Yearly Status Report - 2018-2019

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.S.Usharani**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04422780777**
Mobile no.	**9444037710**
Registered Email	**sivet.college@gmail.com**
Alternate Email	**princisur@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.RAVI BALAN**
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

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_2018-_2019-converted.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
Workshop on Quality Circle and Spreading	**21-Feb-2019** **1**	**30**

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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
Institution	**UGCXII Plan**	**UGC**	**2018 365**	**100000**

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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**1**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
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)

• **Improved internet facilities with dolphin software/all dept computers with intra and internet connections** • **Vocational training is given and the centre is yet to established** • **Smart Class rooms have been introduced 1 to a major dept.** • **Chemistry Lab and Library extended and renovated.** • **MoU with the nearby Hospital for a concession and discount rates on medicines.**

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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
To place on records the need of ICT	**2 internet lines have been added to the existing 3 lines and computers and its peripheral is assigned to Tamilan Computers.for the upkeep of it**

To place MOU with educational bodies and industry.	Academic MOU with Bharath University and MGR University has been done. Values skills, soft skills and research activities with 3 private sector .
To create community development Programmes	A new cell has been created and the nearby area (Vengai Vasal) has been adopted.
To bring out Proctor system	Every staff is assigned with 30 students . Professional counsellor(Mr. Rajesh Menon, Turning Point).
To create new cells and committees for the development and student centric activities	Various committees have been formed
Special English Grammar coaching Classes	Freshers have been introduced to bridge courses.
To develop communication skills	Extra classes conducted during free hours through external agencies
To encourage students pursue higher studies	Science students have been encouraged for higher studies and research. History students prefer to take law courses
To encourage students to participate in competitions	Buddy system evolved They have been advised to go for all types of competitions and they have brought laurels.
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14. Whether AQAR was placed before statutory body ?	**Yes**

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**

16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**02-Jan-2020**

17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Proper education planning requires qualitative quantitative information.**

List of modules currently operational in the management information system are: • Student admission details category/caste wise/ course and combination wise in the college. • Student result details Combination wise, year wise. • Faculty and Staff information personal service, academic related information • Workload details of the individual and particular subject . • Class work management – the details of the faculty who have not engaged classes as per timetable with reasons , If any • Information on special classes conducted by faculty. All Fees are paid online in the bank. Likewise fees for University Examination and Add on courses are also remitted online. SMS through notification gateway is sent to parents regarding low attendance and academic performance etc. (Fullfledged in the Self finance stream and yet to be implemented in the aided stream.) Staff are informed through SMS, Whatsapp group and verbally through meetings either on the proceedings or action to be taken. Students have been asked to evaluate teachers and outcomes are evaluated, analyzed and computed.(A recent Initiative)

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

Curricular Planning and Implementation The college follows structured strategy plan for effective implementation of the curriculum prescribed by the University for Various Programs. • Academic calendar is prepared at the Institute level in consonance with the academic calendar of the University and Government of Tamilnadu. • Workload to faculty members is distributed on the basis of core competency and experience in their respective subjects. • Faculties prepare a Lesson plan for their allotted subjects keeping in mind the academic calendar and their work load . • Continuous up-gradation of Course File / Laboratory Manual is done. • Course file comprises of a copy of Vision, Mission statement of the college, Program Outcomes, Syllabus Copy, Course Outcomes, Time Table, Lesson Plan, List of Experiments, Hand Written Notes/Assignments, PPT's, Previous year University Question papers with their model answers and Unit Test Papers. The same are checked and verified by HOD and Principal from time to time. • Installation of gadgets, working condition of all equipment's, devices, instruments and circuit boards required for performing experiments are checked for their working condition before commencing of the semester. A Separate Register is kept in the college office. • Preparation of Class time table & the Master time table are completed and

verified by HOD's of all departments. It is then displayed on Department notice boards. • Arrangement of various Guest Lectures by Expert Faculty/Industrial personnel is aimed at Student Industry interaction and first-hand information on practical application of theory. • Evaluation of student performance is done based on Tutorials, Internal Assessment tests, Assignments and Presentations. • Though the requisite need of attendance for a student to appear for the University Examination is fixed for 75% a monthly analysis of the attendance is done to ensure the minimum • Results of the Internal Assessment Test and addressing grievances on marking, if any, is taken care of by the Head of the Department. • Proctors take care of students overall performance and guide them for the improvement and overcoming weaknesses. • Parents meet with concerned faculty/proctor is organized to give the parents an overview of their Ward's performance. Deployment of Action Plan Before commencement of the Academic year, Principal through the consent of the Secretary conducts an Orientation program for the new comers to inform the rules and regulations as in vogue. The faculty Instructions and pattern to be followed by the faculty is discussed in the Council meeting as per the suggestions and guidelines received from IQAC and guidelines about the execution of the action plan. Heads of the Department conducts a departmental level meeting to discuss the line of action in implementing the Action Plan as per the specific requirements of the department. Discussions are focused on Academic calendar, Time Table, Course Files, Organizing Industrial Visits, Expert Lectures and other Curricular and Co-curricular activities and the role of individual faculties in implementing the action plan.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Accounting and Finance	24/07/2018
BCom	Computer Applications	24/07/2018
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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	0

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
Diploma in Cyber Security Ethical Hacking	13/07/2018	11

