



## YEARLY STATUS REPORT - 2021-2022

### 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 its own campus? **Yes**
- Phone no./Alternate phone no. **04422780777**
- Mobile No: **9444037710**
- Registered e-mail **sivet.college@gmail.com**
- Alternate e-mail **principal@sivet.in**
- Address **Velachery Main Road, Gowrivakkam**
- City/Town **Chennai**
- State/UT **Tamilnadu**
- Pin Code **600073**

##### 2.Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Co-education**
- Location **Semi-Urban**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **University of Madras**
- Name of the IQAC Coordinator **Dr. A. CHITRA**
- Phone No. **04422780777**
- Alternate phone No. **04422780037**
- Mobile **9952048900**
- IQAC e-mail address **iqacsivet@gmail.com**
- Alternate e-mail address **chitraa@sivet.in**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<https://sivet.in/wp-content/uploads/2021/05/AQAR-2019-2020.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://sivet.in/wp-content/uploads/2022/12/Academic-Calendar-21-22.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B++</b>	<b>80.10</b>	<b>2005</b>	<b>21/09/2005</b>	<b>20/09/2010</b>

**6. Date of Establishment of IQAC**

**18/06/2007**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

**9. No. of IQAC meetings held during the year**

**5**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No****

- If yes, mention the amount

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

\*Department Advisory Board Meeting \* Internal Academic Audit and Green Audit \*World Record Cultural Events \*National and International Conferences By PG Departments \*To promote writing research papers, S.I.V.E.T. Publications started.

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Provide more attention to Bridge course and induction programme for the students	Bridge Course -MS Excel conducted for the final year students and Induction programme for new comers
Develop PPT bank, Question bank and Video tutorials	All Class rooms are fixed with smart boards and the faculties are using Video tutorials and PPT
. Conduct value education, gender equality programmes for the students	Gender Issues programmes were conducted by POSH committee and counselling cell
. Promote Academic seminar or Webinar and career guidance programmes for students	National and International Conferences were conducted by PG Departments
Ensure the transparency of internal assessment by the Academic monitoring committee. Implement the uniform pattern for the internal assessment as per university norms.	Internal Assessment transparency is implemented in all departments
Promote the usage of inflibnet, e resources among teachers and students for effective teaching and learning	E mail ids are collected from staff and Advanced learners. Password are given to access inflibnet resources
Improve the activities of the College career guidance cell to provide proper guidance for competitive examinations and career counselling etc,	20 career guidance programs were conducted for students by career guidance cell and training cell

**13. Whether the AQAR was placed before statutory body?**

**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Managment	24/05/2023

**14. Whether institutional data submitted to AISHE**

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	<b>S.I.V.E.T. COLLEGE</b>
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• Designation	<b>Principal</b>
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• State/UT	<b>Tamilnadu</b>
• Pin Code	<b>600073</b>
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• Type of Institution	<b>Co-education</b>
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• Financial Status	<b>Grants-in aid</b>
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• Name of the IQAC Coordinator	<b>Dr. A. CHITRA</b>
• Phone No.	<b>04422780777</b>

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• Mobile	9952048900				
• IQAC e-mail address	iqacsivet@gmail.com				
• Alternate e-mail address	chitraa@sivet.in				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://sivet.in/wp-content/uploads/2021/05/AQAR-2019-2020.pdf">https://sivet.in/wp-content/uploads/2021/05/AQAR-2019-2020.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://sivet.in/wp-content/uploads/2022/12/Academic-Calendar-21-22.pdf">https://sivet.in/wp-content/uploads/2022/12/Academic-Calendar-21-22.pdf</a>				
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<b>6.Date of Establishment of IQAC</b>			18/06/2007		
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
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<b>9.No. of IQAC meetings held during the year</b>			5		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes		

<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<p>*Department Advisory Board Meeting * Internal Academic Audit and Green Audit *World Record Cultural Events *National and International Conferences By PG Departments *To promote writing research papers, S.I.V.E.T. Publications started.</p>	
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	



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Promote the usage of inflibnet, e resources among teachers and students for effective teaching and learning	E mail ids are collected from staff and Advanced learners. Password are given to access inflibnet resources
Improve the activities of the College career guidance cell to provide proper guidance for competitive examinations and career counselling etc,	20 career guidance programs were conducted for students by career guidance cell and training cell
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Managment	24/05/2023

<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021-2022	29/12/2022
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>The Institution offers skill development courses through Training Cell and CG Cell. The Career Guidance cell offers skill development trainings and workshops. Training Cell mainly focuses on computer based skill development courses like Advanced Excel, Tally, Python etc. The students are encouraged to take up internships, mini academic projects and certificate courses apart from those offered in curriculum.</p>	
<b>16. Academic bank of credits (ABC):</b>	
<p>S.I.V.E.T. COLLEGE is an affiliated institute of University of Madras. The College is running regular programmes and courses in the curriculum scheme are delivered. University Guidelines are followed in the direction of Academic Bank of Credits. The registration process of students have been started in the month of August 2022.</p>	
<b>17. Skill development:</b>	
<p>The College organises various Programs and activities for the development of soft skills, life skills, values, vocational guidance etc. Soft skills activities included Group Discussion and webinar on marketing master etc to name a few. Some of the major life skills activities included workshop on Happiness and Success in life, Mindfulness in the classroom and special lecture on mental health etc..</p>	
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
NA	
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>	
<p>The Programme Outcomes (POs), Programme Specific Outcomes (PSOs), Course Outcomes (COs) of are clearly well defined by University of Madras. To attain the Cos, Continuous Internal Assessments and class test question papers are prepared. The college measures the CO attainment through continuous Internal Assessment (CIA). The attainment of Outcomes is also done through academic research based assignments, quizzes, and seminars</p>	

**20.Distance education/online education:**

NA

**Extended Profile****1.Programme**

1.1

21

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1

3683

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2

1437

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3

1157

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**

3.1

117

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of Sanctioned posts during the year	150
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	59
4.2 Total expenditure excluding salary during the year (INR in lakhs)	13239727.55
4.3 Total number of computers on campus for academic purposes	256

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

#### CURRICULAR PLANNING AND IMPLEMENTATION

- College follows the curriculum prescribed by the University of Madras.
- Academic calendar is prepared by adhering to the academic calendar of the University of Madras
- All the departments follow the curriculum designed and prescribed by the University of Madras. Workload is distributed based on expertise and experience in their respective subjects.
- Faculties prepare macro teaching lesson plans.
- Individual Course File is maintained in all departments
- Previous years' University Question Papers are available in the departments.

- Installation and checking of gadgets, working condition of all equipment are maintained by Estate Management
- HOD's prepare the Class Time Table according to the Master Time Table.
- Guest Lectures by Expert/Industrial Personnel for Student-Industry interaction.
- Evaluation of student performance is done based on Tutorials, Continuous Internal Assessment tests, Assignments and Presentations.
- A monthly attendance is calculated to ensure the 75% requirement of a student
- Results of the Internal Assessment Test analysed by the HOD's.
- Class in charges take care of students' overall performance and guide them.
- Parents meet with faculty / Class in charge concerned is organized
- Orientation Program for the new comers is conducted
- HOD's conduct a departmental meeting frequently

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://sivet.in/wp-content/uploads/2022/12/1_1_1.pdf">https://sivet.in/wp-content/uploads/2022/12/1_1_1.pdf</a>

### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar contains the tentative dates of internal and external semester examinations, co-curricular and extra-curricular activities, end of term and vacation period, to guide the teachers and students. Our Institution's academic calendar is prepared by Academic Calendar Committee under the guidance of Dean, Academic Affairs and IQAC and it is uploaded in the website at the beginning of academic year. Institutional academic calendar is made available to all stakeholders at the institution website. Continuous Internal Evaluation (CIE) System is adopted to assess all aspects of a student's development on a continuous basis throughout the year. The centralised or decentralised internal tests are conducted as proposed in the academic calendar. Time table for the internal assessment is well informed to the students. Nowadays students are informed about the CIE schedule through social media also. Result Analysis is done by the class tutors

after every CIA test .The planned academic activities execution is monitored by the Principal and Dean, Academic Affairs. In this way IQAC encourages the faculty members of the institute to adhere to the academic calendar including for the conduct of CIE for achieving academic excellence.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://sivet.in/wp-content/uploads/2022/12/Academic-Calendar-21-22.pdf">https://sivet.in/wp-content/uploads/2022/12/Academic-Calendar-21-22.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

## 1.2.2 - Number of Add on /Certificate programs offered during the year

### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

## 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

103

### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

103

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution conducted various programs on cross cutting issues like Human Values, Gender Equality, Environmental and Ecological

Protection, Sustainability and Professional Ethics during the year 2021-2022. The crosscutting issues are directly or indirectly reflected in syllabus of Science and Arts programmes. The experts from various renowned institutions, industries, social activists, lawyers, doctors, auditors, bankers, psychiatrists, yoga practitioners, sports persons were invited in the respective fields for the programs and they delivered the lecture on the topics to the students. There are more than 2000 students benefitted from these lectures. These programs create a better ambience for inculcating values and developing ethical competence among the students. It is in response to a long- felt and urgent need to integrate value education with decision making skills in their personal, social and professional life. College celebrates days of National and International importance as Republic Day, Women's Day, Independence Day, Teacher's day, Human Right Day, International Yoga Day etc. These celebrations nurture the moral, ethical and social values in the students. The Institute engage the students in various activities through various clubs and conduct programs to create awareness among the students through these clubs like National service scheme , Roctract club, Youth red cross Club, Red Ribbon Club, Women cell, Anti ragging committee, and Cultural Club and EcoClub.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

11



File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

388

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

#### 1.4.2 - Feedback process of the Institution may be classified as follows

#### C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://sivet.in/wp-content/uploads/2023/04/CFR.pdf">https://sivet.in/wp-content/uploads/2023/04/CFR.pdf</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

1437

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

##### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1387

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution organizes Orientation programmes/Induction programmes for freshers at the college level and at the department level. The facilities in the college and the scope of the subjects being learnt are introduced in these sessions. Apart from this, sessions are also included to inculcate positive attitude and competitive spirit. This process helps as a base for monitoring the future progress of the students.

