



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		SRI KANYAKA PARAMESWARI ARTS & SCIENCE COLLEGE FOR WOMEN
• Name of the Head of the institution	Dr T Mohanashree	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	04425394279	
• Mobile no	9940098713	
• Registered e-mail	srikanyaka@ymail.com	
• Alternate e-mail	srikanyaka99@gmail.com	
• Address	No. 1 Audiappa Street, Parrys	
• City/Town	Chennai	
• State/UT	Tamil Nadu	
• Pin Code	600001	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Women	
• Location	Urban	

• Financial Status	Self-financing				
• Name of the Affiliating University	University of Madras				
• Name of the IQAC Coordinator	Dr P Barani Kumari				
• Phone No.	04425383279				
• Alternate phone No.	9940068891				
• Mobile	9841421478				
• IQAC e-mail address	srikanyaka@ymail.com				
• Alternate Email address	srikanyaka99@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://skpc.edu.in/aqar-report/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://skpc.edu.in/academiccalendar/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.79	2016	19/02/2016	18/02/2021
6.Date of Establishment of IQAC			02/11/2015		
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	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Faculty Development Program Research and Minor Projects, Quality, Innovative Research in Social Science, Intellectual Property Rights, Teaching and Communication Skill Level I, Team Building and Management and Application of SPSS and AMOS. 2. Inception of Incubation Centre Adyayan and ED wing Upadhi 3. Certificate Courses offered under National Council of Vocational Training Education (MHRD) to enhance the entrepreneurial skills 4. An exhibition was organized by various department for students to show what they have learned and apply their ideas and present things differently in their own unique way. 5. MOUs was signed with Young India, an integral part of Confederation of India Industry (CII), Chennai National Hospital and Nandi Foundation (Mahendra Pride School) 6. The staff were motivated to do minor projects which is funded by the Management and also couple of private bodies, publish paper in journals, present research papers in conferences and also publish books in their respective area of interest</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
<p>Dept. of Commerce to conduct online association activities, FDP, Webinars, Workshop, career development programme.</p>	<p>Conducted FDP on Application of Statistical tool in SPSS, Webinars on Capacity building and skill development, 'Key Points of Interview', 'Financial literacy', 'Self Improvement - The only solution', E=MC2 Entrepreneurial Development and Workshop on SPSS for Post-Graduation Project, PPT, Adzap and Connection competition</p>
<p>Dept. of Corporate Secretaryship to conduct online association activities, Webinars, international Workshop, Guest Lecture and orientation Programme and career development programme</p>	<p>Conducted International Workshop on Basics of Initiating Social Science Resesarch, National Webinars on Financial Planning For Private Sector Employees after Retirement, Entrepreneurial Skills and Success Mantras. Guest Lectures on COVID - 19 Unlock Women's Potential and Ideas for Start up Funding. Orientation Programme on Professional Courses. Career Development Programme on Prospects of Higher Education in the Field of Finance. AD Designing and Block and tackle Competitions.</p>
<p>Dept. of Commerce (Hons.) to conduct online association activities, international conference, Guest Lecture and orientation Programme and career development programme</p>	<p>Conducted An international conference on Transformation in Commerce - Post Covid 2.0, Webinar on Financial Planning in times of Unemployment, Workshop on SPSS, Practical Auditing and Connexion Competitions</p>
<p>Dept. of Business Administration to conduct online association activities, Webinars, international Workshop, Guest Lecture and orientation Programme and career development programme</p>	<p>Conducted International Workshop on Basics of Initiating Social Science Resesarch, National Webinars on Financial Planning For Private Sector Employees after Retirement, Entrepreneurial Skills and</p>

	Success Mantras. Guest Lectures on COVID - 19 Unlock Women's Potential and Ideas for Start up Funding. Orientation Programme on Professional Courses. Career Development Programme on Prospects of Higher Education in the Field of Finance. Best Manager and Logo designing Competitions.
Dept. of Computer Application to conduct online association activities ,FDP	Conducted FDPs on Research Practices, Redefining the role of teachers and Data Analytics for Innovative Research. PPT and Poster Making Competition.
Dept. of Sociology to conduct online association activities ,Webinar and to celebrate Madras Day	Conducted Movie review and spell Bee competitions. Celebrated Madras Day
Dept. of Computer Science to conduct online association activities, orientation programme regarding online class.	Conducted FDP on Promoting Research & Innovation in HEI-Teacher's Role, Orientations on Google Meet Online Admission, Google Drive for Admin Staff and how to use G-Suite Account for Staff PPT and Poster designing Competition.
Dept. of Mathematics to conduct online association activities, webinar, guest lecture and workshop, to celebrate Ramanujam Day	Conducted Guest Lecture on Inventory Management, Workshop on Technology Impacts and webinar on A Journey to Complex Analysis with real life applications and Recurrence Relations and Analysis of Algorithms. Math Origami and PPT Competitions. Celebrated Ramanujam Day
Dept. of Home Science - Interior Design & Décor) to conduct online association activities, webinar and workshop	Conducted Webinars on Styles of Interiors, Breast Milk - Mother's first gift to child and Architectural Lighting Design, Career Based Education and Recent Trends in 3D Rendering

	and Workshops on One Stroke Painting, Clay art, Painting, Wall Art and SketchUp. Junk Art and Paper Mache Competitions.
Dept. of Psychology to conduct online association activities, webinar and workshop	Conducted Workshop for Teaching and Non-Teaching staff on Mental health for all, Webinars on Fear Management, Positive Psychology, Careers in Psychology and Fear Management during 2nd Wave of Covid-19. Guest Lectures on Positive Psychology and Application of Psychometrics in Organization. Awareness program on Screen time and its effect for the students of Saravodaya Hostel. Online Video Presentation , Poster making and Movie analyzes competitions
Dept. of English to conduct online association activities	Conducted Face Painting
Dept. of Computer Science Shift -II to conduct online association activities	Conducted video making and technical quiz competition.
Dept. of Commerce Accounting & Finance to conduct online association activities and E-Quiz	Conducted E-Quizzes on Budget 2021-2022 and General Knowledge. PPT, Product Launch and paper presentation.
Dept. of Commerce Bank Management to conduct online association activities, workshop, webinar and quiz	Conducted Workshop on E-Filling of Income Tax Returns with Special Reference to ITR-I, International webinar on A light on Introduction to IFRS and A Basic Introduction to IPR and Quiz on Management by Objectives and Business Economic, PPT and Collage Competitions.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
IQAC Members	12/10/2020

