure that the syllabus is covered effectively within their work load. Management, Principal, IQAC, Steering committee, teaching staff, non-teaching staff, supporting staff, student representatives, Stakeholders, Alumni and various committees are jointly empowered to propose, design, formulate and execute their plans within the frame work of governance. The Academic, Administrative, NCC, NSS, IQAC all are working together for the smooth running and over all functioning of the college. Management has evinced keen interest in its vision

and mission. Management has come forward to pay heed to the needs of Infra structure, ICT requirements and other administrative facilities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<p>The college is affiliated to the Madras University the curriculum is framed, revised updated only by the Board of Studies, Members of the University of Madras in which our faculties are also members. The curriculum framed is only taught in the colleges at a given time in a given semester/year/course. Faculties are directed and guided only by this curriculum to which they have to strictly adhere to.</p>
Teaching and Learning	<p>As the subject matter of college is only teaching learning through research activities continuous improvement, the strategies opted shall ensure high quality . Staff: ? Appointment of permanent and administrative staff members. ? Arrangement of monthly guest lecture programme. ? Special lecture at special topics by specialized resource person. ? Time table. ? Schedule for 90 hours per semester and 16 hours per week. ? Net coaching for PG M.phil students. ? Scheduling the lecture/seminar/tests/hours. ? Students are encouraged to participate in academic competitions and guided to prepare and present academic papers. For learning: ? Orientation programme: Faculty members and newly appointed teaching staff are encouraged to undergo orientation programme to learn advanced teaching methodology and research methodology. ? Refresher courses: Experienced and senior teaching staffs undergo such courses to update their subject knowledge. ? Paper presentation and publication : Faculty members not only encourage students and research scholars to prepare research papers but do present them in the conference and publish in reputed journals. They also do their academic works such as learning, teaching, and research works. ? Workshop as chairman: Senior teachers often go to other colleges to head the technical sessions</p>

thereby they assimilate and disseminate knowledge. ? Research scholars: M.Phil students participate in the organization of Ph.D viva -voce examination and also are trained for class oriented programmes.

Examination and Evaluation

University of Madras follows semester pattern. Accordingly the college fixes the procedure for the continuous internal assessment. The scheme of evaluation is stated below. The examination pattern has two parts. First part deals with the continuous internal assessment and the second part deals with end semester university examination the former part is assessed for 25 marks and the latter part for 75 marks. Criteria No's Marks allotted
 Assignment 3 per semester 5 Seminar 1 per semester 5 Attendance and discipline ? 75 5 Test 2 per semester on each subject 5 Model examination 1 per semester 5 Total 25

Research and Development

Research and development is an important tool to develop idea and convert ideas into products or strategies for development. Both PG and UG students in our college have to undergo internship training and project work, wherever necessary. Through training and project work students are given hands on experience to enhance academic and career goals. By this they get access to industries, institutions and research centre. Our college also offers full time M.phil part time Ph.D programme in the Department of Commerce and Department of Mathematics. Annually in Commerce 6 students are admitted and 8 students in Mathematics Department. At present B.com (C.S) B.A (Economics) also offers Ph.D to research scholars. In the year 2016-17, 1 Ph.D was awarded in the Department of Mathematics.

Library, ICT and Physical Infrastructure / Instrumentation

Our college library has sufficient number of books and journals. The Department of Commerce and Mathematics have M.Phil Ph.D programme. The library maintains separate books and journals to cater towards research activities for research scholars. In addition the library has a range of videos, DVDs CD-roms, online databases and electronic resources including e-journals, Online reading list facilitates access to key reading in digital format. The library has a large screen projector. The