Diploma in Tally, ERP 9.0 with GST PAYROLL	13/07/2018	32
Diploma in Digital Marketing	13/07/2018	4
Diploma in Web Designing	13/07/2018	12
Job Readiness Training-NIIT Foundation	02/07/2018	63
Certification for Self Enrichment Training	15/12/2018	87
Training in Logistics	13/01/2019	70
Diploma in E-Publishing	01/10/2018	40
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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	21
BCom	General	6
BCom	Corporate Secretaryship	66
MSc	Mathematics	25
BBA	Business Administration (SF)	105
MBA	Management Studies (SF)	14
BCom	General (SF)	39
BCom	Corporate Secretaryship(SF)	49
BCom	Information Systems & Management (SF)	41
BSc	Visual Communication(SF)	25
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
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
Feedback system Summary of the feedback system followed in the college for the past two years. Regarding the Student feedback IQAC has developed a student feedback proforma. The printed proforma is collected by departments from the principal who issues them to Heads of Department in the council Meeting. The proforma is provided to students and "in class" feedback is collected from

students. The student feedback is designed in such a way to encourage an honest feedback without fear of reprisal from anyone. In Class feedback also ensures high rate of participation. The main objective is for data summarization and analysis. The feedback is set in a comprehensive manner highlighting the various aspect of teaching, the quality of the teachers, their way of interaction with students and last of all the ability to cover the syllabus and be kind in giving a helping hand for the overall development of a student. Actionable inputs that are based on the collected and analysed forms are provided to the respective head of the department. Heads in turn conduct a meeting and stress for the corrective measures for any of the staff is pointed out. Any points about the infrastructure and aspects beyond the purview of the head of the department are communicated to the principal in various meetings.

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
BCom	General	70	688	73
BCom	Corporate Secretaryship	70	179	70
BA	Historical Studies	60	92	60
BA	Economics	60	235	60
BSc	Mathematics	50	154	51
BSc	Physics	50	141	50
BSc	Chemistry	50	125	50
BSc	Zoology	50	111	50
MSc	Mathematics	25	54	25
MCom	General	40	27	22
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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
2018	3630	174	103	0	21

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-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
124	88	312	12	1	8

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

IQAC has initiated a change in mentor mentee system that was in vogue in the past years. It was done by the class in charge and Head of the Respective Departments. At present, the Dean of the Proctor committee has 10 convenors under each convenor 10 staff are allotted with. The Proctor system is allotted across the college, whereby a staff is provided to every 30 students to look after his/her academic and psychological well being. At the beginning of the academic session, the class-wise names of the mentors are circulated /informed by the Heads of the Department. The mentors are responsible for academic progress and psychological wellbeing of their mentees. They are also entrusted with the task of monitoring the attendance and academic progress of the students. They also provide primary psychological counselling to those who need them and refer them for more professional counselling, if required. The tie up with a professional counsellor, Mr.Rajesh Menon, Turning Point Consultancy, has also set a niche in the students well being and upbringing. Students from disturbed families and single parent destituted families are guided and regulated for a standardised improvement in their Socio-economic and academic Means. At the beginning of the academic session, the college conducts orientation programmes for the students, whereby they are acquainted with the institution, its goals and mission, the facilities available and the regulations of the affiliating university. The mentors maintain the biographic details of each individual mentee (allotted to them) including educational background and socio-economic status. They also maintain record (Proctor Cards) of their class attendance, class-performance and academic progress. The mentors use both formal and informal means of mentoring. Parents are kept in touch atleast twice in a semester and requested for guidance and safeguard. The mentor system, apart from its formal part, also exists as a robust informal mechanism to boost inclusiveness, gender sensitivity and social responsibility of students. The Whole Process is Monitored by the Dean and endorsed by Chief Proctor (Dean - Student Affairs) and the mode of functioning is regulated for improvement.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3804	124	31

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
151	120	31	7	40

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
BA	AA	II/IV/VI	10/05/2019	27/06/2019
BA	AD	II/IV/VI	10/05/2019	27/06/2019

BCom	CPZ	II/VI/VI	10/05/2019	27/06/2019
BCom	CYA	II/VI/VI	10/05/2019	27/06/2019
BSc	TAM	II/VI/VI	10/05/2019	27/06/2019
BSc	SAR	II/VI/VI	10/05/2019	27/06/2019
BSc	SAD	II/VI/VI	10/05/2019	27/06/2019
BSc	TAE	II/VI/VI	10/05/2019	27/06/2019
MCom	KDA	II/VI	10/05/2019	27/06/2019
MSc	MCF	II/IV	10/05/2019	27/06/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation (CIE) System to assess all aspects of a student's development on a continuous basis throughout the year. • The orientation programmes is done at the beginning of the semester through public address system of the college. • Teaching Plan contains evaluation procedures • Academic Calendar with CIA Exam dates • Orientation on changes and amendments in the evaluation and administrative process through instructions • Result Analysis Review Meeting: Result Analysis is done by the class tutors after every CIA Test. The performance of the students is monitored by the Principal and the necessary feedback is given to the concerned faculty members. The Principal conducts Review Meetings department wise to give necessary feedback for the improvement of students' performance. • Parents/ Guardians are advised to note the performance of their wards and take remedial measure if needed. Whenever necessary, the staff or class in-charge shall recommend the visit of the parent to the college for a discussion about the student. • Remedial Classes are conducted for the slow learners, absentees and the students who participate in Sports, NSS activities and Placement Interviews. Re-totalling is permitted for U.G. students who apply for it within the stipulated time on payment of prescribed fee. Revaluation is permitted only for the papers written in regular U.G. examinations and not for arrear examinations

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

The college prepares academic calendar prior to the reopening of the college based on University of Madras Calendar of events and also UGC regulations. The number of working days are calculated and included by excluding national/state/regional or other holidays. The centralised or non-centralised internal tests are conducted as proposed in the academic calendar. The academic calendar is structured by taking the consents from the Principal, HODs and faculty members. It is presented before for approval and then with or without modification the same will be implemented to become effective. A keen and serious calculation will be undertaken to make sure that there is sufficient time for syllabus coverage for each course. Besides, each department is asked to prepare their own time table for an efficacious deliverance of syllabus, tests and other department related activities syncing with the college 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-4.docx

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MCF	MSc	Mathematics	25	20	18
KDA	MCom	General	16	15	94
TAE	BSc	Zoology	39	20	51
SAD	BSc	Chemistry	43	14	37
SAR	BSc	Physics	44	25	57
TAM	BSc	Mathematics	49	27	55
CYA	BCom	Corporate Secretaryship	66	49	74
CPZ	BCom	General	64	59	92
AD	BA	Economics	40	18	45
AA	BA	Historical Studies	35	8	23

