



YEARLY STATUS REPORT - 2022-2023

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. K. THIRUSANGU**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **04422780777**
- Mobile no **9444963348**
- Registered e-mail **sivet.college@gmail.com**
- Alternate e-mail **principal@sivet.in**
- Address **VELACHERY MAIN ROAD**
- City/Town **GOWRIVAKKAM, 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. **044 22780777**
- Alternate phone No. **044 22780037**
- 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/2024/01/21-22-1.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/2024/01/2022-23-AC.pdf>

5. Accreditation Details

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

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.,

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

- 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)

* Green and Sustainability audit done * Appeared for NIRF 2023 * Conducted workshop on NIRF Documentation process * Promoted Bridge courses and certificate courses in departments * Using ICT Tools in Teaching and learning process

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
Preparation of Academic Calendar	Academic Calendar was prepared by the Dean of Academic Affairs and uploaded in College website
Skill Oriented courses for students	The students are enrolled in Naan Mudhalvan Scheme for skill oriented courses
Preparation of AQAR	AQAR was prepared by the IQAC Committee
Preparation of NIRF	The college was registered in NIRF 2023
Performance appraisal for teachers	CAS was conducted for Teachers
Reforms in CIA examination	CIA Examination was centralised and review meeting for students performance were held
Feedback from Students	Feed back on teacher's performance and about the college were collected and analyzed
Internal Academic Audit	Internal academic of various departments was done by IQAC Committee

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

- Name of the statutory body

Name	Date of meeting(s)
College Council	24/01/2024

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

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• Upload latest notification of formation of IQAC	View File				
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Year	Date of Submission
2022-2023	13/02/2024

15. Multidisciplinary / interdisciplinary

S.I.V.E.T. College offers multidisciplinary and interdisciplinary courses to the students, allowing them to choose their subjects, courses, and programmes. The college aims at imparting an education that shall develop the intellectual, aesthetic, social, physical, emotional and moral values in students. Important days like International Yoga Day, International Women's Day, Environment Day, Road Awareness Programmes are to be celebrated and observed bringing together all the disciplines of the college. The admission process was streamlined and implemented. The science programme includes seven major courses with open electives. Students can choose from various electives in Humanities, Commerce, History and management that they find interesting to further enhance their learning experience. The college has an active Research, Entrepreneur and Innovation Cell to nurture research culture among the faculty members and students. "Environmental studies" has been made compulsory by the University of Madras in their regular curriculum that includes credit-based courses and projects in the areas of community engagement and service and environmental education towards the attainment of a holistic and multidisciplinary education. The institution has been offering several core elective, supporting elective and non-major elective courses that integrate topics from humanities and the sciences over the past decade. As these courses are offered under the choice based credit system, students can select courses in accordance with their area of interest. Opportunities for community engagement and service are being provided by way of extension activities for students. Further the institution has taken steps to introduce learning component in the UG curricula to ensure that all students are engaged in a project work through which they will gain awareness on the problems faced by the society and explore ways of applying their core knowledge to provide viable solutions. PG and Research departments provide opportunities for students to pursue multidisciplinary research activities through project work, internships and research.

16. Academic bank of credits (ABC):

The Naan Mudhalvan scheme, initiated by the Government of Tamil Nadu, was introduced to S.I.V.E.T. College students in March 2023 to provide them with up-to-date information on courses and industry-specific skills, facilitating training in their chosen sectors to align with career aspirations. This flagship program enhances students' employability, allowing them to find jobs matching their skill sets. Our staff attended Faculty Development

Programs (FDP) conducted by the TNSDC to support in facilitating student learning. The course structure was categorized by academic years with 2 credits for each course: Cambridge English for all first-year students, Microsoft Course for second-year students, and specialized courses for final year courses in Data Analytics for Maths and Physics, FinTech for Commerce, Corporate Secretaryship, Economics, B. Com Accounts & Finance, B. ComC.A, B. Com ISM and BBA. Android App Development Course for Computer science and BCA students. The non-credit 21st Century Skills course, focused on, a task-oriented approach in the Quest app, enhancing students' placement prospects for final-year students of History, Chemistry, Zoology, Visual Communication and Bio-Chemistry. All the courses involved multiple assessment levels, with students completing the programs in May 2023. The Naan Mudhalvan scheme, initiated by the Government of Tamil Nadu, was introduced to S.I.V.E.T. College students in March 2023 to provide them with up-to-date information on courses and industry-specific skills, facilitating training in their chosen sectors to align with career aspirations. This flagship program enhances students' employability, allowing them to find jobs matching their skill sets. Our staff attended Faculty Development Programs (FDP) conducted by the TNSDC to support in facilitating student learning. The course structure was categorized by academic years with 2 credits for each course: Cambridge English for all first-year students, Microsoft Course for second-year students, and specialized courses for final year courses in Data Analytics for Maths and Physics, FinTech for Commerce, Corporate Secretaryship, Economics, B. Com Accounts & Finance, B. ComC.A, B. Com ISM and BBA. Android App Development Course for Computer science and BCA students. The non-credit 21st Century Skills course, focused on, a task-oriented approach in the Quest app, enhancing students' placement prospects for final-year students of History, Chemistry, Zoology, Visual Communication and Bio-Chemistry. All the courses involved multiple assessment levels, with students completing the programs in May 2023.

17.Skill development:

Skill Enhancement Courses (SEC) are already offered in all subjects as per the syllabi of the CBCS of the University of Madras. All students need to choose SECs in semesters 1,2,3 and 4. Also, the college has successfully run NCC and NSS units for many years, in various community services. The college also encourages students for skill development by organizing many seminars/workshops regarding counselling sessions for placements, soft-skill development, yoga, chocolate, and jewellery making

etc., Skill development helps build up strong foundation for learners. The Institution has taken many steps to help students in becoming more skilled and job ready. Training Cell of our college equip the students with the necessary IT skills. The Training Cell successfully conducted the add-on courses on Microsoft excel course and Python. Placement Cell organizes Pre-placement programmes for the students to improve their interview skill and their personality enrichment. The Institution has made all efforts to build healthier and harmonious working environment with respect to issues related to Gender, Environment and Sustainability, Human values and Professional Ethics into the curriculum

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

NEP focuses to blend the Indian knowledge system rooted in its languages and cultures with the modern education system. College also arranges many cultural programs on important occasions. We also promote translanguaging which promotes students a deeper understanding of subject matter by discussing in one language and writing in another. Students will always refer what they already know from their first language when working with a second language. The college library do have a collection of books on Languages, religion, art and culture. Being an affiliated institution since Indian Knowledge system has not been included as part of the curriculum, we have organized more events related to Indian Knowledge system. We celebrate functions during traditional days to inculcate cross state cultures into our students to keep them aware of the traditions of other states.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Students performance evaluation through various direct and indirect methods is done by the college to ensure the attainment of Program Outcomes, Program Specific Outcomes, and Course Outcomes, Semester End Examinations: Both the theory and practical examinations at the end of each semester are conducted by the affiliating university. Marks obtained by the students in these examinations are used to assess the attainment of course outcomes by the students. Marks in practical examinations reflect the practical knowledge and problem-solving ability of the students. Continuous Internal Assessment is an integral part of the CBCS as framed by the affiliating university. This assessment is conducted by the college . Project reports submitted by the students as per the CBCS syllabi are thoroughly evaluated by the teachers in the colleg. 3. Remedial and tutorial classes:

remedial support is provided to students by the teachers for further improvements. . The college frames and offers many add-on/certificate courses. Many students avail these opportunities to groom themselves for progression in higher studies and/or placement. These records are collected, analyzed, and used to provide even better service to the students to achieve their career goals. There is a regular feedback collection system in place for its stakeholders-students, Alumni, teachers, Employers, and Parents. The feedback system reflects the opinions/suggestions of the stakeholders regarding the relevance of the course, availability of the teaching material, course importance, required support from the institution to the students, etc Students are encouraged to take up internships, projects, fieldwork, etc. in order to help them to obtain necessary skills and practical experience in their chosen field of study Students are motivated to participate in various extracurricular and cocurricular activities like singing, dancing, quiz, debating, model competitions etc. arranged by the college or other external institutes in order to inculcate among them the qualities like leadership, teamwork, perseverance, etc.