library has also purchased barcode, printer, scanner and Computer server . Books for competitive exam worth Rs 75000 have been purchased they include UGC, NET, SLET, UPSC, etc. These books are used by both the faculty and the students for programmes organized by UGC. In addition to that our college Secretary has introduced Book bank facility to poor students from the academic year 2014 - 15 and every year students are issued textbooks for all subjects.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Examination	<p>The College has the separate Examination department with equipped ITC tools necessary for examination purpose. All the necessary equipments are provided by the college such as Separate Desktop and Internet Facility for online procedure of hall ticket downloading, result galley, model question paper downloading and other information regarding the examinations from the university portal. The continuous evaluation Tests are centralised and examination committee takes the responsibility of printing the question papers and also in its evaluation of the results through the departments.</p>
Planning and Development	<p>E-governance system at the College level paves way for transparency and accuracy. Even though the college is in the developing stage the college tries it level best to keep abreast with latest tools available. The e governance development software(Dolphin) helps the college to maintain records of student, staff and all other financial details. Usage of Smartphone with inbuilt social app like Gmail and WhatsApp helps for sharing of information and lecture notes to students. The Self finance stream of the college is following Biometric system for the attendance of teaching and non-teaching staff. The college campus is equipped with CCTV Cameras at every place of need.</p>
Finance and Accounts	<p>The college uses dolphin software for E-governance in the Finance and Accounts department of the college. This helps to increase the efficiency of staff towards the accuracy in financial</p>

transactions and simultaneously space saving. The college conducts regular audit of annual books of accounts both by college and the Trust committee. The administrative office keeps the all financial records separately as per the events and transactions. The administrative office maintains the financial records year wise in the form of excel and words which paves way for the paperless office.

Student Admission and Support

The college has an admission system which allows the student to take admission with an application fee of Rs. 100/- for general category and free of cost for SC/ST students. This is the one of the important thing which supports some students those are facing financial issues. The College uses Dolphin software for the admission purpose and also it maintains hard copy of the application admitted. College office staff extend their support to students in services as such Admission form Filling, Examination form filling, Scholarship Form filling, Bus pass and Train Pass forms. The College has provided the facility to the students for linking their contact number with Aadhar card which is as of now mandatory for the students as per the government rule.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher

Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Course	1	10/05/2017	06/06/2017	28
Refresher Course	1	16/09/2016	06/10/2016	21
Refresher Course	1	15/09/2016	05/10/2016	21
Refresher Course	2	23/05/2017	12/06/2017	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	7	2	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Personal loans and vehicle loans from the banks and the Teachers Guild Cooperative Society Limited. SLET and NET Coaching Provident Contribution by the Management Sports Training Concession for Staff Children</p>	<p>Provident Contribution by the Management One month Salary advance without interest Free admission to courses for wards</p>	<p>Scholarship for BC, MBC, SC ST by the Government of Tamil Nadu. Counselling for the students Remedial classes Endowment scholarships constituted by the professors Placement opportunities and job fairs Group insurance scheme Periodic medical check-up. SLET and NET coaching classes for PG as well as M.Phil students. Free bus and train travel concession by the government of Tamil Nadu. Subsidised food for women hosteliars</p>

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Audit: The internal audit is conducted annually by an approved auditor (Sundar and Company) appointed by the Management who check the receipts/payments of all college accounts. They submit audited statement of income and expenditure to the management for consideration and approval.

External Audit: The office of the Joint Director, Collegiate Education Tamilnadu, the Accountant General Office, Chennai, is empowered to conduct statutory audit in the college. The Last external financial audit of the utilization of funds was done by the government auditors.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Students with poor performance and irregular to the college are asked to bring their parents. The cause and reason is analyzed. The practice was done in an oral manner and the documentation is void. Parents who are either poor or destitute come for counselling towards their wards and leave with a confidence that their wards would fetch their degrees.

6.5.3 – Development programmes for support staff (at least three)

No Data Entered/Not Applicable !!!