Bridge Courses are conducted at the departmental to lift the students to the level of higher education. In the process, the varying competency levels of the students are identified and different methods of imparting knowledge is adopted that benefits the learning capabilities of the students.

Strategies adopted for slow learners

- Remedial Classes are conducted with an aim to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities.
- Academic and personal counseling are given to the slow learners by the tutor, mentor and the counseling cell.
- Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding

Strategies for the advanced learners

- Special Coaching classes for the first 5 class toppers of every class after the internal test are conducted regularly to secure University Ranks.
- Students are encouraged to participate and present papers in various Seminars / Conferences / Workshops / Inter-Collegiate / Competitions organized by other colleges.
- The academic achievements of the students are extremely motivated and highly praised by the College by celebrating Graduation Day every year.

File Description	Documents
Link for additional Information	<a href="https://sivet.in/wp-content/uploads/2022/12/2_2_1.pdf">https://sivet.in/wp-content/uploads/2022/12/2_2_1.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3683	117

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Teaching-learning methods adopted by the faculty members include Lecture Method, Interactive Method, Project-based Learning, Computer-assisted Learning, Experiential Learning etc. The Teaching - learning activities are made effective through illustration and special lectures.

### Lecture method:

This conventional method is commonly adopted by all the teachers, especially language teachers. This method facilitates the teacher to interpret, explain and revise the content of a text only for better understanding of the subject by the learners.

### Interactive method:

The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs.

### Summer Internship Project:

The first year students of M.Com, M. Sc Maths, MBA, BBA, B.Com ISM and B.Com CA are assigned internship projects to be completed during their summer vacation. The presentation and viva-voce is conducted at the commencement of the third semester and the best presentations are appreciated.

#### Project - based learning:

Certain courses related to Commerce and Mathematics demand project based Learning. The teachers are the guides to the students in the process of preparation of projects. All the PG courses have project work in their final semester.

#### Guest Lecture

Guest lecture by eminent experts from industry and academics are organised to supplement the teaching process.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://sivet.in/wp-content/uploads/2023/09/2.3.1.pdf">https://sivet.in/wp-content/uploads/2023/09/2.3.1.pdf</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The faculty at S.I.V.E.T. College use various ICT enabled tools to enhance the quality of teaching-learning.

1. Google classroom is used to manage and post course related information- learning material, quizzes, lab submissions and evaluations, assignments, etc.
2. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process
3. Virtual labs are used to conduct labs through simulations.
4. Lab manuals are mailed to students well in advance the experiment is performed.
5. You- Tube, E- mails, Whatsapp group, Zoom and Google classrooms are used as platforms to communicate, provide material and syllabus, make announcements, conduct tests, upload assignments and marks, make presentations, and share

information.

6. Lab manuals are mailed to students well in advance the experiment is performed.

#### Use of ICT by Faculty

1. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by online search engines and websites to prepare effective presentations.
2. Desktops and Printers are installed in all departments for use by faculty members.
3. Internet facility is provided for all the departments.
4. LAN Connections are provided in each classroom for the use of internet connections

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://sivet.in/wp-content/uploads/2023/09/ICT.pdf">https://sivet.in/wp-content/uploads/2023/09/ICT.pdf</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

105

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

**2.4.1 - Number of full time teachers against sanctioned posts during the year**

117

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

55

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers**

1291

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The efficient and smooth conduct of examinations and timely declaration of the results can be ensured only with the cooperation of all the stake holders including teaching, non-teaching and administrative staff.

There is a standard process of internal examination in the college. According to the Academic Calendar, a student has to appear in 2 Continuous Internal Assessment Tests and 1 Model Examination. The schedule of the internal examination is decided at the beginning of the session, in the form of academic calendar.

An examination committee is constituted every year to coordinate the internal and external examination activities and communicate to the students, teachers and administrative staff regarding examinations. Internal examination schedule is displayed on notice board in advance. The internal assessment mark lists are displayed on the notice boards.

Continuous evaluation is made through Group Discussion, CIAT Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation. The weightage for the unit tests varies as per the concerned faculty. The performance is communicated to the students. Personal guidance is given to the poor performing students after the assessment. Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. For transparent and robust internal assessment, the following mechanisms are conducted

- Internal Examination Committee.
- Question Paper Setting.
- Conduct of Examination
- Displaying results
- Interaction with students regarding their internal assessment

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>



2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Internal assessment is a completely transparent process. The institute has established examination committee and assigns their duties. To prevent malpractices during examinations, the invigilator (teaching faculty) are exclusively in charge for the invigilation of students during internal periodic as well as university semester exam. The examination committee is responsible for conducting and monitoring the students during the examination. Invigilator checks students before entering exam hall so as to avoid any malpractices and insist them not to make use any of unfair means during the examination.. Evaluation is recognized as a benchmark for efficient teaching-learning process. The process of evaluation shall be student oriented and supportive to provide hassle free ambience for the students. In this regard, the college has developed a structured mechanism to deal with examination related grievances in a transparent, time-bound and efficient manner. The college has established Grievance Redressal Committee, College Examination Committee to provide support to the students. The students are encouraged to contact faculty members to resolve their internal/external examination related grievances with utmost priority:

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

### CBCS SYSTEM

The distinguishing features of CBCS are the following:

- It permits students to learn at their own pace
- Choose electives from a wide range of elective courses offered by the University of Madras.
- Adopt an inter-disciplinary and intra-disciplinary approach in learning, and
- Makes best use of the expertise of available faculty

S.I.V.E.T. College endeavors to follow the Outcome-based education under the Choice Based Credit System (CBCS) curriculum across all programs offered. It is targeted at achieving desirable outcomes (in terms of knowledge, skills, attitudes and behavior) at the end of a program.

#### Program Educational Objectives (PEOs):

Program educational objectives describe the career and professional accomplishments that the program is preparing graduates to achieve

#### Program Outcomes (POs):

Program outcomes describe what the students are expected to know and would be able to achieve by the time of graduation. These relate to the skills, knowledge, and behaviors that students acquire as they progress through the program

#### Program Specific Outcomes (PSOs):

Program Specific Outcomes describe what the graduates of a specific engineering program should be able to do.

#### Course Outcomes (COs):

Statements indicating what a student can do after the successful completion of a course. Every Course leads to some Course Outcomes. The CO statements are defined by considering the course content covered in each module of a course.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://sivet.in/wp-content/uploads/2023/09/CO_PO_PSO.pdf">https://sivet.in/wp-content/uploads/2023/09/CO_PO_PSO.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

#### Method of assessment of POs / PSOs

The program outcomes and Program Specific outcomes are assessed

with the help of course outcomes of the relevant courses through direct and indirect methods. Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes.

The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, internal exams and home assignment. Conduction of Terminal Examinations, Unit Tests, Field Survey, Educational Tours, Excursions, Practical Work, Projects, Seminars etc. prove to be the useful tools for the continuous assessment of the COs and POs.

Assignments are given at the end of each module. The assignments are provided to students, such that students will refer the text books and good reference books to find out the answers an expected objective of the given problem. Two Continuous Internal Assessment tests are conducted per semester to ensure that students have achieved desired level of competencies at module level. At the end of each semester, university conducts examinations. Based on the result published by university, the course outcomes are measured.

Student Exit survey is conducted to identify the impact of training they have completed to understand the Strengths and Weaknesses of various value added courses and pre-placement training undergone by them.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="#">NIL</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

608

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://sivet.in/wp-content/uploads/2023/09/Annual-report-21-22-copy.pdf">https://sivet.in/wp-content/uploads/2023/09/Annual-report-21-22-copy.pdf</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://sivet.in/wp-content/uploads/2023/09/2.7.1-SSS-RESPONSE-ANALYSIS.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**NIL**

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

**000**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">NIL</a>

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

04

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

26

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

108

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our college organized a number of extension activities to promote the neighbourhood community and to sensitize the students towards community needs through NCC, NSS, Rotaract club, Citizen Consumer club, Red Ribbon club, and Entrepreneurship development cell. NSS organized covid vaccination camp, a blood donation camp, and several activities addressing social issues. The NCC units of our college also organized various extension activities like Save Soil, Coastal cleaning program, and Save baby turtles. Other than NSS and NCC units, the Consumer Club, RRC, Department of Botany, and Rotaract club of our college organized various programs like Consumer awareness, AIDS awareness, awareness about the Indian constitution, and drug awareness for shaping the students into responsible citizens of the country and by making students aware of social issues. All these activities have a positive impact on the student-community relationship, developing leadership skills and self-confidence of students. It also helped in cultivating the hidden personalities of students and creating social responsibilities among students.

File Description	Documents
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2023/09/EXTENSION-ACTIVITIES.pdf">https://sivet.in/wp-content/uploads/2023/09/EXTENSION-ACTIVITIES.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from

**Government/ government recognized bodies during the year**

04

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

24

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

975

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

01

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities



4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

**College Campus:**The college caters to the needs of students from suburban areas around Kanchipuram and Chengalpattu district.The college campus is spread over an area of 27.47 Acres of land.

**Classrooms and Seminar Hall:**College is facilitated with sufficient number of classrooms with LAN facility for the use of internet connections. Smart Board facility is provided for all the departments for the effective teaching learning process.Seminar Hall and auditorium with LCD Projector and smart board for conducting symposium/seminars/workshops/conference is available.Many dust bins are kept to collect biodegradable and non-biodegradable wastes in all classrooms and corridors to maintain an eco-friendly campus.

**Laboratories:**College possess well furnished laboratories with latest equipment.

**Stationary Shop:**College is facilitated with stationery and Xerox shop for the benefits of our students

**Newspapers:**To acquire knowledge about the day to day activities, our college has made annual subscription for 9 different newspapers for the students and staff members to read in library

**Journals:**Our institution possesst he research degree M.Phil. Mathematics and M.Phil. Commerce. In addition to this,we have introduced the Full Time Ph.D. in Mathematics course in our college. Our college has purchased research journals in order to motivate the students to involve and explore their knowledge in research activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2023/09/C-4-4.1.1.pdf">https://sivet.in/wp-content/uploads/2023/09/C-4-4.1.1.pdf</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

**The fully air conditioned PTR Auditorium`with a seating capacity**

of 300, the centre of all the vibrant activities that enriches the campus experience of the students. They have the latest technology and the best of audio visual systems. The auditoriums have well-furnished..