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	30/03/2022

Extended Profile

1. Programme

1.1	751
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	2055
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	627
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	771
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1	91
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	91
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	46
Total number of Classrooms and Seminar halls	
4.2	145.31
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	160
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	
<p>The institution is a self-financing institution affiliated to the University of Madras. It offers CBCS programme and the syllabus of the course is prescribed by the University. To enrich the prescribed syllabus, the curriculum is supplemented with add-on and entrepreneurial skill courses, seminars, workshops and experiential learning, like internship, Industrial Visit etc. The academic core committee ensures effective curriculum implementation through well planned and documented process. Before the commencement of the semester the academic calendar is prepared. The workload, subject</p>	

allotment and department timetable is finalized and the Master timetable is displayed in the Principal's office. The curriculum is executed through a lesson plan which consists of the schedule, content, teaching methodologies and learning outcome. For all programs POs, PSOs and COs are defined and the same is uploaded in the Website. The online lecture notes, previous year question paper and question bank are uploaded in the institution web portal connect4m which can be accessed by the students.

During Covid-19 Lockdown the institution offered NCVTE certified courses through online mode. The institution conducted examination through online mode and collected students' feedback in Google Form and the same was analyzed. Parent Teachers Meeting was conducted through online mode.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://skpc.edu.in/popso/

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

An academic calendar is a data driven information which talks about the institution and followed by the students, parents and teachers for effective and efficient running of the institution. The academic calendar is designed and prepared by the committee. Due to covid-19 lockdown the e-copy of the academic calendar was shared with the stakeholders and the same was uploaded in the institution website.

Important aspects of the academic calendar are: Student Data Form, College Prayer, National anthem and pledge, History of the college, credentials of the institutions, placement top recruiters bullets, list of teaching faculty and non-teaching staff, Rules and Regulation of the students Do's and Don'ts, Rules related to Library usage, Regulation regarding examination, various clubs and other related activities, functioning units like the students' council, college timing, schedule of various events, Vision and Mission of the institution is mentioned. The information regarding the Parent Teacher meeting is also mentioned in the academic calendar. Inputs related to the internal assessment like Internal Assessment - I, Internal Assessment - II and Pre-semester Internal Assessment - III schedule is mentioned in the academic calendar, which is given as prior information to the student's community

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://skpc.edu.in/wp-content/uploads/2021/04/Academic-Calendar-2020-2021.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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

20

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)

20

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

734

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 is affiliated to University of Madras and the curriculum is framed and prescribed by the University. The curriculum contributes towards instilling Professional Ethics, Gender, Human Values, Environmental and Sustainability.

Human Value

Knowledge of the values is inculcated through education. It contributes to forming a true human being, who is able to face life and make it meaningful. There are different kinds of values like ethical or moral values, doctrinal or ideological values, social values and aesthetic values. To inculcate the values among the students Value Education is incorporated in the final year curriculum.

Environmental and Sustainability

To understand scope and importance of environmental studies, Eco system, Environmental pollution, Comprehend Social issue and environment, Human population environment, Natural resources and to Identify Bio-diversity and its conservation all the 2nd year students study EVS and to have an experiential learning in the same area. They have to undergo a Fieldwork and submit a report on it.

Clubs Integrates Cross-Cutting Issues:

- NSS with YRC distributed Kaba Sura Kudineer to Public
- Webinar on Gandhian Way to Peace
- Webinar on Health and Hygiene
- Distributed grocery, Diwali Sweets, Saree, & Stationary Items
- Resumed Feed the Need Project
- PPT competition on Say No to Plastics

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

227

File Description	Documents
Any additional information	No File Uploaded
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	No File Uploaded
Institutional Data in Prescribed Format	View File

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

1482

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://skpc.edu.in/wp-content/uploads/2022/02/Feedback-Report-2020-2021.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	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	https://skpc.edu.in/wp-content/uploads/2022/02/Feedback-Report-2020-2021.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

627

File Description	Documents
Any additional information	No File Uploaded
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

627

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 institution assesses the learning levels of the students after the commencement of the programme.

To identify the slow learners and advanced learners:

1. An aptitude test is conducted
2. Subject related tests based on +2 syllabus were conducted.

Plan of action for slow learners

- Remedial classes for slow learners and students who miss classes due to participation in their intercollegiate activities and sports.
- Group study with advanced learners
- Regular tests.
- Revision in bilingual language.
- Previous years question papers.
- Learning material in web portal Connect4M.
- Periodic interaction with parents.
- Regular monitoring by their mentors.
- Counseling.
- Mini-test and the same is evaluated by their peer members.

Plan of action for advanced learners

- Motivate to participate / publish papers in Conferences / Seminars
- Encourage to participate in intercollegiate competitions.
- Institution Publication with ISBN of research papers by advanced learners.
- Online Coaching for competitive Exams, NET/SET.
- Special mentoring.

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
2050	91

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

The institution is affiliated to the University of Madras. The curriculum of the Programmes is structured to provide students with experiential learning and participative learning.

Internship

Due to Covid-19 lockdown the students underwent online internship

- 35 students of B.Com. (Corporate Secretaryship) Psychology and BCA underwent internship in companies like Aashman Foundation, Step foundation etc.

Field Visit

Due to Covid-19 lockdown Virtual field visit as part of Environmental Studies was organized.

Project work

Management Studies, Commerce, Psychology, Sociology, Computer Science, Home Science-Interior Design and Décor students have a project module in the final year. The project gives a chance to immerse oneself in active learning which includes Planning, Researching, Creating, Thinking Critically, Analysis and Reporting.

Institutional Training

Online Institutional Training for B.Com. (Corporate Secretaryship) students.

Participation in Intercollegiate Level

The students were encouraged to take part in intercollegiate competitions, paper presentations, workshops and seminars.

