



## **YEARLY STATUS REPORT - 2022-2023**

### **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@skpc.edu.in**
- 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. **04425394279**
- Alternate phone No. **9940068891**
- Mobile **9841421478**
- IQAC e-mail address **iqac@skpc.edu.in**
- 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/wp-content/uploads/2022/10/Academic-Calendar-2022-2023-final.pdf>

## 5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.79</b>	<b>2016</b>	<b>19/02/2016</b>	<b>18/02/2021</b>
<b>Cycle 2</b>	<b>B+</b>	<b>2.71</b>	<b>2022</b>	<b>02/08/2022</b>	<b>01/08/2027</b>

**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
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

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

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

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

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

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

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

- If yes, mention the amount

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

One Day International Conference on Telugu Sahityam – Desabhakthi was organised

Four Faculty Development Programmes were organised

Two Administrative Training Programmes were organised

Two workshops were organised

Green, Environment & Energy Audit were organised

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

Plan of Action	Achievements/Outcomes
To impart additional knowledge and skills on the respective discipline/major/subjects of the students	Add on course was introduced to all the Final year Students and the entire fees was borne by the Management.
To increase sufficient space for classrooms	Constructed a new building with 6 classrooms
To place the students in their prospective core company	Placement consortium organized campus interview/mega job fair to place the students in core company
To provide continuous health connect, first aid and emergency monitoring for both students and staff healthcare and wellness	Signed with Apollo Shine foundation to provide healthcare support to students and staff
To organise Academic and Administrative Audit & Green audit	Academic and Administrative & Green audit were conducted

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

- Name of the statutory body

Name	Date of meeting(s)
<b>IQAC Inaugural Meeting</b>	<b>22/06/2022</b>

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

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>Sri Kanyaka Parameswari Arts &amp; Science College for Women</b>
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• Designation	<b>Principal</b>
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• Pin Code	<b>600001</b>
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• Type of Institution	<b>Women</b>
• Location	<b>Urban</b>
• Financial Status	<b>Self-financing</b>
• Name of the Affiliating University	<b>University of Madras</b>
• Name of the IQAC Coordinator	<b>Dr. P. Barani Kumari</b>
• Phone No.	<b>04425394279</b>

• Alternate phone No.	9940068891				
• Mobile	9841421478				
• IQAC e-mail address	iqac@skpc.edu.in				
• Alternate Email address	srikanyaka99@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://skpc.edu.in/aqar-report/">https://skpc.edu.in/aqar-report/</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://skpc.edu.in/wp-content/uploads/2022/10/Academic-Calendar-2022-2023-final.pdf">https://skpc.edu.in/wp-content/uploads/2022/10/Academic-Calendar-2022-2023-final.pdf</a>				
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Cycle 2	B+	2.71	2022	02/08/2022	01/08/2027
<b>6.Date of Establishment of IQAC</b>			02/11/2015		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			9		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have			Yes		

been uploaded on the institutional website?		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
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Four Faculty Development Programmes were organised		
Two Administrative Training Programmes were organised		
Two workshops were organised		
Green, Environment & Energy Audit were organised		
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<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
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- Name of the statutory body

Name	Date of meeting(s)
<b>IQAC Inaugural Meeting</b>	<b>22/06/2022</b>

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

Year	Date of Submission
<b>2021-2022</b>	<b>17/02/2023</b>

**15.Multidisciplinary / interdisciplinary**

Sri Kanyaka Parameswari Arts & Science College ensures quality education for women and also believes that education plays a pivotal role in the mental and intellectual nourishment and growth of women. It fosters the enlightenment, empowerment and emancipation of women. The students are provided with learning



environment to master their skills to face the global competitive challenges. The students are encouraged and provided a platform to publish their research papers. The faculty members are motivated to tread into different discipline by publishing their research articles in multidisciplinary journals. The curriculum is enriched with experiential learning which provides an opportunity to the students to bring to light their curiosity and supports success. The students are encouraged to study Non-Major Electives which are not related to their respective discipline. To enrich the young minds and to have affinity with the environment, Value Education and Environmental Studies are exposed to students. The Post graduate students study extra-disciplinary subjects. Each Student is provided with an opportunity to grow as a complete leader through 'Naan Mudalvan', a National Skill Development Programme by the Government of Tamil Nadu. Their skills are sharpened by imbibing the skills of Leadership Quality, LSRW and Employability skills. The institution provides an opportunity to broaden the learning in a multicultural environment through Students Exchange Programme.

#### **16.Academic bank of credits (ABC):**

The Government has not adopted NEP yet, hence the policy is not followed by our institution. The institution provides a conducive environment of learning by providing add-on proficient NCVTE (MHRD) diploma courses in their respective discipline. The students are also encouraged to enhance their knowledge to pursue NPTEL online courses. The students come from diverse background and Tamil medium schools. The college identifies their calibre in English Communication Skills and attends to the need of the students. All the 2nd year students were galvanized to undergo 'Diploma in Career Competency' by National Centre for Vocational and Technical Educational (NCVTE) (MHRD). It helps them to gain confidence in Communication Skills. At the end of the course, the students are subjected to examination. The course fee is sponsored by the Management. The College has signed MoUs with various organizations. The institution has also signed MoU with Global Software Solution to provide NCVTE (MHRD) courses on entrepreneurship to the student and faculty. This bridge of Academia and Industry helps students to transit more gracefully to higher education.

#### **17.Skill development:**

Entrepreneurship and the need for developing the requisite entrepreneurial skills have gained importance to redress the unemployability. The college has made it mandatory for all the

1st year students to take empowerment programme of their choices. This nurtures the spirit of entrepreneurship and enables the students' knowledge, skills and techniques which in turn helps them in their personal and social growth. The college went into a tie-up with Computer Software Institute of Technologies which provides Certificate courses by the National Council of Vocational Training and Education (MHRD) namely Beauty Technician, Tally ERP 9, Fashion Design and Bakery Baking Technician and a Diploma Course in Career Competency Development. Warehouse Associate course is given through Logistics Skill Council in association of Ministry of Skill Development and Entrepreneurship, Govt. of India. The institution became a member of the Institution's Innovation Council of MoE and conducted various programmes to encourage, inspire and nurture students' ideas and promote innovation. The inclusion of empowerment programme is one of the prime missions of the institution to provide additional vocational education and to empower the girls to become self-employed and economically independent. IIC - Institution Innovation Council is established to bring forth the wrapped up talents of students by exposing them to various experts in the field of start-ups.

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

The institution has a deep faith in Nation's rich values and therefore gives emphasis to rich Indian tradition for the development of the personality of young Indian women imparting values of compassion, tolerance, understanding, care, service, and love. The students come from diverse backgrounds and different languages creating an inclusive environment. The Indian knowledge is integrated by inculcating the Indian languages and culture through various activities for the students namely Fresher's day - a Talent Hunt for Freshers. Inter Department Cultural Fest - 'Esha'. Departments compete on equal grounds to showcase their best to win the trophy. 'Chaitanya' - InterCollegiate Fest. Pongal Day is celebrated on a grand scale to inculcate the Indian traditional and cultural values among the students. Navarathri is celebrated in a typical South Indian Tradition by keeping Bommai Golu through a display of dolls. Every year on College Day the students perform Indian folk and tribal dances to establish that India is a land of diverse cultures, namely Tamil, Telugu, and Hindi Folk Dance. All the language Departments conduct various Association activities to project linguistic diversity. Department of Telugu, Tamil, Hindi and Sanskrit conducted International Mother Tongue Day and

Department of Hindi celebrated National Hindi Day. To inculcate the values, the students are engaged in Karuna Club and Eco club which brings out the universal human values like dharma, love, etc. and social responsibilities to conserve the national treasure - Nature.

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

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 charges at the time of orientation and bridge program at the beginning of the academic year for the 1st year students. The same is uploaded on the institution website for the students' reference and Program Outcome, Program Specific Outcome are also displayed in the classrooms. The Program Outcome (POs), 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.

#### 20.Distance education/online education:

The students are facilitated through online lecture notes, previous year question papers and question bank which can be accessed through the college web portal 'Connect4m'. Faculty adapts to online teaching in addition to offline mode and uses platforms such as Zoom, G-Meet, Google Classroom and G-Suite for clearing doubts. Faculty uses social media platforms like Whatsapp to connect with students for sharing information. The institution proposes blended learning, especially, flipped classrooms for all the departments and also combined digital learning tools with more traditional classroom face-to-face teaching. Online competitions were also conducted for the students to keep them engaged.