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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)

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http://sivet.in/wp-content/uploads/2020/02/2.7.1-SSS-ON-OVERALL-INSTITUTIONAL-PERFORMANCE-3.docx

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

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of

Center				Start-up	up	Commencement
<td colspan="7" align="center">**No Data Entered/Not Applicable !!!**</td>
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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	**4**

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	**History**	**1**	**5.87**
International	**Commerce**	**6**	**5.06**
International	**Mathematics**	**20**	**5.80**
International	**Physical Education**	**2**	**5.32**
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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
B.Com Corporate Secretaryship	**1**
English	**1**
Tamil	**2**
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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
On Extended Duplicate Graceful Paths	**Dr.K.THIRU SANGU**	**Journal of Applied Science and Computations**	**2019**	**0**	**S.I.V.E.TC OLLEGE**	**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
Adjacent	**Dr.K.THIRU**	**American I**	**2018**	**8**	**0**	**S.I.V.E.T.**

Vertex Distinguishing Total Coloring of Tensor product of graphs	SANGU	nternational Journal of Research in Science, Technology, Engineering and Mathematics				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	15	16	18	31

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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
Gaja Cyclone Relief work	S.I.V.E.Trust, NCC NSS	2	10
Special Camp	NSS	3	30
IDC-CM Rally, Marina	NCC Gp HQ MS AB	1	1
Blood Donation Camp	Rotary Club of Madras Pallava, NSS, NCC	15	197
OTA - POP	NCC Gp HQ MS A	1	20
Swatchh Bharat-Sembakkam	6/1 TN BN NCC, Gp HQ MSA	2	15
Rashtriya Ekta Divas-Unity	NCC Gp HQ MS AB, Government of Tamilnadu	1	20
Eradicate Corruption-Vigilance Awareness	DCE, Government of Tamilnadu, NCC Gp HQ MS A	4	25
International Womens Day	Women Icon India	25	5

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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
NA	NA	NA	0

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 activites	Number of students participated in such activites
Swatchh Bharat	6/1 TN BN NCC, Gp HQ MSA	Social Awareness Campaign	2	50
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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	NA	0
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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 !!!					
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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
SAI IAS	01/10/2018	Civil Service Coaching	34
Turning Point	17/11/2018	Counselling Centre Run	113
Crescent Learning M/s. ALFA Resources	04/12/2018	Soft Skills and Language Training	195
CII-Titan Model Career Centre, Tamilnadu Skill Development Corporation	18/12/2018	Job Placement	70
Floranix,	21/01/2019	Knowledge Partnership for Academic and Training Programme	10
Dr.MGR Educational Research Institute	01/04/2019	Academic and Research	450

	Development	
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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
90	92.22

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Others	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Newly Added
Laboratories	Existing
Class rooms	Newly Added
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 patially)	Version	Year of automation
S.I.V.E.T LMS	Partially	Own	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	46933	3009174	334	53687	47267	3062861
Text Books	17351	3938855	18	30427	17369	3969282
Journals	5	10100	0	0	5	10100
Journals	10	22100	0	0	10	22100
e-Books	81000	0	0	0	81000	0
e-Journals	12000	0	0	0	12000	0

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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	2	0	1	2	0	2	0
Added	0	0	0	0	0	0	0	0	2
Total	253	2	2	0	1	2	0	2	2

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

<div align="center">

2 MBPS/ GBPS

</div>

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
NA	NA

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 incurredon maintenance of physical facilites
50	52.84	90	92.21

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)

The College ensures the availability of latest equipment and up-to-date infrastructure in the institution. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipment. First the proposal is submitted to the principal by the heads of the departments. The office superintendent, based on the permission given by the principal forwards it for evaluation which is normally done by the Secretary of the college .It must get the approval in the college committee and then quotations are invited. After the approval of the management the required item is purchased and entered in the stock register. At the end of each financial year, stock verification is done by the college committee. The same process is done for repairand work efficiency. The internal audit is finally placed before the Trust committee and eventually gets approved from an external auditor- Mr.Sundar and Chartered Accountants. Besides, the college has an occasional external audit done by the Joint Directorate of collegiate Education, Tamilnadu. The College management has appointed an estate officer to regularly monitor and supervise the available infrastructure to ensure its upkeep, repair and other maintenances involved. We also have Assistant and Associate Professors as in charges of Computer Centre, Library, Laboratory and lab assistants who look after the maintenance of their respective labs. We have Central Library along with Departmental libraries. Central library is regularly monitored and the condition of the library stock, maintenance of rare books, collection, issue and maintenance of the books is maintained in the register formats. Library cards are issued to the students. Librarians of both the aided

and self-finance monitor all the purchase and issuance of books to the Departments.Department Libraries are totally under the direct supervision of the respective Heads of Department. The College also conducts academic audit by the respective heads and then it's submitted to the principal. Based on the result analysis and reasoned out output, students from the downtrodden sect receive freebies in the form of textbooks for their respective semesters. The required fund is also presented to the management as a prerequisite for the improving of results. The Sports department is very active and encourages students to participate in various sports activities, along with training and coordinating various sports activities in the college. The physical director maintains records of the stock, funds, and maintenance register, and inventory and activity reports. We have men from security agency for round the clock security of the infrastructure of the college. Day to day maintenance is ensured by the 18 support staff for the cleanliness, hygiene and sanitation. The equipment like generators, water motor pumps, water purifiers and water coolers, computers and its related peripherals are also taken care of either by AMC or by time to time inspection.

http://sivet.in/wp-content/uploads/2020/02/Procedures-and-Policies-1.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	NA	0	0
Financial Support from Other Sources			
a) National	NA	0	0
b)International	NA	0	0
No file uploaded.			

