



Yearly Status Report - 2019-2020

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.		09444037710
Mobile no.		9444037710
Registered Email		sivet.college@gmail.com
Alternate Email		princisursivet@gmail.com
Address		Tambaram- Velachery 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)		https://sivet.in/wp-content/uploads/2020/03/AOAR-REPORT-2018-19.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://sivet.in/wp-content/uploads/2021/05/Part-A-ACADEMIC-CALENDAR-2019-2020.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		

National Webinar on Revised Accreditation Framework was conducted.	24-Jun-2020 1	50
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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
NIL	NA	NIL	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

No

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

2

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)

Physical verification on the science lab activities and stocks Internal academic audit of the departments Motivation of the departments to organize seminar/conferences and workshops. MOU's Signed with corporate companies for training purpose. Monitoring the progress of research work through College Research Development Cell (CRDC)

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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	Achievements/Outcomes
Motivation of the departments to organize seminar/conferences and	Providing a platform for students and faculty members to present their

workshops	research work/ upgrade their skills/ interact with eminent personalities
Monitoring the progress of research work through College Research Development Cell (CRDC)	Recording the number of publications in peer reviewed international and national journals and monitoring the progress of research projects and applied for funding from government body.
To sign Mous with institution and industries	Mous signed with Universitites and Industries
Internal academic audit of the departments	Ensures transparency and verification/checking of smooth functioning of the department
Physical verification of laboratory	Verification and updation of the equipments and infrastructure
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14. Whether AQAR was placed before statutory body ?	No
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	09-Jun-2020
17. Does the Institution have Management Information System ?	No

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

- The college follows the curriculum prescribed by the University of Madras for various programs.
- Academic calendar is prepared by the College adhering to the academic calendar of the University of Madras and the Government of Tamil Nadu.
- Workload to faculty members is distributed on the basis of expertise and experience in their respective subjects.
- Faculties prepare lesson plans 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 the following:
 - o Copy of Vision, Mission Statement of the college
 - o Program Outcomes
 - o Syllabus Copy
 - o Course Outcomes
 - o Time Table
 - o Lesson Plan
 - o List of Experiments
 - o Hand Written Notes / Assignments, PPT's
 - o Previous year University Question Papers with the model

answers and Unit Test Question Papers. • Installation of gadgets, working condition of all equipments, devices, instruments and circuit boards required for performing experiments are checked before the commencement of the semester. • Preparation of Class Time Table & the Master Time Table are completed and verified by HOD's of all departments. • 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, Continuous Internal Assessment tests, Assignments and Presentations. • As the requisite need of attendance for a student to appear for the University Examination is fixed at 75%, a monthly analysis of the attendance is done to ensure the minimum requirement. • 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 faculty / proctor concerned is organized to give the parents an overview of their ward's performance. • Before the commencement of the Academic Year, the college conducts an Orientation program for the new comers to inform the rules and regulations in vogue. • 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.

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
-	Diploma in Hardware	13/09/2019	7	ENTREPRENEURSHIP	The course enables students to figure out and fix hardware and network issues related to computers and other such devices.
-	Diploma in Desktop Publishing	20/09/2019	7	ENTREPRENEURSHIP	Students may learn how to prepare projects for printing, which includes layout and design, assembling images, platemaking and graphics preparation
-	Diploma in Tally Excel Expert	01/10/2019	80	EMPLOYABILITY	To get an opportunity as Tally

						Expert
-	Diploma in Web Designing	01/10/2019	80	EMPLOYABILITY		To get an opportunity as Web Designer
-	Introduction to Robotics	11/09/2019	5	EMPLOYABILITY		Hands on experience to assemble a robotic instrument
Certification on Employability Skill Training Programme on Financial Literacy	-	01/08/2019	25	EMPLOYABILITY		CSR initiative - Enhance students career in Banking Insurance Industry
Certification in Cloud Computing	-	29/10/2019	3	EMPLOYABILITY		To enable Students to learn cloud technology skills
Certification in Professional Coder-Apprentice	-	06/08/2019	62	EMPLOYABILITY		To get an opportunity as Medical Coder
Certification in Job Readiness Training	-	19/08/2019	40	EMPLOYABILITY		To enable the students to get job opportunity
Core Java	-	03/02/2020	15	EMPLOYABILITY		Enables students to develop Programming Skills
Tools Techniques Cheminformatics	-	24/01/2020	2	EMPLOYABILITY		Help chemists to investigate date to develop new compounds and materials.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	NIL	17/06/2019
BSc	NIL	17/06/2019
BA	NIL	17/06/2019

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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
BA	NIL	17/06/2019
BSc	NIL	17/06/2019
BCom	NIL	17/06/2019

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

	Certificate	Diploma Course
Number of Students	565	305

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
NIL	17/06/2019	Nil
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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
BCom	CORPORATE SECRETARYSHIP	63
BBA	BUSINESS ADMINISTRATION	110
MBA	MANAGEMENT STUDIES	31
BCom	GENERAL	3
BCom	INFORMATION SYSTEMS AND MANAGEMENT	44
BSc	VISUAL COMMUNICATION	16
MSc	BIO CHEMISTRY	5
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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
<ul style="list-style-type: none">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 and objective feedback without fear of reprisal from anyone. • In-class feedback also ensures high rate of participation. The main objective of feedback collection is data summarization, analysis and necessary constructive action for teacher-taught transaction. • 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 to slow learners and the overall development of a student. • Actionable inputs that are based on the collected and analysed forms are provided to the respective heads of the department. • Heads in turn conduct a meeting and discusses the constructive measures to be followed. • Any points about the infrastructure and aspects beyond the purview of the heads 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
MCom	Commerce	40	38	26
MSc	Maths	25	39	25
BSc	Zoology	50	106	47
BSc	Chemistry	50	130	50
BSc	Physics	50	109	48
BSc	Maths	50	94	39
BA	Economics	60	190	60
BA	Historical Studies	60	88	60
BCom	Corporate Secretaryship	70	161	70
BCom	General	70	499	71

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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
2019	3531	175	91	1	24

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 Tools and resources	Number of ICT enabled	Numberof smart classrooms	E-resources and techniques used