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Ladies Hostel A women’s hostel to the tune of one crore from UGC and the excess of 59 lakhs from the management to give a neat and good facility, is the greatest leap in the achievement of the college. 2. MBA Block The college has constructed a two storied building (MBA Block) for the smooth functioning of the self-finance stream. It comprises of 20 class rooms, a conference hall, computer lab and administrative sections. 3. Computer Science Lab (100 Computers) A computer center with 25 computers, network facility and 10 KV separate UPS are bought for the utilization of students on computing skills. An estimated amount of nine lakhs was from the UGC and the management to meet out the installation and maintenance charges generously granted rest of the four lakhs. A high profile Computer Lab with 100 Computers, Network facilities and 40 KVA Separate uninterrupted Power System to the tune of rupees Forty Lakhs is given to the utilization of students on computing skills. The management for the conduction of seminars and discourses to all the streams inaugurated a conference hall to the tune of six lakhs.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>Rainwater harvesting is done and the existing wells get replenished. Green belt development is done by planting saplings and maintaining them. Solar panels and installing LED Bulbs in its 27 acres of land An Environment club functions in the College to identify various environmental issues and take necessary steps to achieve the goal of clean and green campus. The Club in hands with various cells strives to work towards the achievement of its objective of environmental care. Efforts are taken to make the college a plastic free zone. Herbal Garden is developed with few well grown herbs Solid and Liquid waste management is done effectively. About 475 trees adorn the campus and provide fresh air. The college serves an abode for a plethora of fauna and flora. Evidence of Success: Students have played a vital role in encouraging campus sustainability efforts. Each Department is assigned with an area to make it green through planting of new saplings. These efforts not only help to maintain the health of the public and surrounding ecosystems, but also adhere to the interdisciplinary goals of education through well-rounded growth and reflection.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2
Rest Rooms	Yes	2
Scribes for examination	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Teachers Day Celebration	05/09/2016	05/09/2016	300
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Plastic Free Campus Herbal Garden Solar Lighting E-Waste Management Tree Plantation

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

SACS (S)ocial(A)wareness and (C)ommunity(S)ervices- Objective: Students with strong social awareness can more easily adapt to their environment, engage in constructive communication with their peers and resolve conflicts when they arise. They are less prone to emotional distress and are less likely to engage in risk behaviors, such as drug use and aggression that interfere with educational success. Practice: The college practices National Cadet Corps, National Service Scheme and Youth Red cross towards the social awareness promotion. National Cadet Corps: Objective: Unity and Discipline Roles: The NCC, in many ways, as stated, is a 'silent revolution' committed to the empowerment of youth and making invaluable contributions towards nation building and security in a substantial measure. Though the curriculum broadly includes military training, adventure training and personality development, Civic training encompasses the conduct of awareness rallies in the form of march and cycle expedition with themes on hygiene and sanitation, Adult Education, Blood donation, Anti Dowry Rally, Anti Female Infanticide pledge, visit to old age homes , slum clearance ,child labour, Aids ,Swachh Bharat, Road Safety, environment protection through tree plantation programmes, assistance during disasters and natural calamities and at time even to the adoption of villages. Evidence of Success: The college was successful in getting a girls unit under the mixed battalion concept. Extension Activities with GO/ NGO and program such as Swatch Bharat, AIDS Awareness, Gender Issues.

TITLE OF THE ACTIVITIES ORGANISING UNIT/AGENCY/ COLLAGORATING AGENCY NUMBER OF TEACHERS CO-ORDINATED IN SUCH AVTIVITIES NUMBER OF STUDENTS PARTICIPATED IN SUCH ACTIVITIES International Day of Yoga Madras Christian College, Tambaram ANO 50 International day against Drug Abuse Illicit Trafficking NCC Gp HQ Ms 'A' -- 10 Blood Donation camp Rotary Club of Madras Pallava ANO 14 200 IDC at CM Rally, Marina NCC Gp HQ Ms A B with Department of Tamil Nadu Police -- 10 IDC at S.I.V.E.T. College 6th Coy, 1TN BN NCC NSS S.I.V.E.Trust ANO 39 91 99 Wipro Marathon NCC GP HQ Ms 'A' S.I.V.E.T. College -- 5 RDC at S.I.V.E.T. College 6th Coy, 1TN BN NCC NSS S.I.V.E.Trust ANO 29 77 100 Rally against Pollution and Food Wastage 6th Coy, 1 TN BN NCC S.I.V.E.T. College ANO 2 50