Participative Learning

Team Work

The college students' council work together with faculty advisors and assist in college activities and affairs. Eg. Organized online talent hunt 'SNIGDA', interdepartmental cultural fest 'ESHA' etc.

Group work

Clubs like NSS, YRC, etc. as a group engage the students in various community service activities.

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

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

It is an indispensable tool, to be seen as an essential aspect of the teaching tool kit that extends the nature and reach of teacher learning.

ICT Tools

- Projectors in all departments
- Desktops in all staff rooms
- Laptops are available for the faculty for use when and where needed

- Multifunctional photocopier and Scanner
- Smart room with smart board
- Digital and audio library
- Internet facility

Use of ICT by faculty

- PowerPoint Presentation
- Video Lectures
- Workshops
- E-Content
- Faculty share material from e-books & YouTube videos
- e-study material in the institution web portal

During pandemic COVID - 19 lockdown faculty adapted to online teaching and used platforms such as Zoom, G-Meet, Google Classroom and G-Suite. Faculty used social media platforms like Whatsapp to connect with students for sharing information.

Activities in collaboration with ICT Academy namely

Power seminars on:

- Employability skills for the future.
- How Social Media help you to find a Job.
- Artificial Intelligence.
- Campus to Corporate.

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

85

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

91

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

30

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

801

File Description	Documents
Any additional information	No File Uploaded
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 institution is affiliated to the University of Madras and follows the regulations formulated by the University in all the matters pertaining to curriculum, examination and evaluation.

Examination and evaluation

- 25% of marks in each paper are awarded through internal assessment. The internal assessment is evaluated by the subject handler.
- 75% of marks through end semester examination conducted by the University. The same is evaluated by the examiners appointed by the University at the common evaluation center.

Internal Assessment

The institution has a transparent and continuous internal assessment

system and follows University guidelines.

- Attendance - 5 Marks
- Assignment - 5 Marks
- Seminar - 5 Marks Class
- Test - 10 Marks

Practical examination

- In the science-related programme students have to take up the practical examinations. The practical exams test students' practical skills and techniques.
- Continuous internal evaluation for soft skills is conducted for 50 marks each semester

Robust and transparency

- The internal assessment records are uploaded periodically in the web portal connect4m which can be checked by students & parents.
- The parents and students are oriented about the internal assessment procedure
- Parent Teacher meeting is conducted every semester.

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

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

The institution has two different Examination Committees for conducting assessment and evaluation of student's examination namely

- College Examination Committee
- University Examination Committee

Internal assessment grievance mechanism

- If there is any discrepancy in CIE the student can represent the same to the subject in-charge and rectifies if needed.
- The internal marks are uploaded in the University portal and also a hard copy is submitted. In case of wrong entry , the corrections are addressed to the Controller of Examination, University of Madras through the chief superintendent of the College

External examination grievance mechanism

- In end semester examination, any grievance related to out of syllabus question is reported to the Controller of Examination, University of Madras for redressal through the chief superintendent of the College.
- After the publication of University exam result, the student can apply for revaluation to the University if necessary.
- Apart from marks related grievances, if the student has any discrepancy in her hall ticket or mark statement like name wrongly spelt, date of birth etc., through the Chief Superintendent, it is represented to the University of Madras.

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

2.6 - Student Performance and Learning Outcomes

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

The departments frame the Program Outcome Program Specific Outcome

and Course Outcome with the objectives of outcome-based education. The same is communicated to the students by the HODs and class in-charge at the time of orientation and bridge program at the beginning of the academic year for the 1st year. The same is uploaded on the institution website for the students' and are also displayed in the classrooms.

Program Specific Outcomes:

These are the statements that define outcomes of a program which make students to understand the fact that the knowledge and techniques learned in the course have a direct implication for the betterment of society and its sustainability.

Program Outcomes:

Program Outcomes are narrow statements that describe what the students are expected to know and would be able to do upon the graduation. These relate to the skills and knowledge that students acquire through the program.

Course Outcomes:

Course Outcomes are narrow statements that describe what students are expected to know and be able to do at the end of each course / subject. The course outcomes are stated in such a way that they can be actually measured.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://skpc.edu.in/popso/
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The Program Outcome (POs) and Program Specific Outcome (PSO) and Course Outcome (CO) are assessed to evaluate the accomplishment of the curriculum. The Course Outcomes (COs) are defined for each course and they are mapped to POs and PSOs. A set of performance evaluation criteria is set for quantitative assessment of Course Outcomes.

Direct Method

Internal Academic Assessment Tools are:

- Internal tests
- Assignments
- Seminar
- Attendance

Following criteria is considered for assessing the Attainment of the Course Outcome:

- Best two internal tests out of three
- Two assignments per semester
- One seminar per semester
- Attendance marks based on % of attendance
- External exam i.e. University Exam marks will also be considered

Indirect Method

To calculate the indirect attainment the tools considered are

- Student feedback
- Parent feedback
- Alumni Feedback

The following data is also taken into consideration to analyze the attainment.

- Pass Percentage of the students
- Number of students Placed

- Number of students completed Add-on Courses
- Number of students securing University Ranks
- Number of students underwent internship, fieldwork and project
- Students' participation in activities related to content beyond the curriculum namely:

Inter and intra Collegiate Competition / Workshop / Seminar / Conference

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

771

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://skpc.edu.in/wp-content/uploads/2022/08/2.6.3-AQAR.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://skpc.edu.in/wp-content/uploads/2022/07/NAAC-SSS-2020-2021.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)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
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

5

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
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

Institution provides a platform for inculcating the Entrepreneurial Skills and developing the Innovation culture. Initiatives are taken for the transfer of knowledge, the institution has signed an MOU with Global Software Solution to provide NCVTE courses on Entrepreneurship to the students.

Entrepreneurial Development Programme

Instil the spirit of Entrepreneurship and make the students self-reliant the Empowerment programme was introduced in the academic year 2005-2006. During the Covid-19 pandemic lockdown various Diploma courses are offered under the NCVTE through online mode, namely, 3D Animation, Computer Hardware , Small Scale Industries, Imitation Jewellery, Fashion Designing, Beautician, Desktop Publishing, Tally, Java Programming, etc.