Sports is an integral part of the curriculum. Various sports facility is provided to the students within the campus. The college is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall personality development of its students. Various sports competitions such as inter departmental, inter collegiate, Inter University, etc., help in developing team spirit in students. Sports and games help the students to improve their interpersonal relationship in healthy manner. Talented students are honored with medals, trophies and certificates. A sports indoor stadium has been allocated for both indoor games, such as badminton, table tennis, chess and carrom board. The open area adjacent to the admin block is used as the cricket ground. A spacious playground that accommodates a cricket pitch, football ground, volleyball, basket ball court and space for playing kho-kho and Kabaddi.. A 200 meters athletic track is available. Sports club is framed to motivate students to participate in various competitions for national and international level.

Music club and Heritage Club encourages students active participation in cultural activities..

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2023/04/4.1.2.PHOTOS-.pdf">https://sivet.in/wp-content/uploads/2023/04/4.1.2.PHOTOS-.pdf</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

59

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

59

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2023/04/4.1.3.-PHOTOS.pdf">https://sivet.in/wp-content/uploads/2023/04/4.1.3.-PHOTOS.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2716170

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

LMS Library software is created by Alumni (CUBE SOFT) for our college.

Name of ILMS software - SIVET LMS OWN SOFTWARE

Nature of automation (fully or partially) -- PARTIALLY

Version - COLLEGE OWN SOFTWARE

Year of Automation - 2016 (PARTIALLY AUTOMATION)

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://sivet.in/wp-content/uploads/2023/04/4-2-1-SD-LIBRARY-SOFTWARE.pdf">https://sivet.in/wp-content/uploads/2023/04/4-2-1-SD-LIBRARY-SOFTWARE.pdf</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**113549**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**NIL**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

In day-to-day activities, we all are interlinked with technology everywhere. Technology is the only tool that helps to improve the education system in different ways. The effective use of digital learning tools in classrooms can increase student engagement,

We have been subscribing wifi LAN from three lines with 200mpbs and also all our class rooms are interconnected with internet facilities (57 classrooms/ seminar halls ) for the benefit of students and staff. We had purchased 256 computers for both aided and SF stream with latest digital software's. 256 computers are used by the students.

25 computers with internet facility is available in our college library for the students to access and acquire knowledge about the research and various technical skills. In shortly the wi-fi facilities will be extended to all our students with password protection.

Students learn better when the lessons are of an interactive nature. As an initiative measure, our institution has smart board facilities in all the final year classrooms, Also our institution has plans to provide the smart boards for all the classrooms with internet facility.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2022/01/Aided-office-wifi-1-scaled.jpg">https://sivet.in/wp-content/uploads/2022/01/Aided-office-wifi-1-scaled.jpg</a>

**4.3.2 - Number of Computers**

256

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**      **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

13239727.55

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The policy framed for maintaining and utilizing the physical and academic facilities would help to establish standard procedures. Central Coordination of facility allocation will ensure the effective and optimal utilization of the facilities. It is

intended to cover the following types of facilities in the college. The classrooms are assigned according to the capacity of the student strength of the class. Classrooms can be used for other academic activities and organized events when there is no instructional schedule.

#### Physical & Academic Facilities:

Office space is allocated to the administrative staff by the Principal in consultation with the management. Auditorium is allocated for the purposes like Seminars, Workshops, Conferences, Ph.D., Viva Voce Examination, Cultural activities and other events.

#### SUPPORT FACILITY:

##### Library:

Users are allowed to use the resources inside the Library. Library provides Membership card to the students. Two books are issued to the UG students on their account for a week and staff can be borrow 10 books per year. Minimal fees are collected for missing of books issued to the students.

**Sports Facility :** Procedures regarding utilization of sports facilities are laid by the College authorities. College provides general guidelines to internal users and external users and source of information pertaining to college sports facilities. . Announcements of sports activities will be displayed in notice board.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">Nil</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

992

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

03

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**B. 3 of the above**



File Description	Documents
Link to institutional website	<a href="https://sivet.in/wp-content/uploads/2023/09/Capacity-Building-and-Skill-based-report.pdf">https://sivet.in/wp-content/uploads/2023/09/Capacity-Building-and-Skill-based-report.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

3278

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

3278

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**C. Any 2 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

776

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

68

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

**government examinations) during the year****NIL**

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.****5**

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The College is maintaining highly developed and effective mechanisms to improve continuously the standard and traditions of its academic and administrative system. Students' Council aims to support in imparting quality and value based education to the learners. Student Council exists in the form of student representatives for various Departments. The student committee is very active with a teacher at the helm of affairs and the students are highly motivated to co-ordinate the different activities and events and assists the teachers in making it a grand success. Indeed, the Council contributes to maintain a healthy

communication among students and teachers regarding academic, cocurricular and extra-curricular activities of the college. . The students committee then delegates the responsibilities to the juniors to instill a sense of leadership in them . It also ensures discipline in the college campus by encouraging students to observe the rules of the college, and instill environmental consciousness and work towards maintaining a green and clean campus. These students represent academic, cultural and administrative bodies of the institution and actively participates in the feedback with respect to academics, classes, teaching, syllabus, etc. ensure the quality of teaching and learning is impactful.

File Description	Documents
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2023/09/5.3.2-2.pdf">https://sivet.in/wp-content/uploads/2023/09/5.3.2-2.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

10

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

**Alumni Association having the registrationis working under the**

supervision of Principal. The Association acts to organize various programmes for the students. To facilitate constant interactions with the alumni, maintain support mechanisms for the alumni network and create a healthy and sustainable relationship. We intend to keep our Alumni engaged in life skill learning that involves keeping their knowledge and skills up to date and their network expanding. Life skill Learning brings together Our College alumni to explore current global business challenges and learn innovative solutions.

File Description	Documents
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2023/09/5-4-1.pdf">https://sivet.in/wp-content/uploads/2023/09/5-4-1.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

#### Vision

The vision of the Institution is to promote education to all young aspirants seeking the benefits of higher education and to enhance the student's life skill to meet the global challenges.

#### Mission

To inspire optimization of learning and sharing of knowledge, to understand goodwill and peace through discipline, conduct, and integrity in every student to strengthen our country.

- To empower the youth through quality education towards Nation building process.
- To promote among them secular values, respect for truth,

honesty and integrity.

- To achieve excellence in all its endeavours to face global changes.

South India Vaniar Educational Trust was founded by the humane initiativeness of ArungunaChemmal Sri. S.A. Ayyasami Chettiar M.A., B.L., (Retired Judge). He was the founder president of the Trust. The Trust aims to promote education to all young aspirants. S.I.V.E. Trust considers that to be an investment for national development through making the best use of the available human resources.

The College is a significant outcome of the benefaction of a particular backward community, which throws open its gate to all young aspirants seeking the benefits of higher education, irrespective of differences of caste or creed. S.I.V.E.T College was established in July 1966 in a modestly constructed but adequately equipped building.

File Description	Documents
Paste link for additional information	<a href="https://sivet.in/about-us/">https://sivet.in/about-us/</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Internal Quality Assurance Cell monitors the academic and administrative activities. The function of internal quality assurance cell (IQAC) is to involve all the staff members, Principal and Secretary of the Institution. One of the experienced senior faculty member is nominated as a IQAC director who is responsible for monitoring and finalizing the documentation. The director has appointed criterion heads to monitor and guide the department representatives throughout the year. The required data are collected from the faculty members then the department representatives verified and forwarded to the particular criterion head. The criterion head is responsible to collect the data from all the departments and various cells, committees etc. The collected data are compiled in the respective format and submitted to the director for correction. If any corrections and modifications needed, the document is returned to the department

representative through the criterion head. After verification of all the criterion data and supporting documents, the final draft of IQAC report is prepared. The progress of the process is updated to the head of the institution periodically. The final draft is submitted to the Principal and Secretary to get approval for submission. In addition, meeting is conducted periodically at IQAC chamber with all the criterion heads and representatives to discuss the progress, updates and clarifications. This process is an example for participative management for decentralization process.

File Description	Documents
Paste link for additional information	<a href="https://sivet.in/about-igac/">https://sivet.in/about-igac/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### Strategic Plan 2021-2022

- The college established a functional Memorandum of Understanding with various organizations for skill development training
- To raise funds for various centers of excellence through various funding organizations
- To identify and train the youth from rural areas in sports activities in the second campus
- To Improve the employability skills of the students
- To encourage the students to participate in co-curricular/ extracurricular activities
- To encourage the Faculty for Paper publishing & UGC-approved national and international Journal publishing.

## Implementation

- Extension activities were carried out through NSS,NCC,YRC and RRC
- Training cell initiated to conduct bridge courses in Microsoft Excel
- Career Guidance Cell conducted various employability skilled programme for final year students
- Job fairs are conducted in the campus
- Cultural fest was organized by various clubs and committees
- Second phase of smartboards were equipped with high speed internet connection in the classrooms
- e-content was developed to facilitate hybrid learning
- National and International conferences were organized by the PG and Research departments

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2022/12/iqac-strategic-plan.pdf">https://sivet.in/wp-content/uploads/2022/12/iqac-strategic-plan.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College is a government-aided institution runs by South Indian Vaniya Chettiar Trust. The College Committee of the trust is the apex body headed by its President. The Staff Council is formed as per the regulation of the University. Principal is the chairperson of the Staff Council who coordinates all the activities. The decisions related to admissions, workload, time tables, library purchases, maintenance of infrastructure, etc. are taken by the Staff Council and IQAC through its committees subject to provisions in ordinances of the affiliating University. The teaching and nonteaching staff is given promotions as per the



government rules. The college has established Grievance Redressal Cell as per the norms to tackle the grievances of students and staff. The IQAC Coordinator, Heads of the Departments, Librarian, Office Superintendent work under the Principal. The college has a well-defined organizational structure in the administration staff and laboratory staff. The service rules, procedures, recruitment, promotional policies, grievance redressal mechanism are defined as per the rules of the University and approved pattern of the UGC.