20.Distance education/online education:

Technology gives us great opportunities to make learning easier for everyone, no matter what their needs are. Nowadays Students are good with technology. Students can learn both theoretical and practical skills with the help of technology. Using ICT to teach and learn is part of the education system today. ICT-based education helps, improves, and uses information delivery in the best way possible. The classrooms have Interactive panel screens and Wi-Fi, which makes it easy for teachers to upload their lessons and materials and encourages them to do so. This helps online classes and learning go smoothly.

Extended Profile

1.Programme

1.1

25

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

File Description	Documents
Data Template	View File

2.Student

2.1 3721

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 1294

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 1223

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 123

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 143

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	25
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

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2.1	3721
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Institutional Data in Prescribed Format	View File

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Data Template	View File

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Data Template	View File

3. Academic

3.1	123
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	143
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	59
Total number of Classrooms and Seminar halls	
4.2	66343423.03
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	255
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

CURRICULUM PLANNING AND IMPLEMENTATION

The University sets curriculum for the affiliated colleges. The programs were revised and enriched to CBCS. HoD's prepare the routine which is duly approved by the Principal. Academic Calendar is prepared by the calendar committee and curriculum is planned according to the working days. Faculties prepare macro-teaching and micro-teaching plan prescribed by the IQAC and the process is documented by the respective departments. Teachers prepare lectures, notes and question-banks according to the syllabus. The state-of-the-art SmartBoards with internet enrich the teaching-learning process. The Academic calendar notifies the staff and students about the CIAT, university examination (Practical/Theory) and holidays. The curriculum is divided into five parts. Part I-Tamil/other languages, Part II-English language for the first/second-year students. Part III-core-course, allied, projects/electives with three courses. Part

IV-Non-Major Electives, Skill based subjects, EVS and Value Education. NME is for all first year UG students. All second year UG students study EVS in third and fourth semesters. All third year UG students study Value Education in their fifth semester as skill-based subject. Part V-extension activities - NCC, NSS, YRC, CCC and Physical Education. M.Phil. & Ph.D. programmes are offered by the Commerce, Mathematics, Economics and Tamil. The college adheres to the academic rules and regulations in vogue laid down by University of Madras/Department of Collegiate Education, Government of Tamil Nadu.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sivet.in/wp-content/uploads/2024/03/1-1-1.pdf

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

CONTINUOUS INTERNAL EVALUATION

Continuous Internal Evaluation (CIE) is conducted to assess all aspects of a student's development on a continuous basis throughout the year. An orientation programme is done at the beginning of the semester through public address system of the college. Teaching Plan contains evaluation procedures. Academic Calendar with CIA Exam dates. Orientation on changes and amendments in the evaluation and administrative process through instructions. Result Analysis is done by the class-in-charges after every CIA Test. The performance of the students is monitored by the principal and necessary feedback is given to the staff. 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 measure. Whenever necessary, the class-in-charge shall recommend the visit of the parent to the college for discussions about the student. Remedial Classes are conducted for the slow learners, absentees and the students who participate in Sports, NSS activities and Placement Interviews. Re-totalling is permitted for U.G. students who apply for it within the stipulated time on payment of prescribed fee. Revaluation is permitted for the papers

written in regular U.G. examinations and not for arrears examinations.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sivet.in/wp-content/uploads/2024/03/1-1-2.pdf

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	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

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

1284

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.

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.

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

11

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

613

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://sivet.in/wp-content/uploads/2024/03/1-4-1-Feedback-Report.pdf
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	https://sivet.in/wp-content/uploads/2024/03/1-4-2-Feedback-Report.pdf

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

1294

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**

1294

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

The Staff in charge of the respective classes of UG and PG extend valid support in classifying the students with reports based on observation and class tests.

Strategies adopted for slow learners

- To improve the academic performance of the slow learners, absentees and students who participate in sports and other activities remedial classes are conducted.
- 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
- Provision of simple and standard lecture notes/course materials

Strategies for the advanced learners

- Coaching is also given in Skill Development Programme like Communicative English, Aptitude and Placement etc.
- Provision of additional learning and reference material
- 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.
- Talented students are motivated to participate in extra-curricular activities, exhibitions and cultural competitions.
- Students, who secured Ranks in the University Examination, are honored with Medals in the Graduation Day

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
3695	123

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 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.

Student Seminars

The seminars are organized where in the papers are presented by students on topics relating to their subjects to enrich their learning experience.

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.

Participation in competitions at various levels:

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

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sivet.in/wp-content/uploads/2024/01/TEACHING-LEARNING-PROCESS-22-23.pdf

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
5. Interactive Smart boards are fixed in II & III year UG Class rooms. Faculties are well trained to utilize it in full extent

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

74

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

123

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

56

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

1427

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 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.

It is a practice of the college to show internal examination

answer books after evaluation to the students in the class for self-evaluation. Students are free to interact with the teacher to resolve grievances if any, regarding the assessment.

The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing students after their assessment. Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students to prepare for power point presentation. 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	View File
Link for additional information	https://sivet.in/wp-content/uploads/2024/01/2022-23-AC.pdf

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 by the Examination Department in an efficient and timely manner. Being an active member in deciding quality policy and making strategic plan of the institute, the Principal 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 Principal

Institute level:

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, Practical and Periodic 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.

File Description	Documents
Any additional information	View File
Link for additional information	https://sivet.in/wp-content/uploads/2024/01/REVIEW-REPORT.pdf

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.

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.

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. It is targeted at achieving desirable outcomes (in terms of knowledge, skills, attitudes and behavior) at the end of a program. Teaching with this awareness and associated in effort constitutes outcome-based education. 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 Educational Objectives (PEOs):

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

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sivet.in/wp-content/uploads/2023/09/CO_PO_PSO.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.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution Response:

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.

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. Review committee will evaluate the performance of students in CIA Examination., 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

959

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	https://sivet.in/wp-content/uploads/2024/01/PASS-PERCENTAGE-FINAL-YEAR-22-23.pdf

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/2024/01/STUDENT-SATISFACTION-SURVEY-SSS-2022-2023-Responses-Form-Responses-1.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)

000

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

10

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

The institute has created an ecosystem for Research and Innovation by recruiting & developing desirable human resource, taking initiative for creation & dissemination of knowledge and establishing state of the art infrastructure. The details are as under:

Promoting Innovation: The College has created an Entrepreneurship Development Cell (EDC) and Institutional Innovation Council (IIC) for promoting innovation & entrepreneurship activities. The formation of IIC is as per the guidelines of MHRD & AICTE .Students are encouraged to present their innovative working project models & products through annual Stalls.

Social Entrepreneurship: SIVET SSHG was actively working with the primary aim to train the students on key aspects of Social Entrepreneurship while promoting sustainable development and community engagement related initiatives to fulfil the need of developing Self-Reliant and Sustainable Society. The event was focused on applying the entrepreneurship skills of the students and converting them into profitable business idea while promoting and boosting Entrepreneurial Ecosystem among the young students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/3-2-1.pdf

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

03

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

39

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

42

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

The following activities were conducted by the institution through NSS, NCC, YRC and JRC in the neighborhood community in order to sensitize the students towards social issues in programmes during the year.

S.No.

Name of the activity

Organising unit/ agency/ collaborating agency

Name of the scheme

Year of the activity

Number of students participated in such activities

1

POND CLEANING

6th Coy, 1TN BN NCC; S.I.V.E.T. College

PUNEET SAGAR ABHIYAN

2022

27 CADETS AND 30 PUBLIC of Hasthinapuram

2

POND CLEANING

6th Coy, 1TN BN NCC; S.I.V.E.T. College

PUNEET SAGAR ABHIYAN

2023

22 CADETS

3

HAR GHAR TIRANGA-RALLY

NSS UNIT, S.I.V.E.T. COLLEGE

2022

48

4

POND CLEANING

NSS UNIT, S.I.V.E.T. COLLEGE

2022

27

5

A SOUND MIND IN A SOUND BODY

NSS UNIT, S.I.V.E.T. COLLEGE

2022

40

6

SWACHHATA RALLY

NSS UNIT, S.I.V.E.T. COLLEGE

2022

13

7

SOCIAL JUSTICE DAY

NSS UNIT, S.I.V.E.T. COLLEGE

2022

39

8

TRAFFIC AWARENESS RALLY

NSS UNIT, S.I.V.E.T. COLLEGE

2022

41

9

MCC EVENT

NSS UNIT, S.I.V.E.T. COLLEGE

2022

12

10

SAY NO PLASTIC

NSS UNIT, S.I.V.E.T. COLLEGE

2023

35

11

KUMARANKOTTAM CAMP

NSS UNIT, S.I.V.E.T. COLLEGE

2023

39

12

ANTI DRUG RALLY

YRC,RRC UNIT S.I.V.E.T.COLLEGE

2022

50

File Description	Documents
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/3-4-1.pdf
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

3

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

17

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

957

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

3

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

1

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.