## Extended Profile

### 1.Programme

1.1

672

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

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

## 2.Student

2.1 1874

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 676

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

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

2.3 581

Number of outgoing/ final year students during the year

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

## 3.Academic

3.1 87

Number of full time teachers during the year

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

3.2 87

Number of sanctioned posts during the year

## Extended Profile

### 1.Programme

1.1 672

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

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

### 2.Student

2.1 1874

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Number of outgoing/ final year students during the year

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### 3.Academic

3.1 87

Number of full time teachers during the year

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

3.2	87
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	49
Total number of Classrooms and Seminar halls	
4.2	195.53
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	193
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

The institution is a self-financing institution affiliated to the University of Madras. It offers CBCS programmes and the syllabus of the course is prescribed by the parent 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 and Institutional Training etc. The academic core committee ensures effective curriculum implementation through a well planned and documented process. Before the commencement of the semester the academic calendar is prepared. The workload, subject 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, syllabus content, teaching methodologies, reference books and learning outcomes. For all programs POs, PSOs and COs are defined and the same is uploaded in the College Website. The online lecture notes, previous year

question papers and question banks are uploaded in the institution web portal which can be accessed by the students. The institution offers NCVTE Diploma certified and Logistic Skill Council certified courses. The institution conducts examinations as per university norms. Feedbacks from staff, students and parents were collected and the same were analyzed. Parent Teachers Meeting was conducted every semester to ensure academic progress.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://skpc.edu.in/popso/">https://skpc.edu.in/popso/</a>

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

The academic calendar provides information about the institution rules and regulations for the effective functioning of the institution. It includes the History, Courses offered, Infrastructure, Staff List, Memberships & MoUs, Clubs & other activities and the Vision and Mission of the institution. The information regarding the Parent Teacher meeting is also mentioned in the academic calendar. The calendar also includes the evaluation process and schedule of internal assessment comprising Internal Assessment - I, II and III and external assessment marks. The students are kept abreast with the rules and norms of University examination. The students are motivated to excel in curricular, extra and co curricular by exposing them to eligibility criteria in the calendar.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://skpc.edu.in/wp-content/uploads/2022/10/Academic-Calendar-2022-2023-final.pdf">https://skpc.edu.in/wp-content/uploads/2022/10/Academic-Calendar-2022-2023-final.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are**

**B. Any 3 of the above**

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

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

## 1.2 - Academic Flexibility

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

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

17

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

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

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

27



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

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

913

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

## 1.3 - Curriculum Enrichment

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

The institution 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, Environment and Sustainability. Human Value is inculcated through education which helps to face the challenging life. There are different kinds of values like ethical or moral values, doctrinal or ideological values, social and aesthetic values. To inculcate the values among the students, Value Education is incorporated in the final year curriculum. To understand scope and importance of environmental studies, Eco system, Environmental pollution, Social issue and environment, Human population environment, Natural resources and to identify Bio-diversity, all the 2nd year students study EVS to have an experiential learning in the same area.

Clubs Integrate Cross-Cutting Issues by conducting various programmes.

NSS & YRC organized Human Chain (Green Kalam Project), Medical Camp and Blood Camp.

## Karuna Club continues 'Feed the Need' Project.

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

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

24

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

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

928

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

## 1.4 - Feedback System

### 1.4.1 - Institution obtains feedback on the A. All of the above

**syllabus and its transaction at the institution from the following stakeholders**  
**Students Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/1.4.2.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/1.4.2.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	<a href="#">View File</a>

**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**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/1.4.2.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/1.4.2.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

##### 2.1.1.1 - Number of students admitted during the year

676

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

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

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

676

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

## 2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students through aptitude tests and marks scored in their respective subjects. Advanced Learners are recognised and encouraged to publish articles in ISBN and ISSN journals such as Asmitha, Science Explorer and Illume. The students have shared their knowledge to the downtrodden society girls through Sarvodaya (Knowledge sharing platform). Slow learners were given regular remedial classes.

Programs for Advanced & Slow Learners:

Enrichment Programs offer advanced learners' opportunities to delve deeper into specific subjects, explore complex topics and engage in critical thinking and problem solving activities beyond the regular curriculum.

Mentorship Programs- Department pairs advanced learners with mentors who provide guidance, resources and additional challenges to help students further develop their skills and knowledge.

Research Articles- Advanced learners are encouraged to undertake independent research projects or collaborate on research with faculty members that allows students to explore their interests, develop research skills and contribute to knowledge in their chosen field.

Remedial Classes: The Department organizes remedial classes to provide support and personalized attention to slow learners. It focuses on strengthening foundational skills and key areas.

Individualized Education Plans- students with specific learning

difficulties, the department created personalized IEPs by delivering special notes.

**Small Group Instruction:** Slow learners can benefit from this where they receive targeted instruction, differentiated learning activities and increased interaction with the teacher.

**Extended Learning Time:** The department offers additional learning opportunities outside regular college hours.

File Description	Documents
Paste link for additional information	<a href="https://skpc.edu.in/envira/workshop-on-career-guidance/">https://skpc.edu.in/envira/workshop-on-career-guidance/</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1874	87

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

## 2.3 - Teaching- Learning Process

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

**Experiential Learning:** This approach involves hands-on experiences that allow students to actively engage with the subject matter. The various departments organizes field trips, simulations, role-playing exercises and real-world applications of knowledge. By directly experiencing concepts, students gain a deeper understanding and can make connections between theory and practice.

**Participative Learning:** The departments encourages active participation and collaboration among students. It involves discussions, group projects, debates and presentations where students actively contribute their ideas, opinions and perspectives. Participative learning promotes critical thinking, communication skills and teamwork.

**Problem-Solving Methodologies:** This method focuses on presenting students with real or simulated problems that require critical thinking and analytical skills to solve. Students are encouraged to explore in Model making, Programming/Coding, App development and research to analyze information, make decisions and evaluate the outcomes. This approach fosters creativity, problem-solving abilities and decision-making skills.

**Project-Based Learning:** In this method, students work on extended projects that require them to investigate, research and create a final product or solution. These projects are often interdisciplinary and involve real-world scenarios, allowing students to apply their knowledge, work collaboratively and develop skills such as time management and self-directed learning.

**Flipped Classroom:** It involves inverting the traditional classroom structure. Students are assigned pre-learning materials through google classroom, such as videos or readings, to review before class. Classroom time is then utilized for interactive discussions, problem-solving activities and clarifying doubts. Flipped classrooms promote active learning and enable students to engage in deeper discussions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://skpc.edu.in/envira/certificate-course-on-mobile-app-development/">https://skpc.edu.in/envira/certificate-course-on-mobile-app-development/</a>

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

Teachers use ICT Tools such as Projectors, Computers, Laptops, Smart board, Wi-Fi enabled campus and Digital library for horizons in learning.

**Old Methodologies:**

- **Multimedia Presentations:** Teachers create multimedia presentations using tools like PowerPoint etc.

- **Computer-Assisted Instruction:** This method involves using educational software or online programs to provide self-paced instruction and practice in specific subjects. Students can access these resources on computers in the classroom or computer labs.
- **Online Learning Platforms:** Teachers utilize learning management systems or online platforms to deliver course materials, assignments, and assessments. These platforms often include features like discussion boards, chat rooms, and collaborative tools.

#### New Methodologies:

- **Digital Content:** Teachers manipulate digital content during lessons. They can annotate, highlight and incorporate multimedia elements to make the learning experience more interactive.
- **Blended Learning:** Blended learning combines traditional face-to-face instruction with online learning components. Teachers can use a mix of in-person and online resources, activities, and assessments to personalize learning experiences.
- **Gamification:** It incorporates game elements into the learning process to increase engagement and motivation. Teachers use educational games, quizzes, or interactive activities to make learning more enjoyable and interactive.
- **Flipped Classroom:** The flipped classroom model, mentioned earlier, is supported by ICT tools. Teachers record video lectures or create online tutorials for students to review outside of class time. Classroom time is then dedicated to discussions, problem-solving, and collaborative activities.
- **Online Collaboration Tools:** Teachers leverage online collaboration tools like Google Docs and other cloud-based platforms to facilitate group work, peer feedback, and collaborative projects.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

87

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

### 2.4 - Teacher Profile and Quality

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

87

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

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

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

37



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

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

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

835

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

## 2.5 - Evaluation Process and Reforms

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

The 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. The students are given 25% marks for internals and 75% marks for externals through end semester examination conducted by the University.

Mechanism to deal with internal examination:

The institution has a transparent and continuous internal assessment system. The University has given guidelines for internal assessment.

Attendance - 5 Marks

Assignment - 5 Marks

### Seminar - 5 Marks

### Class Test - 10 Marks

#### Test

- 3 Internal Assessments conducted every semester.
- The average of the 2 best Assessments is taken for awarding test marks.

#### Assignment

Each student has to submit 2 assignments per semester in the topic/area given by the concerned faculty. Out of them the best assignment is taken for awarding marks.

#### Seminar

The seminar fosters active learning. Every student should present a seminar from the submitted assignment to earn seminar marks

#### Practical/Soft Skill examination

All programme students have to take up their Practical/ Soft skills/Professional Skill examinations.

#### Robust and Transparency

The internal assessment records are uploaded periodically in the web portal connect4m which can be checked by students & parents. Parent Teacher meeting was conducted where the performance of the students was shared with the parents.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://skpc.edu.in/wp-content/uploads/2022/10/Academic-Calendar-2022-2023-final.pdf">https://skpc.edu.in/wp-content/uploads/2022/10/Academic-Calendar-2022-2023-final.pdf</a>

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

Institutions have a process for students to submit their grievances related to internal and external examinations to their class incharges.

**Grievance Documentation:** Students submits an oral or written complaint detailing the nature of their grievance, including relevant supporting documents or evidence, such as answer sheets and question papers.

**Grievance Review:** The next step is to undergo a thorough review by the designated authorities who assess the validity and seriousness of the grievance.

**Time-Bound Resolution:** Institutions strive to resolve examination-related grievances in a time-bound manner. They typically have predefined timelines within which the grievance should be addressed. This helps ensure that students receive a timely response and the issue is resolved efficiently.

**Transparent Communication:** Institutions aim to maintain transparency throughout the grievance resolution process. Students are kept informed of the progress of their grievances, and communication channels are established to provide updates or seek additional information if needed.