	ICT (LMS, e-Resources)	available	Classrooms		
119	119	9	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 system is an ongoing process in our institution. This creates a better environment in the college, where the students can approach the teachers for academic and personal guidance. This bridges the gap between the teachers and students. Students are motivated duly in all academic matters. Meetings with parents / guardians are conducted regularly to update the progress. Each faculty acts as a mentor for a group of students. The concerned faculty monitors and counsels the students, when necessary, throughout their journey in the college. A mentor record book is maintained by the faculty and the details of the students are recorded and the same is being submitted to both the class teacher and the mentor coordinator. The mentoring system is very effective for both the under graduates and post graduates. At times research students support the undergraduates. Research Scholars working under the supervisors or guides always maintain good interactions. Special guidance and suggestions are given to slow learners by the mentor. Students are motivated to attend holistic activities like placements, internships, workshops, symposiums at both inter and intra college levels

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3706	116	1:32

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
63	47	16	Nil	32

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
2019	NIL	Assistant Professor	NIL
2019	NIL	Associate Professor	NIL
2020	NIL	Assistant Professor	NIL
2020	NIL	Associate Professor	NIL
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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	25/09/2020	28/10/2020
BA	AD	II / IV / VI	25/09/2020	28/10/2020
BCom	CPZ	II / IV / VI	25/09/2020	28/10/2020
BCom	CYA	II / IV / VI	25/09/2020	28/10/2020
BSc	TAM	II / IV / VI	25/09/2020	28/10/2020
BSc	SAR	II / IV / VI	25/09/2020	28/10/2020
BSc	SAD	II / IV / VI	25/09/2020	28/10/2020
BSc	TAE	II / IV / VI	25/09/2020	28/10/2020
MCom	KDA	II / IV	25/09/2020	28/10/2020
MSc	MCF	II / IV	25/09/2020	28/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per university rules and regulations Internal exams are planned ahead of the academic year and the dates are published in the academic calendar. Two internal tests and one model examination are conducted every semester and based on the performance of the students, internal marks are calculated. Internal tests are conducted for two hours and model exams for three hours. During the tests individual question papers are distributed to the students and the students are shuffled for the seating arrangement. Students and parents are made aware of the university rules regarding continuous internal evaluation. Dates and portions for the internal tests are communicated to the students well in advance. Internal marks are calculated as per the University directives. The internal exam committee takes the overall responsibility of conducting the end semester examination and the evaluation process of answer sheets and preparing the results. After evaluation of internal tests, the answer sheets are shown to the students for any grievances. The grievances of the students are considered and looked into at the department level. The average of the two internal tests are considered for the internal assessment marks. The main reforms initiated by the exam cell committee is the timely declaration of the results. Weekly test of 10 minutes duration is conducted, to inculcate regular study habits. Seminars are being conducted periodically and evaluated by all teachers. A quiz based on all seminar topics is then conducted, to ensure that the students have benefitted from the seminar. The course outcome is kept in mind while assessing the students. Though all these were in practice earlier, it is being centralized from now on.

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

The college prepares its academic calendar strictly adhering to university guidelines, wherein all the necessary information is comprehensively provided. It contains the College Anthem, Vision, Mission, the names of the members of the administrative committee, faculty members, clubs, cells and committees, non teaching staff, details of the departments, college -rules, extract of the University rules and regulations for the examinations, schedule of CIA tests, model exam dates. If the University changes its schedule then the institute changes its schedule accordingly. Sometimes if the classes are lost due to any unforeseen events then the institute makes up for these lost days. Adherence to the academic calendar regarding exams dates is cross checked by the academic audit team during the audit.

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)

https://sivet.in/wp-content/uploads/2021/05/2.6.1_2021.pdf

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	Maths	25	25	100
KDA	MCom	General	21	21	100
TAE	BSc	Zoology	42	42	100
SAD	BSc	Chemistry	46	46	100
SAR	BSc	Physics	45	44	98
TAM	BSc	Maths	48	48	100
CYA	BCom	Corporate Secretaryship	63	63	100
CPZ	BCom	General	69	69	100
AD	BA	Economics	38	38	100
AA	BA	Historical Studies	33	29	88

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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)

https://sivet.in/wp-content/uploads/2021/05/2.7.1_2021.pdf

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
Minor Projects	0	NA	0	0
Major Projects	0	NA	0	0

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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
International conference on Recent Advancements	Mathematics	22/11/2019
Guest lecture on role of mathematics in Economics	Mathematics	03/02/2020

Statistical Analysis and Interpretation by SPSS and AMOS	Mathematics / Commerce	22/02/2020
Guest Lecture on Linear Algebra for SET/CSIR	Mathematics	05/03/2020
Webinar on STRESS MANAGEMENT	Mathematics	18/06/2020
National Science Day	School of Sciences	28/02/2020
Recent advances in Bio chemistry Amloids	BIO-CHEMISTRY	28/02/2020
3 days Workshop on Universal ValuesWithHeartfulness Training center	BCOM(GENERAL)	03/09/2019
Workshop on Mind Techniques	BCOM(GENERAL)	18/10/2019
COMEX Online Talent Search National Level Examination	BCOM(GENERAL)	19/10/2019
Seminar on Campus to Career	BCOM(GENERAL)	13/02/2020
Object oriented programming concepts	B.COM(CA)	31/08/2019

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
Service rendered in the field of education	Dr.R.Ezhilarasi	Rotary club of Chennai Serenity	01/09/2019	TEACHER
Best Paper in VECMAN 2020	Mrs.M.Pandees wari	St.Xaviers College, Palayamkottai.	29/01/2020	RESEARCH SCHOLAR
Young Teaching Faculty	Mrs.M.Pandees wari	William Research Centre	13/12/2019	TEACHER
Tilted structures	S.Stephen,S.S urya	Department of civil eng ,CIT	20/09/2019	Students
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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
NIL	NA	NA	NA	NA	17/06/2019
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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
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3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Commerce	4
MATHEMATICS	2

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)
National	COMMERCE	8	5
National	CHEMISTRY	1	5
International	MATHEMATICS	6	3
International	CHEMISTRY	1	0.3
National	ENGLISH	1	6
National	COMPUTER SCIENCE	1	4
National	BIO-CHEMISTRY	1	0
National	B.COM(ISM)	1	4
National	B.COM(AF)	1	0
International	BCOM(GENERAL)	1	6