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 possess the research degree Ph.D. and M.Phil. (Both Part-time as well as full time) in Mathematics and Commerce. Our college has purchased research journals in order to motivate the students to involve and explore their knowledge

in research activities.

Digital Library: Our college library possess digital library for the Research scholars and Students to access.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/4-1-1-SD.pdf

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 and Kabadi club is framed to motivate students to participate in various competitions for national and international level.

Dance Club, Music club and Heritage Club encourages students for active participation in cultural activities

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/4-1-2-SD.pdf

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

59

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/4-1-3-SD.pdf
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)

8386766

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	https://sivet.in/wp-content/uploads/2024/03/4-2-1-SD.pdf

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	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)

16335

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

1615

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

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. 216 computers are used by the students. 25 computers out of 216 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	View File
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/4-3-1-SD.pdf

4.3.2 - Number of Computers

255

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)

66343423.03

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. 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 borrow10 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 providesgeneral 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	View File
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/4-4-2-SD.pdf

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

698

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 benefited 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

26

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

A. All of the above

File Description	Documents
Link to Institutional website	https://sivet.in/wp-content/uploads/2024/03/5.1.3-SD.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

2520

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

2520

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

C. Any 2 of the above

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

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

193

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

93

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

000

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.

4

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)

Student Council is formed for the purpose of improving the leadership qualities and decision-making skills. The student council consists of Chairman, Secretary, Vice chairman, Asst. Secretary and 17 Executive Members from Aided and Self finance Stream of our College. The Office bearers are elected by the Dean of Student Affairs.

The students enroll themselves in Cocurricular activities like NCC, NSS, YRC, RRC and Rotaract Club. Students are encouraged to participate in social and community development activities like Blood donation, beach cleaning, maintaining greenary in campus, community cleaning in nearby areas, adopting a village etc.

Students actively participated in various college club activities like Dance, Drama, Music Eco club, Heritage club, Literature club etc. College conducts Cultural event - Green Woods every year to forecast their talents

File Description	Documents
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/5.3.2-SD.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

4

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 purpose of ALUMNI Association SIVET College is to foster a spirit of loyalty and to promote the general welfare of the institution. The main aim of the Alumni Association is to provide a good and strong bridge for the students, faculty and the institute for mutual benefit and synergy.

The ALUMNI Association has framed the following objectives:

- To keep a roster of all Alumni of College and their pertinent data and in maintaining the updated and current information of all Alumni.
- To bring together all the old students of S.I.V.E.T. College to share their experiences for the benefit and progress of the present students.
- To promote a lifelong relation and to act as a forum for the exchange of information among its members.
- To promote campus placements through old students working in reputed industries all over India and abroad.
- To involve the members in the overall development of the

college and the society.

There were two executive committee meeting and one General body meeting held during 2022-23. The Alumni EC member Shri.T.Baskar (BCom 1977-80) have contributed Rs.1,00,000 towards Alumni Welfare Association. 893 members were registered to Alumni Association during this period. Also, our Alumni has contributed in academic matters as well as providing resources to the departments.

File Description	Documents
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/5.4.1-SD.pdf
Upload any additional information	View File

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

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

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, and respect for

truth, honesty and integrity.

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

South India Vaniar Educational Trust was founded by the humane imitativeness of Arunguna Chemmal 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 especially from economically backward sections of the society and to enhance the students life skills to meet the global challenges in a modestly constructed, adequately equipped building for academic development and infrastructures improvement,

File Description	Documents
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/6-1-1.pdf
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 always believes in the practices of decentralization and participative management. It reflects policy decision-making, planning and administration, and office management. Both Management and Administration are responsible for quality initiatives to promote education to all sections. The Institution has adopted the practice of decentralization and participative management in the process of academic and administration. The Top management gives generous freedom and flexibility to the principal together with the academic council to lead all the academic activities of the college.

They regularly meet and take necessary steps to formulate and implement the perspective plan of the institution. As a part of

quality improvement and quality initiative, the institution and its concern IQAC and College Development Committee, and other statutory Committees continuously work on quality improvement. At the beginning of the academic year, all faculty members conduct a meeting and discuss the smooth functioning of the institution. Various committees are constituted and responsibilities are assigned to them. Admission Process of our institution is taken as a case study for insitutional practices.

File Description	Documents
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/6-1-2-SD.pdf
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 always adopted a top-down approach with a strategic directive given by top management.

Strategic Plan 2022-2023

- The College has entered into an agreement with various organisations specialized in providing skill development training for students and the same is outlined in a functional Memorandum of Understanding.
- To identify and train the youth from rural areas in sports activities outside the campus.
- To improve the employability skills of the students
- To encourage the students to participate in co-curricular / extracurricular activities.
- To encourage the members of all the faculties to publish research papers in UGC approved and Scopus indexed journals.

Implementation

- Several Seminars and workshops were conducted by the specialized organizations with whom the Institution has entered into Memorandum of Understanding,
- Department of Physical education had identified the potential young persons belonging to Rural areas and given training in different sports and games, to make them

participate in State / National level competitions.

- Training cell identified the needs of students and arranged programmes to meet those needs in order to increase the employability skills.
- Placement cell organized campus interviews conducted by reputed companies and fulfilled the needs of job seekers and job providers.
- Extension activities were carried out through NSS, NCC, YRC and other student clubs. Research and Development cell conducted various UGC approved and Scopus indexed workshops on Research areas to equip the faculty to publish high quality articles in reputed journals

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/6.2.1-SD.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. In the context of the college administration, the Governing Body takes the leadership role in the decision-making process. Principal and Director-Self finance were executing any academic, administrative plans and policies with the help of 32 sub-committees, viz.

The Organisational structure of the institution is uploaded in the website.

File Description	Documents
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/6-2-2-SD.pdf
Link to Organogram of the institution webpage	https://sivet.in/about-us/
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

B. Any 3 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

Teaching staff and non-teaching staff

Our Institution provides the following welfare measures for the teaching staff:

- Three months of maternity leave with full salary is granted for Self-Financing women staff and maternity leave were granted to the Women staffs of aided stream as per Tamil Nadu Government rules.
- Medical leave facility is furnished to staff members.
- On duty is provided to staff members those who are Pursuing Ph.D. and Research work.
- Provident fund is bestowed.
- Canteen facility is available for students and staff members.

- Proper restrooms and a Lounge are available.
- Gifts and sweets are disbursed during the festival season.
- Games are conducted for staff members and prizes are also distributed.
- Casual leave and permission are allowed to staff members.
- Gratuity - to the employee as a token of appreciation.

Various awards are given to staff members to encourage their academic intelligence.

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

04

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

160

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

121

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

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 of the 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 recommended the list faculty members eligible for career advancement. The list has been forwarded to higher authority for approval process. Six faculty member from aided stream are promoted to Associate Professor and Nine Faculty member are promoted Assistant Professor -Selection Grade.

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 conducted monthly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details. 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:

- Before the commencement of every financial year, the principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management.
- 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 depreciation costs of various things purchased in the

preceding years are also worked out.

Process of the external audit:

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	https://sivet.in/wp-content/uploads/2024/03/6.4.1-SD.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)

NIL

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

Institution Funds are received from various sources such as the Government of Tamil Nadu (salary grant for the aided teaching and non-teaching staff members), student fees, sports grant, NSS / NCC grant, Management, donors, well-wishers and alumni. The salary of teaching and non-teaching staff of self-financing

courses is paid from the fees collected from the students. The funds received from donors, well-wishers and alumni are utilized for providing scholarships to the poor and deserving students. The funds received for NCC, NSS and sports events are utilized for undertaking various activities for the welfare and development of the students concerned. The Management provides financial support for conducting cocurricular activities such as seminars, special lectures and outreach activities. Effective monitoring of the mobilization and utilization of funds is done to ensure that the funds are spent for the purpose they have been allocated. The utilization of these funds is ensured through financial auditing at the end of each financial year. Fees received from students are used for development of the college, staff salaries, students' activities and are properly audited. Physical and Academic facilities are augmented for students. Library services and Sports services are strengthened. Laboratories are augmented and IT infrastructure is increased. Number of workshops and seminars are organized. National and International Conferences are organized. Guest lectures, field trips, industrial visits are organized for students. For every financial transaction proper permission is taken from the Principal of the College..