**Decision and Remedial Actions:** Based on the findings of the investigation, the institution decides regarding the grievance. If the grievance is found to be valid, appropriate remedial actions may be taken, such as revaluation of answer sheets, providing additional marks, or offering a chance to reappear for the examination.

**Communication of Outcome:** The institution communicates the outcome of the grievance resolution process to the student, ensuring that they are aware of the decision made and any actions taken to address the grievance.

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

## 2.6 - Student Performance and Learning Outcomes

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

Institution has ensured that the program and course outcomes are prominently displayed on the institution's website for easy access. Each and every classroom walls, laboratories, Curriculum book, minutes of the academic council books kept at library, question paper of every subjects, feedback and exit form survey.

**Teacher Communication:** Communicate the outcomes to teachers, providing them with the necessary resources and support to help students achieve the stated objectives.

**Student Awareness:** We make sure students are aware of the program and course outcomes from the beginning of their studies, through bridge course, classroom display and provide ongoing updates and reminders through test and competitions.

The department frames the Program Outcome, Program Specific Outcome and Course Outcome with the objectives of outcome-based education. Program Specific Outcomes define outcomes of a program which make students understand the fact for the betterment of society and its sustainability. There are statements related to graduate attributes. POs deal with the general aspect of graduation for a particular program and the competencies and expertise a graduate will possess after completion of the program. The course outcomes are stated in such a way that they can be actually measured. These outcomes help the students to understand about the programme chosen by them and where they will reach. To achieve the above attributes, the institution invites resource persons, conducts Workshop / seminars / demo classes / conferences/industrial visits, add-on-Course and NCVTE (MHRD) value-added courses which are sponsored by the Management.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://skpc.edu.in/popso/">https://skpc.edu.in/popso/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

**The evaluation procedures:**

1. **Assessment Methods:** IAE (25 or 40 marks) includes assignments, seminar, attendance and CIA. University exams (75 or 60 marks) assess students' performance.

2. **Rubrics and Criteria** maintain consistency in evaluation and provide transparency for students and faculties.

**Criteria:** IA includes two internal tests out of three, assignments, seminar and attendance. EA is university examination.

#### Rubrics

For UG Level1 is 60% of the students score more than 40% marks out of the maximum relevant marks, Level2 is 70% and Level3 is 80%. For PG 50% is maximum relevant marks, rest of the conditions remains same.

Attainment of PO / PSO and Mapping is based on course attainment that is mapped with one or more particular POs and PSOs by using Formula.

3. **Periodic Reviews and Feedback system** are done by faculty through CIA, PTA and Mentor-Mentee system based on students' performances.

4. **Faculty Involvement** is crucial in evaluating and communicating the students' performance with their respective stakeholders.

5. **External Evaluation or Academic audits** is done by assessing the PO to meet the established standards.

6.Data Analysis approach helps in refining teaching methods and curriculum to identify strengths and areas for improvement from students.

7.Continuous Improvement is required only if outcomes are not met and institution assesses the root causes and implements necessary changes to improve learning experience.

8.Student Feedback provides valuable insights into the effectiveness of the program.

9.Program Reviews assess overall effectiveness of the curriculum, teaching methods, and learning outcomes.

The evaluation process ensures institution's quality education through their aligned programs and courses with their intended outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/2.6.2-Attainment.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/2.6.2-Attainment.pdf</a>

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

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

581

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/2.6.3-result-report.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/2.6.3-result-report.pdf</a>

### 2.7 - Student Satisfaction Survey

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

<https://skpc.edu.in/wp-content/uploads/2023/11/2.7.1.pdf>

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

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

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

Nil

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)	<a href="#">View File</a>

**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**

04

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

**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)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">Nil</a>

## 3.2 - Innovation Ecosystem

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

The College provides a propitious ecosystem for the students to come up with innovations. Diverse platforms are set for them to rise and go on to become entrepreneurs. The College has 26 MOUs and 7 memberships with various organizations and institutions to promote and recognize scholarly achievements. IIC-SKPC embarked on a journey to unlock students' entrepreneurial potential through seminars, industrial visits, field trips, and competitions. A total of 61 activities were organized, best ideas and startups were awarded.

Workshops covering diverse topics were organized to enlarge the knowledge of students. A two-day fine arts workshop by Mr. V. Vijayakumar and a tailoring machine service demonstration by Mr. S. Ramesh exposed the students to the skills of tailoring. Noteworthy was a women empowerment workshop led by Mrs. Ramallaran, addressing women's rights and crime prevention laws. UI/UX Design by Mrs. Sornalatha Ravi and Convolutional Neural Network by Dr.R.Thirumalai Selvi enriched the educational landscape of the young minds.

Various Entrepreneurial Development Programmes offered under the NCVT (MHRD) namely "Fashion Designing", "Tally", "Baking" and "Beauty Technician" brought out the latent potential of the students. Each event contributed significantly, fostering learning and empowerment in participants.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://skpc.edu.in/gallery-2/#1661488507867-2d5ac7d0-c859">https://skpc.edu.in/gallery-2/#1661488507867-2d5ac7d0-c859</a>

### 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

43

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

### 3.3 - 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

06

File Description	Documents
URL to the research page on HEI website	<a href="https://skpc.edu.in/courses/ph-d-commerce-part-time/">https://skpc.edu.in/courses/ph-d-commerce-part-time/</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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

32

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

### 3.3.3 - 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

35

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

### 3.4 - 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

In today's educational sphere, curriculum-enriching extensions and community-centered activities are paramount for students' comprehensive growth. Participation in such endeavors not only nurtures essential life skills but also refines interpersonal communication capabilities. The National Service Scheme (NSS) serves as a pivotal platform for a spectrum of impactful initiatives. Endeavors like the anti-drug pledge, "Nimirndhu Sel Thunindhu Sol," market cleaning on NSS Day, and awareness programs targeting communicable diseases underscore NSS's unwavering commitment to societal welfare. Special camps and projects such as Dream Kalaam further magnify their societal influence. Likewise, the Youth Red Cross (YRC) orchestrates medical and blood donation camps, significantly bolstering healthcare accessibility. The Karuna Club's student training sessions on humane education epitomize their dedication to nurture empathy and compassion. Moreover, the Anti-Drug group's

innovative flash mob at Broadway Bus Terminus strategically raises public awareness about drug addiction. These varied activities embody a multifaceted approach toward addressing social issues, contributing significantly to holistic student development.

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

### 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

02

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

### 3.4.3 - 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

13

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

### 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**

819

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

### 3.5 - 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**

136

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**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

23

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The Institution has the provision of 45 classrooms in which 13 classrooms are provided with projector and speaker facilities and each department has this provision in one classroom. There are 4 spacious air conditioned staff rooms, smart room and conference room to provide a smart multipurpose space for academic meetings and activities. The Internal Quality Assurance Cell is functioning in a separate room with required facilities.

There are 3 computer labs, 2 for undergraduate & 1 computer lab exclusively for post graduate and research holding a capacity of 131 systems with LAN connection providing 1 Gbps internet connection with a Wi-Fi speed of 400 Mbps. The campus is enabled with Wi-Fi facility.

The Institution is equipped with Psychology lab, Commerce lab, Drafting lab and other Interior Design labs. Placement consortium is equipped with required facilities provided in the college premises.

The library has strengthened with 13,216 books, 25 journals and it has memberships with British Council, Madras University Library and DELNET that provides a number of services like resources development and open-source software access management

with more than 3,50, 00,000 volumes of books. The College Library maintains Kanyaka Book Bank with donations from various philanthropists.

To meet the health requirements and emergency medical services for students and staff, Apollo Shine is made available in the campus.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://skpc.edu.in/classrooms/">https://skpc.edu.in/classrooms/</a>

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

The Institution always cheers, motivates and supports the extra-curricular activities of the students to bring out and upgrade their talents in cultural activities, sports and also in the fitness of staff and students.

The institution organizes cultural events for the freshers (SNIGDA) and Inter department cultural events (ESHA) for all the three-year students every year in a grand manner. They enhance the competitive spirit by providing a platform to showcase the students talents and to come out from stage fear.

Each department has an association for them to conduct competitions and to encourage the students' ability in the application of their subject based knowledge and skills to mould them in all the co-curricular and extra-curricular activities.

The Institution has an Open Air Stage, a spacious Auditorium and SKP Convention Centre for conducting all cultural events. The students play a key role in Navaratri celebrations, held annually at Sri Kanyaka Parameswari Temple inside the campus.

Preference is given to sports students during the time of admission with fee concession for State, National and International level players, hence great motivation is given to students to participate in sports. Coaching is given to

volleyball, throw ball, chess, badminton, cricket, kho-kho, kabaddi, athletics, silambam and carrom players.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://skpc.edu.in/old_events/">https://skpc.edu.in/old_events/</a>

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

49

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://skpc.edu.in/classrooms-with-projector/">https://skpc.edu.in/classrooms-with-projector/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

4.71

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

#### 4.2 - Library as a Learning Resource

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

The institution's library adheres to thorough and efficient management practices. It is a well-stocked digital library with internet access, so that faculty members and students can use the online resources. It contains a reading space and offers a comfortable setting for studying. There are 13,216 books overall, 9259 Titles, 288 reference books, 25 journals, e-books via DELNET, and a dedicated reference area for students and professors.

The OPAC-Online Public Access Catalogue can be accessed by the users to check the availability of library collections.