File Description	Documents
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2022/02/ORGANOGRAM.pdf">https://sivet.in/wp-content/uploads/2022/02/ORGANOGRAM.pdf</a>
Link to Organogram of the Institution webpage	<a href="https://sivet.in/wp-content/uploads/2022/02/ORGANOGRAM.pdf">https://sivet.in/wp-content/uploads/2022/02/ORGANOGRAM.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

As per the norms prescribed by the Government of Tamilnadu, the following facilities are available to all permanent teaching and non- teaching staff. Group insurance policy is taken for all

employees. Regular and emergency loan facility is provided from the Cooperative Society. Leave rules to teaching and non-teaching staff are as per the norms. The college has provision for admissions to eligible wards of employees. Faculty appointed prior to 2005 is eligible for pension benefits on retirement. Faculty after 2005 are covered under new pension scheme. Gratuity, and leave encashment are availed by retiring faculty as per Government rules. PF loans are sanctioned as per Government rules. Festival Advance facility is also available for non-teaching staff. Free health check-up camps are organized for the staff members. Achievement Awards is conferred to the staff members for extraordinary contribution. EPF benefits are provided for Self finance Staff.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

102

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

A good performance management system works towards the improvement of the overall organizational performance of staff members. An effective performance management system plays a vital role in efficiently managing the organization.

The performance is classified into three categories

- Teaching, Learning, and Evaluation related activities
- Qualification and Experience of the staff members
- Feedback forms collected from the students

The Principal in consultation with senior professors fixes certain minimum scores to be achieved by the faculty members in the above-mentioned three categories.

The performance appraisal for nonteaching staff are based on their experience.

Career Advancement scheme (CAS)

A committee has been formed for career advancement scheme evaluation of faculty members in each department based on the UGC and state government guidelines. The committee includes two subject experts, convener and head of the institution.

The Committee has undergone the process of screening-cum-evaluation of the documents submitted by the respective faculty member. The committee perused all the documents related to the Career Advancement Scheme based on their administrative responsibilities, Student related co-curricular, extension, Conducting minor or major research project and publication in peer-reviewed or UGC list of journals. After careful evaluation, the committee recommends the list of faculty members eligible for career advancement. The list is then forwarded to higher authority for approval process.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted

half-yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details. The compliance report of the internal audit is submitted to the management of the institution through the Principal. An external audit is conducted annually by an external agency. The mechanisms which are used to monitor the effective and efficient use of financial resources are as below:

- College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges, etc., and non - recurring expenses like lab equipment purchases, furniture, and other development expenses.
- The expenses will be monitored by the accounts department as per the budget allocated by the management.
- The accounts of the college are audited by Chartered Accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit, would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection in the preceding years.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

#### **6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**

##### **6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

**NIL**

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college is affiliated to Madras University and follows the strategies for mobilization of funds and optimal utilization of resources as directed by UGC. The college prepares an annual budget in consultation with College Committee .The College received funds from admission fees, tuition fees, hostel fees received from girls hostel, salary grant, UGC Grants, Stakeholders, nongovernment organization, individuals, funds from library and alumina contribution The college received requirements from all departments latter on according to budgetary provision purchase committee works on budgetary plan. Head of the institution in concern with management committee sanction the budget as per considering the financial resources. The utilization of funds on every aspect was monitored by Principal and College committee and management body for appropriate utilization

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**IQAC reviews consistently the Academic process and strive hard to enhance quality of teaching, learning and evaluation and promote research attitude among the faculty members. The IQAC has taken initiatives to organize following activities:**

**Macro teaching: To evaluate the entire class, macro teaching methods are employed which help the students to understand course**

value, future ideas, and goals. Feedback is collected from the students.

Webinars on Research Methodology and Quality in higher education

Preparation of the Academic Calendar and college Prospectus

Uploading college information on AISHE portal and preparation of AQAR

Promotion to ICT in working process of the institution.

Organization of National and International conferences, seminar and other extra-curricular activities.

Annual Report of the Institution

Internal Academic Audit

Initiation to Participate NIRF

Research Publications initiated.

File Description	Documents
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2023/09/6-5-1.pdf">https://sivet.in/wp-content/uploads/2023/09/6-5-1.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The administration of the college gave utmost importance to the suggestion issued by the IQAC. IQAC monitors teaching, learning and evaluation process through the feedback In order to take reviews of learning outcomes, the IQAC proposed to the administration of the college to conduct Academic Audit of the year 2021-22. For this, a committee was constituted which included expert faculty members of the college. The said audit was done and the report was submitted to the IQAC. The IQAC also conducted ICT

tools verification by forming a committee in this regard along with the departmental stock verification. The IQAC also framed the policy documents to make teaching learning and evaluation process more effective. The Academic Calendar is prepared in advance displayed and circulated in the Institute and strictly followed. All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching learning process, the system of continuous evaluation, compulsory core courses, various cocurricular activities, discipline and culture of the Institute. All students are also given a guided tour of the campus and the various facilities. Students are apprised of the Time-Table, Programme structure, syllabus of the courses before the semester commences.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://sivet.in/wp-content/uploads/2023/09/Annual-report-21-22-copy.pdf">https://sivet.in/wp-content/uploads/2023/09/Annual-report-21-22-copy.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>



## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Our institute has a strong ethical work culture and offers a conducive, inclusive environment. Safety, security, gender equity and inclusive working environment attracts maximum enrolment of women students and women staff.

#### (a) Safety and security

- Security checkpoints at all campus entries and exits.
- CCTV surveillance network.
- Disciplinary committee monitors strict implementation of Anti-ragging, Drug free and mobile phones free campus.
- Women's Hostel with CCTV security

#### (.b) Counselling

- Counselling cell with a professional experienced psychologist is available on campus.
- Students grievances redressal cell and Staff grievances redressal cell functions effectively.
- POSH Committee organises training by conducting meetings with IC Member, POSH Committee.
- Career guidance, Training Cell and Placement cell offer various orientation programmes and motivational talk and career counselling are periodically done.

#### ( c) Common Rooms

Common rooms resting lounge with first aid, cot and bed are allotted for women staff members and women students

#### (d) Other measures

- Co-curricular activities through various clubs offer equal

participation. Gender sensitisation webinar was organised on 28,Dec 2022 and Dr.S.Sasikala, Department of psychology, University of Madras delivered a lecture.

- On December 7, 2021 Miss S.Sathyasri, India's first Transgender Lawyer spoke on the topic "Law Of The Day" - which stands as a testimony to institute's gender equity.
- An awareness programme on protective measures for women by Dr.D.Vijayalakshmi, Queen Mary's College, Chennai was conducted on March 8, 2022.

File Description	Documents
Annual gender sensitization action plan	<a href="#">Counselling cell, POSH committee and Students grievances</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">a). Safety and security b). Counseling c.) Common Rooms e). Co-curricular activities and awareness programmes</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

The college sprawls over a huge land mass and applies basic waste management strategies of Reduce, Reuse and Recycle. Students are sensitised to reduce the amount of waste generated with a focus to achieve zero discharge. The institute as of now tries its best in partial utilisation of waste. Solid wastes generated in the campus

are collected and segregated into biodegradable and non biodegradable. An MOU has been signed with ITC WoW - Well Being Out of Waste agency and non biodegradable wastes are handed over to them for recycling. Other solid wastes are collected by the local municipality for further decomposition. No hazardous wastes are generated in the campus. Liquid wastes from washing, cleaning and sanitary blocks are collected in the septic tank. Thus the institute tries its best to keep the campus clean and hygienic without causing any harm to the ecosystem.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://sivet.in/wp-content/uploads/2023/09/Degradable-and-Non-degradable-photos-1.pdf">https://sivet.in/wp-content/uploads/2023/09/Degradable-and-Non-degradable-photos-1.pdf</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution:** Rain water harvesting Bore well /Open well recharge of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Various cultural activities and sensitisation programmes are being offered to promote tolerance and harmony. International Yoga Day and Womens Day are celebrated in the college to establish good interaction among the students from various cultural backgrounds. NSS, NCC, RRC and YRC units of our institution conduct many awareness campaigns. A webinar on 'Drug Abuse and Illicit Trafficking' was organised on September 27, 2021 and Dr. N.Thirunavukkarasu, Ambedkar Govt. Arts College sensitised the participants. Tobacco control and Cancer Prevention Webinar was conducted on September 22, 2021 and Dr. V.Surendran, Psycho - Oncology, Tobacco Control Resource Center, Cancer Institute, Chennai gave an awareness talk. Our college with Aravind Eye Hospital conducted a free cataract surgery camp on April 4, 2022. Books Donation Drive was conducted and a total of 150 books were donated to Adidravida Hr Sec School, Paduvanchery. Mega Blood Donation Camp was organised in the campus and 220 student volunteers donated their blood on May 5, 2022.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institute always focuses on producing good and responsible

citizens through curricular and co-curricular activities. Students are sensitised with rallies and awareness programmes and cultural events to understand the importance of oneness, brotherhood, social responsibilities and at the same time understanding the need to realise their constitutional rights. NCC & NSS volunteers take part in traffic awareness campaigns and educate the public on the importance of sticking to the rules. Independence Day & Republic Day are celebrated to make the students understand that it is the nation that stands first. Citizen Consumer Club held a webinar on "Imparting Awareness to Consumers & Responsibilities", wherein Dr.J.Vijayathilagam, Assistant Commissioner, Department of Civil Supplies, Consumer Protections, Government of India enlightened the students on 28th October, 2021. Rotaract Club conducted "Law Of The Day " to commemorate the life of Dr. B.R.Ambedkar. Ms. Sathya Sri Sharmila delivered a talk on Motivation and Awareness about the Indian Constitution. Voters day was observed in the college in which 102 teaching and non-teaching staff members took Pledge. Women's cell of our college organised a webinar on "Women welfare Legislation towards equality" by Dr.M.Amudha, Associate Professor, Quaid-e-millat Govt Arts College for Women on 4 March, 2022.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**4. Annual awareness programmes on Code of Conduct are organized**

**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Various Cells, Clubs and Departments share the responsibility of celebrating/observing National and International Day thereby making the students understand the importance. The Department of Visual Communications celebrated World Photography Day on 19th August. Various competitions were conducted to mark World Ozone Day on 25th September 2021. Rotaract Club organised an event to mark "International Day Of Girl Child" on October 11, 2021 and Ms. Vidhya Alaguperumal delivered a speech on Sexual Harassment. 52nd NSS Day was observed by planting saplings and conducting various awareness events. A Webinar on World Radio Day was held on 14th February 2022 and Rtd AIR Director, J.Kamalanathan spoke on "Radio and Trust". Science Departments of our college organised many interdepartmental competitions to mark National Science Day on March 15, 2022. NCC Cadets commemorated World Ocean Day on 10th June 2022 by carrying out coastal cleaning activity at Olive Beach, Injambakkam. Eco Club of our college conducted one week environmental celebration from June 5, 2022 at our campus with "Only One Earth" as the theme They promoted a variety of activities like Banyan tree-shaded open classroom, campus clean up, tree plantation, Formation of S.I.V.E.T Swach Team, Go Green Campus Nursery initiative and wall art based on the theme "Only one Earth".