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

IQAC of the College enhances a culture of quality consciousness in all processes of teaching, learning and administration. The value of accurate and timely data has been realised and hence robust software solutions have been designed to capture, collate, analyse and report the data from various stakeholders such as Faculty, students and Departments . This has enabled getting the required information at the click of a button. An Orientation was organised to guide the I semester students . Feedback collection, analysis and taking consequent corrective measures to address the issues raised in feedback analysis is another vital area where IQAC is instrumental in maintaining overall standards in teaching learning processes. Feedback from

Students, Teachers, Parents, Employers, Alumni and Staff helps to get an honest and unbiased opinion about the quality of services being rendered at the college level. Tech Enabled Teaching and Learning for performance assessment of Individual students. The institute has organized events that are open to the public free of charge namely a state-level job fair, public exhibitions, offered its facilities of seminar halls, classrooms, auditorium for school students especially who are currently attending secondary school education to visit its laboratories, interact with faculty members to inform their decision-making about their higher education. Internal Academic Audit was done in all departments

File Description	Documents
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/01/6.5.1.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 Dean Academic Affairs and IQAC Committee suggests required measures to be taken to reform academic matters and records their implementation. To cater to the specific needs on the basis of students' abilities, the IQAC has chalked out a detailed feedback mechanism for the teaching and non-teaching staff along with the students. The IQAC has been constituted as per the guidelines specified by NAAC. The primary focus of all initiatives taken by the IQAC is to provide high quality teaching learning experience where they can realise their full potential. College strives to inculcate values of compassion, conscience and inclusion among its students so as to make them good human beings besides successful professionals. For this the IQAC collects feedback from all stakeholders such as Students, Faculty, Parents, Alumni, Staff and Employers. This helps in identifying our strengths and weaknesses and taking corrective measures to enhance our teaching learning endeavours. The respective stakeholders, especially faculty, are apprised by the IQAC, about their feedback and areas where they need to improve based on the feedback received.. This helps in devising specific programmes and policies to help them meet the expectations of the prospective employers such as Resume Writing, IT skills and

placement training, Soft Skills training, Effective Communication and Interview skills etc.

File Description	Documents
Paste link for additional information	https://www.instagram.com/s.i.v.e.t.college?igsh=MW11b3hyZ2t5ZDYyeA==
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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sivet.in/wp-content/uploads/2024/01/ANNUAL-REPORT-22-23-1.pdf
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

As a coeducational institute S.I.V.E.T deems it as its responsibility to offer a safe and secured atmosphere for its women students and staff members. We have a strong ethical work culture and offer a conducive and inclusive environment.

(d) Other measures:. One DaySeminar on Gender Equity and Social Justice was organised by the Department of Tamil on 25.08.2022 with T.Vijayalakshmi, Associate Professor, Kerala University as the speaker.Women Health Care Programme was conducted and Dr. Aishwarya Parthasarathy,M.D (OG), DNB.,FNB., sensitised the women students on the need to stay nutritious and healthy. Women Cell of our College and Mission Pink Health jointly organised Women Wellness Programme on 13.09.2022.. Dr.R.S.Kiruthika Devi talked about the importance of feminine hygiene.

File Description	Documents
Annual gender sensitization action plan	<p><u>One DaySeminar on Gender Equity and Social Justice , ,.Women Health Care Programme ,Women Wellness Programme</u></p>
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	<p><u>(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. ? The POSH committee addresses the women students' grievances effectively. ? Women's Hostel with CCTV security (b) Counselling ? A Counseling cell with a professional experienced psychologist is available on campus for eight hours. ? Apart from the regular counselling sessions students are offered talks to address common issues like time management, stress handling, taking nutritious food, Building Self confidence and Career guidance. ? Students grievances redressal cell and Staff grievances redressal cell function effectively. ? 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</u></p>

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	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

We follow the policy of '3Rs'- Reduce, Reuse and Recycle. From the health, hygiene, environment and aesthetic point of view, the college ensures proper disposal of waste generated in the campus. Floor wise separate bins are kept. To recycle/reuse used papers, our institute has signed an MOU with WoW. Used papers from the office, student assignments, outdated answer booklets and official drafts are handed over to WoW for Recycle. These wastes are bartered for good quality branded stationery supplies. Other garbage is segregated into wet and dry bins. Canteen and Hostels wet garbage is collected by the Local Municipality.

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

B. Any 3 of the above

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:

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

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

C. Any 2 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 : 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	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).

The institute is constantly taking efforts to provide an inclusive environment. We aim to promote communal harmony and social responsibilities through various programmes and activities. The NSS unit of our college conducted Blood Donation

Camp on 10.04.22 and 42 of our students donated blood. Drive against drug, Traffic awareness rally, Clean India 2.0, swatchata rally, Eye camp during the year. The Ncc organised Punit Sagar Abhiyan on 01.06.22 and 23.07.22 wherein the cadets along with the public cleaned a lake and a temple pond. Eco club volunteers initiated self governed activities to create awareness among the public. They went on a rally to spread awareness on the importance of keeping the environment clean. Eco club students participated in the National level ECO EXPO 2022 at Trade Centre on 27.09.2022 about ECO alternatives organized by Tamilnadu Pollution control board in coordination with the Govt. of Tamil Nadu and the Govt of India. Around 100 students of Eco club were taken on a field trip to Marshland in Pallikaranai on 27.08.2022 where they enjoyed Bird Watching also they were explained about Marshland.

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

S.I.V.E.T College besides preparing students to have a strong academic background also inculcates constitutional obligations. The rights and responsibilities of being a responsible and good citizen are spread to them through various programmes. To highlight the best of all the Department of Visual Communication and Google News Initiative India Training Network organised an awareness workshop on How to Debunk the Fake News in Social media on 22.02.23. Mr. Iyar Karthikeyan trained the students. The Department of History organised a workshop on Antiquities Revealed Through Exploration and Excavation -this spreads the message of taking care of the monuments and heritage sites. Citizen Consumer Club organised awareness programmes on Consumer Exploitation among Younger Generation on 30.09.22 and on Telecommunication Service on 24.01.23. The Department of Business Administration conducted a programme on Role of Youngsters in Nation Building. IGEN Green Day for promoting Green Action in align to UN sustainable development goals in

action was organised by the department of Commerce. National Energy conservation pledge was taken by the students to bring behavioural changes towards the environment among themselves as well from the public in general. The college ensures the active participation of the students in all the activities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	In University prescribed curriculum, the paper titled Value Education was included and taught them. The family values, Ethics , Citizen responsibilities and human values were taught and one credit was given.
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

B. Any 3 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

The college always insists on celebrating the national, international commemorative days, events and festivals to instigate noble feelings about the nation and the world. Various Cells and Clubs take turns in organising such celebrations. They conduct many competitions and arrange for a talk or a seminar on these occasions. RRC & YRC celebrated World Students Day and Teacher's Day by organising a Medical Camp. The Department of Physics and IQAC with the Government of Tamil Nadu organised-Moon Festival by installing Two Telescopes for the public to view the celestial happenings. The Science Exhibition was organised on 28.02.23 to mark the National Science Day.. Music Club and Heritage Club organised a seminar on Gandhi for Youths on the occasion of Gandhi Jayanthi. World Radio Day was observed by the Department of Visual Communication on 13.02.23 and a seminar on Voice of the Mind. Besides these Independence Day, Republic Day and Martyrs Day were also observed on the respective dates.

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: Career Guidance Programme

Objective: To help and guide students to prepare for a suitable career by getting placed in a reputable organisation, prepare for competitive exams and to pursue higher education.

The Context: Majority of our students being the first generation learners find it hard to recognise their talent. Resource persons are outsourced and various soft skills programmes were conducted on communication skills, personality development, stress and time management and to prepare Resume.