The library is a member of DELNET. Through DELNET, faculty and students can refer 3,83,75,350 E-Books, 28,543 periodicals, 11,24,250 Periodical Articles, 69,130 CDROM database, 6000 Video Recordings, 1025 Sound Recordings, 1,40,195 Thesis and Dissertations.

SKPC Library is equipped with

- The 'Auto Lib' Library Management Software database (Version - 21.01).
- Book Sharing Desk and Rare Books.
- Biometric device - monitors the number of entries.
- Institution Repository - Published Research Papers / Articles of the faculty.
- NDLI-Shodhganga.
- Project work of the students.
- Membership with the British Council Library and University of Madras Library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://skpc.edu.in/library/">https://skpc.edu.in/library/</a>

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

**A. Any 4 or more of the above**



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

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

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

2.654

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

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

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

120

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

Wi-Fi facility is available in the campus which can be accessed by the faculty and students at any time. The bandwidth and the speed of the Wi-Fi are upgraded as and when needed. At present, ACT fibernet is 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. Lab-I and Lab-II are equipped with Interactive touch panel to facilitate the practical demonstration classes. This helps the faculty for preparing and uploading the teaching-learning materials. Necessary softwares are installed according to the needs of various departments. Each department is provided with projectors to facilitate the learning skills of students. This helps them to develop their entrepreneurial skills. Conference room and Smart room are equipped with the latest technology - HD interaction panel with a Wi-Fi connection.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://skpc.edu.in/classrooms-with-projector/">https://skpc.edu.in/classrooms-with-projector/</a>

#### 4.3.2 - Number of Computers

193

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

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

195.53

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

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

The computers are consistently maintained with high configuration. The Computers and UPSs are maintained through Annual Maintenance Contract (AMC) with VCare. Web server and the Web portal are maintained by ADS Soft tech and the Wi-Fi plans were retained with the internet speed of 1GB. The classrooms have conducive environment space for learning like boards, furniture and projector facilities. The maintenance of the classrooms are done regularly. The number of visitors to the library is maintained with the biometric system. Totally, in library, there are 13216 books, 25 journals and e-books and DELNET. The library has internal and external checking system. The sports ground is well maintained. 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 and checked regularly. Canteen facility is provided in the campus for staff and students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://skpc.edu.in/photos/">https://skpc.edu.in/photos/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the**

## Government during the year

218

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

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

218

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

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

A. All of the above

File Description	Documents
Link to Institutional website	<a href="https://skpc.edu.in/skill-enhancement-course/">https://skpc.edu.in/skill-enhancement-course/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

623

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

623

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

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

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

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

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

173

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

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

78

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

## government examinations)

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

0

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

## 5.3 - Student Participation and Activities

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

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

09

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

**Nakshatra Students' Council (NSC) functions under the guidance of the Principal as the President and faculties as Vice**

President and Secretary in the council as advisors.

The students' council is selected by the committee comprising the Principal, Vice Principals, IQAC Coordinator and all the Department HODs. The Nakshatra Students' Council (NSC) comprises 29 Office Bearers, 29 Association Secretaries and 30 Club Secretaries assisted by all the class representatives.

The College activities are executed through NSC namely Fresher's day, 'SNIGDA', Pongal, Youth Day, Navarathri celebrations, Independence Day, Republic Day, Teachers Day, Kalam Day. The SKPC ICC (Internal Complaints Committee) consists of Grievance Redressal Cell, Anti-Ragging and Sexual Harassment Cell to represent students' grievances. The council involves in social interaction and creative expression.

The Council executes Co-curricular and Extra Curricular Activities to keep the students abreast with the current scenario. Department association secretaries organise their association activities under the guidance of faculty. 'Kalaalaya' Fine Arts Association and the clubs conduct cultural and community related activities. The secretaries organize programmes like 'Chaitanya' Inter-Collegiate Fest, Cultural Programmes etc. The students' council has a regular meeting with the Principal and the Staff Council members. The council shares the students' ideas, views, suggestions and grievances. The Principal addresses the issues and implements solutions to overcome the grievances.

File Description	Documents
Paste link for additional information	<a href="https://skpc.edu.in/old_events/">https://skpc.edu.in/old_events/</a>
Upload any additional information	<a href="#">View File</a>

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

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

2366



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

## 5.4 - Alumni Engagement

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

### Registered Alumni Association

Alumni are the brand ambassadors of the institution. The active association contributes 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 a registered body and was formed on 01.04.2014. Alumni day is celebrated on October 2nd every year. 18 alumnae are working with the institution as IQAC Coordinator, Head of the Departments, Associate Professor, Assistant Professors and Administration staff.

### Objective of Kanyaka Nestor - Alumni Association:

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. They contributed a Napkin Vending Machine for the staff and students

3. Alumni installed Napkin Destroyer Machine for the staff and students

4. Funds has been raised by alumni for the Lift in our College

5. 'Kanyaka Nestor' has contributed Rs. 2,67,200 during the academic year 2022-2023.

File Description	Documents
Paste link for additional information	<a href="https://skpc.edu.in/alumnae-events/#">https://skpc.edu.in/alumnae-events/#</a>
Upload any additional information	<a href="#">View File</a>

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

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

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The College was incepted in the year 1999 in North Chennai managed with a governing body functioning under the Management of S.K.P.D. & Charities with a motive to enhance Women's Education.

**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 Supporting Staff.

The Governing body is responsible to lay down strategies that need to be implemented for the development of the institution in various aspects. College committee along with the Head of the Departments and other Faculties, plan and decide strategies for implementation representing a decentralized decision making.

Every year the institution performs its activities under the theme. 'Ujjwala Bhavishyath' is the theme for the academic year 2022-2023.

The Institution as a whole, functions to achieve the vision and mission of the College.

File Description	Documents
Paste link for additional information	<a href="https://skpc.edu.in/organogram/">https://skpc.edu.in/organogram/</a>
Upload any additional information	<a href="#">View File</a>

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

The Institution enables participative management and decentralized decision-making. The Governing body of S.K.P.D. & Charities is always friendly and approachable. The Principal in consultation with other academic staff takes all decisions related to academics and administration that ensures to provide a supportive role in all the endeavors of the institution.

Various departments of the institution march towards the fulfilment of goals. The Head of the Department is responsible for the smooth functioning of their departments. Faculties of various departments take up the responsibility to complete their duties entrusted to them by the college. The management involves faculties members, representing diverse array of disciplines, background and experience contribute to the inclusivity of decision making processes.

File Description	Documents
Paste link for additional information	<a href="https://skpc.edu.in/organogram/">https://skpc.edu.in/organogram/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- The institution has organized career guidance and aptitude training programs to enhance students employability skills.
- Classrooms are equipped with smart boards to ensure diverse learning methods.
- The Management initiated the construction of the New Block.
- The institution in association with Apollo Shine deployed Apollo Health Care in the college premises to cater medical emergencies.
- The Management constructed and installed an elevator for the welfare of the stakeholders.
- International and National Conferences were organized by various departments of the institution to promote research.
- Faculties were provided with financial assistance to upgrade their knowledge.
- Fee concession were provided to the dependence of SKPC Staff members.
- The departments procured financial supports from corporates and individuals for conducting department activities.
- Placement committee has invited foreign and domain based companies to provide global job opportunities.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://skpc.edu.in/wp-content/uploads/2022/12/Strategic-Plan-2021-2031.pdf">https://skpc.edu.in/wp-content/uploads/2022/12/Strategic-Plan-2021-2031.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

#### Governing Body:

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 the College. 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.

Rules and regulations for the students are framed as per Standing Order. Students are admitted as per the norms of the Govt. of Tamil Nadu 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 cell is 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	<a href="https://skpc.edu.in/wp-content/uploads/2023/08/CODE-OF-CONDUCT-FOR-CONDUCT.pdf">https://skpc.edu.in/wp-content/uploads/2023/08/CODE-OF-CONDUCT-FOR-CONDUCT.pdf</a>
Link to Organogram of the institution webpage	<a href="https://skpc.edu.in/organogram/">https://skpc.edu.in/organogram/</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

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

## 6.3 - Faculty Empowerment Strategies

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

The faculties are provided with 11 casual leaves. Contributions are made to a provident fund in accordance with the "Employees Provident Funds and Miscellaneous Provision Act, 1952" regulations. The Gratuity Act of 1972 grants employees the right to receive gratuity benefits. Other benefits include medical insurance, which is provided in the event of an emergency, and qualification allowances, which are given to teachers who improve their academic credentials by passing NET/SET exams and receiving a Ph.D. Teachers are encouraged to improve their teaching skills by offering incentives for their 100% results in academics. Ex-Gratia is given to the fraternity as an honorarium by the institution's management on a number of notable occasions. 3 months maternity leave with 1 month paid salary is provided,the administration offers loyalty to employees who have worked for the institution over 5, 10, 15 and20 years of

service. Financial assistance is given to the dependents of both teaching and non-teaching fraternity for educational purposes. Festive Bonus is exclusively provided to the non - teaching fraternity of the college.

File Description	Documents
Paste link for additional information	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/6.3.1.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/6.3.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

25

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

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

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

09

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

68

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The Institution has a Performance Appraisal system to all the staff at various levels. The performance of the faculties are measured on the basis of research publications, teaching



learning evaluations, workshops, seminars, professional development courses, faculty development programs attended and productive academic results. At the end of the academic year self-appraisal is collected from each and every teacher to analyze individual performance on various parameters. Based on the collected feedback, a consolidated report is prepared and submitted to the head of the institution for further suggestions and improvements. As every stakeholder is important for the functioning of the institution, feedback is collected from students, parents and resource persons visiting the college for various events conducted in the college and presented before the Principle, Vice Principals, IQAC Coordinator and Head of the Department to modify, plan and implement future strategies for the upliftment of the college.