Institution's Innovation Council (IIC)

IIC of SKPC, was established in the year 2020. It organizes innovation and entrepreneurship-related activities with industry support. 10 staff have undergone "IIC - Innovation Ambassador" training, organized by the Ministry of Education's Innovation Cell (MIC). IIC SKPC is selected for organizing Impact Lectures related to Innovation, Entrepreneurship and Intellectual Property Rights, in Online mode, with a grant of Rs.12,000/- from AICTE. 5 students are undergoing an Internship at TATTI, to start their own start-ups. IIC-SKPC has scored a 3.5 Star rating under the college and standalone institutions category conferred by MOE, Govt. of India.

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

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

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

33

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

5

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

33

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

8

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

Institution enhances the civic engagement, group and inter-personal skills of the students and engages them in various community service activities through different clubs thus providing them an opportunity to be active members of their community.

Activities to sensitize students towards social issues

NSS Organized:

- National Unity Day Pledge
- Distributed Kaba Sura Kudineer to Public
- Organized Road Safety Awareness Program in association with Greater Chennai Traffic Police.
- Covid-19 awareness program with Greater Chennai Corporation Health Dept.
- Awareness Program on SPARSH Leprosy Eradication
- Webinar on Disaster Management
- With Greater Chennai Corporation conducted a Covaxin and Covishield Vaccination camp for public.

YRC organized

- Webinar on Managing Emotions Through Art Therapy
- webinar on Menstrual Hygiene
- Health Care Awareness session

Rotaract :

- Distributed grocery item, Diwali sweets and saree & stationary items to need people.

Karuna Club:

FEED THE NEED Project was resumed after lockdown

ECO Club

- Celebrated world Earth Day Project " Breathe 'N' Green"

CITIZEN CONSUMER CLUB

- A Programme on Responsible Energy Consumption
- A webinar on Sustainable Life Cycle.

YOUNG INDIANS

MEH Session on Mental Health and Financial Stability Post Covid

An awareness video on Covid-19

Quiz Club

Quizzes on Cancer Awareness, Aids Day, Environment day, Teacher,s Day , Independence Day and National Pollution Day

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

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

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

Government/ Government recognized bodies year wise during the year

1

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

47

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

5855

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

14

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
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

17

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.

The institution has 46 class rooms, 17 class rooms have over-head projector with speaker facilities. There are 6 spacious air-conditioned staff rooms ,smart room ,Conference room and incubation center to provide a smart multi-purpose space for academic meetings.

There are 2 computer labs holding a capacity of 104 systems with LAN connection providing 1 Gbps ACT connection with a Wi-Fi speed of 400 Mbps.

The institution has Psychology lab , Commerce Lab , Drafting lab, Textiles lab and Interior Design lab.AutoCAD software is installed in computer labs.

The library has membership with British Council, Madras University Library, DELNET which provides the number of services like resources development, open- source software, access management with more than 12,375 volumes of books, 27 journals,Kanyaka Book Bank, with donations from various philanthropists.

The cafeteria and stationery shop is available for the staff and the students inside the premises.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://skpc.edu.in/classrooms/

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

The institution celebrates 'SNIGDA', Freshers' day, where competitions are held for the first year students and 'ESHA', Inter-Departmental competitions to build a competitive spirit among the students and celebrates CHAITANYA, Inter-Collegiate competitions.

The various department associations conduct competitions to tap the students' ability in the application of their knowledge and skills and also moulds them in all the co-curricular and extra-curricular fields by organizing different activities to keep abreast with the challenging environments.

The institution uses Open Stage and Auditorium for all the celebrations. The students play a key role in Navarathri celebrations, held annually in the Sri Kanyaka Parameswari Temple.

Students with sports background are given preference during the time of admission and fee concessions are provided for Zonal- level and National-level players. All the students are motivated to participate in sports. Some of the sports practiced in the institution are Volley Ball, Throw Ball, Chess, Kho-Kho, Kabaddi, Badminton, Athletics, Carom.

T-shirts and shorts are provided to the sports students. The students who come for morning training are provided with a healthy breakfast in the institution's cafeteria. Sports day is celebrated annually with great zeal and enthusiasm and International Yoga day is celebrated in the college auditorium.

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

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

46

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://skpc.edu.in/classrooms-with-projector/
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)

108.11

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)

The institution library implemented comprehensive and effective library management procedures. A well- equipped digital library with internet connectivity for students and staff to access the E-resources. The library has a spacious reading space and provides conducive environment for study. Exclusive reference section for students and faculty. Totally, in library, there are 12,375 books, 27 journals and e-books from DELNET.

The library is automated using software 'Auto Lib'. The library is a member of DELNET. Through DELNET faculty and students can access 3,06,86,265 bibliographic, 45917 periodicals, 11,06,228 Periodical Articles, 61,750 CDROM database, 6000 Video Recordings, 1025 Sound Recordings, 1,30,753 Theses and Dissertations, 1613 E-Books.

DELNET also provides access to:

Networked Digital Library of Theses and Dissertations. ODLIS: Online Dictionary of Library & Information Science. GISTNIC Databases. MEDLINE & other databases of NLM.

All the books available in the library are updated in 'Auto Lib' Library Management Software database. The issue and return of books is activated with 'Auto Lib' software.

A biometric system to keep track of the number of visitors to the library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://skpc.edu.in/library/

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

A. Any 4 or more 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)

0.9

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

13

File Description	Documents
Any additional information	No File Uploaded
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

Wi-Fi facility is available in the campus can be accessed by the faculty, at any time and by the students, with prior permission. The bandwidth and the speed of the Wi-Fi are upgraded as and when needed. At present, ACT fiber net was upgraded with 1 Gbps bandwidth and 400 Mbps speed to provide an uninterrupted internet access facility.

All the computers are connected with LAN and Internet facilities. This helps the faculty for preparing and uploading the teaching - learning materials. Necessary software's like Tally, SPSS, etc. are installed according to the needs of various departments.