The Practice :Career Guidance Cell in collaboration with concerned Departments has organised workshops, seminars, training programmes, skill development programmes, coaching classes and awareness programmes. About 18 programmes were organised and around 1000 students benefited in the year alone.

Evidence of success:Our Students are given training to meet the challenges of the latest technology. Our students learnt to prepare their resume and with improved communication skills and interpersonal skills developed a high level of confidence. The Cell gave necessary guidelines to attend Job fairs and placement drives conducted in and off campus. As a result students got placed in reputed organisations through different campus recruitment drives.

Problems Encountered and Resources Required:Our students find it difficult to afford training and certification costs as they are from financially poor backgrounds hence the burden is shared by our Management. Only one third of the Students enroll themselves to these training programmes as most of our students work part time to support their livelihood.

File Description	Documents
Best practices in the Institutional website	<p><u>1.Title of the Practice : Placement Cell</u> <u>2.Objectives of the Practice To train and enhance the employability of both U.G and P.G final year students. Organise campus interviews to get placed before they complete their graduation.</u> <u>3. The Context Training and Placement Cell of our headed by a Training & Placement Officer and assisted by faculty Placement Coordinators from each department. The placement cell continuously monitors the industries' requirements from the fresh graduates. Proper invitation is extended every year at the appropriate time to consider our students for their recruitment process.</u> <u>4. The Practice Job fair is organised on campus by the college every year. Companies participated by having their stalls and benefitted by the fair. Establishing good relationships with the corporate</u></p>

	<p><u>recruiters in the industry is the prime most responsibility of the placement cell. The placement cell conducts various training programmes and Motivation programs regularly for our students to perform well in the campus selection. All eligible students are encouraged to register for placement, and an awareness program is being conducted by industrial experts frequently to make the students understand about the industry expectations.</u></p> <p><u>5. Evidence of Success With support of the Management, Department faculty and the performance of the students We have successfully placed 50 % of the registered and eligible students in this year 2023. The management has generously supporting all the initiative suggested by the placement cell to create multiple employment opportunities for the students to get them placed and provide an excellent infrastructure to conduct campus interview efficiently in a most successful manner. Training activities are regularly organized throughout the year as a preparatory effort for the students to transform them employable and to fulfil the Expectation of the recruiters</u></p> <p><u>6. Problems Encountered and Resources Required Majority of our students are first generation graduates and from rural backgrounds hence they require vigorous training. During the training period they tend to skip sessions as do part time job to support their education. Hence it is challenging to achieve the desired result. .</u></p>
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 Entrepreneurship Development and Innovation Cell was started

with the objective of promoting and nurturing the entrepreneurial spirit among the students by providing them specialised and focussed knowledge. The ED Cell strives to identify talented young challenging minds and motivate them to do entrepreneurial and innovative works. To inculcate the entrepreneurial culture into students' minds the ED Cell has organised several programmes which includes setting up markets inside the campus. These activities were based on different challenges with respect to socio economic factors. The students were educated on how to make use of available government schemes and subsidiaries while starting a business and on Intellectual property rights through an awareness programme. The Cell in association with Mahatma Gandhi National Council of Rural Education (MGNCRE), Ministry of Education, Govt of India, Organized "MAHATMA GANDHI NATIONAL ENTREPRENEURSHIP MONTH " In this connection students were asked to form Self Help Groups and they were guided to a business activity. Stalls were set up on Diwali, National Entrepreneurship day & Women Entrepreneurship day wherein the students promoted and sold their products through the brochures they prepared. Entrepreneurial Development Programme for outgoing students was organised to enlighten on various Government Schemes like NEEDS, UYEGP, MEGP, MUDRA, Bank linkage, etc., The Institution by all means supports the aspiring students with necessary space and furniture. The evidence of success was seen at the Graduation Day ceremony as the young entrepreneurs earned decent profit through the stalls.

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

CURRICULUM PLANNING AND IMPLEMENTATION

The University sets curriculum for the affiliated colleges. The programs were revised and enriched to CBCS. HoD's prepare the routine which is duly approved by the Principal. Academic Calendar is prepared by the calendar committee and curriculum is planned according to the working days. Faculties prepare macro-teaching and micro-teaching plan prescribed by the IQAC and the process is documented by the respective departments. Teachers prepare lectures, notes and question-banks according to the syllabus. The state-of-the-art SmartBoards with internet enrich the teaching-learning process. The Academic calendar notifies the staff and students about the CIAT, university examination (Practical/Theory) and holidays. The curriculum is divided into five parts. Part I-Tamil/other languages, Part II-English language for the first/second-year students. Part III-core-course, allied, projects/electives with three courses. Part IV-Non-Major Electives, Skill based subjects, EVS and Value Education. NME is for all first year UG students. All second year UG students study EVS in third and fourth semesters. All third year UG students study Value Education in their fifth semester as skill-based subject. Part V-extension activities - NCC, NSS, YRC, CCC and Physical Education. M.Phil. & Ph.D. programmes are offered by the Commerce, Mathematics, Economics and Tamil. The college adheres to the academic rules and regulations in vogue laid down by University of Madras/Department of Collegiate Education, Government of Tamil Nadu.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sivet.in/wp-content/uploads/2024/03/1-1-1.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of

Continuous Internal Evaluation (CIE)

CONTINUOUS INTERNAL EVALUATION

Continuous Internal Evaluation (CIE) is conducted to assess all aspects of a student's development on a continuous basis throughout the year. An orientation programme is done at the beginning of the semester through public address system of the college. Teaching Plan contains evaluation procedures. Academic Calendar with CIA Exam dates. Orientation on changes and amendments in the evaluation and administrative process through instructions. Result Analysis is done by the class-in-charges after every CIA Test. The performance of the students is monitored by the principal and necessary feedback is given to the staff. 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 measure. Whenever necessary, the class-in-charge shall recommend the visit of the parent to the college for discussions about the student. Remedial Classes are conducted for the slow learners, absentees and the students who participate in Sports, NSS activities and Placement Interviews. Re-totalling is permitted for U.G. students who apply for it within the stipulated time on payment of prescribed fee. Revaluation is permitted for the papers written in regular U.G. examinations and not for arrear examinations.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sivet.in/wp-content/uploads/2024/03/1-1-2.pdf

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

A. All of the above

**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	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

21

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

1284

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.

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.

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

11

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

613

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	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	https://sivet.in/wp-content/uploads/2024/03/1-4-1-Feedback-Report.pdf
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
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File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sivet.in/wp-content/uploads/2024/03/1-4-2-Feedback-Report.pdf

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

1294

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

1294

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

The Staff in charge of the respective classes of UG and PG extend valid support in classifying the students with reports based on observation and class tests.

Strategies adopted for slow learners

- To improve the academic performance of the slow learners, absentees and students who participate in sports and other activities remedial classes are conducted.
- 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
- Provision of simple and standard lecture notes/course materials

Strategies for the advanced learners

- Coaching is also given in Skill Development Programme like Communicative English, Aptitude and Placement etc.
- Provision of additional learning and reference material
- 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.
- Talented students are motivated to participate in extra-curricular activities, exhibitions and cultural competitions.
- Students, who secured Ranks in the University Examination, are honored with Medals in the Graduation Day

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
3695	123

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 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.

Student Seminars

The seminars are organized where in the papers are presented by students on topics relating to their subjects to enrich their learning experience.

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.

Participation in competitions at various levels:

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

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sivet.in/wp-content/uploads/2024/01/TEACHING-LEARNING-PROCESS-22-23.pdf

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
5. Interactive Smart boards are fixed in II & III year UG Class rooms. Faculties are well trained to utilize it in full extent

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

74

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

123

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

56

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

1427

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 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.

It is a practice of the college to show internal examination answer books after evaluation to the students in the class for self-evaluation. Students are free to interact with the teacher to resolve grievances if any, regarding the

assessment.

The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing students after their assessment. Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students to prepare for power point presentation. 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	View File
Link for additional information	https://sivet.in/wp-content/uploads/2024/01/2022-23-AC.pdf

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 by the Examination Department in an efficient and timely manner. Being an active member in deciding quality policy and making strategic plan of the institute, the Principal 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 Principal

Institute level:

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, Practical and Periodic 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.