Since the role of Non-teaching staff is considered to be crucial for 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 willingness.

File Description	Documents
Paste link for additional information	<a href="https://skpc.edu.in/envira/24th-college-day-celebration/">https://skpc.edu.in/envira/24th-college-day-celebration/</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

Internal and External Audits are conducted on a Regular basis by MRT & Co. and B. Purushottam & Co. respectively for the year 2022-2023 both the audits were conducted as per schedule, which is in agreement with the books of account maintained by the institution. The External auditor assess the reliability of financial information to ensure its accuracy. The Audited Statements provide us a robust mechanism in identifying key areas of controls and effective Management.

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

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

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

0.12

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The college is a self-financing institution mobilizing funds necessary for the functioning of its activities from various sources like students' fee, interest from corpus funds, sponsors and donations from philanthropists.

The funds are utilized for the institution's capital and revenue expenditure that includes staff salary, development of infrastructure, staff welfare measures, purchase of requirements, expansion and maintenance of college campus, also spent for organizing various activities for the students like freshers day, graduation day, college day, inter college cultural, department activities, social responsibility programs etc.

The management is the sole authority to grant the budget proposed by the in-charge of the departments, librarians, various committees and clubs. They submit their budget and requirements before the commencement of every academic year. Later on, they are brought to the notice of the accounts

department, who prepares the annual budget and submits it to the committee of management for sanction.

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

## 6.5 - Internal Quality Assurance System

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

The IQAC contributes towards the development of quality culture of the institution. The IQAC consists of the Principal as the Chairperson, IQAC Coordinator, Heads of all the Departments, Members of Management, Criteria committee members and External Stakeholders includes Students and Alumnae.

### Practice I- Quality Education and Research & Development

- Develops and maintains quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitates the conducive environment for learner-centric to quality education and faculty development.
- Accelerates favourable environment for research and development activities.
- Encourages faculty and students to engage in research and innovation.

### Practice II - Best Practice

- Identifies and promotes the best practices in the institution.

1. FEED THE NEED project - Food packets are distributed to the needy regularly.

2. Adoption of SRS Sarvodaya School wherein the students of our institution extend their knowledge and services in the form of taking tuitions, awareness programme, counselling, etc

File Description	Documents
Paste link for additional information	<a href="https://skpc.edu.in/best-practices/">https://skpc.edu.in/best-practices/</a>
Upload any additional information	<a href="#">View File</a>

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

The teaching-learning process of SKPC involves a dynamic interaction between educators and learners. This process is multifaceted and includes various components, stages, and strategies.

Curriculum Design: The process begins with the design of a well-structured curriculum that outlines the content, objectives, and outcomes of the educational program.

1. Lesson Planning: Educators plan individual lessons based on the curriculum, taking the learning objectives, teaching methods, and assessment strategies into account.
2. Learning Resources: Institutions provide a range of learning resources such as textbooks, online materials, multimedia tools, and library resources to support the learning process.
3. Experiential Learning: Incorporating real-world experiences, internships, and practical applications of knowledge which enriches the learning experiences and prepare students for the challenges of the professional world.
4. Continuous Improvement: Institutions regularly assess the effectiveness of their teaching-learning processes and makes improvements based on feedback, data, and changing educational trends.
5. Feedback Mechanism: Establishing a feedback mechanism is important for communication between educators and students. This can include regular assessments, discussions, and constructive feedback on assignments.
6. Academic audit: Academic internal and external audit are conducted periodically to ensure the standard of the education, External audit is conducted as a review process by experts from various institutions. They provide improvements, suggestions and recommendations to improve quality as a whole.

File Description	Documents
Paste link for additional information	<a href="https://skpc.edu.in/envira/external-academic-audit/">https://skpc.edu.in/envira/external-academic-audit/</a>
Upload any additional information	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://skpc.edu.in/reports/">https://skpc.edu.in/reports/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

**Institution takes efforts to create awareness on psychological and physical changes in a woman by conducting awareness programmes, seminars etc. students are exposed to subjects which relates gender equity.**

#### **Curriculum**

#### **B.A. (Sociology)**

- Social Pathology
- Social Movements in India
- Sociology of Development
- Gender Studies

#### B.Sc. (Psychology)

- Developmental Psychology I and Developmental Psychology II
- Abnormal, Psychology - I
- Abnormal, Psychology - II.

#### B.A. (Criminology & Police Administration)

- Society and Social Problems

#### Activities

- Gender Forum is initiated to bring awareness and instil the values of gender equity.
- In association with Gender Forum the Department of Sociology organised a legal awareness programme on legal provisions for Transgender and Women and Human Rights.
- Kanya Bazaar was organised on the day of International Women's Day.
- NSS participated in 'Nimirndhu Sel Thunindhu Sol' an awareness Marathon to create awareness on sexual abuse, 'Puthumai Penn' a rally to create awareness of higher education among young women, celebrated World Girl Child Day, World Day of Social Justice and Anti-Child Labour Day by conducting elocution, Quiz competitions and Poster Making competitions respectively.

#### Facilities for Women

##### Safety and Security:

- Entire campus is protected with 80 CCTV surveillance.
- Students can leave the campus earlier if the need arises only after getting the gate pass signed by the Class incharge, HoD and the Principal.

#### Counselling

- Department of Psychology provides counselling regularly to the needy students.

File Description	Documents
Annual gender sensitization action plan	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/7.1.1-Action-Plan.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/7.1.1-Action-Plan.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/7.1.1-Geotag-Addl.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/7.1.1-Geotag-Addl.pdf</a>

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

**A. 4 or All of the above**

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

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

The 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 wastes are collected and segregated by Chennai Corporation to transform the same into organic manure.
- Vermicompost - Dry leaves are collected in a container and converted into vermicompost and used as a fertilizer.
- Sanitary napkins are disposed off using the Sanitary incinerator installed in the restroom.

### Liquid Waste Management

- Reuse of wastewater generated by the Reverse Osmosis (RO) System in washrooms.
- To minimize the use of water, the restrooms have more Indian Style Toilets
- Water leakage problems are supervised by two supporting staffs regularly.
- Sensor based watering to the plants are done, to avoid the wastage of water.

### Rain Water Harvesting

- Rain water that runs off from rooftops is let off to the nearest bore well.

### E-Waste Management

- E-Waste is disposed of by A.M. Metals & Apple Care Pro (scrap dealers).
- Electrical gadgets with minor defects are repaired and reused.

### Waste recycling system

- Reuse of wastewater generated by the Reverse Osmosis (RO) System in washrooms.
- Rain water that runs off from rooftops is let off to the nearest bore well.
- The wasted solar energy is converted into useful energy with the help of 90 solar panels.

Solar energy The wasted solar energy is converted into useful energy with the help of 90 solar panels.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water**

**A. Any 4 or all of the above**



**harvesting Bore well /Open well recharge  
Construction of tanks and bunds Waste  
water recycling Maintenance of water  
bodies and distribution system in the  
campus**

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

### 7.1.5 - Green campus initiatives include

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

**A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

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

**A. Any 4 or all of the above**

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

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

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

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

**Reservation policy as per Tamil Nadu Government G.O. is followed. On an average, 50% of students belonging to SC/ST/MBC/OBC are admitted.**

## Tolerance and Harmony towards Cultural diversity

### Fresher's Day:

Every year Nakshatra Students' Council organizes Fresher's day 'SNIGDA', a Talent Hunt which helps to exhibit cultural diversity through Freshers' talents.

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

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

## Tolerance and Harmony towards Regional Diversity

### Pongal Day:

Generally Pongal is celebrated on a grand scale. During pongal, usually physically challenged children from the Orphanages, old age people and even farmers will be invited and honored.

### Regional Dance on College Day:

Every year on College Day, 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 Department
- National Hindi Day Celebration by Hindi Department

## Tolerance and Harmony towards Communal Socio-economic diversity

- Scholarship and financial assistance for economically weak and academically strong students.

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

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

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

#### Daily Prayer:

Prayer grants the time to flow with pleasing power creating a favourable educational environment. Morning Prayer upholds the value system of the educational institution, family and society, which makes the students realize the importance of the same. Daily Prayer is held before the commencement of classes.

#### Clubs:

The Students' council consists of 29 Office Bearers, 29 Association Secretaries and 30 Club Secretaries.

SKPC has various clubs like NSS, Rotaract Club, Eco Club, Karuna Club etc., wherein all the students have to register themselves in one club or the other and do justice to their responsibility as citizens to the country by serving the nation.

#### Festival Celebration:

Irrespective of religion, students involve themselves in Pongal and Navarathri Celebration.

#### Independence Day and Republic Day:

Every year we celebrate Independence Day and Republic Day without fail in our campus even if it falls on Sundays.

#### Value Education:

Value education is a part of the curriculum as prescribed by the University of Madras.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/7.1.9.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/7.1.9.pdf</a>
Any other relevant information	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/7.1.9-Other-Relevant.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/7.1.9-Other-Relevant.pdf</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

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

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

The institution encourages the celebration of commemorative days and festivals with great zeal and enthusiasm. This celebration of the commemorative days and festivals offer the right kind of educational system based on moral ethics, which help the

students to understand the rich heritage of India.