An incubation cell 'ADHYAYAN' was inaugurated to provide support and guidance to the budding entrepreneurs. As an initiative, the online services like e-ticket booking, electricity e-billing, e-tax filing, etc. are provided to the institution's faculty and students by students after class hours. This helps them to develop their entrepreneurial skills.

A New Conference room with the latest technology HD interaction panel with a Wi-Fi connection and a placement cell was incepted

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

4.3.2 - Number of Computers

160

File Description	Documents
Upload any additional information	No File Uploaded
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)**

145.31

File Description	Documents
Upload any additional information	No File Uploaded
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 computers and UPSs are maintained through Annual Maintenance Contract (AMC) with VCare, Web server and the web portal are maintained by ADS Softech., 16 Dell computers were purchased with high configuration and the Wi-Fi plans were updated with the internet speed of 1GB. 11 new projectors were purchased as additional projectors were requested by a few departments.

The classrooms have sufficient boards, furniture and projector facilities. The maintenance and cleaning of the classrooms are done with the efforts of the sweepers.

The number of visitors to the library is maintained with the biometric system. Totally, in library, there are 12,375 books, 27 journals and e-books and DELNET. The library has internal and external checking system. At the end of academic year the internal checking is done by the librarian.

The sports ground is maintained by the Gardener under the guidance of Physical Directress. The institution has a full-time in-house electrician and plumber to fix the repairs inside the campus. There are separate parking slots for the staff and students. The campus is monitored by CCTV cameras.

The institution provides Reverse Osmosis (RO) process facility. Students can access the canteen facilities during free hours to refresh themselves.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://skpc.edu.in/wp-content/uploads/2021/03/Workplace-Assessment-for-Safety-and-Hygiene.jpeg

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

217

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
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

108

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://skpc.edu.in/skill-enhancement-course/
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

2779

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

2779

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

A. All 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

368

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

120

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
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)

Administrative Responsibility:

The institution students' council named 'Nakshatra' Students' Council, functions under the guidance of Principal as the President (faculty). There are faculty representatives in the council as advisors. The students' council is selected by the committee comprising the Principal, Vice-Principals, IQAC-Coordinator and HODs.

The Council Office Bearers are supported and assisted by all the club secretaries and class representatives.

1.Council maintains the discipline in the campus.

2.Organize various activities namely Fresher's day, 'SNIGDA', Pongal, Youth Day, Navarathri, Independence and Republic Day etc.

The Grievance Redressal Cell and Anti-Ragging Committee have student representatives to represent any grievance. The council involves in social interaction, creative expression and self-responsibility.

Participation in Co-curricular and Extra Curricular Activities:

The department association secretaries conduct the association activities guided by faculty. The association secretary shares intercollegiate competitions with fellow students.

'Kalaalaya' Fine Arts Association and the clubs conduct cultural and community related activities. The secretaries organize the programmes like:

'Chaitanya' Inter-Collegiate Fest

Cultural Programmes

Communication between the Council and the College Management

The student council has a regular meeting with the Principal and the faculty-in-charges. The council shares the students' ideas, views, suggestions and grievances. The Principal addresses the council on issues affecting the functioning.

File Description	Documents
Paste link for additional information	Nil
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

151

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

Registered Alumni Association

Alumini are the brand ambassadors of the institution. An active association can contribute in academic matters, student support as well as mobilization of resources both financial and non-financial. The institution's Alumni association 'Kanyaka Nestor' is legally registered body and was formed on 01.04.2014. The alumni meet regularly every year on 2nd October. Sixteen alumane are working with the institution as Associate Professor, Assistant Professors and Account Assistant.

objectives:

1. To establish professional network with the alumni.
2. To render support to the college placement consortium by linking corporate to the institution through alumni network.
3. To help students in their academic project by providing training programs.
4. To render support in inculcating entrepreneurial skills in students

Contribution of 'Kanyaka Nestor' - Alumni Association:

1. Initiated 'Karka Karangal' Project in the academic year 2019-2020 to educate the financially needed students.

2. In 2018, the Alumnae contributed Rs.2000/- to Alumnae fund, donated a Napkin Wending Machine and sponsored GST Certified Courses.

3. In 2019 executed seed ball project and distributed saplings to all the classes and organized courses on Herbal Sanitary Pad Making.

4. 'Kanyaka Nestor' has contributed Rs. 3, 24,800 during the academic year 2020-2021.

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

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

A. ? 5Lakhs

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

The College is a Linguistic Minority Institution under the Management of S.K.P.D. & Charities, Chennai. The Management incepted the college intending to promote Women's Education in North Chennai, particularly for economically marginalized women.

Vision:To make up wholesome development in every single woman, to become a better human being thus contributing service towards self, family and society through education to face the challenges of the world.

Mission:To inculcate positive changes, values and discipline in women and facilitate them to transform from within to become transcendental through Perseverance, Performance and Progress.

Motto:Perseverance, Performance and Progress

The Governing Body comprises the Committee of Management, Hony. Correspondent, Principal, Vice-Principals, IQAC Coordinator, Faculty and Non-Teaching Staff.

The Governing body is responsible for

- Approving a Quality Strategy of the College.
- Recruitments of the Teaching and Non-Teaching Staff.
- Preparing the annual budget
- Periodic review of all the activities (academics and non-academics)

Teachers Participation in decision making

- The teacher plans, performs and monitors the functioning of the committees.
- The teachers are given complete freedom to decide and implement.
- Vasudhaika Kutumbam is the theme for the Year 2020-2021.

The governance of the institution aims to achieve its vision through mission and objective.

File Description	Documents
Paste link for additional information	Nil
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 believes in participative management and decentralized decision-making.

The Institution management consists of

- The Committee of Management
- The Governing Body

Management Level:

The Committee of Management of S.K.P.D. & Charities is friendly and approachable.

Institution Level:

The Principal in consultation with other academic staffs take all decisions related to academics and administration.

Department Level:

- The head of the department is responsible for the daily functioning of the department.
- The various clubs and cells are active on a regular basis.
- Placed Suggestion and grievance box.