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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(GENERAL)	3
BUSINESS ADMINISTRATION	2
MATHEMATICS	5
HISTORY	1
ENGLISH	1
TAMIL	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
On certain subclass of univalent function with finitely many fixed	R.Ezhilarasi, T.V. Sudharsan, S.Siva subramanian	Malaya Journal of Matematik	2020	Nil	S.I.V.E. T.College	Nil

coefficient defined by Bessel function						
Service Quality Perception and Customer Segmentation - A Study with Reference to Bank Customers in Chennai city	Dr.G.Rajendiran	Journal of Emerging Technologies and Innovative Research	2019	Nil	S.I.V.E.T.College	Nil
Measuring Life Insurance service Quality :An empirical assesment of servqual instrument	Dr.G.Rajendiran	PARISHODH JOURNAL	2020	Nil	S.I.V.E.T.College	Nil
The Relationship Between Service Quality and Customer Satisfaction in Life Insurance Sector	Dr.G.Rajendiran	Journal of Review of Business Technology Research	2019	Nil	S.I.V.E.T.College	Nil
POST OFFICE FINANCIAL LITERACY WITH SPECIAL REFERNCE TO PERAMBALUR DISTRICT	Dr. R. Rethina Bai	PARISHODH JOURNAL	2020	Nil	S.I.V.E.T.College	Nil
A STUDY ON CUSTOMERS PERCEPTIO TOWARDS CREDIT	Dr. R. Rethina Bai	PARISHODH JOURNAL	2020	Nil	S.I.V.E.T.College	Nil

CARD AND ITS USAGE IN KANCHEEPURAM DISTRICT						
A STUDY RELATING TO TECHNOLOGIES OF E-COMMERCE DIGITAL MARKETING TECHNIQUES IN TN	Dr. R. Rethina Bai	INFOKARA RESEARCH	2019	Nil	S.I.V.E. T.College	Nil
Consumer Perception towards motivating factors and their buying pattern of organic products-A study with reference to Green Marketing	Dr.C.D.N .RAKKINI	PARISHODH JOURNAL	2020	Nil	S.I.V.E. T.College	Nil
A study on M-joins of super mean labeling of some digital numbers	S. Sriram and K. Thirusangu	Malaya Journal of Matematik	2020	Nil	S.I.V.E. T.College	Nil
Combination labeling of joins of fire cracker graph	S. Sriram and K. Thirusangu	Malaya Journal of Matematik	2020	Nil	S.I.V.E. T.College	Nil
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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
Combination labeling of joins of fire	S. Sriram and K. Thirusangu	Malaya Journal of Matematik	2020	10	Nil	S.I.V.E. T.COLLEGE

cracker graph						
A study on M-joins of super mean labeling of some digital numbers	S. Sriram and K. Thirusangu	Malaya Journal of Matematik	2020	10	Nil	S.I.V.E. T.COLLEGE
An Overview of Human capital Management and its impact on business in IT industry	Dr.T.Sujatha	Studies in Indian place Names	2020	17	Nil	Self
Artificial inteligengence(AI) and its applicability in banking and financial system in India	Dr.T.Sujatha	Internat ional journal of psycho social reh abilitatio n	2020	17	Nil	Self
Emprical study on role of in dependent directors in Indian corporate sector	Dr.T.Sujatha	Adalya journal	2019	17	Nil	Self
On certain subclass of univalent function with finitely many fixed coefficien t defined by Bessel function	R.Ezhilarsi, T.V. Sudharsan, S.Siva sub ramanian	Malaya Journal of Matematik	2020	3	Nil	S.I.V.E. T.COLLEGE
A different Ethnic	R.Nandhini	jdms	2020	2	Nil	S.I.V.E. T.COLLEGE

Cleansing as portrayed in Sujatha Bhatt's A different History						
The use of artificial intelligence in the modern world -an overview	Dr.T.Sujatha	Adalya journal	2019	17	Nil	Self
Empirical study on students perception of soft skill training and its impact of employability of college students in Tamilnadu	Dr.T.Sujatha	Adalya journal	2020	17	Nil	Self
Empirical study on role of independent directors in Indian corporate sector	Dr.T.Sujatha	Adalya journal	2020	17	Nil	Self
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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	229	330	212	402
Presented papers	7	3	Nil	Nil
Resource persons	1	4	1	2
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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/	Number of teachers	Number of students
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	collaborating agency	participated in such activities	participated in such activities
Inter-collegiate T-20 Cricket (MEN)	S.I.V.E.T. College	15	256
Inter-collegiate Table Tennis (MEN)	S.I.V.E.T. College	6	40
Inter-collegiate Table Tennis (MEN)	S.I.V.E.T.COLLEGE	8	40
Inter-zone CHESS (WOMEN)	University of Madras	8	24
Inter-zone CHESS (MEN)	University of Madras	8	24
Inter-collegiate Cricket	University of Madras	9	240
Inter-collegiate Badminton (WOMEN)	University of Madras	8	80
Inter-collegiate Table Tennis (WOMEN)	University of Madras	8	35
Inter-Collegiate Table Tennis (MEN)	University of Madras	8	40
Inter-collegiate Chess (MEN)	University of Madras	8	80
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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
NIL	NA	NA	Nil
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
Gender Equity	S.I.V.E.T. COLLEGE	Gender Equity among students	4	200
FIT India Pledge	SIVET College - Online pledge taking hosted by Hon'ble Prime Minister of India	Tele Campaigning programme on Fit India Pledge and awareness	5	85
IDC - CM Rally, Marina	NCC Gp HQ Ms A B	To attend the regersel and Independece Day Parade	1	1
Mega	Madras	To create	1	60

Pollution pakhwada	Christian College-Tambaram, SIVET College, DG Vaishnav College at Tambaram Rly Station	mega awareness on pollution and chronic diseases		
Swachathapakhwada	Madras Christian College SIVET College at Tambaram Rly Station	Swatchata- Hi-Seva	3	165
Fund Raising for Flag Day	6th Coy, 1TN BN NCC S.I.V.E.Trust	Fund raising for Dependents of Martyrs of war	1	75
Gandhian values	SIVET College	Gandhian Values	2	70
Swachh Bharat	Ruby Elite Association and Nanmangalam Reserve Forest	Plastic Clean Drive	2	50
Jal Shakthi Abhyaan	6th Coy, 1TN BN NCC S.I.V.E.T. College and ISHA Yoga group	Cauvery Calling Rally	1	180
Social Service Activities Swachta Hi Seva	Palaniappa Park, Gowrivakkam	Swatch Bharath	1	83

