



YEARLY STATUS REPORT - 2020-2021

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 - Tambaram Main Road
• City/Town		Chennai
• State/UT		Tamilnadu
• Pin Code		600073
2.Institutional status		
• Affiliated /Constituent		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.	09952048900												
• Mobile	9952048900												
• IQAC e-mail address	iqacsivet@gmail.com												
• Alternate Email 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/2023/09/ACADEMIC-CALENDAR-2020-2021AIDED-AND-SELF-FINANCE.pdf												
5.Accreditation Details													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B++</td> <td>80.10</td> <td>2005</td> <td>21/09/2005</td> <td>21/09/2010</td> </tr> </tbody> </table>	Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B++	80.10	2005	21/09/2005	21/09/2010	
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to								
Cycle 1	B++	80.10	2005	21/09/2005	21/09/2010								
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.,													
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> <td>∞</td> </tr> </tbody> </table>	Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	Nil	Nil	Nil	Nil	∞			
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount									
Nil	Nil	Nil	Nil	∞									
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	2												

<ul style="list-style-type: none"> 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"> 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	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>* During the lock down, Online Training demo was given to all the faculty members to handle online classes through Google Meet *</p> <p>Webinars and Events Conducted online through G-Suite : All events uploaded in college website</p>		
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	
To organise External and Internal audits in the library and Laboratories.	Internal audits were done in the Library and Laboratories	
To initiate the process to introduce Full time Ph.D.	Initiated the process by the Departments of Commerce and Mathematics	
To organize seminars and workshops for boosting the academic outlook of faculty and students	Seminars and Workshops were conducted through online	
To encourage and train Faculty to adopt ICT enabled innovative teaching and evaluation methods and development.	Faculty Development Programme was organized for the faculties to use ICT tools	
To execute various Gender Sensization and social awareness program	Programmes conducted are uploaded in the official website	

13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Management</td> <td>10/02/2022</td> </tr> </tbody> </table>	Name	Date of meeting(s)	Management	10/02/2022	
Name	Date of meeting(s)				
Management	10/02/2022				
14. Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2020-2021</td> <td>31/01/2022</td> </tr> </tbody> </table>	Year	Date of Submission	2020-2021	31/01/2022	
Year	Date of Submission				
2020-2021	31/01/2022				
15. Multidisciplinary / interdisciplinary					
NA					
16. Academic bank of credits (ABC):					
NA					
17. Skill development:					
NA					
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)					
NA					
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):					
NA					
20. Distance education/online education:					
NA					

Extended Profile

1. Programme

1.1

22

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

File Description	Documents
Data Template	View File

2.Student

2.1 3602

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 1425

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

File Description	Documents
Data Template	View File

2.3 1302

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 117

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 152

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	22
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	3602
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	1425
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	1302
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	117
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	152
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution

4.1	57
Total number of Classrooms and Seminar halls	
4.2	5082532
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	210
Total number of computers on campus for academic purposes	

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

Proper implementation of the curriculum is accomplished with effective methodology and methods as follows-

As the college is affiliated to University of Madras, the syllabus prescribed by the university is followed. Since the choice based credit system is followed in all the courses, the students have the option of choosing papers based on their interest. As per the guidelines framed by university and IQAC, the academic calendar has been prepared with the inclusion of Continuous Evaluation Process

Head of the departments conduct department level meeting to formulate academic plans and also to distribute the teaching workload. After taking into consideration number of working days available, all the five units in a paper are divided, which have to be completed by a stipulated deadline. For facilitating proper and advance preparation of subjects' contents by the teachers,

the allotment of the subjects to respective teachers is being made well in advance before start of actual session. Continuous observation of teaching was monitored by the HOD Staff are assigned for each class to monitor the regularity of classes with due observation of student's attendance.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NIL

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

CONTINUOUS INTERNAL EVALUATION (CIE) :