Participative Management

Strategic Level

The Principal and other staffs are involved in defining the policies, framing of rules and regulations pertaining to admission, discipline, examination, library services, grievance, training, etc.

Functional level

The faculty enhances their competence by presenting and publishing research papers, attending workshops, seminars, the FDP, etc.

Operational level

The strategy is effectively implemented by the Principal and Faculty to maintain and achieve the quality standard.

College Day Celebration

- A celebration which reflects the achievements of the College.
- Involved with great interest and excitement.
- Various committees have been formed.
- The total budget is established and submitted to management for approval
- The students are actively associated in all the segments of the programme.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

To provide Quality Education

- The teachers use ICT tools, PPT and Google platforms, etc.
- The curriculum is enriched with add-on course
- Advanced learners' research papers published by the institution
- Remedial classes
- Participated in inter colligate competition
- Organized 33 conferences, workshops, etc. for students.

To increase Placement and Employability

- Career guidance programmes
- Training activities for campus placement
- 368 students placed by the placement consortium.
- Through Empowerment Programme Govt. Certified NCTVE (MHRD) courses were offered and 546 were the total beneficiaries.

Facilitate research

- A total of 3 faculty - conferred with Ph.D.
- The faculty published 51 papers
- 48 faculty attended fdp and workshop.
- Organized Conferences and Workshops for faculty - 19 and students - 33.

Infrastructure expansion

- Additional of Class Rooms, conference Room with Interactive Panel

Library Renovation

- Purchased 108 books, 27 Journals and 265 books donated by various publishers.

Initiatives for Green Campus

Collaboration

- Signed MOU's with 17 Companies and Institutions & member in 7 Associations.

Civic and Social Responsibility

- NSS, YRC and various clubs engage the students in the various activities

Introduction of New Courses and Research Department

- Ph.D. Part Time (Commerce)

Academic Audit to review Academic performance

- ISO

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

Governing Body and Administration

- The Committee of Management monitors and reviews all the activities of the institution and takes all the financial decisions.
- Principal is the Head of the institution. She is responsible for the functioning of all the academic and academic related activities.
- There are various committees namely Examination Committee, Kalaalaya Fine Arts Committee, Scholarship Committee etc.

Recruitment Policy

The foundation of any institution is its effective policies. It drives the institution towards the path of success. The institution adopts certain policy in the recruitment of teaching and non-teaching staff. Teachers are appointed as per the criteria and the norms prescribed by the University of Madras.

Admission Policy

Rules and regulations for the students are framed as per Standing Order. Students are admitted as per the norms of the Govt. of Tamilnadu and eligibility criteria as per University of Madras. Connect Forum - a Web Portal connects and brings the parents, teachers and the students under one umbrella.

Grievance Redressal

Grievance cells are installed in the institution in order to sort out the issues faced by our women students. Anti-Sexual Harassment Cell acts as a cordon to the young women of our institution and instills temerity in them.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://skpc.edu.in/organogram/
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Effective welfare measures

Ø Leave Benefits

Casual Leave - 11 per Year

Special Leave - In case of extra additional work

Maternity leave for 3 months and eligible for 1 month - Salary after delivery.

Ø Provident Fund

As per the provisions of the "Employees Provident Funds and Miscellaneous Provision Act, 1952".

Ø Gratuity

Employees are eligible for gratuity benefit under Gratuity Act 1972

Ø Health Insurance

Ø Accidental Insurance

Ø Qualification Allowance

Employees who upgrade their educational qualification in their respective field are eligible for qualification increment.

Ø Loyalty

Employees who complete 5yrs / 10yrs / 15yrs / 20yrs of their service in the same institution are eligible for allowance.

Ø Ex-Gratia

On special occasions the Committee of Management honors the employees with Ex-gratia.

Ø Recreation Tour

On duty for attending Refresher Course, Orientation Course, Conferences, Workshops, fdp, etc.

Ø Incentives For producing cent% result.

Additional welfare measures for Non-teaching Staff

Bonus

Eligible for bonus once in a year.

Advance Money

Scholarship paid For Non-teaching staff's children to pursue their higher studies

Medical Financial Assistance

- Based on their medical bills.
- Provided to covid-19 affected staff

A Special Generous Welfare measure

- Paid full salary during Covid-19 pandemic.

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

30

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

19

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
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

48

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
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

The Institution has a Performance Appraisal system which is an integral part of the functioning of the institution that provides positive feedback and also identifies the areas of improvement.

The performance are classified as:

Teaching, learning and evaluation related activities

Professional development activities

Research publications

At the end of the academic year the self-performance appraisal is collected from each faculty. Based on the data collected, the HOD of the respective department prepare a consolidated report which is submitted to the Principal. Department wise staff meeting is conducted where suggestions and advice are given by the Principal for further improvement.

At the end of each semester, feedback is collected from the students. Through the student feedback teacher's performance and aspects pertaining to teaching process is identified.

The Principal, IQAC Coordinator, Vice-Principal Academics and Head of the Departments of the respective department analyze the feedback and suggest suitable measures to improve the teaching-learning process.

The Non-Teaching staff are the backbone of the institution. The administrative staff and the lab technicians are assessed on various criteria namely Knowledge, Ability to learn new duties, Ability to maintain files /records and Ability and willingness to take up additional work in case of emergency.

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

The accounts of the institution are subject to both internal and external audit. It enables the Management to discharge their responsibilities in an effective and efficient manner. Income Tax Act, 1961, Payment of Gratuity Act 1972, Employee Provident Fund Act, 1952 etc. and regulations and all within the ambit of internal and external audit.

Internal audit system of the institution consists 4 stages:

Process understanding

Transaction reviews

Issue identification

Reporting and recommendation

The scope of the internal audit covers the areas such as Revenue, Capital Expenditure, Accounting, Imprest account, etc.

The external audit system of the institution thoroughly examines the balance sheet and income and expenditure account of the institution for the year 2020-2021 ended on the date which is in agreement with the books of account maintained by the institution.

The External auditor thoroughly examines the rules and regulations of the institution. He ensures whether the fees outstanding is properly adjusted and accounted for. He paid particular attention to increment earned by the staff and see whether they have been sanctioned by the Committee of Management.