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 implemetation	Number of students enrolled	Agencies involved
Soft Skills Training Programme	15/12/2018	24	Apollo Tyres and Magic BUS Foundation
Personal Counselling	07/01/2019	14	Turning Point
Personal Counselling	04/01/2019	15	Turning Point
Personal Counselling	03/01/2019	12	Turning Point
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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	Number of benefited students by career	Number of students who have passedin the comp. exam	Number of studentsp placed

		examination	counseling activities		
2018	**NA**	**0**	**0**	**0**	**0**

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
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
[View File]					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	**1**	**BA**	**Economics**	**Madras Christian College**	**MA Economics**
2018	**1**	**BA**	**Economics**	**Presidency College**	**MA Economics**
2018	**1**	**BCom**	**General**	**ICMA**	**CMA**
2018	**1**	**BCom**	**General**	**Sathyabama College**	**MBA**
2018	**1**	**MCom**	**General**	**Vels University**	**Ph.D**
2018	**2**	**MCom**	**General**	**Madras Christian College**	**M.Phil**
2018	**1**	**BCom**	**Corporate Se cretaryship**	**University of Madras**	**MBA**
2018	**1**	**BCom**	**Corporate Se cretaryship**	**Tagore Engineering College**	**MBA**
2018	**2**	**BCom**	**Corporate Se cretaryship**	**Nandanam Arts College**	**MCom**
2018	**3**	**BSc**	**Physics**	**Pachiayappas College**	**MSc Physics**
[View File]					

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
NET	1
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports day Competition	Inter Department	650
Badminton (MEN)	Inter Collegiate	98
Dance	Departmental	13
MIME	Departmental	11
Dance Fusion	Departmental	5
Classical Dance and Song	Departmental	7
T-20 Cricket(MEN)	Inter Collegiate	256
Badminton (WOMEN)	Inter Collegiate	154
Table Tennis (WOMEN)	Inter Collegiate	65
Chess (MEN)	Inter Collegiate	84
View File		

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)

STUDENT COUNCIL Role of the Students council 1. To officially represent all the students in the College. 2. To identify and help solve problems encountered by students in the College. 3. To communicate its opinion to the college administration on any subject that concerns students and on which the council wishes to be consulted. 4. To promote and encourage the involvement of students in organizing College activities. Responsibilities of Students council 1. To promote the interests of students among the college administration, staff and parents. 2. To inform students about any subject that concerns them. 3. To consult students on any issue of importance. 4. To organize educational and recreational activities for students. 5. To participate in developing the colleges educational projects and to promote it to students. 6. To organize an activity to recognize the efforts of students involved in organizing college activities. 7. To propose activities to the college administration that would improve the quality of life in the college 8.. To maintain good relations, out of mutual respect, with the College staff and parents. STUDENT COUNCIL 2018-2019 POSITION NAME CLASS CONTACT NO. Chairman Vice-Chairman Mr.G.Siddharthan III B.A.(Eco) 1. Mr.N.Vijay III B.Sc., (Maths) 2. Ms.Malathy III B.Sc., (C.S) 'A' Discipline Committee Secretary Joint-Secretary Deputy Secretary Ms.VaniRamya III B.Com (c.s) 1. Mr.R.Manikandan III B.B.A 'B' 2. Ms.A.Archana II B.Sc., (Maths) 1. Mr.K.Ajith II B.Sc., (Phy) 2. Ms.Archana III

B.Sc., (Bio-Che) Social Service Committee Secretary Joint-Secretary Deputy secretary Mr.T.Ramesh III B.A (His) 1 .Mr.V.Ayyappan III B.Com (Gen) 2. Ms.Jaya III B.Com (Gen) 'B' 1. Mr.Alwin III B.Com (c.s) 2. Ms.S.Aishwarya I B.Sc., (Phy) Sports Committee Secretary Joint-Secretary Deputy Secretary Ms.Pavithra III B.Sc., (Zoo) 1. Mr.Karthikeyan III B.Sc., (Che) 2. Ms.Pandimeena III B.Com 'A' 1. Mr.Anandharaj III B.Com (Ism) 2. Ms.M.Vithya II B.Com (c.s) Cultural Committee Secretary Joint-Secretary Deputy Secretary Ms.R.Aswini III B.Sc., (Che) 1. Mr.S.Yesudassan II B.A (His) 1. Ms.Aswathy III B.Sc., (c.s) 2. Mr.Kamesh III B.Com 'B' 3. Ms.V.Divyabharathi I B.A (Eco) Executive Member 1. Mr.Venumathavan III B.Com 'A' 2.Mr.Rajaguru III B.Com (Ism) 3. Ms.Bargavi III B.Sc., (Bio-Che) 4.Mr.P.G.Thanga Raj II B.Sc., (Maths) 5. Mr.Santhoshkumar II B.Sc., (Phy) 6.Ms.A.Pavithra I B.A (His) 7.Ms.D.Hemamalini I B.Com (Gen) P.G.Representatives 1. Ms.G.Pavithra 2. Ms.R.Rashika 3. Ms.Rubini 4. Mr.Sathish II M.Sc., (Maths) II M.Com. II M.Sc.,(Bio) II MBA. POSITION NAME CLASS CONTACT NO.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

ALUMNI ASSOCIATION, SIVET College was registered on 23rd March 2019 under Section 10 of Tamil Nadu Societies Registration Act 1975. The purpose of ALUMNI Association SIVET College is to foster a spirit of loyalty and to promote the general welfare of S.I.V.E.T. College. The main aim of the Alumni Association is to provide a good and strong bridge for the students, faculty and the institute for mutual benefit and synergy. The ALUMNI Association has framed the following objectives: • To keep a roster of all Alumni of College and their pertinent data and in maintaining the updated and current information of all Alumni. • To bring together all the old students of S.I.V.E.T. College to share their experiences for the benefit and progress of the present students. • To promote a lifelong relation and to act as a forum for the exchange of information among its members. • To promote campus placements through old students working in reputed industries all over India and abroad. • To involve the members in the overall development of the college and the society. • The first ALUMNI meeting was held on 19.01.19. The president of ALUMNI Association has announced that the arch would be constructed soon in the front of the college gate. The Secretary of the ALUMNI association has donated Rs.50,000 to the ALUMNI fund. The decision has been taken in the first Alumni meeting that all the conventional class rooms of our college to be converted into smart class rooms with LED Projector, Mike, Amplifier, Smart Board etc. by ALUMNI development fund.