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICES-

#### 1:Smart Board Class Rooms - Enhanced Learning Experience

To provide enriched learning experience that is enjoyable and more interactive for students as well to improve the way teachers teach. Teachers get access to several free knowledgeable databases that support their teaching. It is also used as a testing tool to assess and analyse the performance of students immediately. Students learn better as they actively involve and get hands-on training too. Almost all the contents (both video & material) are loaded to support students' preparation for exams. Frequent absentees started turning out to college regularly as they understood the content taught in classrooms better with the help of smart boards. Reading skills of the students improved.

#### 2.Club Activities for holistic development of the student.

Our college aims at producing a responsible citizen and in its effort has started 9 clubs. Young minds are made to focus on their well being by encouraging them to participate in these club activities and hence diversions are minimised.

Club activities stimulate various skills like speaking, acting, singing, dancing, playing, narrating and various other creative skills in our students. Clubs help students identify the leader in them and assist them in developing self esteem, decision-making, communication, time management, social skills, organisational skill, stress management and service mind. Enrollment in the clubs are very limited as most of our students work on part time basis to support their studies and family as activities are conducted



after college hours.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Our college has proudly embraced Digital Culture in the academic year 2021-2022. To keep our young graduates on pace with the rest of the world, our college Management has installed 24 smart boards in classrooms as phase I. The Management has planned to expand this initiative and phase II implementation is in progress. In near future all the classrooms will be with smart boards. Around 1500 students benefited through this initiative. This has enhanced interaction between the teachers and the students.. The students during their leisure hour access the contents to get their doubts cleared and make themselves familiar with the study materials and audio-videoloaded in the smart board. A full fledged Computer Centre with internet facility is made available to the teaching fraternity and students. Students either in the leisure hour or after the college hours are availing the facility to prepare their presentations, seminars, projects, etc. A few classrooms and a seminar hall have projectors to enable effective teaching - learning process. Our institution has been maintaining students' databases in computers and is made available through the intranet partially. Efforts are being taken to implement e-Governance absolutely. Computers in the lab are periodically upgraded. To maintain good service, computers in various departments, central library and offices are covered under Annual maintenance contract. The institution focuses on creating an apt environment for students' academic journey.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

#### CURRICULAR PLANNING AND IMPLEMENTATION

- College follows the curriculum prescribed by the University of Madras.
- Academic calendar is prepared by adhering to the academic calendar of the University of Madras
- All the departments follow the curriculum designed and prescribed by the University of Madras. Workload is distributed based on expertise and experience in their respective subjects.
- Faculties prepare macro teaching lesson plans.
- Individual Course File is maintained in all departments
- Previous years' University Question Papers are available in the departments.
- Installation and checking of gadgets, working condition of all equipment are maintained by Estate Management
- HOD's prepare the Class Time Table according to the Master Time Table.
- Guest Lectures by Expert/Industrial Personnel for Student-Industry interaction.
- Evaluation of student performance is done based on Tutorials, Continuous Internal Assessment tests, Assignments and Presentations.
- A monthly attendance is calculated to ensure the 75% requirement of a student
- Results of the Internal Assessment Test analysed by the HOD's.
- Class in charges take care of students' overall performance and guide them.
- Parents meet with faculty / Class in charge concerned is organized
- Orientation Program for the new comers is conducted
- HOD's conduct a departmental meeting frequently

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://sivet.in/wp-content/uploads/2022/12/1_1_1.pdf">https://sivet.in/wp-content/uploads/2022/12/1_1_1.pdf</a>

### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar contains the tentative dates of internal and external semester examinations, co-curricular and extra-curricular activities, end of term and vacation period, to guide the teachers and students. Our Institution's academic calendar is prepared by Academic Calendar Committee under the guidance of Dean, Academic Affairs and IQAC and it is uploaded in the website at the beginning of academic year. Institutional academic calendar is made available to all stakeholders at the institution website. Continuous Internal Evaluation (CIE) System is adopted to assess all aspects of a student's development on a continuous basis throughout the year. The centralised or decentralised internal tests are conducted as proposed in the academic calendar. Time table for the internal assessment is well informed to the students. Nowadays students are informed about the CIE schedule through social media also. Result Analysis is done by the class tutors after every CIA test. The planned academic activities execution is monitored by the Principal and Dean, Academic Affairs. In this way IQAC encourages the faculty members of the institute to adhere to the academic calendar including for the conduct of CIE for achieving academic excellence.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://sivet.in/wp-content/uploads/2022/12/Academic-Calendar-21-22.pdf">https://sivet.in/wp-content/uploads/2022/12/Academic-Calendar-21-22.pdf</a>

### 1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of

A. All of the above

the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

21

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

103

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

103

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution conducted various programs on cross cutting issues like Human Values, Gender Equality, Environmental and Ecological Protection, Sustainability and Professional Ethics during the year 2021-2022. The crosscutting issues are directly or indirectly reflected in syllabus of Science and Arts programmes. The experts from various renowned institutions, industries, social activists, lawyers, doctors, auditors, bankers, psychiatrists, yoga practitioners, sports persons were invited in the respective fields for the programs and they delivered the lecture on the topics to the students. There are more than 2000 students benefitted from these lectures. These programs create a better ambience for inculcating values and developing ethical competence among the students. It is in response to a long- felt and urgent need to integrate value education with decision making skills in their personal, social and professional life. College celebrates days of National and

International importance as RepublicDay, Women's Day, Independence Day, Teacher`s day, Human Right Day, International Yoga Day etc. These celebrations nurture the moral, ethical and social values in the students. The Institute engage the students in various activities through various clubs and conduct programs to create awareness among the students through these clubs like National service scheme , Roctract club, Youth red cross Club, Red Ribbon Club, Women cell, Anti ragging committee, and Cultural Club and EcoClub.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

388

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://sivet.in/wp-content/uploads/2023/04/CFR.pdf">https://sivet.in/wp-content/uploads/2023/04/CFR.pdf</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

1437

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

1387

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution organizes Orientation programmes/Induction programmes for freshers at the college level and at the department level. The facilities in the college and the scope of the subjects being learnt are introduced in these sessions. Apart from this, sessions are also included to inculcate positive attitude and competitive spirit. This process helps as a base for monitoring the future progress of the students.

Bridge Courses are conducted at the departmental to lift the students to the level of higher education. In the process, the varying competency levels of the students are identified and different methods of imparting knowledge is adopted that benefits the learning capabilities of the students.

Strategies adopted for slow learners

- Remedial Classes are conducted with an aim to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities.
- Academic and personal counseling are given to the slow



learners by the tutor, mentor and the counseling cell.

- Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding

#### Strategies for the advanced learners

- Special Coaching classes for the first 5 class toppers of every class after the internal test are conducted regularly to secure University Ranks.
- Students are encouraged to participate and present papers in various Seminars / Conferences / Workshops / Inter-Collegiate / Competitions organized by other colleges.
- The academic achievements of the students are extremely motivated and highly praised by the College by celebrating Graduation Day every year.

File Description	Documents
Link for additional Information	<a href="https://sivet.in/wp-content/uploads/2022/12/2_2_1.pdf">https://sivet.in/wp-content/uploads/2022/12/2_2_1.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3683	117

File Description	Documents
Any additional information	<a href="#">View File</a>

#### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Teaching-learning methods adopted by the faculty members include Lecture Method, Interactive Method, Project-based Learning, Computer-assisted Learning, Experiential Learning etc. The Teaching - learning activities are made effective

through illustration and special lectures.

#### Lecture method:

This conventional method is commonly adopted by all the teachers, especially language teachers. This method facilitates the teacher to interpret, explain and revise the content of a text only for better understanding of the subject by the learners.

#### Interactive method:

The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs.

#### Summer Internship Project:

The first year students of M.Com, M. Sc Maths, MBA, BBA, B.Com ISM and B.Com CA are assigned internship projects to be completed during their summer vacation. The presentation and viva-voce is conducted at the commencement of the third semester and the best presentations are appreciated.

#### Project - based learning:

Certain courses related to Commerce and Mathematics demand project based Learning. The teachers are the guides to the students in the process of preparation of projects. All the PG courses have project work in their final semester.

#### Guest Lecture

Guest lecture by eminent experts from industry and academics are organised to supplement the teaching process.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://sivet.in/wp-content/uploads/2023/09/2.3.1.pdf">https://sivet.in/wp-content/uploads/2023/09/2.3.1.pdf</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The faculty at S.I.V.E.T. College use various ICT enabled tools to enhance the quality of teaching-learning.

1. Google classroom is used to manage and post course related information- learning material, quizzes, lab submissions and evaluations, assignments, etc.
2. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process
3. Virtual labs are used to conduct labs through simulations.
4. Lab manuals are mailed to students well in advance the experiment is performed.
5. You- Tube, E- mails, Whatsapp group, Zoom and Google classrooms are used as platforms to communicate, provide material and syllabus, make announcements, conduct tests, upload assignments and marks, make presentations, and share information.
6. Lab manuals are mailed to students well in advance the experiment is performed.

Use of ICT by Faculty

1. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by online search engines and websites to prepare effective presentations.
2. Desktops and Printers are installed in all departments for use by faculty members.
3. Internet facility is provided for all the departments.
4. LAN Connections are provided in each classroom for the use of internet connections

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://sivet.in/wp-content/uploads/2023/09/ICT.pdf">https://sivet.in/wp-content/uploads/2023/09/ICT.pdf</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

105

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

117

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

55

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

1291

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The efficient and smooth conduct of examinations and timely declaration of the results can be ensured only with the cooperation of all the stake holders including teaching, non-teaching and administrative staff.