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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
Collaborative Research paper	R.Ezhilarasi, T.V.Sudharsan, S.Siva subramanian	SELF	Nil
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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
Internship	Teaching Coaching	Tamil Nadu Physical	29/01/2020	12/02/2020	6

	Practice	Education and Sports University, Vandalur - Kelambakkam Road, Melokottaiyur (Post), Chennai - 600127.		
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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
Dr.M.G.R. Educational and Research Institute	01/04/2020	To collaborate for activities pertaining to Research and Development	44
Simbioen Labs and Scientific services	24/02/2020	To promote and advance the respective operations with in the institution and related wings	41
BS ABDUR RAHMAN CRESCENT Institute of Science and Technology, Chennai-48	30/05/2019	To collaborate for activities pertaining to Research and Development	40

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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
4500000	4131856

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
Number of important equipments	Newly Added

purchased (Greater than 1-0 lakh) during the current year	
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	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
S.I.V.E.T. LIBRARY MANAGEMENT SOFTWARE	Partially	S.I.V.E.T. COLLEGE OWN SOFTWARE	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	64636	7032143	897	199567	65533	7231710
Reference Books	100	17900	13	21334	113	39234
Journals	15	32100	4	11400	19	43500
e-Journals	12000	5900	Nil	Nil	12000	5900
e-Books	81000	Nil	Nil	Nil	81000	Nil
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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
NIL	NIL	NA	17/06/2019
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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	5	2	0	1	2	0	2	0
Added	0	0	0	0	0	0	0	0	0
Total	253	5	2	0	1	2	0	2	0

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

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
NIL	https://sivet.in/wp-content/uploads/2021/05/4.3.3_2021.pdf

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
1000000	669701	4500000	4131856

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)

Infrastructure : The college caters to the needs of students from suburban areas around Kanchipuram and Chengalpattu district. Since the college is situated near Tambaram - Velachery main road it has easy access to students. The college has made all efforts to ensure adequate infrastructure in the form of classrooms, laboratories, sports field, library, hostel, eco-friendly environment etc. The college campus is spread over an area of 27.47 Acres of land. It has separate block for aided and self - finance courses with the capacity of 55 classrooms. The qualitative improvement of teaching and learning process are facilitated by organizing conference / workshop / Seminar. There are various committees to look after the maintenance and utilization of physical, academic and support facilities and also there is a systematic procedure for the purchase as well as maintenance of infrastructure facilities including all sorts of equipments. Annual maintenance is carried out for entire college particularly for effective functioning of laboratories and library and sports, The equipment like generator, water motor pumps, water purifier and RO system , Solar Panels, Air conditioners, electrical equipments and computers and related peripherals are also taken care of either by annual maintenance charges(AMC) or by time to time service. Our computer science labs are well equipped with 253 computers and latest servers are maintained by the trained lab technicians. Furniture and other teaching aids are adequate to the students community for the smooth running of academic activities. The college management has appointed the estate officer to regularly monitor and supervise the available infrastructure to ensure its works, repair and other maintenance involved. College has a dynamic counsellor for students. They will be offered counseling when required. The management shows keen interest in enhancement of infrastructure in the institution for smooth running of all the academic, co-curricular and Extra -curricular activities and ensures effective teaching , learning processes. This includes seminar halls , hostel for girls, maintenance of labs , the improvement of academic and administrative infrastructure, maintenance of existing building, water supply, intranet connectivity etc. Necessary budget is allocated to upgrade needed infrastructure. The budget allocated for various activities are optimally used to provide the required facilities in the college. Classrooms Laboratories We have built our classrooms in a spacious and Ai

https://sivet.in/wp-content/uploads/2021/05/4.4.2_2021.pdf

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	Merit Scholarship to I year Self finance students (Secured above 80)	17	54200
Financial Support from Other Sources			
a) National	Educational Scholarship for SC/ST	302	1714749
b) International	NIL	Nil	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 implemetation	Number of students enrolled	Agencies involved
Career opportunities for Creators	03/03/2020	39	Dream Zone
Softskill-Spoken English	09/07/2019	172	NIIT Foundation
Softskill-Spoken English	09/07/2019	200	Crescent Learning
Softskill-Spoken English	09/07/2019	268	Altair Foundation
Personal counselling	19/02/2020	28	Dr.Rajesh, Turning Point
Personal counselling	18/02/2020	18	Dr.Rajesh, Turning Point
Personal counselling	17/02/2020	24	Dr.Rajesh, 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 examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Training Programme for Competitive Examination	39	Nil	Nil	Nil

2019	Career Guidance Session on "What Next?"	Nil	87	Nil	Nil
2019	Training & Selection for TV Debate Show " Naalai Namadhe "	Nil	30	Nil	Nil
2019	Awareness programme on "Career as a Nation Builder[TEACHER]"	Nil	20	Nil	Nil
2019	Motivational talk "how to succeed in life"	Nil	10	Nil	Nil
2019	Career Guidance Session "How to be a successful NRI "	Nil	60	Nil	Nil
2019	Awareness and Guidance programme for "Cracking Competitive Examinations "	Nil	103	Nil	Nil
2019	Awareness Programme on "Medical Laboratory Technicians" - DMLT	Nil	74	Nil	Nil
2019	Motivational talk on "You can WIN"	Nil	73	Nil	Nil
2019	Awareness and Guidance programme on Indian Defence - "An Ocean of Opportunities"	Nil	94	Nil	Nil

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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
Nil	Nil	Nil