5.4.2 – No. of enrolled Alumni:

0

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

50000

5.4.4 – Meetings/activities organized by Alumni Association :

1

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)

Decentralisation: S.I.V.E.T COLLEGE (AIDED SELF FINANCE), GOWRIVAKKAM-73 1.

ACADEMIC AFFAIRS: DEAN: Dr. T.V. SUDHARSAN MEMBERS 1. Dr. R. Ezhilarasi 1. Mr.C.Arunkumar 2. Dr. S. Bala 2. Mr.S.Gurumoorthy 2. STUDENT'S AFFAIRS DEAN : Dr. A. CHITRA COUNSELOR: Mr. RAJESH PROCTORS: All Staff MEMBERS 1. Dr. M.Balu. 1. Mr .C. Gnanasekaran 2. Dr. S. I. SrikrishnaRamya 2. Mr. R.Subha 3. INTERNAL QUALITY ASSURANCE CELL CONVENOR: Lt. S. RAVIBALAN MEMBERS 1. Dr. R. Ezhilarasi 1. Dr. M. Vijayalakshmi 2. Ms. S.Supriya. 2. Ms. S. Saranya 3. Dr. T. Sujatha 2. Mr. S. Gurumoorthy 4. ALUMNI CELL CONVENOR: Dr. T. BALAKRISHNAN ALUMNI FUND RAISING OFFICER: Dr. D.SATHYABAMA MEMBERS 1. Dr.A.Chitra 1. Mr.G. K. Arun 2. Ms.J.Saraswathi 2. Mr.G.Madhusudhanan 5. HR MANUAL DEAN: Dr. R. SARAVANAN MEMBERS 1. Dr. R. SumathiMeenakshi 1. Ms. A. Hemalatha 6. PROCTOR COMMITTEE CHAIR PERSON: Dr. S. USHA RANI DEAN: Dr. A. CHITRA MEMBER SECRETARY: Ms. D.SELVAMANI MEMBERS 1. Ms. J. Renuga Devi 1.Ms. S. Latha 2. Ms. M. Pandeeswari 2.Mr. R. Lingappan 3. Dr. T. Sujatha 3.Dr. S. Gunasekaran 4. Ms.J. Saraswathi 4. Ms. R. Chitra 5. Dr. S. I. SrikrishnaRamya 7. RESEARCH AND DEVELOPMENT COMMITTEE CHAIR PERSON: Dr. S. USHA RANI DEAN: Dr. K. THIRUSANGU MEMBER SECRETARY : Dr. T.BALASARAVANAN MEMBERS 1. Dr. A. Sumathi 1. Mr. C. Arunkumar 2. Dr. R. RethinaBai 2. Mr. S. Jayaprakash Narayanan 3. Dr. K. Parthipan 3. Ms. K. Kavitha 4. Ms. E.Esakkiammal 4. Ms. A. Ruth Priya 5. Dr. C. Jayaprakash 5. Mr. G. Mahesh kumar 8. FACULTY DEVELOPMENT COMMITTEE CHAIR PERSON: Dr. S. USHA RANI DEAN: Dr. G.RAJENDRAN MEMBER SECRETARY: Mr. G.K. ARUN MEMBERS 1. Dr. R. Ezhilarasi 1..Dr. S. Gunasekaran 2. Dr. P. Selvakumar 2. Ms. G.MadhuVandhana 3. Dr. K. Velmurugan 3.Mr. A. Aravind 4. Dr. M. Malathy 4.Mr. S. Gurumoorthy 5. Dr. R. Anitha Raj 5.Ms. T. Lebana Rani 6. Dr. S.I. SriKrishnaRamya 6.Ms. M.R. Vindhya 7. Ms. R.Nandhini 7. Ms. M. Kamatchi 8. Dr. M. Balu 8.Ms. R. Subha ADMINISTRATIVE STAFF 1. Mr. S. Ganesh 1. Mr. D. Shivakumar 2. Mr. D. Ravichandran 2. Ms. R. Sridevi 9. FINANCE BUDGET COMMITTEE CHAIRMAN: Mr. G. SELVANATHAN DEAN: Dr. R. SARAVANAN MEMBER SECRETARY: Ms. A. YASODHA MEMBERS 1. Dr. M. Nalini 1. Dr. B. VijayaSamundeswari 2. Lt. S. Ravibalan 2. Ms. N.S. Jeeva 3. Ms. J. Renugadevi 3. Mr. C. Arun Kumar 4. Dr. T. Balasaravanan, 4. Ms. D. Selvamani 5. Dr. G. Rajendiran 5. Mr. G.K.Arun. 6. Dr. T. V. Sudharsan 6. Ms. S. Saranya 7. Dr. A. Chitra 7. Dr. V. Srinivasan 8. Dr. S. Usha Rani () 8. Dr. M. Vijayalakshmi 9. Ms. M. Pandeeswari 9. Dr. G. Arul Selvan 10. Ms. D. Kayalvizhi 10. Ms. A. Hemalatha 11. Dr. M. Pari 11.Mr. R. Lingappan 12. Dr. T. Balakrishnan 12..Ms.M.Kiruba Angeline 13. Dr. T. Sujatha 14. Ms. B. Kalaiselvi 15. Dr. D. Nithya 16. Mr. S. Shivashankar