Commemorative days and festivals celebrated in the institution:

**Festivals:**

- Pongal Celebration
- Navarathiri

**Commemorative Days:**

- Kamarajar Birthday
- World Consumer Rights Day
- World Food Safety Day
- Anti Child Labour Awareness Programme
- Bharathiyar Day
- World Sparrow Day
- National Innovation Day
- National Entrepreneurship Day
- National Education Day
- Intellectual Property Day (IP Day)
- Voice of Innovation Day
- World Veterinary Day
- Independence Day
- Republic Day
- World Students Day- Dr.A.P.J.Abdul Kalam's Birthday
- Teacher's Day
- Gandhi Jayanthi Day
- Children's Day
- National Consumer Day
- Chaitanya
- Women's Day
- World Intellectual Property Day
- Data Privacy Day
- World Environmental Day
- National Deworming Day
- National Service Scheme(NSS) Day
- International Girl Child Day
- World Day of Social Justice
- National Youth Day
- National Girl Child Day
- National Voters Day
- International Day of Happiness
- World Heritage Day
- International Mother Tongue Day
- Vasavi Jayanthi

- May Day
- Yoga Day
- Ramanujam Day

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

## 7.2 - Best Practices

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

### BEST PRACTICE 1: Entrepreneurial Development Programme (EDP- Samrudhi)

The EDP empowers the students of the institution with an additional skill along with their academics. Institution has MoU with Global Software Solution in association with National Centre for Vocational & Technical Education, MHRD, Government of India, offering Diploma and Certification in various technical areas.

EDP Exhibition and Kanya Bazaar were organised on International Women's Day on 8th March, 2023 to exhibit the learnt skills of the Students. In Kanya bazaar, college students, alumnae and outsiders together marked a total sale of Rs.1,00,242/- through various stalls like Food, Cloths, Accessories, Stationery, Beautician, Mehendi and Nail art.

This year the EDP Cell initiated a training program for rural women at Thirukazhukundram Chengalpattu district on Jewellery making, Hairdo and basic makeup skills.

### BEST PRACTICE 2: (Green Campus by ECO CLUB)

Eco club runs on the motto "Reduce, Recycle and Reuse". Clean up drive was organised in association with BHUMI NGO to maintain a clean & green environment. Cleanliness Program was organised in association with Greater Chennai Corporation to educate the

importance of hygiene to students. Exnora International distributed saplings to students on the celebration of World Forestry Day. Eco Club also planted and distributed saplings to guests and students. Seminar and Drawing competitions were organised on environmental issues. This helps to develop a bridge between College and Community to enhance student-society bond by making students realize that knowledge is not just an isolating experience rather, it is a connecting rope.

File Description	Documents
Best practices in the Institutional website	<a href="https://skpc.edu.in/best-practices/">https://skpc.edu.in/best-practices/</a>
Any other relevant information	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/7.2.1-AI.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/7.2.1-AI.pdf</a>

### 7.3 - Institutional Distinctiveness

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

#### Institutional Distinctiveness

The SKPC Gender Equality Forum aims at intervening the problems of transgender and providing them a support system as there is a growing Transgender community in North Chennai which needs support groups working to promote awareness and acceptance. Discrimination and harassment against the transgender community is still prevalent in certain areas of North Chennai, so it's important to be sensitive and respectful. Hence they need

1. Legal Protection.
2. Access to health care.
3. Mental Health support.
4. Understanding and acceptance.
5. Education & Employment opportunities.

The IQAC & Department of Sociology has inaugurated SKPC GENDER FORUM on 27.10.2022. Dr.S.Kalavathi, Head, Department of Sociology, Queen Mary's College, Ms. R.Jeeva, Founder and Director of Transgender Rights Association, Dr. R.K Deepa, Chief



Paediatric Cardiologist and Dr.Karunya Devi, Social Activist & Advocate were invited for inauguration. .

SKPC GEF had conducted a Gender Sensitization programme on "The Legal Provisions for Transgender Persons - Protection of Rights Act 2019" on 31. 10.2022. Ms.S.Jeeva, addressed the students and explained the Socio economic and Psychological trauma of transgender communities.

The Forum has plans to provide SKILL DEVELOPMENT PROGRAMMES to TRANSGENDER group and also awareness campaigns and seminars in the upcoming academic year.

## 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

The institution is a self-financing institution affiliated to the University of Madras. It offers CBCS programmes and the syllabus of the course is prescribed by the parent 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 and Institutional Training etc. The academic core committee ensures effective curriculum implementation through a well planned and documented process. Before the commencement of the semester the academic calendar is prepared. The workload, subject 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, syllabus content, teaching methodologies, reference books and learning outcomes. For all programs POs, PSOs and COs are defined and the same is uploaded in the College Website. The online lecture notes, previous year question papers and question banks are uploaded in the institution web portal which can be accessed by the students. The institution offers NCVTE Diploma certified and Logistic Skill Council certified courses. The institution conducts examinations as per university norms. Feedbacks from staff, students and parents were collected and the same were analyzed. Parent Teachers Meeting was conducted every semester to ensure academic progress.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://skpc.edu.in/popso/">https://skpc.edu.in/popso/</a>

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

The academic calendar provides information about the

institution rules and regulations for the effective functioning of the institution. It includes the History, Courses offered, Infrastructure, Staff List, Memberships & MoUs, Clubs & other activities and the Vision and Mission of the institution. The information regarding the Parent Teacher meeting is also mentioned in the academic calendar. The calendar also includes the evaluation process and schedule of internal assessment comprising Internal Assessment - I, II and III and external assessment marks. The students are kept abreast with the rules and norms of University examination. The students are motivated to excel in curricular, extra and co curricular by exposing them to eligibility criteria in the calendar.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://skpc.edu.in/wp-content/uploads/2022/10/Academic-Calendar-2022-2023-final.pdf">https://skpc.edu.in/wp-content/uploads/2022/10/Academic-Calendar-2022-2023-final.pdf</a>

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

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

## 1.2 - Academic Flexibility

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

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

17

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

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

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

27

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

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

913

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

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender,

## Human Values, Environment and Sustainability into the Curriculum

The institution 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, Environment and Sustainability. Human Value is inculcated through education which helps to face the challenging life. There are different kinds of values like ethical or moral values, doctrinal or ideological values, social and aesthetic values. To inculcate the values among the students, Value Education is incorporated in the final year curriculum. To understand scope and importance of environmental studies, Eco system, Environmental pollution, Social issue and environment, Human population environment, Natural resources and to identify Bio-diversity, all the 2nd year students study EVS to have an experiential learning in the same area.

Clubs Integrate Cross-Cutting Issues by conducting various programmes.

NSS & YRC organized Human Chain (Green Kalam Project), Medical Camp and Blood Camp.

Karuna Club continues 'Feed the Need' Project.

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

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

24

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

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

928

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

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/1.4.2.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/1.4.2.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<b>No File Uploaded</b>
Any additional information	<a href="#">View File</a>

**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**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/1.4.2.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/1.4.2.pdf</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

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

**2.1.1.1 - Number of students admitted during the year**

**676**

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

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

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

676

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

## 2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students through aptitude tests and marks scored in their respective subjects. Advanced Learners are recognised and encouraged to publish articles in ISBN and ISSN journals such as Asmitha, Science Explorer and Illume. The students have shared their knowledge to the downtrodden society girls through Sarvodaya (Knowledge sharing platform). Slow learners were given regular remedial classes.

**Programs for Advanced & Slow Learners:**

Enrichment Programs offer advanced learners' opportunities to delve deeper into specific subjects, explore complex topics and engage in critical thinking and problem solving activities beyond the regular curriculum.

Mentorship Programs- Department pairs advanced learners with mentors who provide guidance, resources and additional challenges to help students further develop their skills and knowledge.

Research Articles- Advanced learners are encouraged to undertake independent research projects or collaborate on research with faculty members that allows students to explore their interests, develop research skills and contribute to knowledge in their chosen field.

Remedial Classes: The Department organizes remedial classes to provide support and personalized attention to slow learners. It focuses on strengthening foundational skills and key areas.



**Individualized Education Plans-** students with specific learning difficulties, the department created personalized IEPs by delivering special notes.

**Small Group Instruction:** Slow learners can benefit from this where they receive targeted instruction, differentiated learning activities and increased interaction with the teacher.

**Extended Learning Time:** The department offers additional learning opportunities outside regular college hours.

File Description	Documents
Paste link for additional information	<a href="https://skpc.edu.in/envira/workshop-on-career-guidance/">https://skpc.edu.in/envira/workshop-on-career-guidance/</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1874	87

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

### 2.3 - Teaching- Learning Process

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

**Experiential Learning:** This approach involves hands-on experiences that allow students to actively engage with the subject matter. The various departments organizes field trips, simulations, role-playing exercises and real-world applications of knowledge. By directly experiencing concepts, students gain a deeper understanding and can make connections between theory and practice.

**Participative Learning:** The departments encourages active participation and collaboration among students. It involves discussions, group projects, debates and presentations where students actively contribute their ideas, opinions and

perspectives. Participative learning promotes critical thinking, communication skills and teamwork.

**Problem-Solving Methodologies:** This method focuses on presenting students with real or simulated problems that require critical thinking and analytical skills to solve. Students are encouraged to explore in Model making, Programming/Coding, App development and research to analyze information, make decisions and evaluate the outcomes. This approach fosters creativity, problem-solving abilities and decision-making skills.