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
SAMARTH LEARNING SOLUTIONS	50	12	NA	Nil	Nil
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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
2020	104	Nil	Nil	Nil	Nil
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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
NET	Nil
SET	Nil
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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
TABLE TENNIS (WOMEN) - S.I.V.E.T. TROPHY	INTER COLLEGIATE LEVEL	38
20 - 20 CRICKET (MEN) - S.I.V.E.T. TROPHY	INTER COLLEGIATE LEVEL	256
TABLE TENNIS (MEN) - S.I.V.E.T. TROPHY	INTER COLLEGIATE LEVEL	38
CHESS (WOMEN)	INTER COLLEGIATE LEVEL	24
CHESS (MEN)	INTER COLLEGIATE LEVEL	24
20 - 20 CRICKET (MEN)	INTER COLLEGIATE LEVEL	192
BADMINTON (WOMEN) - A ZONE	INTER COLLEGIATE LEVEL	168
TABLE TENNIS (WOMEN) - A ZONE	INTER COLLEGIATE LEVEL	60
TABLE TENNIS - (MEN) -	INTER COLLEGIATE LEVEL	45

A ZONE		
CHESS (MEN)	INTER COLLEGIATE LEVEL	80
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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
2019	Kho-kho	National	1	Nil	17BCOMC02	M.Santhosh saran, S.Vignesh, P.Prakash, R.Balaji, T.Babu, C.Vignesh, Prabhu
2019	Athletics	National	1	Nil	17CSB36	K.Karthika Manimegala i
2019	Kho-kho	National	1	Nil	17BCOMC02	A.Gokul srinath, M.Santhosh saran
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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)

ACTIVITIES OF THE STUDENT COUNCIL To ensure student participation in the decision making process, the student council is formed. This will help in developing leadership qualities of the students. There are equal representation both boys and girl students across the college .The number of student member in the council being 22 , representing various committees such as Discipline Committee, Sports Committee, Social Service Committee and Cultural committee. 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.

Chairman: M.Santhosh Kumar - III B.Sc Physics Vice Chairman: M.Vithya - II B.Com CS DISCIPLINE COMMITTEE Secretary DIVYAPRIYA III B.Sc(PHY) Joint-Secretary KEERTHANA.M II B.A (Eco) Deputy Secretary HARI RAMAKRISHNAN II B.A (His) SOCIAL SERVICE COMMITTEE Secretary S.SATHYAPRIYA III B.A (Eco) Joint-

Secretary D.AJITHKUMAR II B.Sc.(MATHS) Deputy Secretary S.NAVINKUMAR
 IIIB.Sc(ZOO) SPORTS COMMITTEE Secretary R.VANIRAMYA I M.Com Joint-Secretary
 R.KARTHIKEYAN II M.Sc(Maths) Deputy Secretary G.ABIRAMI II B.A(Eco) CULTURAL
 COMMITTEE Secretary R. NARMADHA III B.Sc.(Maths) Joint-Secretary M.NIVEDHA III
 B.Com(CS) Deputy Secretary M.JEEVANANDAM II B.A.(Eco) EXECUTIVE MEMBERS Dept.of
 Physics T.GOKULKANTH III B.Sc(PHY) Dept.of Chemistry GAYATHRI.R II B.Sc(CHE)
 Dept.of Zoology S.SANGEETHA III B.Sc.(ZOO) Dept.of Economics M. SANJEEVI II
 B.SC (ECO) Dept. of History A. DIVYA I B.A(His) Dept. of Corp.Secy GLORIN
 PRASANNA II B.Com(CS) PG REPRESENTATIVES Dept.of Mathematics R.NANDHINI II M.Sc
 Dept. of Commerce B.GUHAN RAJ I M.Com

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 were 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:

74

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

62400

5.4.4 – Meetings/activities organized by Alumni Association :

EXECUTIVE COMMITTEE MEETING - 12.06.2019, EXECUTIVE COMMITTEE MEETING -
 29.02.2020

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)

COLLEGE VISION: To promote Education to all young Aspirants seeking the benefits of higher education, irrespective of differences in caste and creed.
 COLLEGE MISSION: To inspire an increased learning and dissemination of knowledge to understand goodwill and peace through discipline conduct and integrity in every student to strengthen our country. We at S.I.V.E.T have

decentralized style of working. Decentralization is seen as a means of improving quality of educational services. Governing body, Management, Principal, Director, IQAC Members, staff, student representatives, Stakeholders, Alumina's and various committees are jointly empowered to propose, design, formulate and execute their plans within the frame work of governance. Regarding academic decentralization, the college has various committees functioning under IQAC and shouldering various responsibilities. The college imparts operational freedom and independence to these committees for effective implementation. The principal chairs all these committees and monitors their work through monthly and in some cases timely meetings. Under her guidance and directions of IQAC all the committees work towards the betterment of students and help in creating conducive environment. The office superintendent under the chairmanship of the principal handles all the administrative works. He takes care of the admissions, various scholarships and institutional budget. At the end of every session the office prepares its tentative budget for the coming session which then is put in College Committee and approved of. All the activities in the session are in accordance to the budgetary provisions . Participative Management: The institution promotes a culture of participative management by involving staff, students and other stakeholders in various activities. As a result of decentralization we have been able to give importance to participative management. Both students and staff are allowed to share any suggestions aiming at the development of the institution. Every employee and student is encouraged to give suggestions which are taken up seriously by management. Parent Teacher Meetings are facilitated through staff meetings and departmental meetings. Such meets are supported by informal discussions on important issues about the future course of action. The Secretary, Principal, Director and Deans follow open door policy, where Staff and students can directly contact anybody in the given hierarchy to communicate regarding grievances, suggestions or recommendations. For participative management, the Director, HODs, Faculty and student representatives form the core part of the IQAC. whenever required.

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
Admission of Students	The college follows the admission policy framed by the state government. The college follows the reservation policy of the state government with regard to the admission of ST, SC and OBC students. A significant thrust of the institution's vision is to respond to the educational needs of women in socially and economically challenged sections of society, and offer them quality education so that they would be empowered to face the challenges of life. The admission process was further streamlined so that deserving sections would receive the benefit of affirmative action. As student strength was bound to grow, the process was documented and a handbook with detailed procedures and processes of admissions.

Another improvement strategy in this area was to commit the entire process to a technology enabled system whereby time, paper and costs could be lowered and efficiency optimized in the admission of Students. The college website displays all the courses and the number of seats in each course along with reservation policy for all the categories as per government directives.