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
Library, ICT and Physical Infrastructure / Instrumentation	Our college library has sufficient number of books and journals. 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. Books that include are 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 (900)from the academic year 2015-16 and every year students are issued textbooks for all subjects worth of 2 lakhs. We have indoor auditorium, new library, additional floors in the MBA block and compound wall for girl's hostel etc
Research and Development	Research and development is an important tool to develop idea and convert ideas into products or strategies for development. The 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 Economics Department also offers part-timePh.D to research scholars.
Examination and Evaluation	Examination committee conducts the exams efficiently and ensures the smooth and fair conduct of exams. Question Papers (Internal) are checked by the Heads of the department for 100 inclusion of the syllabus and proper Weightage assigned to the topic Result committee looks after processing of the result and correctness (Internal) so that it is declared on time.
Teaching and Learning	Learning experiences are enhanced by use of ICT tools. To strengthen overall teaching learning many departments have active associations which conduct programs (seminar, presentations etc.) on weekly basis. Special coaching for slow learners (Remedial course) and advanced learners credit to cater to their separate needs. Regular visits (Industry, Research institutes etc.) are arranged for students to give first-hand experience of industrial needs, technologies and advancements. Many programs (additional practical, demonstration experiments, Science Mela, student projects, workshops) were organized using College trust funds to enhance UG teaching.
Curriculum Development	Teachers are motivated to participate in curriculum framing exercise by being part of BOS and syllabus committee members. Teachers share their views on the curriculum on regular basis to the students Curriculum is designed by University. Hence to give rich experience to students various methods

are adopted like shaping curriculum through co-curricular activities of department association which conduct programs, conduct of add-on courses and certificate courses, Industrial visits, guest lectures, and research initiatives . For overall development there are other avenues and academic programs conducted by the college such as women development program, extension program, NSS, NCC, Outreach activities and academic festivals. Certificate, Short term and value added courses are designed by faculty.

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

E-governace area	Details
Planning and Development	E-governance system at the College level paves way for transparency and accuracy. Even though the college is in the developing status 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 very place of need.
Finance and Accounts	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 transactions. The college conducts regular audit of annual books of accounts is done 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.
Examination	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.

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 !!!				
No file uploaded.				

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)
2018	Workshop on Entrepr eneur	NA	20/12/2018	20/12/2018	7	0

2018	Awareness and Development					
2018	FDP on Effectiveness of Student Engagement in Classroom	NA	23/02/2019	23/02/2019	78	0
2018	Conference on National Science Day	NA	28/02/2019	28/02/2019	12	0

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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
Refresher Course	5	17/05/2018	06/06/2018	21
Refresher Course	3	22/08/2018	12/09/2018	21
Refresher Course	3	08/11/2018	28/11/2018	21
Refresher Course	1	29/08/2018	18/09/2018	21
Orientation Course	4	24/05/2018	20/06/2018	28

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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	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
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	Provident Contribution by the Management One month Salary advance without interest Free admission to courses for wards	Scholarship for BC, MBC, SCST 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 hosteliers

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
Dr. N. Sankaralingam, Former HOD, Department of Commerce	50000	Interest accrued from the deposit be given to 5 Students selected from I, II, III B.Com., and I, II M.com
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6.4.3 – Total corpus fund generated

0

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)

Parent teachers meeting was done as just a verbal interaction during all the previous years. The Proctor System introduced in the academic year 2018-19 under the auspices of IQAC has shown a marginal response in the visit of parents to the college. Based on the performance of the students in the internal assessment, attendance in their classes, laboratory hours and the university examination, the parents are called for the meeting to meet the respective proctors and records are maintained. They are provided with suggestive measures towards upliftment of their wards.

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

College promotes the non teaching staff to pursue higher education through distance education. Computer awareness courses are being promoted.

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

1. Herbal garden. The go green and eco centric living of the modern world has also given way for the culturing of an herbal garden. The herbal garden is created amidst the buildings which gives a sense of relaxation. Though the college is situated amidst a sylvan serene atmosphere where even a disturbed mind can go for rest (forest).The need to grow herbs and alleviate the use of allopathic is in the back drop. Herbs such as Hibiscus, Thulasi, basil, ponnankanni, karpooravalli, murungai, pirandai etc. This garden is maintained by a separate gardener appointed by the management. The environ club through the guidance of the Botany head have brought and planted saplings of a greater value from both private and government nurseries. 2. Modernisation The college has an optimum usage of modern gadgets. Two LCD projectors have been installed in the Auditorium. Besides 4 mobile LCD projectors are available for the use of student centric teaching. 3. Proctor System The counselling for the deprived, affected and misfits have been taken up by the college through professional counsellor. The college calls for trained counsellors to give counselling and sensitize the gender equations. The counselors are doctors, psychologists and persons from the women emancipation forum. The boys are guided, goaded and molded for the society through the disciplinary committee, heads of the major department, and the principal.

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
2018	Spreading Positivity and Quality Control	25/02/2019	25/02/2019	25/02/2019	70
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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
Women Empowerment	30/10/2018	30/10/2018	200	100
Nutritional Aspects of Healthy Living	20/02/2019	20/02/2019	150	100