Continuous Internal Evaluation (CIE) System to assess all aspects of a student's development departmentwise on a continuous basis throughout the year due to pandemic. The performance of the students is monitored by the Principal and the HOD's. The Principal conducts Review Meetings department wise to give necessary feedback about the improvement of students' performance. Parents/ Guardians are advised to note the performance of their wards and take remedial measures if needed. Whenever necessary, the staff or class in-charge shall recommend the visit of the parent to the college for a discussion about the student. Remedial Classes are conducted for the slow learners. A minimum of three assignments are given to students and the topics are given in advance to enable the students to prepare well. The assignments submitted by the students are carefully evaluated by the teacher concerned and students are informed about the improvements to be made. The submission of assignment has been made compulsory for UG students as assignment marks has been made part of Internal marks , as stipulated by University. Three internal tests are conducted in each semester and the highest marks scored in any two tests are considered for computing internal marks as stipulated by University. Internal examination committee headed by Principal is responsible for preparing time table and conducting the internal tests.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NIL

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

22

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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)

3

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

183

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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 conducts various programs to the students to understand the cross-cutting issues like Professional Ethics, Gender Equality and Gender Sensitization, Human Values, Environmental and Ecological Protection and Sustainability during the year 2020-2021. The same is uploaded in the college website.

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. 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.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

8

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

377

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	NIL
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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	View File
URL for feedback report	NIL

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 students admitted during the year

1240

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

1252

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

Slow learners: Bridge Courses are conducted at the departmental to lift the students to the level of higher education.

- Remedial Classes are conducted with an aim to improve the academic performance of the slow learners. This practice helps the struggling learners to improve subject knowledge and helps them catch up into their peers.
- Academic and personal counseling are given to the slow learners by the mentor and the counseling cell.
- Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding
- Providing simple and standard lecture notes/course materials

Advanced learners

- Coaching is also given in Skill Development Programme like Communicative English, Aptitude and Placement etc.
- Advanced learners are encouraged to enroll in MOOC Courses - Swayam
- Assignment and Student Seminars on contemporary topics to enable them for placement
- Students Advanced Learners are provided coaching classes for

competitive exams.

- Students are encouraged to participate and present papers in various Seminars / Conferences / Workshops / Inter-Collegiate / Competitions organized by other colleges.
- Participation by the students in the in-house competitions such as Debate, Group Discussion, Problem Solving - Decision Making Exercises and Quiz Programmes are also encouraged.
- The academic achievements of the students who secured Ranks in the University Examination, are appreciated during the CollegeDay every year.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

Number of Students	Number of Teachers
3593	117

File Description	Documents
Any additional information	View File

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 , Interactive Method, Project-based Learning, Computer-assisted Learning, Experiential Learning etc. The Teaching - learning activities are made effective through illustration and special lectures.

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 quizon current affairs. The seminars are organized where in the papers are presented by students on topics relating to their

subjects to enrich their learning experience.

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.

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. For real time exposure, students are encouraged to participate in National and International Level.

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

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

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 such as learning material, quizzes, practical procedures and assignments, etc.
2. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process
3. Practical classes are conducted in virtual mode.
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.

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	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

117

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

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)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

3

File Description	Documents
Any additional information	View File
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)	View File

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

1208

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 two Continuous Internal Assessment Tests. For transparent and robust internal assessment, An examination committee is constituted every year to coordinate the internal examination activities. It is a practice of the college to show internal examination answer books after evaluation to the students in the class for self-evaluation. The weightage for the unit tests varies as per the concerned faculty. The performance of the students in CIE is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing students after their assessment. Students are free to interact with the teacher to resolve grievances if any, regarding the assessment. Due to pandemic, the subject teacher conducts the tests and seminars, through online and briefs the students in the virtual classroom about their performance. The average of student performance is analysed in college council with the Principal and remedial measures are taken to improve their performance

File Description	Documents
Any additional information	View File
Link for additional information	NIL

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

Careful monitoring and analysis of grievances filed by the students is carried out efficiently and in timely manner. Being an active member in deciding quality policy and making strategic plan of the institute, the Chief Superintendent is responsible for timely and systematic completion of academic & evaluation events. For internal evaluation, the Principal is the final decision making authority to settle the grievances of internal evaluation. In case of grievances of evaluation of University examination, the aggrieved is directed to make proper representation to University authority through the Chief Superintendent.