Problems faced by NCC: 1. Most of the X Box generation feels that its just a waste of time and with pressing curriculum and administrative difficulties it's hard to spare time for it. 2. The younger generation is certainly more tech savvy. 3. They don't wish for a rigorous physical as well as disciplined practice 4. Many lack focus and commitment, and are made to incline towards Academics. 5. Most are indifferent towards social or community causes and issues. Motivating youth to become engines of change is a challenge. NATIONAL SERVICE SCHEME: The Practice: The College inspires students for becoming aware of the very concept of "community services" theoretically and motivate them

towards bringing them into practice. Activities like the Rally on Aids awareness and the seminar-talks on, AIDS awareness Programme, Cancer Awareness Programme, Tobacco Control Programme etc. are in keeping with the interests of the community at large. Theoretical awareness is a prelude to practical field based works. The Blood-Donation Camps organized every year by NCC and NSS see a good many number of students volunteering. Conferences and talks on social issues also have strong roles to enhance community interests. Some of the very inspiring Community Services rendered by the Students are: (a) Campus Cleaning operations (b) Assistance given by the students at flood-affected areas. (d) Role played by the students to help the residents of the camp adopted villages, particularly in cleaning and desilting of nearby lakes for future irrigational purposes. Evidence of Success: TITLE OF THE ACTIVITIES ORGANISING UNIT/AGENCY/ COLLAGORATING AGENCY NUMBER OF TEACHERS CO-ORDINATED IN SUCH AVTIVITIES NUMBER OF STUDENTS PARTICIPATED IN SUCH ACTIVITIES Blood donation Camp Rotary club of Madras Pallava 30 200 Oratorical, Essay writing and poetry writing competitions MUGAVARI School of optometry and Vision care centre, Medavakkam, Chennai -100 200 World Marsh land Elocution Competition Forest Department Pallikaranai 1 50 Two - day workshop in Peace Education and leadership training programme Gandhi Peace foundations , chennai and Rajiv Gandhi National Institute of Youth Development 5 20 Special camp NSS -University of Madras 3 150 Enviro club - world forest day UGC 5 300 Citizen Consumer Club seminar on Human rights UGC 5 300 Problems Encountered and Resources Required: 1. Due to the newly introduced CBCS pattern in University curriculum, there is a huge academic pressure which students need to shoulder within a very short time-span. Thus, keeping proper motivation for services beyond the curriculum is often challenging task. 2.

Involvement of teachers in enhancing the spirit of community work is not encouraged. SOSFTS (SO)ARING (F)rom (S)hy (T)o (S)ky Objective: In accordance to the UNESCO's motto "Her education, Our Future" The first and foremost point for the Women Force to be highly operative and effective is through the field of Education and thereby improving the Human Resource of a country. Education serves as a platform to communities to turn around their lives. If any member of a family is educated, especially women, it can help coming generations to break the inter-generational cycles of poverty. It's the women force which binds together for a round character. The college ensures that young women benefit from a full cycle of quality education with relevant knowledge and skills. It aims to support young women in their transitions into adulthood and the labour market, and to fully participate in society. It also provides facilities in increasing the gender sensitivity by providing facilities to them. The objective has got fruition by the gradual increase in number of women students getting admitted. First generation women learners and single parent brought up women students find the college to be a place to be haven in the development of their self, socio-economic background, educational success and financial fulfillment. Evidence of Success: • Women students have secured university ranks. • Many women students have gone to pursue their higher education or more to stress is the to the field of Law. • Women students have been encouraged to remove the gender fear and be treated at par with the opposite sex. • Women students have volunteered to exhibit excel their skills in the fields of socio cultural activities. • The mixed battalion concept in NCC has also helped the girl students to show their might and mane at various camps both at the state and national level. • The College has now a good intake of girl students from the surrounding areas despite being a co-educational institution . • Parents prefer to admit their wards based on the fee structure, cultural heritage and safety norms practiced by the college. • The college has a highly proportionate ratio of Women staff. • Common Room for Women: Provisions have been made for girls to study and relax in their Room. Washroom: Separate washrooms for lady staff and women students are located at five different places in the college with ample supply of water, regular cleaning and up keep. • A separate section is reserved for girl students during the rush