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

The following are the initiatives undertaken by the institutions to make the campus eco-friendly: ? NSS unit of our college implemented some activities in the college and in the adopted village. ? Solid -waste management in the college. ? Organized lecture of experts on this topic in NSS special camp and in college. ? Prepared and displayed posters / banners on Eco friendly awareness both in NSS camps and in the surrounding areas. ? Prime Minister's Swatch Bharat is undertaken by the NCC in the local community. ? E-waste management, Biodegradable Urban Waste management are done regularly. ? Napkin Incinerators have been installed for the benefit of the girl students. ? Use of renewable energy is promoted: Solar lamp posts are erected to light the campus during night, it is an automated project. ? RO water supply with capacity 400 Litres per Hour (pure and safe). ? Herbal garden, check dam, tree conservation projects are underway. ? Natural surrounding is a blessing to college. It is located on the foothill of a hillock and engulfed by reserve forest. ? Horticulture, gardening with flowers, preserving and removing the shrubs periodically are in the highlights. ? Pollution free ambience and effluent treatment plants have found its way in the campus ? Solar UPS of 5 kilowatt Ampere in office room. College has initiated efforts for formation GCI (Green Campus Initiative) committee DETAILS OF PLANTS ON THE PREMISES SI.NO Botanical Name No. of trees Family 1. Pithecellbiumdulce 1 Fabaceae 2. Leucaenealeucocephala 1 Fabaceae 3. Hemidesmusindicus 11 Apocynaceae 4. Canavaliarosea 5 Fabaceae 5. PeltrophorumPterocarpum 7 Fabaceae 6. Hopeaodorata (threatened species) 12 Dipterocarpaceae 7. Ten-angled-pipewort 2 Eriocaulaceae 8. Piliostigmathonningii 3 Fabacceae 9. Pongamiaglaberra 10 Fabaceae 10. Azadirachtaindica 66 Meliaceae 11. Melia azadaracta 2 Meliaceae 12. Mallotusphilippensis (endangered species) 12 Euphorbiaceae 13. Saracaasoca 8 Annonaceae 14. Albiziajulibrissin 28 Mimosaceae 15. Musa paradisiaca 9 Musaceae 16. Tamarindusindica 2 Fabaceae 17. Mimusopselengil 2 Sapotaceae 18. Albizialebbeck 28 Fabaceae 19. Eucalyptus came dulensis 13 Myrtaceae 20. Goodialatifolia (endemic species to south eastern Australia) 12 Fabaceae 21. Ficusreligiosa 1 Moraceae 22. Poyalthialongifolia 4 Annonaeeae 23. Terminalia catappa 15 Combretaceae 24. Mangniferaidica 15 Combretaceae 25. Fraxinus excelsior 2 Oleaceae 26. Dodonaeavisosa (soap wood) 55 Sapindaceae 27. Averrhoa carambola 1 Oxalidaceae 28. Manilkarazapota 5 Sapotaceae 29. Cocos nucifera 12 Arecaceae 30. Punicagranatum 12 Lythraceae 31. RibesUva-Crispa 3 Gross aluriaceae 32. Samaneasaman 15 Fabaceae 33. Ixoracoccinea 2 Rubiaceae 34. Abrusprecatorius 3 Fabaceae 35. Limoniaacidissima (wood appu) 31 Rutaceae 36. Citrus acidia 3 Citrus acidia 37. Moringaoleifera 2 Moringaceae 38. Odinawodier 5 Anarcardiaceae 39. Ficus 2 Moraceae 40. Cardiospermumhilicacabum 29 Sapindaceae 41. Solanum trilobatum 30 Solanace

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	4
Rest Rooms	Yes	4
Scribes for examination	Yes	4
Provision for lift	Yes	4

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	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

		community					
2018	1	1	11/12/2018	1	Plastic Free Environment	Avoid Plastics	100
2019	1	1	21/04/2019	1	Slippers to Public	Healthy Issues	25
2019	1	1	08/04/2019	1	Road Safety Programme	Safety Measures	25
2018	1	1	19/02/2019	1	Importance of Education	Education for all	100
2018	1	1	05/05/2019	1	Citizens duty to vote	Hundred percent voting	100
2019	1	1	15/02/2019	1	Plastic Free Environment	Avoid Plastics	45
			[View File](#)				

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

Title	Date of publication	Follow up(max 100 words)
Media Ethics	20/03/2019	NA
Information Technology	28/03/2019	NA
Internet Security	19/03/2019	NA
Child Labour	10/02/2019	NA
Students roll on National Reconstruction	11/07/2019	NA

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2018	21/06/2018	150
Teachers Day	05/09/2018	05/09/2018	150
Plastic Free Environment	11/12/2018	11/12/2018	100
Swatchh Bharat	31/01/2019	31/01/2019	100
Global Warming	21/03/2019	21/03/2019	50
Gandhian Values	21/03/2019	21/03/2019	208
Womens Day Celebration	12/03/2019	12/03/2019	200
Students Role on National Reconstruction	11/07/2018	11/07/2018	150
	[View File](#)		

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Plastic Free Campus Green Maintenance Solar Lighting Waste Management Seminar

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

ROSES (R) ole (O)f (S)tudents in (E)nvironment (S)ustainability. Objective: The college is committed to ecological sustainability both on campus and in the world beyond as it's surrounded by woodlands and reserve forests. Goal: The College recognizes that environmental responsibility is a way of life, not just a trend and that new science continually brings newer opportunities for improvement. Environmental consideration is tried in every phase of the institution on account being in woodland. Practice: Its active commitment to nurture sustainability will never end. Recent efforts to improve environmental sustainability include the greener campus Rainwater harvesting is done and theexisting wells get replenished. Green belt development is done by planting saplings and maintaining them. Solar panels and installation of LED Bulbs in done 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 278 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. STUDENT'S PROCTOR SYSTEM Objective of the practice: The goal is to establish a trust - relationship between the Student and Teacher.The students are assigned to faculty from their first year onwards. There is a communication link between the Parent and Teacher. Faculty creates a better environment for their students who can approach their mentors for educational, personal guidance and knowledge enhancement. RESPONSIBILITIES OF A PROCTOR: They are a source of guidance , consultation. The student should be mentored and guided at all levels. • Proctors encourage the students continuously to participate in co-curricular and extra - curricular activities. • Proctors insist the students to follow proper dress codes and maintain discipline • Motivate the students by positive approach in all their endeavors. • Students may be categorized on the basis of their ability and support to reach next level • Proctors meet their students once in a month • Proctors are aware of students detail like family background , economical status , educational details etc. inturn to be used for motivating them to solve their problems • Attendance percentage is continuously monitored by meeting their respective heads. • Proctors update their students progress to their parents • Proctors should identify students and groom accordingly either to pursue for high studies or getting placed as per their career option • In general parental care should be shown to the students by the proctors • Every month proctors need to submit the report to concern proctor committee member and Heads of the departments • Proctor committee will meet once in two months. S.I.V.E.T COLLEGE (AIDED SELF FINANCE), GOWRIVAKKAM-73 1. PROCTORAL COMMITTEE CHAIR PERSON: Dr. S. USHA RANI DEAN : Dr. A. CHITRA MEMBER SECRETARY : Mrs. S. SARANYA (9840816284) MEMBERS S, NO. NAME OF THE STAFF CONTACT NO. 1. Tmt. J. Renuga Devi 8608884339 2. Dr. SriKrishnaramya 9791739860 3. Tmt. M. Pandeeswari 9750567956 4. Tmt. J. Saraswathi 9840739334 5. Dr. T. Sujatha 9940689111 6. Ms. D. Selvamani 9940623817 7. Mr. R. Lingappan 9025684995 8. Ms. S. Latha 9489510742 9. Dr. S. Gunasekaran 9952238526 10. Ms. R.Chitra 8754578751 S.I.V.E.T COLLEGE (AIDEDSELF FINANCE), GOWRIVAKKAM-73 Proctors allotted to