Internal assessment is a completely transparent process. All the students are familiar with the transparency of internal assessment. The institute has established examination committee

and assigns their duties as per the norms of University of Madras. The Chief Superintendent has the responsibility to co-ordinate with University of Madras for the smooth conduct of University Semester Theory and Practical examination.

The institute follows the guidelines of University of Madras for the conduct of examination. 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. Malpractice cases are dealt at Institute as well as university level as per the guidelines of University of Madras.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The course curriculum is designed by University of Madras. The S.I.V.E.T College affiliated to University of Madras follows the semester pattern with CBCS system.

Choice-Based Credit System is a flexible system of learning. 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. This entails a regular methodology for ascertaining the attainment of outcomes, and benchmarking these against the program outcomes, consistent with the objectives of the program.

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.

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	View File
Paste link for Additional information	https://sivet.in/wp-content/uploads/2022/01/2.6.1-PO-PSO-CO-All-courses.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

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.

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	View File
Paste link for Additional information	NIL

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

1302

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	NIL

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/2022/01/2.7.1-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	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

3.1.3.1 - 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)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NIL

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

As an initiative, The Enterprenuership Development cell of our college organized webinar on TN S7 2020 - AWARENESS PROGRAM on11th SEP 2020.

Resource person Mr. A. Selvakumar, field coordinates, MIT , IEDP motivated the students on design thinking and explained its values.

The innovative voucher program - IVP for entrepreneurship was explained in detail by the resource person in order to motivate the students. Further programs in this connection will be organized in the future.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	NIL
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

27

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

7

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

As part of the extension activities our college organized various programs to sensitize the students on various social issues program on moral values, social maturity and for their holistic development was organized for students.

Program on social status and legal rights of women in India was conducted to celebrate women's day.

Mrs. Adhilakshmi Logamurthy, Advocate, High court, Madras. Social Activist was the resource person she described the aspects of the provisions of the act on women's rights.

A program on women rights and protection measures was held in order to create an awareness about women's rights and protection with existing rules, laws and regulations.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

00

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - 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

3.4.3.1 - 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

21

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1992

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

2

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

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.

Infrastructure and physical facilities for teaching -learning

The college caters to the needs of students from suburban areas around Kanchipuram and Chengalpattu district. Since the college is situated near Tambaram-Velachery main road it has easy access to students. The college has made all efforts to ensure adequate infrastructure in the form of classrooms, laboratories. The college campus is spread over an area of 27.47 Acres of land.

The college ensures the availability of latest equipment and up-to-date infrastructural facilities in the institution. The qualitative improvement of teaching and learning process are

facilitated by organizing conference / workshop / Seminar periodically on teaching pedagogy and interdisciplinary areas for research. There are various committees to look after the maintenance and utilization of physical, academic and support facilities and also there is a systematic procedure for the purchase as well as maintenance of infrastructure facilities including all sorts of equipment.

Furniture and other teaching aids are adequate to the student's community for the smooth running of academic activities. Many dust Bins are kept to collect biodegradable and non-biodegradable wastes in all classrooms and corridors to maintain an eco-friendly campus. Plastic is banned inside the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL

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

Sports, Games:

The Department of Physical Education of our College is happy to state its active initiation, taken in this regard to strengthen a number of facilities to produce potentialsportsman and facilities. Department of Physical education organized 15 days coaching cum teaching internship programme for the PG degree Stream of Tamil Nadu Physical Education and Sports Ministry, Chennai. A spacious playground which accommodates cricket pitch, football ground, volleyball, basketball court and space for playing kho-kho and Kabaddi. A sophisticated indoor stadium has ball badminton and table tennis courts. Chess and carom are other games played here. A 200 meters athletic track is available.