There is a standard process of internal examination in the college. According to the Academic Calendar, a student has to appear in 2 Continuous Internal Assessment Tests and 1 Model Examination. The schedule of the internal examination is decided at the beginning of the session, in the form of academic calendar.

An examination committee is constituted every year to coordinate the internal and external examination activities and communicate to the students, teachers and administrative staff regarding examinations. Internal examination schedule is displayed on notice board in advance. The internal assessment

mark lists are displayed on the notice boards.

Continuous evaluation is made through Group Discussion, CIAT Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation. The weightage for the unit tests varies as per the concerned faculty. The performance is communicated to the students. Personal guidance is given to the poor performing students after the assessment. Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. For transparent and robust internal assessment, the following mechanisms are conducted

- Internal Examination Committee.
- Question Paper Setting.
- Conduct of Examination
- Displaying results
- Interaction with students regarding their internal assessment

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Internal assessment is a completely transparent process. The institute has established examination committee and assigns their duties. To prevent malpractices during examinations, the invigilator (teaching faculty) are exclusively in charge for the invigilation of students during internal periodic as well as university semester exam. The examination committee is responsible for conducting and monitoring the students during the examination. Invigilator checks students before entering exam hall so as to avoid any malpractices and insist them not to make use any of unfair means during the examination.. Evaluation is recognized as a benchmark for efficient teaching-learning process. The process of evaluation shall be student oriented and supportive to provide hassle free ambience for the students. In this regard, the college has developed a structured mechanism to deal with examination related grievances in a transparent, time-bound and efficient manner.

The college has established Grievance Redressal Committee, College Examination Committee to provide support to the students. The students are encouraged to contact faculty members to resolve their internal/external examination related grievances with utmost priority:

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

### CBCS SYSTEM

The distinguishing features of CBCS are the following:

- It permits students to learn at their own pace
- Choose electives from a wide range of elective courses offered by the University of Madras.
- Adopt an inter-disciplinary and intra-disciplinary approach in learning, and
- Makes best use of the expertise of available faculty

S.I.V.E.T. College endeavors to follow the Outcome-based education under the Choice Based Credit System (CBCS) curriculum across all programs offered. It is targeted at achieving desirable outcomes (in terms of knowledge, skills, attitudes and behavior) at the end of a program.

Program Educational Objectives (PEOs):

Program educational objectives describe the career and professional accomplishments that the program is preparing graduates to achieve

Program Outcomes (POs):

Program outcomes describe what the students are expected to know and would be able to achieve by the time of graduation.

These relate to the skills, knowledge, and behaviors that students acquire as they progress through the program

**Program Specific Outcomes (PSOs):**

Program Specific Outcomes describe what the graduates of a specific engineering program should be able to do.

**Course Outcomes (COs):**

Statements indicating what a student can do after the successful completion of a course. Every Course leads to some Course Outcomes. The CO statements are defined by considering the course content covered in each module of a course.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://sivet.in/wp-content/uploads/2023/09/CO_PO_PSO.pdf">https://sivet.in/wp-content/uploads/2023/09/CO_PO_PSO.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

**Method of assessment of POs / PSOs**

The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods. Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes.

The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, internal exams and home assignment. Conduction of Terminal Examinations, Unit Tests, Field Survey, Educational Tours, Excursions, Practical Work, Projects, Seminars etc. prove to be the useful tools for the continuous assessment of the COs and POs.

Assignments are given at the end of each module. The assignments are provided to students, such that students will refer the text books and good reference books to find out the



answers an expected objective of the given problem. Two Continuous Internal Assessment tests are conducted per semester to ensure that students have achieved desired level of competencies at module level. At the end of each semester, university conducts examinations. Based on the result published by university, the course outcomes are measured.

Student Exit survey is conducted to identify the impact of training they have completed to understand the Strengths and Weaknesses of various value added courses and pre-placement training undergone by them.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="#">NIL</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

608

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://sivet.in/wp-content/uploads/2023/09/Annual-report-21-22-copy.pdf">https://sivet.in/wp-content/uploads/2023/09/Annual-report-21-22-copy.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://sivet.in/wp-content/uploads/2023/09/2.7.1-SSS-RESPONSE-ANALYSIS.pdf>

RESEARCH, INNOVATIONS AND EXTENSION	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
NIL	
File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
000	
File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">NIL</a>
<b>3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year</b>	
<b>3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year</b>	
04	

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

26

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

108

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our college organized a number of extension activities to promote the neighbourhood community and to sensitize the

students towards community needs through NCC, NSS, Rotaract club, Citizen Consumer club, Red Ribbon club, and Entrepreneurship development cell. NSS organized covid vaccination camp, a blood donation camp, and several activities addressing social issues. The NCC units of our college also organized various extension activities like Save Soil, Coastal cleaning program, and Save baby turtles. Other than NSS and NCC units, the Consumer Club, RRC, Department of Botany, and Rotaract club of our college organized various programs like Consumer awareness, AIDS awareness, awareness about the Indian constitution, and drug awareness for shaping the students into responsible citizens of the country and by making students aware of social issues. All these activities have a positive impact on the student-community relationship, developing leadership skills and self-confidence of students. It also helped in cultivating the hidden personalities of students and creating social responsibilities among students.

File Description	Documents
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2023/09/EXTENSION-ACTIVITIES.pdf">https://sivet.in/wp-content/uploads/2023/09/EXTENSION-ACTIVITIES.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

04

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

24

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

975

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

01

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

**College Campus:**The college caters to the needs of students from suburban areas around Kanchipuram and Chengalpattu district.The college campus is spread over an area of 27.47 Acres of land.

**Classrooms and Seminar Hall:**College is facilitated with sufficient number of classrooms with LAN facility for the use of internet connections. Smart Board facility is provided for all the departments for the effective teaching learning process.Seminar Hall and auditorium with LCD Projector and smart board for conducting symposium/seminars/workshops/conference is available.Many dust bins are kept to collect biodegradable and non-biodegradable

wastes in all classrooms and corridors to maintain an eco-friendly campus.

Laboratories: College possess well furnished laboratories with latest equipment.

Stationary Shop: College is facilitated with stationery and Xerox shop for the benefits of our students

Newspapers: To acquire knowledge about the day to day activities, our college has made annual subscription for 9 different newspapers for the students and staff members to read in library

Journals: Our institution possesses the research degree M.Phil. Mathematics and M.Phil. Commerce. In addition to this, we have introduced the Full Time Ph.D. in Mathematics course in our college. Our college has purchased research journals in order to motivate the students to involve and explore their knowledge in research activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2023/09/C-4-4.1.1.pdf">https://sivet.in/wp-content/uploads/2023/09/C-4-4.1.1.pdf</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The fully air conditioned PTR Auditorium with a seating capacity of 300, the centre of all the vibrant activities that enriches the campus experience of the students. They have the latest technology and the best of audio visual systems. The auditoriums have well-furnished..

Sports is an integral part of the curriculum. Various sports facility is provided to the students within the campus. The college is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall personality development of its students. Various sports competitions such as inter departmental, inter collegiate, Inter University, etc., help in developing team spirit in students. Sports and games help the students to improve their

interpersonal relationship in healthy manner. Talented students are honored with medals, trophies and certificates. A sports indoor stadium has been allocated for both indoor games, such as badminton, table tennis, chess and carrom board. The open area adjacent to the admin block is used as the cricket ground. A spacious playground that accommodates a cricket pitch, football ground, volleyball, basket ball court and space for playing kho-kho and Kabaddi.. A 200 meters athletic track is available. Sports club is framed to motivate students to participate in various competitions for national and international level.

Music club and Heritage Club encourages students active participation in cultural activities..

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2023/04/4.1.2.PHOTOS-.pdf">https://sivet.in/wp-content/uploads/2023/04/4.1.2.PHOTOS-.pdf</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

59

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

59

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2023/04/4.1.3.-PHOTOS.pdf">https://sivet.in/wp-content/uploads/2023/04/4.1.3.-PHOTOS.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>



#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2716170

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

LMS Library software is created by Alumni (CUBE SOFT) for our college.

Name of ILMS software - SIVET LMS OWN SOFTWARE

Nature of automation (fully or partially) -- PARTIALLY

Version - COLLEGE OWN SOFTWARE

Year of Automation - 2016 (PARTIALLY AUTOMATION)

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://sivet.in/wp-content/uploads/2023/04/4-2-1-SD-LIBRARY-SOFTWARE.pdf">https://sivet.in/wp-content/uploads/2023/04/4-2-1-SD-LIBRARY-SOFTWARE.pdf</a>

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

D. Any 1 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

113549

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

NIL

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

In day-to-day activities, we all are interlinked with technology everywhere. Technology is the only tool that helps to

improve the education system in different ways. The effective use of digital learning tools in classrooms can increase student engagement,

We have been subscribing wifi LAN from three lines with 200mpbs and also all our class rooms are interconnected with internet facilities (57 classrooms/ seminar halls ) for the benefit of students and staff. We had purchased 256 computers for both aided and SF stream with latest digital software's. 256 computers are used by the students.

25 computers with internet facility is available in our college library for the students to access and acquire knowledge about the research and various technical skills. In shortly the wi-fi facilities will be extended to all our students with password protection.

Students learn better when the lessons are of an interactive nature. As an initiative measure, our institution has smart board facilities in all the final year classrooms, Also our institution has plans to provide the smart boards for all the classrooms with internet facility.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2022/01/Aided-office-wifi-1-scaled.jpg">https://sivet.in/wp-content/uploads/2022/01/Aided-office-wifi-1-scaled.jpg</a>

**4.3.2 - Number of Computers**

256

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

13239727.55

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The policy framed for maintaining and utilizing the physical and academic facilities would help to establish standard procedures. Central Coordination of facility allocation will ensure the effective and optimal utilization of the facilities. It is intended to cover the following types of facilities in the college. The classrooms are assigned according to the capacity of the student strength of the class. Classrooms can be used for other academic activities and organized events when there is no instructional schedule.

##### Physical & Academic Facilities:

Office space is allocated to the administrative Staff by the Principal in consultation with the management. Auditoriom is

allocated for the purposes like Seminars, Workshops, Conferences, Ph.D., Viva Voce Examination, Cultural activities and other events.