Industry Interaction / Collaboration

The institution has greatly increased its collaborative initiatives with industry in order to enhance the employability potential of its graduates, and motivate and skill them for entrepreneurship. With this in mind, strategic action in the following areas are encouraged.

- MoUs with leading industries for collaborative knowledge sharing
- Conferences/seminars and workshops in collaboration with industry
- Guest lectures on subject-specific areas from industry experts
- Student internships with industry for hands-on learning
- Career guidance, counseling, soft skills development programmes and campus interviews were regularly arranged by placement cell with industries such as ICICI, HDFC, Sutherland.

Human Resource Management

The staff members are encouraged to attend various Orientation, Refresher and Short Term programmes to upgrade and enhance the academic environment. Duty leave is given to attend Conferences, Literary Festivals, Workshops and symposium. The college ensures healthy environment through various programmes like Yoga Day, Psychosocial awareness, Women's Day, workshop on health issues, etc. The work and responsibilities are equally distributed among all the staff members to manage human resource efficiently and effectively.

Library, ICT and Physical Infrastructure / Instrumentation

Library: A well stocked library in the campus caters to the needs of students and faculty. International Journals, National Journals, Magazines, dailies, E-Resources like UGC ENLIST (INFLIBNET) provided by the Government of India are available since 2013. The required up gradation and moderation has been done as required. Work is in progress for the full automation of the

library circulation and creation of digital data base is almost complete. Regular purchase of both text and reference books add to the store of books particularly benefiting the needy students. ICT: The college promotes computer-aided teaching for the students of all departments. Students are encouraged to avail the internet facilities for academic purposes. Computers for public access are available in the library . Introduction of smart classrooms has widened the technological basis of present-day classroom teaching, better connectivity and wi-fi facilities as well as office automation and creation of data base for students add to the technological upgradation of the campus. Physical Infrastructure: College spread across 28.27 acres with well ventilated and spacious classrooms. Seminar hall, Auditorium, dedicated sports room, Laboratories, Staff rooms and administrative blocks and well maintained canteen. Plans are made to improve the existing physical infrastructure and to overcome the problem of space crunch.

Research and Development

For promoting research the College has purchased subscription for various online research journals and libraries to provide latest resources for the faculty members. The Institute Central library facilitates research-oriented books, journals e-journals for research reference. The institute has LAN enabled internet facilities for the fast access to online resources. The faculty members are encouraged to publish their research contributions in various National International Journals and conferences. The Institute encourages the research scholars by providing on-duty leave to focus on their research. The institute motivates the faculty members to attend research-oriented seminars/workshops/conferences, etc., by providing special duty leave. The Institute encourages faculty members to pursue Ph.D. programmes in reputed universities.

Examination and Evaluation

The College has Examination committee. Continuous evaluation process is carried out for internal assessment of the student. All the

departments conduct regular Unit tests, Open book tests, Objectives tests and the result is communicated to the students. University Examination information such as schedule for filling forms, examination timetable, results etc. is displayed on the college website and notice board. College ensures that all Examination related rules and regulations of the University are strictly followed. College follows ICT enabled reforms introduced by the University such as submission of online examination forms, results, etc. Special efforts were taken to provide writers and medical facilities to Persons with Disability

Teaching and Learning

Teaching Learning activities are very meticulously conducted as per the academic calendar prepared by affiliating university . In the beginning of the session every department prepares its academic calendar of teaching learning and co curricular activities. . Present day teaching is so challenging as it involves diverse opinions towards knowledge sharing. Most of students coming from government schools have little focus towards their career. Analytical thinking and understanding is very limited in situations when they are asked about their future. Keeping all this in mind only reviews that teaching is such a unique task where teacher has to teach not only curriculum based but also life skill and technology oriented. Every faculty prepares individual semester wise teaching plan and work accordingly. The college continuously inspire teachers to use ICT tools and innovative teaching learning methods. The college has its annual academic calendar. The feedback of the faculty and about the curriculum is taken regularly. Principal and Secretary monitor the entire process through the committees like Result Monitoring Committee, and Mentoring committee . We believe that Education is a never-ending process, hence we motivate our faculty members to join Orientation Programme, Refreshers Courses, Workshops and FDPs to upgrade their skills and constantly be in the process of learning so that they can enrich their knowledge and skills.

Curriculum Development	<p>Our College is affiliated to Madras University and follows the curriculum and syllabus prescribed by the University for all its courses. Affiliated Institutions are not allowed to design their own curriculum. Rather, after every 5 to 6 years, University revise their syllabus and Senior faculty members from our college have been a part of the curriculum development committee formulated by university and have contributed to curriculum. The College is conducting Guest Lectures, and Augmentation Courses . The Certificate courses run under various departments are designed by the respective departments.</p>
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6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>Plan to up gradation of Office, Classroom and Library, and networking between office, classrooms and library, etc., The college uses electronic system for planning and development. The academic calendar is prepared and made available to the students and staff through what's app, e-mail and the college website. The college has its own website .College maintains and updates the website regularly. The information connected to the various activities of college like Events, advertisements and latest happenings are displayed regularly.</p>
Administration	<p>Digital Notices and circulars are uploaded in the college website regularly. Tally Integration of Account management is used in college office. as the college is planning to go paperless. All notices from the Principal's office are sent to the individuals through group messages. The college campus is equipped with CCTV towards vigilance and safety.</p>
Finance and Accounts	<p>Finance and Accounts : Computerized techniques are used to keep tracks and records of all financial matters of the College. The college has software package with Tally Integration of Account management is done totally online. The salaries of the aided staff is prepared through IFHRMS provided by government online software and is directly transferred to the individual Bank account. The College has</p>

	registered under PFMS. Most of the account documentations are digitally maintained. The college conducts regular audit of annual books of accounts
Student Admission and Support	Admission process is partially online. College website has information about admission procedures, course fees, college facilities, etc. The college library is one of the main support services which extends educational resources to the students for reference and learning.
Examination	Seating Arrangement for University Examinations and Uploading Internal Assessment marks through electronic media.