Sports committee and Physical Director with assistant sports staff utilize the ground and another sporting facility by conducting intra-departmental, inter-departmental and inter-collegiate events.

Cultural activities:

Our Institution encourage students to participate in world record

Events. This event had been organized by Tamilnadu Teachers Education University and Assist World Record team.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL

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

57

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

5082532

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

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	View File
Paste link for Additional Information	NIL

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

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

51411

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

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

0

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

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 are interconnected) for the benefit of students and staffs. We had purchased 255computers for both aided and SF stream with latest digital software's. Out of 255 computers, 210 computers are used by the students . In shortly the wi-fi facilities will be extended to all our students with password protection.

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

4.3.2 - Number of Computers

210

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

9577266

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Classrooms:

The classrooms are assigned according to the capacity of the student strength of the class. Using Classroom for any activities must be made with prior permission from the authority. Time table committee headed by the Principal will take care to allot classes. The timetable is designed by the timetable committee so that the available classrooms are used optimally.

Sports Facility:

All sports facilities in the campus are mainly used for sports education, training, competition and recreation by College

students and staff. Procedures regarding utilization of sports facilities are laid by the College authorities. The college authority reserves the right to modify or amend these rules when necessary. Every user will use the facility for Scheduled time only and wear proper and prescribed sports attire. Food and beverages are prohibited inside the sports complex.

Library:

Users are allowed to use the resources inside the Library. Library provides Membership card to the students. Two books are issued to the 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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1050

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

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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

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

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	https://sivet.in/wp-content/uploads/2022/02/Quality-Initiatives-.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

1458

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

1458

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

230

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File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

107

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

0

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

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)

NATIONAL SERVICE SCHEME

NSS volunteers participated in the Turtle walk event held on 10-01-21 at the beach side, Adyar. 15 members participated. It was organized by the Bhumi organisation. NSS Volunteers participated in the Educational awareness programme and slum cleaning programme held on 28-02-21 at perumbakkam. There were 30 members participated. Principal along with the NSS Volunteers and program officers took part in covid vaccination camp on 17-04-21 at S.I.V.E.T college. Organized an online yoga day programme for all the students on 27-06-21 in Google meet. There were 130 members participated. NSS volunteers attended the blood donation camp on 27-09-21 at Madras University. There were 16 members participated. It was organized by Madras University

NCC

The events organized by NCC unit was stated as follows

International Day of Yoga on 21 June 2020.

Independence Day is celebrated at S.I.V.E.T. College.

Flag Day , a sum of RS.8500 was collected by our cadets and handedover to Tmt C.Lakshmi Priya (DRO)

Mini Marathon which was conducted on National Youth Day

Republic day was celebratedby hoisting the flag our college President.

Polio Global Medical Camp with Primary Health Care Centre at Kamarajpuram .

Swarnim Vijay Run which was conducted by Indian Army at Chennai Marina,

Swachh Abhiyan which was conductedby 1(TN)BN NCC at Manimangalam Sivan Temple,

File Description	Documents
Paste link for additional information	https://sivet.in/wp-content/uploads/2022/03/EXTENSION-ACTIVITIES-REPORT-2020-2021.pdf
Upload any additional information	View File

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

1

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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, SIVET College was registered on 23rd March 2019 under Section 10 of Tamil Nadu Societies Registration Act 1975 The ALUMNI Association has framed the following objectives: • To keep a roster of all Alumni of College and their pertinent data and in maintaining the updated and current information of all Alumni. • To bring together all the old students of S.I.V.E.T. College to share their experiences for the benefit and progress of the present students. •The first ALUMNI meeting was held on 19.01.19. The president of ALUMNI Association has announced that the arch would be constructed soon in the front of the college gate. The Former Secretary of the ALUMNI association has donated Rs.50,000 to the ALUMNI fund. The decision has been taken in the first Alumni meeting that all the conventional class rooms of our college to be converted into smart class rooms with LED Projector, Mike, Amplifier, Smart Board etc. by ALUMNI DEVELOPMENT FUND. Alumni are working in organizations at various capacities. They keep the faculties and the placement officer abreast about the available job opportunities. They assist and guide the students to crack the interviews. They also share their experience with the students and motivate them for their career development in various domains.