File Description	Documents
Any additional information	View File
Link for additional information	https://sivet.in/wp-content/uploads/2024/01/REVIEW-REPORT.pdf

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.

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.

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. It is targeted at achieving desirable outcomes (in terms of knowledge, skills, attitudes and behavior) at the end of a program. Teaching with this awareness and associated in effort constitutes outcome-based education. 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 Educational Objectives (PEOs):

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

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sivet.in/wp-content/uploads/2023/09/CO_PO_PSO.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.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
Response:

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.

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. Review committee will evaluate the performance of students in CIA Examination., 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

959

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	https://sivet.in/wp-content/uploads/2024/01/PASS-PERCENTAGE-FINAL-YEAR-22-23.pdf

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/2024/01/STUDENT-SATISFACTION-SURVEY-SSS-2022-2023-Responses-Form-Responses-1.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)	
000	
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	
10	
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	
<p>The institute has created an ecosystem for Research and Innovation by recruiting & developing desirable human resource, taking initiative for creation & dissemination of knowledge and establishing state of the art infrastructure. The details are as under:</p> <p>Promoting Innovation: The College has created an Entrepreneurship Development Cell (EDC) and Institutional Innovation Council (IIC) for promoting innovation & entrepreneurship activities. The formation of IIC is as per the guidelines of MHRD & AICTE .Students are encouraged to present their innovative working project models & products through annual Stalls.</p> <p>Social Entrepreneurship: SIVET SSHG was actively working with the primary aim to train the students on key aspects of Social Entrepreneurship while promoting sustainable development and community engagement related initiatives to fulfil the need of developing Self-Reliant and Sustainable Society. The event was focused on applying the entrepreneurship skills of the students and converting them into profitable business idea while promoting and boosting Entrepreneurial Ecosystem among the young students.</p>	

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/3-2-1.pdf

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

03

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

39

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

42

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

The following activities were conducted by the institution through NSS, NCC, YRC and JRC in the neighborhood community in order to sensitize the students towards social issues in programmes during the year.

S.No.

Name of the activity

Organising unit/ agency/ collaborating agency

Name of the scheme

Year of the activity

Number of students participated in such activities

1

POND CLEANING

6th Coy, 1TN BN NCC; S.I.V.E.T. College

PUNEET SAGAR ABHIYAN

2022

27 CADETS AND 30 PUBLIC of Hasthinapuram

2

POND CLEANING

6th Coy, 1TN BN NCC; S.I.V.E.T. College

PUNEET SAGAR ABHIYAN

2023

22 CADETS

3

HAR GHAR TIRANGA-RALLY

NSS UNIT, S.I.V.E.T. COLLEGE

2022

48

4

POND CLEANING

NSS UNIT, S.I.V.E.T. COLLEGE

2022

27

5

A SOUND MIND IN A SOUND BODY

NSS UNIT, S.I.V.E.T. COLLEGE

2022

40

6

SWACHHATA RALLY

NSS UNIT, S.I.V.E.T. COLLEGE

2022

13

7

SOCIAL JUSTICE DAY

NSS UNIT, S.I.V.E.T. COLLEGE

2022

39

8

TRAFFIC AWARENESS RALLY

NSS UNIT, S.I.V.E.T. COLLEGE

2022

41

9

MCC EVENT

NSS UNIT, S.I.V.E.T. COLLEGE

2022

12

10

SAY NO PLASTIC

NSS UNIT, S.I.V.E.T. COLLEGE

2023

35

11

KUMARANKOTTAM CAMP

NSS UNIT, S.I.V.E.T. COLLEGE

2023

39

12

ANTI DRUG RALLY

YRC,RRC UNIT S.I.V.E.T.COLLEGE

2022

50

File Description	Documents
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/3-4-1.pdf
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

3

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

17

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**

957

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**

3

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**

1

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.

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 possess the research degree Ph.D.

and M.Phil. (Both Part-time as well as full time) in Mathematics and Commerce. Our college has purchased research journals in order to motivate the students to involve and explore their knowledge in research activities.

Digital Library: Our college library possess digital library for the Research scholars and Students to access.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/4-1-1-SD.pdf

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 and Kabadi club is framed to motivate students to participate in various competitions for national and international level.

Dance Club, Music club and Heritage Club encourages students for active participation in cultural activities

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/4-1-2-SD.pdf

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

59

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/4-1-3-SD.pdf
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)

8386766

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	https://sivet.in/wp-content/uploads/2024/03/4-2-1-SD.pdf

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	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)

16335

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

1615

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

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. 216 computers are used by the students. 25 computers out of 216 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 hasplans to provide the smart boards for all the classrooms with internet facility.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/4-3-1-SD.pdf

4.3.2 - Number of Computers

255

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)

66343423.03

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. 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 borrow10 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 providesgeneral 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	View File
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/4-4-2-SD.pdf

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

698

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

26

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

A. All of the above

File Description	Documents
Link to Institutional website	https://sivet.in/wp-content/uploads/2024/03/5.1.3-SD.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

2520

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

2520

File Description	Documents
Any additional information	View File
Number of students benefitted 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

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

193

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**

93

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**

000

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.

4

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)

Student Council is formed for the purpose of improving the leadership qualities and decision-making skills. The student council consists of Chairman, Secretary, Vice chairman, Asst. Secretary and 17 Executive Members from Aided and Self finance Stream of our College. The Office bearers are elected by the Dean of Student Affairs.

The students enroll themselves in Cocurricular activities

like NCC, NSS, YRC, RRC and Rotaract Club. Students are encouraged to participate in social and community development activities like Blood donation, beach cleaning, maintaining greenery in campus, community cleaning in nearby areas, adopting a village etc.

Students actively participated in various college club activities like Dance, Drama, Music Eco club, Heritage club, Literature club etc. College conducts Cultural event - Green Woods every year to forecast their talents

File Description	Documents
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/5.3.2-SD.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

4

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 purpose of ALUMNI Association

SIVET College is to foster a spirit of loyalty and to promote the general welfare of the institution. The main aim of the Alumni Association is to provide a good and strong bridge for the students, faculty and the institute for mutual benefit and synergy.

The ALUMNI Association has framed the following objectives:

- To keep a roster of all Alumni of College and their pertinent data and in maintaining the updated and current information of all Alumni.
- To bring together all the old students of S.I.V.E.T. College to share their experiences for the benefit and progress of the present students.
- To promote a lifelong relation and to act as a forum for the exchange of information among its members.
- To promote campus placements through old students working in reputed industries all over India and abroad.
- To involve the members in the overall development of the college and the society.

There were two executive committee meeting and one General body meeting held during 2022-23. The Alumni EC member Shri.T.Baskar (BCom 1977-80) have contributed Rs.1,00,000 towards Alumni Welfare Association. 893 members were registered to Alumni Association during this period. Also, our Alumni has contributed in academic matters as well as providing resources to the departments.

File Description	Documents
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/5.4.1-SD.pdf
Upload any additional information	View File

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

D. 1 Lakhs - 3Lakhs

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

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, and respect for truth, honesty and integrity.
- To achieve excellence in all its endeavors to face global changes.

South India Vaniar Educational Trust was founded by the humane imitativeness of Arunguna Chemmal 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 especially from economically backward sections of the society and to enhance the students life skills to meet the global challenges in a

modestly constructed,adequately equipped building for academic development and infrastructures improvement,

File Description	Documents
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/6-1-1.pdf
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 always believes in the practices of decentralization and participative management. It reflects policy decision-making, planning and administration, and office management. Both Management and Administration are responsible for quality initiatives to promote education to all sections. The Institution has adopted the practice of decentralization and participative management in the process of academic and administration. The Top management gives generous freedom and flexibility to the principal together with the academic council to lead all the academic activities of the college.

They regularly meet and take necessary steps to formulate and implement the perspective plan of the institution. As a part of quality improvement and quality initiative, the institution and its concern IQAC and College Development Committee, and other statutory Committees continuously work on quality improvement. At the beginning of the academic year, all faculty members conduct a meeting and discuss the smooth functioning of the institution. Various committees are constituted and responsibilities are assigned to them. Admission Process of our institution is taken as a case study for insitutional practices.

File Description	Documents
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/6-1-2-SD.pdf
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 always adopted a top-down approach with a strategic directive given by top management.