Proctoral Committee Member Tmt. J.RENUGA DEVI9444011406 S.NO. NAME OF THE STAFF CONTACT NO. 1. Lt.. S. Ravibalan 9444342041 2. Dr. T.Balasaravanan 9789065747 3. Thiru. T. Balaji 9941397298 4. Tmt. S. Supriya 9841707604 5. Lt. I. Prithiviraj 9884390837 6. Dr. A. Sumathi 7. Tmt. R .Nandhini 9884294397 8. Dr. V. Hema 9940492911 9. Tmt. M. Sathiya 7598092426 S.I.V.E.T COLLEGE (AIDEDSELF FINANCE), GOWRIVAKKAM-73 Proctors allotted to Proctoral Committee Member Dr. S. I. SRIKRISHNA RAMYA S.NO. NAME OF THE STAFF CONTACT NO. 1. Dr. K. Thirusangu 9444963348 2. Dr. G. Rajendran 9363118001 3. Dr. R. Saravanan 9444958529 4. Dr. R. Rethinabai 9940275621 5. Dr. C. D. N. Rakkini 9566047638 6. Dr. M. Malathy 9962149377 7. Dr. D. Sathyabama 9444920466 8. Tmt. V. Nalini 8122799205 9. Dr. S.LourduInitha 8682918496 S.I.V.E.T COLLEGE (AIDEDSELF FINANCE), GOWRIVAKKAM-73 Proctors allotted to Proctoral Committee Member Ms. M. PANDEESWARI S.NO. NAME OF THE STAFF CONTACT NO. 1. Dr. T.V. Sudharsan 9994093870 2. Dr. M. Balasubramanian Retired 3. Dr.M. Pari 9840479227 4. Dr. J. Senthilmurugan 9444270542 5. Tmt. E. Esakkiammal 9840110879 6. Tmt. D. Kayalvizhi 8610308053 7. Dr. R. SumathiMeenakshi 9600080609 8. Dr. K. Parthiban 9003013487 9. Dr. P. Selvakumar 8838720408 10. Dr. S. Anitha Raj S.I.V.E.T COLLEGE (AIDED), GOWRIVAKKAM-73 Proctors allotted to Proctoral Committee Member Ms. J. SARASWATHI S.NO NAME OF THE STAFF CONTACT NO. 1. Dr. S. Usha Rani 9444037710 2. Dr. R. Vasuki Retired 3. Dr. T. Balakrishnan 9444040861 4. Dr. R. Ezhilarasi 9444955310 5. Tmt. K. Sutha 9566196320 6. Dr. S. Bala 9952971377 7. Dr. M. Balu 9884327800 8. Thiru.A.Thirunavukkarasu 9597740296 9. Thiru. S. Murali 8056177893 10. Dr. T. Sujatha 9940689111 S.I.V.E.T COLLEGE (AIDEDSELF FINANCE), GOWRIVAKKAM-73 Proctors allotted to Proctor Committee Member Dr. T. SUJATHA S.NO NAME OF THE STAFF CONTACT NO. 1. Tmt. J. Renugadevi 9444011406 2. Dr. S. LourduInitha 9444554403 3. Dr. A. Chitra 9952048900 4. Dr. D. Bharathi 9445124241 5. Dr. M. Nalini 9940203960 6. Tmt. M. Pandeeswari 9750567956 7. Dr. S. Chidambaram 9444339506 8. Tmt. J. Saraswathi 9840739334 9. Dr. K. Velmurugan 9942326789 10 Dr. C. Jayaprakash 9444784470 Practice: Faculty closely monitors their student performance and provides an ongoing support. They also provide awareness and guidance about competitive examinations and courses requiredfor placements. The Faculty encourages the students for pursuing higher studies and encouragesentrepreneurship. Each and every detail regarding the student is noted down in the Proctor card to maintain a hard copy for reference. Frequent counseling sessions help the student in expressing their opinions and problems with ease. Counseling is done after the class tests and also after the University exam Results. Proctor cards are updated with their results, achievements, certifications, attendance and scholarships. They are duly signed by the parents on their visit and duly signed by the faculty and principal. Evidence of success: After implementing this practice there is a marginal increase in the Pass percentage, the number of Rank holders and Placement records. Problems encountered and resources required: In some circumstances, an introvert student might not be able to express his thoughts In the absence of the faculty for a brief period of time, the duties are handed over to another faculty and informed to the respective students. Thereby sometimes the link gets broken. To make the mentoring system effective, training is to be imparted to faculty on counseling and handling the students.

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-4.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-4.docx

8.Future Plans of Actions for Next Academic Year

1. Alumni Committee must get funding for various projects 2. Digitalise Students feedback 3. Department Progress Review must be done by the Head on monthly basis. 4. Appraisal Report for the Teaching and Non-Teaching Staff. 5. Continuous Assessment Test should be conducted on a relay basis by every department. 6. Unity of minds must be present in implementing discipline, hygiene and moral codes. 7. HR Manual and a separate code of conduct rule book to be given to the staff. 8. Promote and encourage PG Departments of the college to begin with minor projects, NGOs or Government. 9. Staff must register themselves with Professional bodies - Academic and Industry.