File Description	Documents
Paste link for additional information	https://sivet.in/wp-content/uploads/2022/03/S.Karthickreport.pdf
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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 To promote education to all young aspirants seeking the benefits of higher education, irrespective of differences in caste and creed. Mission To inspire an increased learning and diffusion of knowledge, to understand goodwill and peace through discipline, conduct, and integrity in every student to strengthen our country.

South India Vaniar Educational Trust was founded by the humane initiativeness of ArungunaChemmal Sri. S.A. AyyasamiChettiar M.A., B.L., (Retired Judge).. 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	https://sivet.in/about-us/
Upload any additional information	View File

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

The institution has a strong belief in collective and democratic traditional leadership. This practice may be reflective in the extensive delegation of authority to College Council, comprising with the Heads of the Departments in the college. Heads are discharging their function as a nodal agent of the academic and administrative processes in the college and contributing to the vibrant and healthy of the decentralization and participative management in the college.

Case Study:

The College Council oversees the Teaching Plans of faculties and is empowered to make adjustments in the routine and to allot teaching assignments and evaluation duties. The Council Secretary

enjoys the privilege of convening meetings where the programmes for the entire term are decided. It takes the lead in planning seminars, workshops, career counseling sessions, remedial measures, interdepartmental or/and inter-college exercises and is at liberty to introduce creative and innovative measures for the benefit of students. The college council oversees the paper-setting, moderation, evaluation, and marks submission of all internal examinations of the department, and determines the admission and promotion criteria of the students. The above features are comprising participatory management points fairly conclusively to the ethics of decentralization which is integral to the institution and informs its functioning at every level.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college follows the admission policy framed by the state government. The college follows the reservation policy of the state government with regard to the admission of ST, SC and OBC students. A significant thrust of the institution's vision is to respond to the educational needs of women in socially and economically challenged sections of society, and offer them quality education so that they would be empowered to face the challenges of life. The admission process was further streamlined so that deserving sections would receive the benefit of affirmative action. As student strength was bound to grow, the process was documented and a handbook with detailed procedures and processes of admissions. Another improvement strategy in this area was to commit the entire process to a technology enabled system whereby time, paper and costs could be lowered and efficiency optimized in the admission of Students. The college website displays all the courses and the number of seats in each course along with reservation policy for all the categories as per government directives.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sivet.in/wp-content/uploads/2023/09/ADMN.-GUIDELINES-20-21.pdf
Upload any additional information	View File

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 Governing Council of the college works in close cooperation with the Principal to regulate and maintain a good academic environment required for the purpose. The Principal, as the Head of the Institution along with the members of Teaching and Non-Teaching staff, implements the decisions and policies of the management. Principal and Director - self finance executes academic, administrative plans and policies with the help of HOD's and committees and cell. There will be a Selection Committee for making recommendations to the Management for the appointment of faculty as per UGC norms. The Selection Committee shall interview and judge the merits of each candidate, and report to the Competent Authority.. The Competent Authority shall appoint from amongst the persons so recommended, the number of persons required to fill in the post. Institution complies with service rules laid by the state government. To maintain the discipline and decorum of the college, the code of conduct for students are defined and implemented.

NORMS

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the institution webpage	https://sivet.in/wp-content/uploads/2022/02/ORGANOGRAM.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

For Aided Stream:,The welfare measures of Teaching and non-teaching staff are followed by Government of Tamilnadu.