#### SUPPORT FACILITY:

##### Library:

Users are allowed to use the resources inside the Library. Library provides Membership card to the students. Two books are issued to the UG students on their account for a week and staff can be borrow 10 books per year. Minimal fees are collected for missing of books issued to the students.

Sports Facility :Procedures regarding utilization of sports facilities are laid by the College authorities. College provides general guidelines to internal users and external users and source of information pertaining to college sports facilities. . Announcements of sports activities will be displayed in notice board.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">Nil</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

992

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### **5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

#### **5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

03

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**B. 3 of the above**

File Description	Documents
Link to institutional website	<a href="https://sivet.in/wp-content/uploads/2023/09/Capacity-Building-and-Skill-based-report.pdf">https://sivet.in/wp-content/uploads/2023/09/Capacity-Building-and-Skill-based-report.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

3278

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

3278

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**C. Any 2 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

776

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

68

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State



**government examinations) during the year****NIL**

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.****5**

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The College is maintaining highly developed and effective mechanisms to improve continuously the standard and traditions of its academic and administrative system. Students' Council aims to support in imparting quality and value based education to the learners. Student Council exists in the form of student representatives for various Departments. The student committee is very active with a teacher at the helm of affairs and the students are highly motivated to co-ordinate the different activities and events and assists the teachers in making it a grand success. Indeed, the Council contributes to maintain a

healthy communication among students and teachers regarding academic, cocurricular and extra-curricular activities of the college. . The students committee then delegates the responsibilities to the juniors to instill a sense of leadership in them . It also ensures discipline in the college campus by encouraging students to observe the rules of the college, and instill environmental consciousness and work towards maintaining a green and clean campus. These students represent academic, cultural and administrative bodies of the institution and actively participates in the feedback with respect to academics, classes, teaching, syllabus, etc. ensure the quality of teaching and learning is impactful.

File Description	Documents
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2023/09/5.3.2-2.pdf">https://sivet.in/wp-content/uploads/2023/09/5.3.2-2.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

10

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Association having the registrationis working under the

supervision of Principal. The Association acts to organize various programmes for the students. To facilitate constant interactions with the alumni, maintain support mechanisms for the alumni network and create a healthy and sustainable relationship. We intend to keep our Alumni engaged in life skill learning that involves keeping their knowledge and skills up to date and their network expanding. Life skill Learning brings together Our College alumni to explore current global business challenges and learn innovative solutions.

File Description	Documents
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2023/09/5-4-1.pdf">https://sivet.in/wp-content/uploads/2023/09/5-4-1.pdf</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

#### Vision

The vision of the Institution is to promote education to all young aspirants seeking the benefits of higher education and to enhance the student's life skill to meet the global challenges.

#### Mission

To inspire optimization of learning and sharing of knowledge, to understand goodwill and peace through discipline, conduct, and integrity in every student to strengthen our country.

- To empower the youth through quality education towards Nation building process.
- To promote among them secular values, respect for truth,

honesty and integrity.

- To achieve excellence in all its endeavours to face global changes.

South India Vaniar Educational Trust was founded by the humane initiativeness of ArungunaChemmal Sri. S.A. Ayyasami Chettiar M.A., B.L., (Retired Judge). He was the founder president of the Trust. The Trust aims to promote education to all young aspirants. S.I.V.E. Trust considers that to be an investment for national development through making the best use of the available human resources.

The College is a significant outcome of the benefaction of a particular backward community, which throws open its gate to all young aspirants seeking the benefits of higher education, irrespective of differences of caste or creed. S.I.V.E.T College was established in July 1966 in a modestly constructed but adequately equipped building.

File Description	Documents
Paste link for additional information	<a href="https://sivet.in/about-us/">https://sivet.in/about-us/</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Internal Quality Assurance Cell monitors the academic and administrative activities. The function of internal quality assurance cell (IQAC) is to involve all the staff members, Principal and Secretary of the Institution. One of the experienced senior faculty member is nominated as a IQAC director who is responsible for monitoring and finalizing the documentation. The director has appointed criterion heads to monitor and guide the department representatives throughout the year. The required data are collected from the faculty members then the department representatives verified and forwarded to the particular criterion head. The criterion head is responsible to collect the data from all the departments and various cells, committees etc. The collected data are compiled in the respective format and submitted to the director for correction. If any corrections and modifications needed, the

document is returned to the department representative through the criterion head. After verification of all the criterion data and supporting documents, the final draft of IQAC report is prepared. The progress of the process is updated to the head of the institution periodically. The final draft is submitted to the Principal and Secretary to get approval for submission. In addition, meeting is conducted periodically at IQAC chamber with all the criterion heads and representatives to discuss the progress, updates and clarifications. This process is an example for participative management for decentralization process.

File Description	Documents
Paste link for additional information	<a href="https://sivet.in/about-igac/">https://sivet.in/about-igac/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### Strategic Plan 2021-2022

- The college established a functional Memorandum of Understanding with various organizations for skill development training
- To raise funds for various centers of excellence through various funding organizations
- To identify and train the youth from rural areas in sports activities in the second campus
- To Improve the employability skills of the students
- To encourage the students to participate in co-curricular/ extracurricular activities
- To encourage the Faculty for Paper publishing & UGC-approved national and international Journal publishing.

## Implementation

- Extension activities were carried out through NSS, NCC, YRC and RRC
- Training cell initiated to conduct bridge courses in Microsoft Excel
- Career Guidance Cell conducted various employability skilled programme for final year students
- Job fairs are conducted in the campus
- Cultural fest was organized by various clubs and committees
- Second phase of smartboards were equipped with high speed internet connection in the classrooms
- e-content was developed to facilitate hybrid learning
- National and International conferences were organized by the PG and Research departments

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2022/12/iqac-strategic-plan.pdf">https://sivet.in/wp-content/uploads/2022/12/iqac-strategic-plan.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College is a government-aided institution runs by South Indian Vaniya Chettiar Trust. The College Committee of the trust is the apex body headed by its President. The Staff Council is formed as per the regulation of the University. Principal is the chairperson of the Staff Council who coordinates all the activities. The decisions related to admissions, workload, time tables, library purchases, maintenance of infrastructure, etc. are taken by the Staff Council and IQAC through its committees subject to provisions in ordinances of the affiliating University. The teaching and nonteaching staff is given

promotions as per the government rules. The college has established Grievance Redressal Cell as per the norms to tackle the grievances of students and staff. The IQAC Coordinator, Heads of the Departments, Librarian, Office Superintendent work under the Principal. The college has a well-defined organizational structure in the administration staff and laboratory staff. The service rules, procedures, recruitment, promotional policies, grievance redressal mechanism are defined as per the rules of the University and approved pattern of the UGC.

File Description	Documents
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2022/02/ORGANOGRAM.pdf">https://sivet.in/wp-content/uploads/2022/02/ORGANOGRAM.pdf</a>
Link to Organogram of the Institution webpage	<a href="https://sivet.in/wp-content/uploads/2022/02/ORGANOGRAM.pdf">https://sivet.in/wp-content/uploads/2022/02/ORGANOGRAM.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

As per the norms prescribed by the Government of Tamilnadu, the

following facilities are available to all permanent teaching and non-teaching staff. Group insurance policy is taken for all employees. Regular and emergency loan facility is provided from the Cooperative Society. Leave rules to teaching and non-teaching staff are as per the norms. The college has provision for admissions to eligible wards of employees. Faculty appointed prior to 2005 is eligible for pension benefits on retirement. Faculty after 2005 are covered under new pension scheme. Gratuity, and leave encashment are availed by retiring faculty as per Government rules. PF loans are sanctioned as per Government rules. Festival Advance facility is also available for non-teaching staff. Free health check-up camps are organized for the staff members. Achievement Awards is conferred to the staff members for extraordinary contribution. EPF benefits are provided for self finance staff.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**



01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

102

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

**A good performance management system works towards the**

improvement of the overall organizational performance of staff members. An effective performance management system plays a vital role in efficiently managing the organization.

The performance is classified into three categories

- Teaching, Learning, and Evaluation related activities
- Qualification and Experience of the staff members
- Feedback forms collected from the students

The Principal in consultation with senior professors fixes certain minimum scores to be achieved by the faculty members in the above-mentioned three categories.

The performance appraisal for nonteaching staff are based on their experience.

Career Advancement scheme (CAS)

A committee has been formed for career advancement scheme evaluation of faculty members in each department based on the UGC and state government guidelines. The committee includes two subject experts, convener and head of the institution.

The Committee has undergone the process of screening-cum-evaluation of the documents submitted by the respective faculty member. The committee perused all the documents related to the Career Advancement Scheme based on their administrative responsibilities, Student related co-curricular, extension, Conducting minor or major research project and publication in peer-reviewed or UGC list of journals. After careful evaluation, the committee recommendsthe list of faculty members eligible for career advancement. The list is thenforwarded to higher authority for approval process.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism

for settling audit objections within a maximum of 200 words

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half-yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details. The compliance report of the internal audit is submitted to the management of the institution through the Principal. An external audit is conducted annually by an external agency. The mechanisms which are used to monitor the effective and efficient use of financial resources are as below:

- College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges, etc., and non - recurring expenses like lab equipment purchases, furniture, and other development expenses.
- The expenses will be monitored by the accounts department as per the budget allocated by the management.
- The accounts of the college are audited by Chartered Accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit, would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection in the preceding years.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)****NIL**

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

The college is affiliated to Madras University and follows the strategies for mobilization of funds and optimal utilization of resources as directed by UGC. The college prepares an annual budget in consultation with College Committee .The College received funds from admission fees, tuition fees, hostel fees received from girls hostel, salary grant, UGC Grants, Stakeholders, nongovernment organization, individuals, funds from library and alumina contribution The college received requirements from all departments latter on according to budgetary provision purchase committee works on budgetary plan. Head of the institution in concern with management committee sanction the budget as per considering the financial resources. The utilization of funds on every aspect was monitored by Principal and College committee and management body for appropriate utilization

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**6.5 - Internal Quality Assurance System**

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**IQAC reviews consistently the Academic process and strive hard**

to enhance quality of teaching, learning and evaluation and promote research attitude among the faculty members. The IQAC has taken initiatives to organize following activities:

**Macro teaching:** To evaluate the entire class, macro teaching methods are employed which help the students to understand course value, future ideas, and goals. Feedback is collected from the students.