**Project-Based Learning:** In this method, students work on extended projects that require them to investigate, research and create a final product or solution. These projects are often interdisciplinary and involve real-world scenarios, allowing students to apply their knowledge, work collaboratively and develop skills such as time management and self-directed learning.

**Flipped Classroom:** It involves inverting the traditional classroom structure. Students are assigned pre-learning materials through google classroom, such as videos or readings, to review before class. Classroom time is then utilized for interactive discussions, problem-solving activities and clarifying doubts. Flipped classrooms promote active learning and enable students to engage in deeper discussions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://skpc.edu.in/envira/certificate-course-on-mobile-app-development/">https://skpc.edu.in/envira/certificate-course-on-mobile-app-development/</a>

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

Teachers use ICT Tools such as Projectors, Computers, Laptops, Smart board, Wi-Fi enabled campus and Digital library for horizons in learning.

#### Old Methodologies:

- **Multimedia Presentations:** Teachers create multimedia presentations using tools like PowerPoint etc.
- **Computer-Assisted Instruction:** This method involves using educational software or online programs to provide self-paced instruction and practice in specific subjects. Students can access these resources on computers in the classroom or computer labs.
- **Online Learning Platforms:** Teachers utilize learning management systems or online platforms to deliver course materials, assignments, and assessments. These platforms often include features like discussion boards, chat rooms, and collaborative tools.

#### New Methodologies:

- **Digital Content:** Teachers manipulate digital content during lessons. They can annotate, highlight and incorporate multimedia elements to make the learning experience more interactive.
- **Blended Learning:** Blended learning combines traditional face-to-face instruction with online learning components. Teachers can use a mix of in-person and online resources, activities, and assessments to personalize learning experiences.
- **Gamification:** It incorporates game elements into the learning process to increase engagement and motivation. Teachers use educational games, quizzes, or interactive activities to make learning more enjoyable and interactive.
- **Flipped Classroom:** The flipped classroom model, mentioned earlier, is supported by ICT tools. Teachers record video lectures or create online tutorials for students to review outside of class time. Classroom time is then dedicated to discussions, problem-solving, and collaborative activities.
- **Online Collaboration Tools:** Teachers leverage online collaboration tools like Google Docs and other cloud-based platforms to facilitate group work, peer feedback, and collaborative projects.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

87

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

### 2.4 - Teacher Profile and Quality

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

87

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

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

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

37

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

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

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

835

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

### 2.5 - Evaluation Process and Reforms

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

The 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. The students are given 25% marks for internals and 75% marks for externals through end semester examination conducted by the University.

**Mechanism to deal with internal examination:**

The institution has a transparent and continuous internal assessment system. The University has given guidelines for internal assessment.

**Attendance - 5 Marks**

**Assignment - 5 Marks**

## Seminar - 5 Marks

## Class Test - 10 Marks

### Test

- 3 Internal Assessments conducted every semester.
- The average of the 2 best Assessments is taken for awarding test marks.

### Assignment

Each student has to submit 2 assignments per semester in the topic/area given by the concerned faculty. Out of them the best assignment is taken for awarding marks.

### Seminar

The seminar fosters active learning. Every student should present a seminar from the submitted assignment to earn seminar marks

### Practical/Soft Skill examination

All programme students have to take up their Practical/ Soft skills/Professional Skill examinations.

### Robust and Transparency

The internal assessment records are uploaded periodically in the web portal connect4m which can be checked by students & parents. Parent Teacher meeting was conducted where the performance of the students was shared with the parents.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://skpc.edu.in/wp-content/uploads/2022/10/Academic-Calendar-2022-2023-final.pdf">https://skpc.edu.in/wp-content/uploads/2022/10/Academic-Calendar-2022-2023-final.pdf</a>

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

Institutions have a process for students to submit their grievances related to internal and external examinations to their class incharges.

**Grievance Documentation:** Students submits an oral or written complaint detailing the nature of their grievance, including relevant supporting documents or evidence, such as answer sheets and question papers.

**Grievance Review:** The next step is to undergo a thorough review by the designated authorities who assess the validity and seriousness of the grievance.

**Time-Bound Resolution:** Institutions strive to resolve examination-related grievances in a time-bound manner. They typically have predefined timelines within which the grievance should be addressed. This helps ensure that students receive a timely response and the issue is resolved efficiently.

**Transparent Communication:** Institutions aim to maintain transparency throughout the grievance resolution process. Students are kept informed of the progress of their grievances, and communication channels are established to provide updates or seek additional information if needed.

**Decision and Remedial Actions:** Based on the findings of the investigation, the institution decides regarding the grievance. If the grievance is found to be valid, appropriate remedial actions may be taken, such as revaluation of answer sheets, providing additional marks, or offering a chance to reappear for the examination.

**Communication of Outcome:** The institution communicates the outcome of the grievance resolution process to the student, ensuring that they are aware of the decision made and any actions taken to address the grievance.

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

## 2.6 - Student Performance and Learning Outcomes

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

Institution has ensured that the program and course outcomes are prominently displayed on the institution's website for easy access. Each and every classroom walls, laboratories, Curriculum book, minutes of the academic council books kept at library, question paper of every subjects, feedback and exit form survey.

**Teacher Communication:** Communicate the outcomes to teachers, providing them with the necessary resources and support to help students achieve the stated objectives.

**Student Awareness:** We make sure students are aware of the program and course outcomes from the beginning of their studies, through bridge course, classroom display and provide ongoing updates and reminders through test and competitions.

The department frames the Program Outcome, Program Specific Outcome and Course Outcome with the objectives of outcome-based education. Program Specific Outcomes define outcomes of a program which make students understand the fact for the betterment of society and its sustainability. There are statements related to graduate attributes. POs deal with the general aspect of graduation for a particular program and the competencies and expertise a graduate will possess after completion of the program. The course outcomes are stated in such a way that they can be actually measured. These outcomes help the students to understand about the programme chosen by them and where they will reach. To achieve the above attributes, the institution invites resource persons, conducts Workshop / seminars / demo classes / conferences/industrial visits, add-on-Course and NCVTE (MHRD) value-added courses which are sponsored by the Management.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://skpc.edu.in/popso/">https://skpc.edu.in/popso/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The evaluation procedures:

1.Assessment Methods: IAE (25 or 40 marks) includes assignments, seminar, attendance and CIA. University exams (75 or 60 marks) assess students' performance.

2.Rubrics and Criteria maintain consistency in evaluation and provide transparency for students and faculties.

Criteria: IA includes two internal tests out of three, assignments, seminar and attendance. EA is university examination.

Rubrics

For UG Level1 is 60% of the students score more than 40% marks out of the maximum relevant marks, Level2 is 70% and Level3 is 80%. For PG 50% is maximum relevant marks, rest of the conditions remains same.

Attainment of PO / PSO and Mapping is based on course attainment that is mapped with one or more particular POs and PSOsby using Formula.

3.Periodic Reviews and Feedback system are done by faculty through CIA, PTA and Mentor-Mentee system based on students' performances.

4.Faculty Involvement is crucial in evaluating and communicating the students' performance with their respective stakeholders.

5.External Evaluation or Academic audits is done by assessing

the PO to meet the established standards.

6.Data Analysis approach helps in refining teaching methods and curriculum to identify strengths and areas for improvement from students.

7.Continuous Improvement is required only if outcomes are not met and institution assesses the root causes and implements necessary changes to improve learning experience.

8.Student Feedback provides valuable insights into the effectiveness of the program.

9.Program Reviews assess overall effectiveness of the curriculum, teaching methods, and learning outcomes.

The evaluation process ensures institution's quality education through their aligned programs and courses with their intended outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/2.6.2-Attainment.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/2.6.2-Attainment.pdf</a>

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

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

581

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/2.6.3-result-report.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/2.6.3-result-report.pdf</a>

## 2.7 - Student Satisfaction Survey

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

<https://skpc.edu.in/wp-content/uploads/2023/11/2.7.1.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

Nil

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)	<a href="#">View File</a>

**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**

04

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

**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)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">Nil</a>

### 3.2 - Innovation Ecosystem

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

The College provides a propitious ecosystem for the students to come up with innovations. Diverse platforms are set for them to rise and go on to become entrepreneurs. The College has 26 MOUs and 7 memberships with various organizations and institutions to promote and recognize scholarly achievements. IIC-SKPC embarked on a journey to unlock students' entrepreneurial potential through seminars, industrial visits, field trips, and competitions. A total of 61 activities were organized, best ideas and startups were awarded.

Workshops covering diverse topics were organized to enlarge the knowledge of students. A two-day fine arts workshop by Mr. V. Vijayakumar and a tailoring machine service demonstration by Mr. S. Ramesh exposed the students to the skills of tailoring. Noteworthy was a women empowerment workshop led by Mrs. Ramallaran, addressing women's rights and crime prevention laws. UI/UX Design by Mrs. Sornalatha Ravi and Convolutional Neural Network by Dr. R. Thirumalai Selvi enriched the educational landscape of the young minds.