For Self Finance stream, the following welfare measures are in practice for Teaching and Non-teaching staff:

- Provident fund is bestowed.
- Casual leave and permission are allowed to staff members.
- Vacations are granted for odd and even semesters.
- Gifts and sweets are distributed during the festival season.
- Games are conducted for staff members and prizes are also distributed during Sports Day

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

1

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

3

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

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

69

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

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

Aided Stream:

The Government procedures are followed as per the UGC regulations.

Self Finance stream:

Teaching Staff

a) The performance of each faculty member is assessed according to the Annual SelfAssessment for the Performance Based Appraisal System (PBAS).

b) Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score..

c) The faculty members are informed well in advance of their due promotion.

d) The PBAS proforma filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by Principal/Director and Secretary.

e) Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee.

f) 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/Director in consultation with senior professors fixes certain minimum scores to be achieved by the faculty members in the above-mentioned three categories.

Non-Teaching Staff

For non-teaching staff, various parameters are assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, Power of Drafting (where applicable), an efficient organization of documents (in case of Ministerial Staff) and technical abilities (in case of laboratory staff).

The performance appraisal is followed based on their experience for Non-teachingstaff .

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

Internal audit is carried out by the management and also by the auditors appointed by them. External audit is often carried over by Regional Joint Directorate of Collegiate Education.

Response:

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 college administrative office as per the budget allocated by the management.

All vouchers are audited on a monthly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the Principal.

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. The audited statement is duly signed by the authorities of the chartered accountant.

File Description	Documents
Paste link for additional information	https://sivet.in/wp-content/uploads/2022/03/AUDIT-STATEMENT-PDF.pdf
Upload any additional information	View File

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)

00

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

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

For Aided Stream:

The college mobilizes funds only through sale of application for admission, and tuition fees collected from the students. The fees so collected is disbursed for purchase of laboratory equipments, maintenance etc., and buying books for library.. If at all there is a need the SIVE Trust comes into the picture and tries to spendfor any activities initiated by the College like Celebration of Sports Day, Annual Day, Convocation Day, and Women's Day etc. for both regular and self-financing streams.

Memorandum of Understanding is another way through which the College invites experts for organizing Science Day Program, Humanities Day Program etc.

World Records are also being organized similarly in our college without any sponsors.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

An Internal academic audit of laboratories and library were conducted

The administrative audit was decided to conduct during the academic year 2021-2022, due to pandemic situation

Submission of data in AISHE portal was done on time

IQAC contribution in the Teaching-learning process was taken by expertising the faculties to use ICT tools

File Description	Documents
Paste link for additional information	https://sivet.in/wp-content/uploads/2022/02/IQAC-MINUTES-2020-2021-1.pdf
Upload any additional information	View File

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 teaching-learning processes are reviewed, and improvements are implemented, by IQAC. The major initiatives taken over the last year include the following:

*Academic Calendar is prepared every year in advance, circulated to the students, and strictly followed. Various activities of the institution from admission to examination schedule are notified in it.

* Students are apprised of the Time-Table, Program structure, syllabi of the courses before the semester commences. All newly admitted students have to compulsorily attend the Orientation

Program

* Feedback from students is also taken individually by teachers for their respective courses.

Feedback is properly analyzed and shared with the Principal, Deans, HODs and individual faculty members.

* Proctor and the Discipline Committee members make random visits to ensure smooth functioning of classes. Important announcements , attendance and conduct of classes are monitored by the HODs and proctors of various classes.

* Based on the recommendations of IQAC, Departments Advisory board were constituted, a think tank comprising eminent and renowned academicians and alumni from within and outside which regularly reviews the progress and makes necessary recommendations in an advisory capacity

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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)	D. Any 1 of the above
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File Description	Documents
Paste web link of Annual reports of Institution	NIL
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

The college though located in a rural area, the percentage enrolment of female faculty members is on the rise. Women students enrollment ratio has indeed outnumbered the men students. Career options provided by the institution, Ladies Hostel facility inside the campus and gender-friendly learning atmosphere invite more female students to enroll in S.I.V.E.T College. Many programmes are being conducted to raise awareness regarding health and hygiene, legal rights and various other social issues concerning women and career choices. To ensure that our environment is gender-inclusive, women students and women faculty members are supported and encouraged to have a wider role in governance and decision-making. Though the curriculum offered in the institution supports gender equity, extracurricular activities are also conducted regularly to address gender stereotypes. The college management has appointed enough security personnel both in the Ladies Hostel and in the campus. Women floor supervisors take care of the private needs of the women students if any. The sprawling campus and Ladies hostel is under closed-circuit surveillance cameras for better monitoring.