Both these audits are done regularly which provides us a robust mechanism in identifying key areas of controls and effective Management.

File Description	Documents
Paste link for additional information	Nil
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)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
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

SKPC is a self-financing institution. The mobilizations of funds are mainly through

Fees from students

Sale of application forms

Donations for building expansion

Interest on corpus fund

Interest from endowments

Scholarships from philanthropist

Sponsors

Donation of books for library

The utilization of resources is strictly adhered to the approval by the College Committee of Management. The management is the competent authority for approval of budget, construction of new building etc. Before the commencement of the academic year the institution budget is the base for optimal utilization. The Head of the departments of various departments, Librarian, various committee convenor and club-in-charges submit their requirements before the commencement of the academic year. According to the requirements submitted the accounts department prepares the annual budget and submits to the committee of management.

Utilization of resources

Salary of teaching and non-teaching staff

Welfare schemes

Purchase of equipment, furniture, etc.

Expansion and maintenance of infrastructure

Various activities related to students like Fresher's Day, Department Activities, Intercollegiate Competition, College Day, Convocation, etc.

Activities for teaching faculty namely conferences, workshops

Endowments and scholarships given to meritorious students

To maintain green environment

For optimal utilization, the same building and other resources are utilized for functioning of Shift-II programme.

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

The IQAC contributes towards the development of quality culture of the institution. The IQAC consist of Principal as a Chairperson, IQAC Coordinator, Vice-Principals and all the Head of departments are the members

Practice 1: Enhancing Faculty Competency through Research Culture

The present scenario demands high quality teaching and learning from the teachers. Teacher learning is a continuous process that promote teachers' teaching skills, master new knowledge, develop new proficiency which helps to improve students' learning. The teachers are encouraged to attend Conference, Workshop, fdp and publish research papers by providing financial assistance in terms of payment of registration fees.

The Department of Commerce offered Ph.D. course full time / part

time

Practice 2: Social Responsibility

FEED THE NEED project - food packets are distributed to the needy.

Training on paper bag and paper dustbin making.

Adoption of SRS Sarvodaya School wherein the students extended their knowledge and services in the form of taking Tuitions, awareness programme, counseling, etc

Cultural programme, psychological activities, artificial jewellery making, etc for girls of Govt. Observation Home for Boys and Girls at Kellys.

Commitment towards protecting environment by giving saplings and seed balls to guest and general public

Planting plants to achieve green campus.

File Description	Documents
Paste link for additional information	Nil
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

Teaching learning process, structures and methodologies

Ø Academic calendar

Highlights the institution relevant information.

Ø The time table & lesson plan prepared, verified and approved

Ø Online lecture notes and Previous year question papers are posted in the institution web portal

Ø The curriculum is enriched with add on course, seminars, internship, etc.

Effective internal assessment and evaluation system

Continuous monitoring of attendance

Students' feedback collected twice a year

Parent's feedback collected at the time of parent-teacher meeting

Curriculum enrichment

Short add-on courses

additional certificate courses offered for UG

Diploma course under NCTVE offered Diploma in Fashion designing, Beauty care, etc. for first year students

Diploma in communicating skill development by NCVTE offered and sponsored by Management.

Respective programme related courses offered for third year students

Academic audit

Internal audit

HOD reviews the students' academic record, department activities and result analysis.

Result analysis meeting conducted

External Academic Audit

The external academic audit is a peer review process by subject experts from other institution and provide recommendations and suggestions for regular improvement of quality of the whole system.

To focus on the continuous quality control mechanisms the ISO certification by 'Quest' is done every year.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	A. All of the above
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File Description	Documents
Paste web link of Annual reports of Institution	https://skpc.edu.in/wp-content/uploads/2022/07/College-Day-Report-2020-2021-2021-2022.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

It is important to spread awareness about gender equity to sensitize the student community on sensitive issues. Institution focuses on the empowerment of students by creating awareness regarding psychological and physical changes.

Gender issues can be sensitized in campus through seminars, awareness programs, etc.

Gender sensitization units in the curriculum:

1.B.A. (Soc.) 1st Year Social problems in India, 2nd Year Social Movements in India and 3rd Year Sociology of Development and Medical Sociology

2.B.Sc.(Psy) 2nd year Developmental Psychology I and Developmental Psychology II, 3rd Year Psychopathology I and Psychopathology II

Programs on Gender Sensitization

- Department of Sociology conducted webinar on "GenderJustice" in remarking the "World Justice Day" on 17 July 2020.

Specific Facilities Provided for Women

a) Safety and Security:

80 CCTV Cameras monitor the entire Campus. With the permission of the parents students leave the campus which requires gate pass duly signed by the class in charge and the Principal.

b) Counseling:

The Department of Psychology regularly provides counseling. Professional guidance is given to the student with academic and personal problems. Stress management, day to day hassles faced by the students are handled.

File Description	Documents
Annual gender sensitization action plan	https://skpc.edu.in/wp-content/uploads/2022/08/7.1.1-Gender-Sensitization-Annual-Action-Plan-aqar.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://skpc.edu.in/wp-content/uploads/2022/07/AQAR-7.1.1.pdf

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

B. Any 3 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

The institution believes in the 'Go Green' theme keeping the campus green and pollution-free. To inculcate awareness towards nature among the students, they are involved in various activities through clubs.

Solid Waste Management

- The biodegradable and non-biodegradable waste are collected and segregated by Chennai Corporation to transform the same to organic manure.
- Vermicompost - Dry leaves are collected in a container and converted into vermicompost in few weeks fertilizers are ready to use.
- Sanitary napkins are disposed using the incinerator installed in the restroom.
- Paper Bag making workshop conducted on 06-01-2021 to reduce the use of plastic bags.

Liquid Waste Management

- Reuse of wastewater generated by Reverse Osmosis (RO) System in washrooms.
- To minimize the use of water the restrooms have more Indian Style Toilets and water leakage problems are supervised by two office staff regularly.

Rain Water Harvesting

- The rainwater that runs off from rooftops is let off to the nearest bore well.

E-Waste Management

- E-Waste is disposed by the A.M. Metals. Electrical gadgets with minor defects are repaired and reused.