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
2019	NIL	NA	NA	Nil
2020	NIL	NA	NA	Nil
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)
2019	Nil	Time Management	14/10/2019	14/10/2019	Nil	23
2019	Workshop on Effective Communication	Nil	12/09/2019	12/09/2019	Nil	50
2019	Nil	Effective Communication Skills	05/10/2019	05/10/2019	Nil	15
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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 Programme	1	06/01/2020	10/01/2020	5
Refresher course	1	20/09/2019	03/10/2019	14
Refresher Course	2	10/10/2019	23/10/2019	14
Refresher Course	1	11/10/2019	24/10/2019	14
Refresher Course	2	15/10/2019	28/10/2019	14
Refresher Course	2	06/11/2019	19/11/2019	14
Short Term Course	1	11/05/2020	20/05/2020	10
Short Term Course	1	23/11/2019	29/11/2019	7
Short Term Course	1	11/05/2020	17/05/2020	7
Short Term Course	1	05/06/2020	11/06/2020	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Personal loans and vehicle loans from the Teachers Guild Cooperative Society Limited.	Provident Contribution by the Management.	Scholarship for BC, MBC, SC, ST by the Government of Tamil Nadu. Endowment scholarships constituted by the professors. Free bus and train travel concession provided by Government of Tamilnadu.

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 checks the receipts/payments of college accounts. Audited statement of income and expenditure is submitted to the management for consideration and approval.

External Audit: The office of the Joint Director, Collegiate Education

Tamilnadu and 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
NIL	0	NA
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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	Yes	AG, Tamilnadu	No	Nil
Administrative	Yes	AG, Tamilnadu	No	Nil

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

A verbal interaction of the Parent teachers meeting was done 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)

The non-teaching staffs are encouraged to pursue their higher education to distance education mode. Programmes on communication skills and time management were conducted.

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

Nil

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
2019	NIL	17/06/2019	17/06/2019	19/12/2019	Nil
2020	NIL	02/01/2020	02/01/2020	04/04/2020	Nil

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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
Gender Sensitization	14/08/2019	Null	40	150
Transgender Equity	25/10/2019	Null	80	70
Gender Inequality in Work ,Education & Family	17/12/2019	Null	91	50
Women Empowerment y Dept. of Zoology	09/12/2019	Null	125	10

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 Institution provides various means to make the students aware and educate them on climate change and Environmental Education. A dedicated Environmental Society basically Enviro Club of the Institute, organizes many events, aims at promoting and increasing environmental consciousness, awareness and responsibility among the student community and people around the campus. Every year Plantation drive is done in the campus and Dustbins are installed in class rooms and Cleanliness is maintained. Conscious efforts are made to switch off lights and fans when not in use, to save energy, through Green Ensave Club. Solar Panels are installed inside the campus. About 5 percent of Power Solar energy is utilized for external lights in the campus. The campus area is open and rainwater to flow underground.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Provision for lift	Yes	4
Ramp/Rails	Yes	4
Braille Software/facilities	No	4
Rest Rooms	Yes	4
Scribes for examination	Yes	4
Special skill development for differently abled students	No	4
Any other similar facility	No	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 community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	23/10/2019	Nil	Pollution Free Diwali	Pollution from fire crackers	150
2019	1	1	24/10/2019	Nil	Save Earth	Save Water Nature	150
2019	1	1	17/08/2019	Nil	Plastic Clean Drive at Nanmangalul Forest	Save Forest	50
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
HR MANUAL	Nil	General Code of conduct exists for students and teachers. Code of conduct for the students is printed in college calender and given to students . During the orientation programme conducted in the beginning of the academic year, Fresher's are given an induction into the virtues and values expected of a S.I.V.E.T. College. Code of conduct for teachers are given to every teacher by the college management at the time of appointment to the newly appointed teachers
Professional Ethics	Nil	Professional Ethics Classes are being Conducted for the Students by the Departments

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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World Conservation Day(Tree plantation) by All Depts	28/07/2019	Nil	200
Teachers day celebration by Dept. of Physics	05/09/2019	Nil	150
Invited Talk on Human Values by Dept.of Commerce(CA)	03/09/2019	05/09/2019	120
Traffic Awareness Program Good Habits	06/09/2019	Nil	200
World First Aid Day by Dept. of Zoology	13/09/2019	Nil	136
World Ozone Day by Dept. of Chemistry	16/09/2019	Nil	75
Save Our Earth Rally on Cavery Call by Dept. of Physics	03/10/2019	Nil	100
Non-Violence and Anti-Corruption Day by Dept. of Mathematics	31/10/2019	Nil	30
Anti-Vigilance Program by Dept. of Chemistry	31/10/2019	Nil	75
Bharathiyar Birthday Celebration by Dept. of Commerce(ISM)	11/12/2019	Nil	56
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

? Solar lights installed for lighting inside the campus ? Herbal Garden- Conserve native species of plants and trees ? Botanical Naming of plants in the campus ? Plastic free zone ? LED Lights in Class rooms ? Green landscaping ? Awareness about Deforestation ? Cleanliness Drive ? Plantation Drive

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE- I TITLE OF THE PRACTICE I: CAREER GUIDANCE CELL OBJECTIVES The Career Guidance Cell of our college functions with the motto of providing proper guidance and counseling to the final year graduates to pursue higher education and it also tries its best to give awareness about the trending job opportunities suited for the students in order to get placed once they complete their degree. **THE CONTEXT:** CG Cell guides and encourages the students to do

Diploma and Certificate courses relevant to their subject, to expand their knowledge and skills, which may provide them with a good job. It also conducts training programmes for the students and prepares them to take various Competitive Examinations. The cell has organized more than 25 programmes in the academic year 2019-20

THE PRACTICE: 1. The cell along with ICT Academy launched Certificate course on "Employability Skill Training Programme on Financial Literacy" [ACSR initiative of Reliance Home Finance, Reliance Money Social Initiative] on 1st of August to enhance students' career in Banking Insurance Industry. The training programme is conducted for 45 students in the college campus for 25 days and the course material has been distributed by Mr.K.A.Vijayan, Deputy General of ICT Academy Projects. 2. The cell has joined hands with NCVTE [National Council of Vocational Training and Education], New Delhi and introduced two MSME Diploma Course which helps our students to become an entrepreneur. They are as follows, •Diploma in Hardware - This course enables the students to learn on how to prepare projects for printing, which includes layout and design, assembling images, platemaking and graphics preparation. Totally 38 students benefited from the programme. •Diploma in Desktop Publishing - This course enables students to figure out and fix hardware and network issues related to computers and other such devices. Totally 54 students benefited from the programme. The Diploma course is conducted for 30 hours' duration each. The students have been assessed finally and they were given their mark sheets and certificates from NCTVE, New Delhi.