File Description	Documents
Annual gender sensitization action plan	https://sivet.in/wp-content/uploads/2023/09/7.1.1.pdf
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	https://sivet.in/wp-content/uploads/2023/09/7.1.1.B.pdf

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
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File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Solid Waste Management:

The waste is generated by all sorts of routine activities carried out in the College that includes paper, plastics, glass, metals, foods, etc. The waste is segregated at each level and source. Dust bins have been provided for waste collection. The waste in the campus is dispersed in an eco-friendly manner without polluting the environment on a regular basis. Bio-degradable Solid wastes are collected daily and dumped alternatively into two pits excavated at the backside of the campus and allowed to decompose naturally without affecting the environment. Some of the Non-degradable Solid waste include wastes from canteen, transport, hostel and wastes from recreational areas including sludge will be removed by Panchayat services .

Hazardous waste management:

Safe exhaust provision and fire extinguishers are provided in chemistry and physics laboratories to drive out acid fumes. Lab in-charges take care of chemical and safety norms in the laboratories are strict. Students are educated about hazardous chemicals and safety measures.

E-Waste management:

The e-waste generated are distinguished as scrap and reusable. Scraps are sold to scrap dealers and reusable components are serviced and used once again. The lifecycle of electronic equipment is extended by appropriate maintenance and minor repairs carried out.

Liquid waste management:

The waste water from the hostel would be used for the gardening purpose by which water consumption is minimized.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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	C. Any 2 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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	B. Any 3 of the above

- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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 :

C. Any 2 of the above

Human assistance, reader, scribe, soft copies of reading material, screen reading

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

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).

College provides an inclusive environment for every student and staff with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day Yoga day, Cancer day, AIDS along with many regional festivals like Navarathiri and Pongal are celebrated in the college. This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal cells in the institute like Student grievance redressal cell, Women cell which deal with grievances without considering anyone's racial or cultural background. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socio-economic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The curriculum college follows, includes various courses to address Professional Ethics and Human Values. The college thus educates the young minds to adhere to human values such as, diversity, integration programmes, awareness about heritage and history, service and sensitivity towards community through Value Education Programmes.

Values of Citizenship are sensitised through Environmental Science.

Besides these programmes, webinars are being conducted periodically to expose the youths to community service. In order to make the learning environment ethical, transparent and conducive to work culture the college prescribes professional ethics which includes insisting on the ordinances that are necessary to maintain the discipline of the college.

Webinar on Immunity Boosting during COVID Pandemic and COVID Vaccination Drive conducted by NSS Units of our college in association with the Sembakkam Municipality to the public is worth mentioning.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://sivet.in/wp-content/uploads/2023/09/7_1_9.pdf
Any other relevant information	NIL

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	View File
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	View File
Any other relevant information	View File

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

To encourage and to promote ethics and values among students and faculty the college organizes national festivals and the birth/death Anniversaries of great Indian Personalities. The thoughts of great Indian personalities and the importance of national integrity are sowed into the young minds through these programmes.

26th January Republic Day - This year we celebrated Republic Day with a very small congregation due to the pandemic. Various formal events including flag hoisting and march past were organized on this Day. The President of our college committee addressed the students and the faculty members on the duties of the citizens towards our nation and on the rights given to us by the constitution.

15th August Independence Day - This year it was a very simple event marked by the hoisting of the flag by the Secretary of our college with a well practiced guard of honour offered by the NCC Unit. The Secretary sensitised the students on National integration and communal harmony.