Strategic Plan 2022-2023

- The College has entered into an agreement with various organisations specialized in providing skill development training for students and the same is outlined in a functional Memorandum of Understanding.
- To identify and train the youth from rural areas in sports activities outside the campus.
- To improve the employability skills of the students
- To encourage the students to participate in co-curricular / extracurricular activities.
- To encourage the members of all the faculties to publish research papers in UGC approved and Scopus indexed journals.

Implementation

- Several Seminars and workshops were conducted by the specialized organizations with whom the Institution has entered into Memorandum of Understanding,
- Department of Physical education had identified the potential young persons belonging to Rural areas and given training in different sports and games, to make them participate in State / National level competitions.
- Training cell identified the needs of students and arranged programmes to meet those needs in order to increase the employability skills.
- Placement cell organized campus interviews conducted by reputed companies and fulfilled the needs of job seekers and job providers.
- Extension activities were carried out through NSS, NCC, YRC and other student clubs. Research and Development cell conducted various UGC approved and Scopus indexed workshops on Research areas to equip the faculty to publish high quality articles in reputed journals

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/6.2.1-SD.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. In the context of the college administration, the Governing Body takes the leadership role in the decision-making process. Principal and Director-Self finance were executing any academic, administrative plans and policies with the help of 32 sub-committees, viz.

The Organisational structure of the institution is uploaded in the website.

File Description	Documents
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/03/6-2-2-SD.pdf
Link to Organogram of the institution webpage	https://sivet.in/about-us/
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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	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

Teaching staff and non-teaching staff

Our Institution provides the following welfare measures for the teaching staff:

- Three months of maternity leave with full salary is granted for Self-Financing women staff and maternity leave were granted to the Women staffs of aided stream as per Tamil Nadu Government rules.
- Medical leave facility is furnished to staff members.
- On duty is provided to staff members those who are Pursuing Ph.D. and Research work.
- Provident fund is bestowed.
- Canteen facility is available for students and staff members.
- Proper restrooms and a Lounge are available.
- Gifts and sweets are disbursed during the festival season.
- Games are conducted for staff members and prizes are also distributed.
- Casual leave and permission are allowed to staff members.
- Gratuity - to the employee as a token of appreciation.

Various awards are given to staff members to encourage their academic intelligence.

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

04

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

160

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

121

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

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 of the 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 recommended the list faculty members eligible for career advancement. The list has been forwarded to higher authority for approval process. Six faculty member from aided stream are promoted to Associate Professor and Nine Faculty member are promoted Assistant Professor -Selection Grade.

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 conducted monthly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details. 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:

- Before the commencement of every financial year, the principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management.
- 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 depreciation costs of various things purchased in the preceding years are also worked out.

Process of the external audit:

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	https://sivet.in/wp-content/uploads/2024/03/6.4.1-SD.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)

NIL

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

Institution Funds are received from various sources such as

the Government of Tamil Nadu (salary grant for the aided teaching and non-teaching staff members), student fees, sports grant, NSS / NCC grant, Management, donors, well-wishers and alumni. The salary of teaching and non-teaching staff of self-financing courses is paid from the fees collected from the students. The funds received from donors, well-wishers and alumni are utilized for providing scholarships to the poor and deserving students. The funds received for NCC, NSS and sports events are utilized for undertaking various activities for the welfare and development of the students concerned. The Management provides financial support for conducting cocurricular activities such as seminars, special lectures and outreach activities. Effective monitoring of the mobilization and utilization of funds is done to ensure that the funds are spent for the purpose they have been allocated. The utilization of these funds is ensured through financial auditing at the end of each financial year. Fees received from students are used for development of the college, staff salaries, students' activities and are properly audited. Physical and Academic facilities are augmented for students. Library services and Sports services are strengthened. Laboratories are augmented and IT infrastructure is increased. Number of workshops and seminars are organized. National and International Conferences are organized. Guest lectures, field trips, industrial visits are organized for students. For every financial transaction proper permission is taken from the Principal of the College..

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

IQAC of the College enhances a culture of quality consciousness in all processes of teaching, learning and administration. The value of accurate and timely data has been realised and hence robust software solutions have been designed to capture, collate, analyse and report the data from various stakeholders such as Faculty, students and

Departments . This has enabled getting the required information at the click of a button. An Orientation was organised to guide the I semester students . Feedback collection, analysis and taking consequent corrective measures to address the issues raised in feedback analysis is another vital area where IQAC is instrumental in maintaining overall standards in teaching learning processes. Feedback from Students, Teachers, Parents, Employers, Alumni and Staff helps to get an honest and unbiased opinion about the quality of services being rendered at the college level. Tech Enabled Teaching and Learning for performance assessment of Individual students. The institute has organized events that are open to the public free of charge namely a state-level job fair, public exhibitions, offered its facilities of seminar halls, classrooms, auditorium for school students especially who are currently attending secondary school education to visit its laboratories, interact with faculty members to inform their decision-making about their higher education. Internal Academic Audit was done in all departments

File Description	Documents
Paste link for additional information	https://sivet.in/wp-content/uploads/2024/01/6.5.1.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 Dean Academic Affairs and IQAC Committee suggests required measures to be taken to reform academic matters and records their implementation. To cater to the specific needs on the basis of students' abilities, the IQAC has chalked out a detailed feedback mechanism for the teaching and non-teaching staff along with the students. The IQAC has been constituted as per the guidelines specified by NAAC. The primary focus of all initiatives taken by the IQAC is to provide high quality teaching learning experience where they can realise their full potential. College strives to inculcate values of compassion, conscience and inclusion among its students so as to make them good human beings besides successful professionals. For this the IQAC collects

feedback from all stakeholders such as Students, Faculty, Parents, Alumni, Staff and Employers. This helps in identifying our strengths and weaknesses and taking corrective measures to enhance our teaching learning endeavours. The respective stakeholders, especially faculty, are apprised by the IQAC, about their feedback and areas where they need to improve based on the feedback received.. This helps in devising specific programmes and policies to help them meet the expectations of the prospective employers such as Resume Writing, IT skills and placement training, Soft Skills training, Effective Communication and Interview skills etc.

File Description	Documents
Paste link for additional information	https://www.instagram.com/s.i.v.e.t.college?igsh=MW11b3hyZ2t5ZDYyeA==
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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sivet.in/wp-content/uploads/2024/01/ANNUAL-REPORT-22-23-1.pdf
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

As a coeducational institute S.I.V.E.T deems it as its responsibility to offer a safe and secured atmosphere for its women students and staff members. We have a strong ethical work culture and offer a conducive and inclusive environment.

(d) Other measures: One Day Seminar on Gender Equity and Social Justice was organised by the Department of Tamil on 25.08.2022 with T.Vijayalakshmi, Associate Professor, Kerala University as the speaker. Women Health Care Programme was conducted and Dr. Aishwarya Parthasarathy, M.D (OG), DNB., FNB., sensitised the women students on the need to stay nutritious and healthy. Women Cell of our College and Mission Pink Health jointly organised Women Wellness Programme on 13.09.2022.. Dr.R.S.Kiruthika Devi talked about the importance of feminine hygiene.

File Description	Documents
Annual gender sensitization action plan	<p><u>One Day Seminar on Gender Equity and Social Justice , ,.Women Health Care Programme,Women Wellness Programme</u></p>
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	<p><u>(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. ? The POSH committee addresses the women students' grievances effectively. ? Women's Hostel with CCTV security (b) Counselling ? A Counseling cell with a professional experienced psychologist is available on campus for eight hours. ? Apart from the regular counselling sessions students are offered talks to address common issues like time management, stress handling, taking nutritious food, Building Self confidence and Career guidance. ? Students grievances redressal cell and Staff grievances redressal cell function effectively. ? 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</u></p>
<p>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</p>	<p>C. Any 2 of the above</p>

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

We follow the policy of '3Rs'- Reduce, Reuse and Recycle. From the health, hygiene, environment and aesthetic point of view, the college ensures proper disposal of waste generated in the campus. Floor wise separate bins are kept. To recycle/reuse used papers, our institute has signed an MOU with WoW. Used papers from the office, student assignments, outdated answer booklets and official drafts are handed over to WoW for Recycle. These wastes are bartered for good quality branded stationery supplies. Other garbage is segregated into wet and dry bins. Canteen and Hostels wet garbage is collected by the Local Municipality.