Solar Energy

- The institute has installed 90 solar panels on the rooftop to generate solar energy.

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	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 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	A. Any 4 or all of the above

following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities

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

A. Any 4 or all 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).

Reservation policy as per Tamil Nadu Government G.O. is followed, on

an average 83.96% of students belonging to SC/ST/MBC/OBC are admitted.

Tolerance and Harmony towards Cultural

Fresher's Day:

Every year Nakshatra Students' Council organize fresher's day is a Talent Hunt 'SNIGDA' helps to exhibit their talent.

Inter-Department Cultural Fest - 'Esha' and 'Chaitanya'

Inter-Collegiate Fest are conducted every year where the students showcase their talents.

Tolerance and Harmony towards Regional Diversity

Pongal Day:

Pongalis celebrated on a grand scale. During pongal farmers were honored and physically challenged children from the Orphanage were invited.

Regional Dance on College Day:

Every year on the College Day the students perform regional dances to express that India is a land of diverse culture.

Language Department Association Activities

Language departments conduct two activities per year. International Mother Tongue Day by Telugu and Tamil dept. National Hindi Day Celebration by telugu and hindi department

Tolerance and Harmony towards Communal Socio-economic diversity

- Covid-19 Vaccination Camp for Public
- Scholarship and financial assistance for students based on their academic performance.

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	No File Uploaded

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

The Committee of Management of SKPC believes in Sanathana Dharma emphasizing rich Indian tradition for the development of young women, imparting values of compassion, understanding, care service and love.

Daily Prayer:

Prayer is held daily before the commencement of classes in the open ground. Morning

Prayer upholds the value system of the educational institution, family and society and

makes the students aware of its importance. Prayer grants the time to flow with pleasing

power and clarifies the climate of the institution creating favourable educational environment.

Festival Celebration:

Irrespective of religion students involve themselves in Pongal

Value Education:

Value education is a part of curriculum included during the 3rs yrs.prescribed by the University of Madras.

Students as decision-maker:

The student's council consisting of 37 office bearers 27 club secretaries and 28 association secretaries. Meetings with Principal and Staff Council members in decision making through planning and organizing programmes and competitions.

At SKPC, the students are engaged in community services this provides opportunity to be active members of the community and enable to acquire life skills and knowledge to develop interpersonal communication skills.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://skpc.edu.in/wp-content/uploads/2022/07/7.1.9-aqar.pdf
Any other relevant information	https://skpc.edu.in/old_events/

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

A. All 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 institution encourages celebrating each and every commemorative day and festivals with great zeal and enthusiasm. It is a way to understand the rich heritage of India and learn about the importance of the day and various festivals. Thus, by celebrating the commemorative and festivals offers the right kind of educational system based on moral ethics.

Examples of commemorative days and festivals celebrated in the institution:

- Every year Independence Day, Republic Day, Teachers' Day, Navarathiri, Gandhi Jayanthi, Pongal, Youth Day, International Women's Day and International Mother Tongue Day are celebrated.
- In addition to the above-mentioned programmes following commemorative days and festivals were also conducted:
 - Arinjar Anna day
 - Vivekananda Birthday
 - Bharathiar Birthday
 - World Environment Day
 - Dr. A. P. J. Abdul kalam
- Even during COVID-19 pandemic lock down commemorative days and festivals were celebrated by uploading the videos about the particular day and festival in the Institution Youtube Channel. Like World Mother's Day, International Nurse's Day, International Mathematical Day and Human Rights Day etc.

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.

BEST PRACTICE 1

Health Services on Campus provide health care for students and staff through health education awareness program and maintain healthy lifestyles. The institution health service focuses on health insurance for students and staff. Tie up and MOUs with 5 hospitals namely MEHAR etc. Medical care is provided to all and it is recorded in the health card by YRC. Health Insurance is availed for the students and staff. The institution is certified by WASH which exhibits safety and hygiene at college. The volunteers created awareness to remove hesitation among the students and public towards vaccination. The organizing Hospitals provided equipments,

Volunteer's hospitality Space, Auditorium and Class Room Equipment for conducting camps.

BEST PRACTICE 2

Entrepreneurial Development Program encourages the student into an entrepreneur and strengthens the entrepreneurial skills. It equips students with additional knowledge and capabilities of their interest. It helps to identify opportunities for new ventures and provides Certificate courses under MHRD and 575 students benefitted. Students exhibited their products in EDP exhibition, Upadhi stalls, Startup Projects, Institutional innovation council, SESREC Member of EDII - Madras University.

File Description	Documents
Best practices in the Institutional website	https://skpc.edu.in/best-practices/
Any other relevant information	https://skpc.edu.in/wp-content/uploads/2022/07/College-Day-Report-2020-2021-2021-2022.pdf https://skpc.edu.in/wp-content/uploads/2022/07/College-Day-Report-2020-2021-2021-2022.pdf

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

To provide wholesome and holistic development, student's needs and capabilities are recognized and based on that the institution imparts education apart from regular curriculum by

1. Augmenting Employability

During 2020 - 2021, the institution became member of Institution's Innovation Council and conducted various programmes to encourage, inspire and nurture student ideas and promote innovation.

2. Enhancing the communication skill

The college identified their weakness and need in communication skills. On every working day 6 minutes from each period is allotted for enhancing the communication skill wherein students have to talk in English for a minute on any topic.

3. Developing civic and social responsibility

The institution in association with MGNCRE, Ministry of Education, and Govt. of India incepted a Rural Entrepreneurship cell and Social Entrepreneurship cell in the academic year 2020-2021.

The institution received Beat Covid Campaign recognition from MGNCRE.

During Covid-19 pandemic the institution under management of SKPD & Charities started Vasavi Anna Prasadam Centre for Covid patients. The food was distributed by the administrative staff of the institution.

The institution in collaboration with Greater Chennai Corporation conducted Vaccination Camp continuously. The students counseled elderly people and Covid patients via phone during the Lockdown period

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

1. To Enhance Research Activities.

2. To Encourage Inter-Departmental / Inter- Disciplinary Publication.