3. The CG Cell with Hyoristic Innovations Private Limited , Chennai has organized workshop for Computer Science, Computer Application and ISM graduates titled "Model Rocketry Workshop" on the 4th Death Anniversary of our former President - Dr. A.P.J Abdul Kalam. Nearly 98 students have benefitted from the workshop. 4. The CG Cell, AWS Educate and ICT Academy and have organized "Cloud Literacy Day 2019" to enable the students to learn cloud technology skills. The students learned the modules online through self-instructed videos and exercises and proved their cloud learning skills. Totally 240 students benefited from the programme. 5. The CG Cell has joined hands with SAI IAS Academy, Anna Nagar, Chennai and conducted coaching classes in the campus on all possible Saturdays to equip the students to face various Competitive Examinations. Totally 39 students benefited from the programme. **EVIDENCE OF SUCCESS** SAI IAS Academy has shortlisted one of the best students Ms.Arithra, III B.ScCS-'A" and offered 80 Scholarship for UPSC Examination Training programme. Now the student is preparing herself to appear for UPSC next year.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: As most of our students are from poor financial backgrounds, they employ themselves in some part time jobs after college hours. Since all the career guidance programmes were allotted time after college working hours, students find difficulty in attending our programmes. To make these programmes successful online coaching classes and training programmes or online distribution of course content can be encouraged so that students may attend at their convenience. **BEST PRACTICES:** II TITLE OF THE PRACTICE II: VOCATIONAL TRAINING OF S.I.V.E.T. STUDENTS (VOTS) **OBJECTIVE:** To train and develop students in varied sectors and domains in line with the National Skill Development Corporation (NSDC) to contribute to the skill development mission of the growing needs of our country. To transform the skill landscape and encouraging the students to become entrepreneurs. To raise the economic standard of people around the institution and reduce the level of unemployment by providing self employment schemes. **THE CONTEXT:** The purpose of vocational training is to give students the skills and hands-on experience needed to work in a specific job. . Vocational education can take place at the post-secondary, further education, or higher education level and can interact with the apprenticeship system **PRACTICE:** Vocational training directed at equipping students'technical skills and practical experience in their fields boosts their self-confidence and helps focus their time and energy in advancing their aspirations.A MoU has been signed with Skill Net Institute. Students are

being trained in jewelry making, basic beautician course, and basic mehendi designs. Also training for mobile services, laptop service, craft work, paper plate, bag making, soap and phenyl making, basic tailoring, RO water purifier assembly and service, household appliance service and smart phone service are also offered. EVIDENCE OF SUCCESS: Students motivation level to become an entrepreneur has enhanced. Students have started earning through part time jobs. There is an increase in enrolment for the vocational training courses by the students. PROBLEMS ENCOUNTERED: Mass enrolment is not happening as the students are expecting the training program for free of cost although it is at a subsidized cost.

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

https://sivet.in/wp-content/uploads/2021/05/7.2.1_2021.pdf

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

7.3 INSTITUTIONAL DISTINCTIVENESS Our College serves a mix of traditional and nontraditional learners from various academic backgrounds. It measures its Academic achievements by establishing goals and expectations tied to our students' aspirations. We focus on the entire student experience, assisting each individual on the journey from prospective student to graduate. We strongly believe that every higher education institution should strive to produce graduates who have had opportunities for personal development and civic engagement, and who have grown from students into responsible and active citizens. Thus we welcome students from all strata of society, especially students from marginalized societies, the college aims to build a society that is civilized, compassionate and empathetic about upholding humanitarian values simultaneously competent enough to improve their quality of life. Every student finds equal acceptance and welcome in the campus. With each passing year, we strive to make our campus more friendly and accessible to these students We strongly believe that the students who graduate from our college should pass on these values to their fellow men much deeper by making this world a more tolerant place to live in. With each passing year, we strive to make our campus more friendly and accessible to these students. The college offers several outreach activities to new students, including our Bridge program and orientation program. The college follows a well designed plan for teaching. Adequate support is provided to the average and below average students to scale through the academic heights. Special classes are being conducted for slow learners. Meritorious students, minorities and economically backward students are encouraged with cash awards and scholarships. Regular and periodic counselling, remedial classes, tutorial, mentoring, career guidance etc are provided. National seminars, invited talks, programmes are provided for the students to excel in their academics. Add on and Certificate courses are being conducted for the students to enable them to acquire additional knowledge and skills in different spheres of study. College library is partially automated and well equipped with a collection of 64636 textbooks, 21334 reference books and more than 15 journals. INFLIBNET facility with a large number of e-journals and e-books is open for students and teachers. We complement our academic programs with extracurricular activities.

Provide the weblink of the institution

https://sivet.in/wp-content/uploads/2021/05/7.3.1_2021.pdf

8.Future Plans of Actions for Next Academic Year

Apart from increasing the activities in the regular areas, we at SIVET plan to do the following additional things in the next academic session. 1. To organise External and Internal audits in the library and Laboratories. To offer new Certificate and Diploma courses 2. To initiate the process to introduce Full time M.Phil Ph.D 3. To organize seminars and workshops for boosting the academic outlook of faculty and students. 4. To encourage and train Faculty to adopt ICT enabled innovative teaching and evaluation methods and development. 5. To conduct a week program of Faculty Development 6. To execute various Gender Sensization and social awareness program 7. To observe various days to promote Universal values and social responsibility among students 8. Pre-Placement Activities: We are planning to conduct a large number of pre-placement activities for the final year students of various courses, so as to help them optimally utilise the benefits of placement opportunities. 9. To encourage faculty to register for Ph.D and to pursue research 10. To initiate in getting the online feedback from students and other stakeholders 11. To conduct various programs to promote start ups in students. 12. Alumni Registration: In this academic session, we also plan to expedite the process of registration for the alumni. . 13. Well-known for its rich greenery, the college plans to invest on increasing its green cover by enhancing the number of plants and protecting and preserving its existing flora.