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

B. Any 3 of the above

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

A. Any 4 or All of the above

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

C. Any 2 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

<p>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</p>	<p>C. Any 2 of the above</p>
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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).

The institute is constantly taking efforts to provide an inclusive environment. We aim to promote communal harmony and social responsibilities through various programmes and activities. The NSS unit of our college conducted Blood Donation Camp on 10.04.22 and 42 of our students donated blood. Drive against drug, Traffic awareness rally, Clean India 2.0, swatchata rally, Eye camp during the year. The Ncc organised Punit Sagar Abhiyan on 01.06.22 and 23.07.22 wherein the cadets along with the public cleaned a lake and a temple pond. Eco club volunteers initiated self governed activities to create awareness among the public. They went on a rally to spread awareness on the importance of keeping the environment clean. Eco club students participated in the

National level ECO EXPO 2022 at Trade Centre on 27.09.2022 about ECO alternatives organized by Tamilnadu Pollution control board in coordination with the Govt.of Tamil Nadu and the Govt of India. Around 100 students of Eco club were taken on a field trip to Marshland in Pallikaranai on 27.08.2022 where they enjoyed Bird Watching also they were explained about Marshland.

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

S.I.V.E.T College besides preparing students to have a strong academic background also inculcates constitutional obligations. The rights and responsibilities of being a responsible and good citizen are spread to them through various programmes. To highlight the best of all the Department of Visual Communication and Google News Initiative India Training Network organised an awareness workshop on How to Debunk the Fake News in Social media on 22.02.23. Mr. Iyar Karthikeyan trained the students. The Department of History organised a workshop on Antiquities Revealed Through Exploration and Excavation -this spreads the message of taking care of the monuments and heritage sites. Citizen Consumer Club organised awareness programmes on Consumer Exploitation among Younger Generation on 30.09.22 and on Telecommunication Service on 24.01.23. The Department of Business Administration conducted a programme on Role of Youngsters in Nation Building. IGEN Green Day for promoting Green Action in align to UN sustainable development goals in action was organised by the department of Commerce. National Energy conservation pledge was taken by the students to bring behavioural changes towards the environment among themselves as well from the public in general. The college ensures the active participation of the students in all the activities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	In University prescribed curriculum, the paper titled Value Education was included and taught them. The family values, Ethics , Citizen responsibilities and human values were taught and one credit was given.
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

B. Any 3 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

The college always insists on celebrating the national, international commemorative days, events and festivals to instigate noble feelings about the nation and the world.

Various Cells and Clubs take turns in organising such celebrations. They conduct many competitions and arrange for a talk or a seminar on these occasions. RRC & YRC celebrated World Students Day and Teacher's Day by organising a Medical Camp. The Department of Physics and IQAC with the Government of Tamil Nadu organised- Moon Festival by installing Two Telescopes for the public to view the celestial happenings. The Science Exhibition was organised on 28.02.23 to mark the National Science Day.. Music Club and Heritage Club organised a seminar on Gandhi for Youths on the occasion of Gandhi Jayanthi. World Radio Day was observed by the Department of Visual Communication on 13.02.23 and a seminar on Voice of the Mind. Besides these Independence Day, Republic Day and Martyrs Day were also observed on the respective dates.

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: Career Guidance Programme

Objective:To help and guide students to prepare for a suitable career by getting placed in a reputable organisation, prepare for competitive exams and to pursue higher education.

The Context: Majority of our students being the first generation learners find it hard to recognise their talent. Resource persons are outsourced and various soft skills programmes were conducted on communication skills, personality development, stress and time management and to prepare Resume.

The Practice :Career Guidance Cell in collaboration with concerned Departments has organised workshops, seminars, training programmes, skill development programmes, coaching classes and awareness programmes. About 18 programmes were organised and around 1000 students benefited in the year alone.

Evidence of success:Our Students are given training to meet the challenges of the latest technology. Our students learnt to prepare their resume and with improved communication skills and interpersonal skills developed a high level of confidence. The Cell gave necessary guidelines to attend Job fairs and placement drives conducted in and off campus. As a result students got placed in reputed organisations through different campus recruitment drives.

Problems Encountered and Resources Required:Our students find it difficult to afford training and certification costs as they are from financially poor backgrounds hence the burden is shared by our Management. Only one third of the Students enroll themselves to these training programmes as most of our students work part time to support their livelihood.

File Description	Documents
Best practices in the Institutional website	<p>1.Title of the Practice : Placement Cell</p> <p>2.Objectives of the Practice To train and enhance the employability of both U.G and P.G final year students.</p> <p>Organise campus interviews to get placed before they complete their graduation.</p> <p>3. The Context Training and Placement Cell of our headed by a Training & Placement Officer and assisted by faculty Placement Coordinators from each department. The placement cell continuously monitors the industries' requirements from the fresh graduates. Proper invitation is extended every year at the appropriate time to consider our students for their recruitment process.</p> <p>4. The Practice Job fair is organised on campus by the college every year. Companies participated by having their stalls and</p>

benefitted by the fair. Establishing good relationships with the corporate recruiters in the industry is the prime most responsibility of the placement cell. The placement cell conducts various training programmes and Motivation programs regularly for our students to perform well in the campus selection. All eligible students are encouraged to register for placement, and an awareness program is being conducted by industrial experts frequently to make the students understand about the industry expectations.

5. Evidence of Success With support of the Management, Department faculty and the performance of the students We have successfully placed 50 % of the registered and eligible students in this year 2023. The management has generously supporting all the initiative suggested by the placement cell to create multiple employment opportunities for the students to get them placed and provide an excellent infrastructure to conduct campus interview efficiently in a most successful manner. Training activities are regularly organized throughout the year as a preparatory effort for the students to transform them employable and to fulfil the Expectation of the recruiters.

6. Problems Encountered and Resources Required Majority of our students are first generation graduates and from rural backgrounds hence they require vigorous training. During the training period they tend to skip sessions as do part time job to support their education. Hence it is challenging to achieve the desired result. .

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 Entrepreneurship Development and Innovation Cell was started with the objective of promoting and nurturing the entrepreneurial spirit among the students by providing them specialised and focussed knowledge. The ED Cell strives to identify talented young challenging minds and motivate them to do entrepreneurial and innovative works. To inculcate the entrepreneurial culture into students' minds the ED Cell has organised several programmes which includes setting up markets inside the campus. These activities were based on different challenges with respect to socio economic factors. The students were educated on how to make use of available government schemes and subsidiaries while starting a business and on Intellectual property rights through an awareness programme. The Cell in association with Mahatma Gandhi National Council of Rural Education (MGNCRE), Ministry of Education, Govt of India, Organized "MAHATMA GANDHI NATIONAL ENTREPRENEURSHIP MONTH " In this connection students were asked to form Self Help Groups and they were guided to a business activity. Stalls were set up on Diwali, National Entrepreneurship day & Women Entrepreneurship day wherein the students promoted and sold their products through the brochures they prepared. Entrepreneurial Development Programme for outgoing students was organised to enlighten on various Government Schemes like NEEDS, UYEGP, MEGP, MUDRA, Bank linkage, etc., The Institution by all means supports the aspiring students with necessary space and furniture. The evidence of success was seen at the Graduation Day ceremony as the young entrepreneurs earned decent profit through the stalls.

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

- To conduct the meeting at the beginning of each

semester (Twice in a semester) to review academic policies for the effective implementation

- To develop a monitoring system for quality assurance in teaching learning process
- To prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to Governing Body/University.
- To organize Academic Activities defined by the Academic affairs
- Preparation of list of faculty coordinator/conveners for various committees and cells, to plan the activities for the academic year
- Preparation of mentor and mentee list at the department level and distribution of mentoring registers along with guidelines to follow based on attendance, performance etc.
- Collection of teaching outcome feedback (course assessment) from students at the end of the semester
- To organize the review /audit of all the academic activities by a team of internal experts and present the observation in the meeting of college council
- Collection and compilation of self-appraisal forms from faculty members at the end of academic year
- To prepare the Academic calendar of the Institute
- To coordinate the flow of information to the website administrator from various forums/Departments before and after the activities/achievements
- To coordinate the process of preparation and submission of Activity Record files by various forums after the act