hours in the canteen. • Standard quality Sanitary Pad Vending Machine is easily accessible on the ground floor washroom for girls in case of emergency. • Health Camp is organized for women students every year to determine their Blood Group, Haemoglobin, Blood Pressure and Intimate feminine problems. • The College has Anti-Ragging and Discipline Committees to look after the matters related to ragging and in maintaining discipline. Students in distress owing to ragging related incidents can contact these committees. Disciplining aspects are done to mold them. • College provides personal counselling for girls regarding their studies, health, family problem, defaulter attendance issues, relationship problems and any other distractions affecting their academic performance. • Women Cell organizes various expert lectures on women empowerment and development by experts in the field to make them aware of their privileges and duties. • POSH (Prevention of Sexual Harrassment) Sexual violence, harassment and discrimination is curbed at all levels and counselling is done. Security on every floor:-Security CCTV is present on every floor to take care of laboratories and classrooms, robbery and mishaps on the floor during college hours. Female faculty members are encouraged to accompany girl students during Industrial Visits to provide safety and security as well as provide a mentor. Women's Hostel is secured and guarded by separate Security Staff, CCTV and 3 Female faculty are deputed as wardens. Problems encountered: Women students take up part time jobs for a meager salary. Their rural background pushes them to get married. They find themselves to be with a satisfied with socio religious tenets to run the life. It is very difficult to convince the girls to attend the counselling sessions. Women students are taken away by the new found freedom and forget their safety compliances given by the college.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://sivet.in/wp-content/uploads/2020/02/7.2.1-TWO-BEST-PRACTICES-2.docx>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Education: For the down trodden sect and the Poor. The College caters to the educational needs of the poor and downtrodden sector for the past 53 years with very low fees. In the Current Educational Scenario, the College views Education as a service to mankind. The college collects a nominal fee based on merit and financial condition of the students in the self finance stream while it sticks to the government orders for the aided students. The College concentrates on discipline, spiritual nourishment and all round development of students. Most of the students come from the lower income group strata and hail from remote villages/ hinter lands. Off late the focus on employability is shifting its attention from academic content and skills toward the more generic and transferable things such as teamwork, communication skills, leadership, and setting priorities to their own and society's socio-economic well-being. The inter-generational cycles of poverty is broken by the college in giving higher education to especially women students by making the college a co educational institution since 1997. The college motif works across relevant areas which include education, health, youth, skills development, technology and women's economic empowerment. In short, is to form a full cycle of quality education with relevant knowledge and skills. Besides results the Stress for English communication skills development classes, Special English remedial classes and Mock Placement interviews are done. Free text book notebooks has been given to the students for the past 10 years. The staff even come forward to pay their tuition fees and exam fees. Meritorious students guide the slow learners and buddy system is evolved to look after all their aspects. Proctor system has

helped the students to overcome their predicaments to an extent and face the society with confidence. The college works towards the supportive system for young women from the downtrodden sect in their transitions into adulthood and the labour market, and to fully participate in society. Women students are taught with safety factors and provisional arrangement of food and shelter is given whenever needed. Subsidised food is given to the girl students in the womens hostel irrespective of the area from which they hail from. Nutrition programs and intimate feminine problems are given a stress through dietitians and medical therapists. The success rate can be claimed in a manner that the college has been responsible to give higher education to the first generation learners and the veritable poor for the past 53 years in and around its precincts. Problems encountered might be trivial but the real effect on the poor is that they prefer part time jobs and small perks to be attractive. They prefer it over their educational degrees to which they are admitted. The net result of this temporary satisfied economy in them leads to frequent absenteeism. They fail to realise the essence of a dignified living with a good salary and education.

Provide the weblink of the institution

<http://sivet.in/wp-content/uploads/2020/02/7.3.1-PERFORMANCE-DETAILS-DISTINCTIVE-2.docx>

8.Future Plans of Actions for Next Academic Year

Special English Grammar Coaching Classes may be given in the available free hours framed inside the college time table. Faculty, freshers with mastery over the English language may be recruited by the college with the consent of the Management authorities. 2. Counselors from the B.Ed College, who deal with psychology, may be called for at particular timings in accordance to the time table framed and give counseling to the odds, 3. Students feedback (in the prescribed format) to be collected by the Heads of the Department from every subject handlers during the middle of every semester. Filled in forms may be sent for scrutinisation and suggestion to the Principal. A consolidated copy to be submitted in the IQAC. 4. Department progress review must be done by the Heads on a monthly basis and a separate copy to be submitted to the IQAC. 5. All the Professors (irrespective of their Departments) must question the absence of the identity card of the students and their tidiness - as mentioned in the college calendar - inside the class. 6. Any student found irregular and untidy for more than two days, he/she may be sent to the Principal Office or Disciplinary Committee for further stringent actions.