International Day of Yoga, National Youth Day, Teachers Day, Birth Anniversary of Dr.A.P.J Abdul Kalam, Bharathiyar are organized through online mode.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Title of the Best Practice: Participative Management

The Context : S.I.V.E.T. College believes in participative system of governance in the decision- making process. **Objectives :** To ensure that all stakeholders involved with administrative decisions and to ensure that there exists a sense of satisfaction. **The Practice:** Participative Governance within the college are carried out through cells and committees. **Evidence of Success:** It created an environment to think out of the box, innovate and find a solution for the problems around them. **Problems encountered:** Due to the pandemic situation, Implementation process was felt difficult. Various suggestions were given by stakeholders It is difficult in keeping all stakeholders satisfied with the governance decisions. **Resources Required :** Reliable feedback systems to record the stakeholder feedback .

TITLE: Participation in world record Events

Objectives: To ensure greater exposure to the Institution ,provide an international platform for students to exhibit their talents, to elevate students' self-confidence to the international level. **The Context:** Student's skill has been identified and trained to meet international competence. Opportunities have been provided to display their talents. **The Practice:** Capable students were recognized and training sessions have been conducted to enhance their talents. **Evidence of Success:** This mega event inculcated our culture and traditions to our students and thereby help them develop their interpersonal skills. **Problems Encountered and Resources required:** Online training sessions were difficult to execute, and stakeholders faced network glitches.

File Description	Documents
Best practices in the Institutional website	https://sivet.in/wp-content/uploads/2022/01/Best-practices.pdf
Any other relevant information	NIL

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

The institution was established with a vision to impart quality education to students from diverse backgrounds to empower them to create their own identities. The institution focus mainly on the area to work towards the uplift of the students from the underprivileged and economically weaker sections of the society. The management and the institution believe that every student deserves a chance to get their opportunities at education. Appropriate guidance are given to students from the day they enter into the institution. The college puts it prime focus on the intellectual, physical, social and spiritual wellbeing of the students and to mould them as intellectually responsible and socially committed. Faculties lend their hands to underprivileged students in academics by conducting remedial and special coaching classes. The institution provides a conducive environment for students to excel in extracurricular activities and ample opportunities are given to them to expose their talents. Meritorious students, minorities and economically backward students are encouraged with cash awards and scholarships. Programmes such as NSS ,NCC,YRC and RRC provide the students opportunities to get trained as organized, committed skilled and disciplined human resource of the country by inculcating the spirit of patriotism and sense of social commitment. Life guidance programmes are organized for the outgoing students. The college also offers the service of a trained counselor.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

PLAN OF ACTION FOR THE YEAR 2021-2022

- Preparation of IQAC Calendar for the year 2021-2022
- It was proposed to conduct the following Faculty development programmes during the academic year 2021-2022

FDP on Innovative Teaching Practices in Academia during the month of July2021.

FDP on computing skills to the Administrative and Non-Teaching Staff

FDP on New Framework of NAAC Accreditation during December2021

- Implementation of online admission process in both UG & PG Level
- Student Induction programmes to be conducted for the first years
- Students must be encouraged to excel in Co-curricular activities.
- Students must be encouraged to take life skill add on courses- one per year
- Preparation and submission of data to AISHE
- Seminar /Conferences To Enhance The Quality Of Research
- Review meetings on department activities with Principal and HODs to evaluate the performance of the departments.
- Review meetings with Secretary and Principal regarding NAAC criteria
- Submission of AQAR for the year 2020-2021 in the month of November2021
- Internal & External Academic and Administrative audits to be carried out in the month of May & June 2022
- Steps to be taken to improve the internship performance of the students so as to achieve 100% placement.
- Student satisfaction survey to be carried out during the month of April 2022
- To organize alumni meet
- To organize Seminar on IPR , Research Methodology and Entrepreneurship
- To Prepare the annual report of the institution.