**Webinars on Research Methodology and Quality in higher education**

**Preparation of the Academic Calendar and college Prospectus**

**Uploading college information on AISHE portal and preparation of AQAR**

**Promotion to ICT in working process of the institution.**

**Organization of National and International conferences, seminar and other extra-curricular activities.**

**Annual Report of the Institution**

**Internal Academic Audit**

**Initiation to Participate NIRF**

**Research Publications initiated.**

File Description	Documents
Paste link for additional information	<a href="https://sivet.in/wp-content/uploads/2023/09/6-5-1.pdf">https://sivet.in/wp-content/uploads/2023/09/6-5-1.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**The administration of the college gave utmost importance to the**

suggestion issued by the IQAC. IQAC monitors teaching, learning and evaluation process through the feedback. In order to take reviews of learning outcomes, the IQAC proposed to the administration of the college to conduct Academic Audit of the year 2021-22. For this, a committee was constituted which included expert faculty members of the college. The said audit was done and the report was submitted to the IQAC. The IQAC also conducted ICT tools verification by forming a committee in this regard along with the departmental stock verification. The IQAC also framed the policy documents to make teaching learning and evaluation process more effective. The Academic Calendar is prepared in advance displayed and circulated in the Institute and strictly followed. All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching learning process, the system of continuous evaluation, compulsory core courses, various cocurricular activities, discipline and culture of the Institute. All students are also given a guided tour of the campus and the various facilities. Students are apprised of the Time-Table, Programme structure, syllabus of the courses before the semester commences.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://sivet.in/wp-content/uploads/2023/09/Annual-report-21-22-copy.pdf">https://sivet.in/wp-content/uploads/2023/09/Annual-report-21-22-copy.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Our institute has a strong ethical work culture and offers a conducive, inclusive environment. Safety, security, gender equity and inclusive working environment attracts maximum enrolment of women students and women staff.

##### (a) Safety and security

- Security checkpoints at all campus entries and exits.
- CCTV surveillance network.
- Disciplinary committee monitors strict implementation of Anti-ragging, Drug free and mobile phones free campus.
- Women's Hostel with CCTV security

##### (.b) Counselling

- Counselling cell with a professional experienced psychologist is available on campus.
- Students grievances redressal cell and Staff grievances redressal cell functions effectively.
- POSH Committee organises training by conducting meetings

with IC Member, POSH Committee.

- Career guidance, Training Cell and Placement cell offer various orientation programmes and motivational talk and career counselling are periodically done.

( c) Common Rooms

Common rooms resting lounge with first aid, cot and bed are allotted for women staff members and women students

(d) Other measures

- Co-curricular activities through various clubs offer equal participation. Gender sensitisation webinar was organised on 28,Dec 2022 and Dr.S.Sasikala, Department of psychology, University of Madras delivered a lecture.
- On December 7, 2021 Miss S.Sathyasri, India's first Transgender Lawyer spoke on the topic "Law Of The Day" - which stands as a testimony to institute's gender equity.
- An awareness programme on protective measures for women by Dr.D.Vijayalakshmi, Queen Mary's College, Chennai was conducted on March 8, 2022.

File Description	Documents
Annual gender sensitization action plan	<a href="#">Counselling cell, POSH committee and Students grievences</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">a). Safety and security b). Counseling c.) Common Rooms e). Co-curricular activities and awareness programmes</a>
<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>C. Any 2 of the above</b>



File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college sprawls over a huge land mass and applies basic waste management strategies of Reduce, Reuse and Recycle. Students are sensitised to reduce the amount of waste generated with a focus to achieve zero discharge. The institute as of now tries its best in partial utilisation of waste. Solid wastes generated in the campus are collected and segregated into biodegradable and non biodegradable. An MOU has been signed with ITC WoW - Well Being Out of Waste agency and non biodegradable wastes are handed over to them for recycling. Other solid wastes are collected by the local municipality for further decomposition. No hazardous wastes are generated in the campus. Liquid wastes from washing, cleaning and sanitary blocks are collected in the septic tank. Thus the institute tries its best to keep the campus clean and hygienic without causing any harm to the ecosystem.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://sivet.in/wp-content/uploads/2023/09/Degradable-and-Non-degradable-photos-1.pdf">https://sivet.in/wp-content/uploads/2023/09/Degradable-and-Non-degradable-photos-1.pdf</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

#### 7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

#### 7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	<p><b>C. Any 2 of the above</b></p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Various cultural activities and sensitisation programmes are being offered to promote tolerance and harmony. International Yoga Day and Womens Day are celebrated in the college to establish good interaction among the students from various cultural backgrounds. NSS, NCC, RRC and YRC units of our institution conduct many awareness campaigns. A webinar on 'Drug Abuse and Illicit Trafficking' was organised on September 27, 2021 and Dr. N.Thirunavukkarasu, Ambedkar Govt. Arts College sensitised the participants. Tobacco control and Cancer Prevention Webinar was conducted on September 22, 2021 and Dr. V.Surendran, Psycho - Oncology, Tobacco Control Resource Center, Cancer Institute, Chennai gave an awareness talk. Our college with Aravind Eye Hospital conducted a free cataract surgery camp on April 4, 2022. Books Donation Drive was conducted and a total of 150 books were donated to Adidravida

Hr Sec School, Paduvanchery. Mega Blood Donation Camp was organised in the campus and 220 student volunteers donated their blood on May 5, 2022.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institute always focuses on producing good and responsible citizens through curricular and co-curricular activities. Students are sensitised with rallies and awareness programmes and cultural events to understand the importance of oneness, brotherhood, social responsibilities and at the same time understanding the need to realise their constitutional rights. NCC & NSS volunteers take part in traffic awareness campaigns and educate the public on the importance of sticking to the rules. Independence Day & Republic Day are celebrated to make the students understand that it is the nation that stands first. Citizen Consumer Club held a webinar on "Imparting Awareness to Consumers & Responsibilities", wherein Dr.J.Vijayathilagam, Assistant Commissioner, Department of Civil Supplies, Consumer Protections, Government of India enlightened the students on 28th October, 2021. Rotaract Club conducted "Law Of The Day " to commemorate the life of Dr. B.R.Ambedkar. Ms. Sathya Sri Sharmila delivered a talk on Motivation and Awareness about the Indian Constitution. Voters day was observed in the college in which 102 teaching and non-teaching staff members took Pledge. Women's cell of our college organised a webinar on 'Women welfare Legislation towards equality" by Dr.M.Amudha, Associate Professor, Quaid-e-millat Govt Arts College for Women on 4 March, 2022.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff</b></p> <p><b>4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p><b>C. Any 2 of the above</b></p>
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File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Various Cells, Clubs and Departments share the responsibility of celebrating/observing National and International Day thereby making the students understand the importance. The Department of Visual Communications celebrated World Photography Day on 19th August. Various competitions were conducted to mark World Ozone Day on 25th September 2021. Rotaract Club organised an event to mark "International Day Of Girl Child" on October 11, 2021 and Ms. Vidhya Alaguperumal delivered a speech on Sexual Harassment. 52nd NSS Day was observed by planting saplings and conducting various awareness events. A Webinar on World Radio Day was held on 14th February 2022 and Rtd AIR Director, J.Kamalanathan spoke on "Radio and Trust". Science Departments of our college organised many interdepartmental competitions to mark National Science Day on March 15, 2022. NCC Cadets commemorated World Ocean Day on 10th June 2022 by carrying out coastal cleaning activity at Olive Beach, Injambakkam. Eco Club of our college conducted one week environmental celebration

from June 5, 2022 at our campus with "Only One Earth" as the theme They promoted a variety of activities like Banyan tree-shaded open classroom, campus clean up, tree plantation, Formation of S.I.V.E.T Swach Team, Go Green Campus Nursery initiative and wall art based on the theme "Only one Earth".

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICES-

#### 1:Smart Board Class Rooms - Enhanced Learning Experience

To provide enriched learning experience that is enjoyable and more interactive for students as well to improve the way teachers teach. Teachers get access to several free knowledgeable databases that support their teaching. It is also used as a testing tool to assess and analyse the performance of students immediately. Students learn better as they actively involve and get hands-on training too. Almost all the contents (both video & material) are loaded to support students' preparation for exams. Frequent absentees started turning out to college regularly as they understood the content taught in classrooms better with the help of smart boards. Reading skills of the students improved.

#### 2.Club Activities for holistic development of the student.

Our college aims at producing a responsible citizen and in its effort has started 9 clubs. Young minds are made to focus on their well being by encouraging them to participate in these club activities and hence diversions are minimised.

Club activities stimulate various skills like speaking, acting,

singing, dancing, playing, narrating and various other creative skills in our students. Clubs help students identify the leader in them and assist them in developing self esteem, decision-making, communication, time management, social skills, organisational skill, stress management and service mind. Enrollment in the clubs are very limited as most of our students work on part time basis to support their studies and family as activities are conducted after college hours.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Our college has proudly embraced Digital Culture in the academic year 2021-2022. To keep our young graduates on pace with the rest of the world, our college Management has installed 24 smart boards in classrooms as phase I. The Management has planned to expand this initiative and phase II implementation is in progress. In near future all the classrooms will be with smart boards. Around 1500 students benefited through this initiative. This has enhanced interaction between the teachers and the students.. The students during their leisure hour access the contents to get their doubts cleared and make themselves familiar with the study materials and audio-videoloaded in the smart board. A full fledged Computer Centre with internet facility is made available to the teaching fraternity and students. Students either in the leisure hour or after the college hours are availing the facility to prepare their presentations, seminars, projects, etc. A few classrooms and a seminar hall have projectors to enable effective teaching - learning process. Our institution has been maintaining students' databases in computers and is made available through the intranet partially. Efforts are being taken to implement e-Governance absolutely. Computers in the lab are periodically upgraded. To maintain good service, computers in various departments, central library and offices are covered under Annual maintenance contract. The institution focuses on creating an apt environment for

students' academic journey.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.3.2 - Plan of action for the next academic year

To Participate in NIRF Ranking

To Apply for NAAC Grading

To increase the smart board enabled class rooms

To Conduct External Green Audit, Library Audit and Academic audit

To conduct FDP Program for Teaching and Non-teaching staff