Various Entrepreneurial Development Programmes offered under the NCVT (MHRD) namely "Fashion Designing", "Tally", "Baking" and "Beauty Technician" brought out the latent potential of the students. Each event contributed significantly, fostering learning and empowerment in participants.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://skpc.edu.in/gallery-2/#1661488507867-2d5ac7d0-c859">https://skpc.edu.in/gallery-2/#1661488507867-2d5ac7d0-c859</a>

### 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

43

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

### 3.3 - 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

06

File Description	Documents
URL to the research page on HEI website	<a href="https://skpc.edu.in/courses/ph-d-commerce-part-time/">https://skpc.edu.in/courses/ph-d-commerce-part-time/</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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

32

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

**3.3.3 - 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**

35

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

### 3.4 - 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

In today's educational sphere, curriculum-enriching extensions and community-centered activities are paramount for students' comprehensive growth. Participation in such endeavors not only nurtures essential life skills but also refines interpersonal communication capabilities. The National Service Scheme (NSS) serves as a pivotal platform for a spectrum of impactful initiatives. Endeavors like the anti-drug pledge, "Nimirndhu Sel Thunindhu Sol," market cleaning on NSS Day, and awareness programs targeting communicable diseases underscore NSS's unwavering commitment to societal welfare. Special camps and projects such as Dream Kalaam further magnify their societal influence. Likewise, the Youth Red Cross (YRC) orchestrates medical and blood donation camps, significantly bolstering healthcare accessibility. The Karuna Club's student training sessions on

humane education epitomize their dedication to nurture empathy and compassion. Moreover, the Anti-Drug group's innovative flash mob at Broadway Bus Terminus strategically raises public awareness about drug addiction. These varied activities embody a multifaceted approach toward addressing social issues, contributing significantly to holistic student development.

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

### 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

02

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

### 3.4.3 - 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

13

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

#### 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

819

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

#### 3.5 - 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

136

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>



### 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

23

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The Institution has the provision of 45 classrooms in which 13 classrooms are provided with projector and speaker facilities and each department has this provision in one classroom. There are 4 spacious air conditioned staff rooms, smart room and conference room to provide a smart multipurpose space for academic meetings and activities. The Internal Quality Assurance Cell is functioning in a separate room with required facilities.

There are 3 computer labs, 2 for undergraduate & 1 computer lab exclusively for post graduate and research holding a capacity of 131 systems with LAN connection providing 1 Gbps internet connection with a Wi-Fi speed of 400 Mbps. The campus is enabled with Wi-Fi facility.

The Institution is equipped with Psychology lab, Commerce lab, Drafting lab and other Interior Design labs. Placement consortium is equipped with required facilities provided in the college premises.

The library has strengthened with 13,216 books, 25 journals and it has memberships with British Council, Madras University Library and DELNET that provides a number of services like resources development and open-source software access management with more than 3,50, 00,000 volumes of books. The College Library maintains Kanyaka Book Bank with donations from various philanthropists.

To meet the health requirements and emergency medical services for students and staff, Apollo Shine is made available in the campus.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://skpc.edu.in/classrooms/">https://skpc.edu.in/classrooms/</a>

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

The Institution always cheers, motivates and supports the extra- curricular activities of the students to bring out and upgrade their talents in cultural activities, sports and also in the fitness of staff and students.

The institution organizes cultural events for the freshers (SNIGDA) and Inter department cultural events (ESHA) for all the three-year students every year in a grand manner. They enhance the competitive spirit by providing a platform to showcase the students talents and to come out from stage fear.

Each department has an association for them to conduct competitions and to encourage the students' ability in the application of their subject based knowledge and skills to mould them in all the co-curricular and extra-curricular activities.

The Institution has an Open Air Stage, a spacious Auditorium and SKP Convention Centre for conducting all cultural events. The students play a key role in Navaratri celebrations, held

annually at Sri Kanyaka Parameswari Temple inside the campus.

Preference is given to sports students during the time of admission with fee concession for State, National and International level players, hence great motivation is given to students to participate in sports. Coaching is given to volleyball, throw ball, chess, badminton, cricket, kho-kho, kabaddi, athletics, silambam and carrom players.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://skpc.edu.in/old_events/">https://skpc.edu.in/old_events/</a>

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

49

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://skpc.edu.in/classrooms-with-projector/">https://skpc.edu.in/classrooms-with-projector/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

4.71

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

## 4.2 - Library as a Learning Resource

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

The institution's library adheres to thorough and efficient management practices. It is a well-stocked digital library with internet access, so that faculty members and students can use the online resources. It contains a reading space and offers a comfortable setting for studying. There are 13,216 books overall, 9259 Titles, 288 reference books, 25 journals, e-books via DELNET, and a dedicated reference area for students and professors.

The OPAC-Online Public Access Catalogue can be accessed by the users to check the availability of library collections.

The library is a member of DELNET. Through DELNET, faculty and students can refer 3,83,75,350 E-Books, 28,543 periodicals, 11,24,250 Periodical Articles, 69,130 CDROM database, 6000 Video Recordings, 1025 Sound Recordings, 1,40,195 Thesis and Dissertations.

SKPC Library is equipped with

- The 'Auto Lib' Library Management Software database (Version - 21.01).
- Book Sharing Desk and Rare Books.
- Biometric device - monitors the number of entries.
- Institution Repository - Published Research Papers / Articles of the faculty.
- NDLI-Shodhganga.
- Project work of the students.
- Membership with the British Council Library and University of Madras Library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://skpc.edu.in/library/">https://skpc.edu.in/library/</a>

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

**A. Any 4 or more of the above**

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

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

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

**2.654**

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

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

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

**120**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

Wi-Fi facility is available in the campus which can be accessed by the faculty and students at any time. The bandwidth and the speed of the Wi-Fi are upgraded as and when needed. At present, ACT fibernet is 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. Lab-I and Lab-II are equipped with Interactive touch panel to facilitate the practical demonstration classes. This helps the faculty for preparing and uploading the teaching-learning materials. Necessary softwares are installed according to the needs of various departments. Each department is provided with projectors to facilitate the learning skills of students. This helps them to develop their entrepreneurial skills. Conference room and Smart room are equipped with the latest technology - HD interaction panel with a Wi-Fi connection.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://skpc.edu.in/classrooms-with-projector/">https://skpc.edu.in/classrooms-with-projector/</a>

#### 4.3.2 - Number of Computers

193

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

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

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

195.53

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

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

The computers are consistently maintained with high configuration. The Computers and UPSs are maintained through Annual Maintenance Contract (AMC) with VCare. Web server and the Web portal are maintained by ADS Soft tech and the Wi-Fi plans were retained with the internet speed of 1GB. The classrooms have conducive environment space for learning like boards, furniture and projector facilities. The maintenance of the classrooms are done regularly. The number of visitors to the library is maintained with the biometric system. Totally, in library, there are 13216 books, 25 journals and e-books and DELNET. The library has internal and external checking system. The sports ground is well

maintained. 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 and checked regularly. Canteen facility is provided in the campus for staff and students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://skpc.edu.in/photos/">https://skpc.edu.in/photos/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

218

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

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

218



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>
File Description	Documents
Link to Institutional website	<a href="https://skpc.edu.in/skill-enhancement-course/">https://skpc.edu.in/skill-enhancement-course/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>623</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>623</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent</b>	<b>A. All of the above</b>

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

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

## 5.2 - Student Progression

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

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

173

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

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

78

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

0

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

### 5.3 - Student Participation and Activities

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

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

09

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

**Nakshatra Students' Council (NSC) functions under the guidance of the Principal as the President and faculties as Vice President and Secretary in the council as advisors.**

The students' council is selected by the committee comprising the Principal, Vice Principals, IQAC Coordinator and all the Department HODs. The Nakshatra Students' Council (NSC) comprises 29 Office Bearers, 29 Association Secretaries and 30 Club Secretaries assisted by all the class representatives.

The College activities are executed through NSC namely Fresher's day, 'SNIGDA', Pongal, Youth Day, Navarathri celebrations, Independence Day, Republic Day, Teachers Day, Kalam Day. The SKPC ICC (Internal Complaints Committee) consists of Grievance Redressal Cell, Anti-Ragging and Sexual Harassment Cell to represent students' grievances. The council involves in social interaction and creative expression.

The Council executes Co-curricular and Extra Curricular Activities to keep the students abreast with the current scenario. Department association secretaries organise their association activities under the guidance of faculty. 'Kalaalaya' Fine Arts Association and the clubs conduct cultural and community related activities. The secretaries organize programmes like 'Chaitanya' Inter-Collegiate Fest, Cultural Programmes etc. The students' council has a regular meeting with the Principal and the Staff Council members. The council shares the students' ideas, views, suggestions and grievances. The Principal addresses the issues and implements

solutions to overcome the grievances.

File Description	Documents
Paste link for additional information	<a href="https://skpc.edu.in/old_events/">https://skpc.edu.in/old_events/</a>
Upload any additional information	<a href="#">View File</a>

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

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

2366

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

### 5.4 - Alumni Engagement

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

#### Registered Alumni Association

Alumni are the brand ambassadors of the institution. The active association contributes 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 a registered body and was formed on 01.04.2014. Alumni day is celebrated on October 2nd every year. 18 alumnae are working with the institution as IQAC Coordinator, Head of the Departments, Associate Professor, Assistant Professors and Administration staff.

### Objective of Kanyaka Nestor - Alumni Association:

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. They contributed a Napkin Vending Machine for the staff and students
3. Alumni installed Napkin Destroyer Machine for the staff and students
4. Funds has been raised by alumni for the Lift in our College
5. 'Kanyaka Nestor' has contributed Rs. 2,67,200 during the academic year 2022-2023.

File Description	Documents
Paste link for additional information	<a href="https://skpc.edu.in/alumnae-events/#">https://skpc.edu.in/alumnae-events/#</a>
Upload any additional information	<a href="#">View File</a>

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

D. 1 Lakhs - 3Lakhs

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

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 - Institutional Vision and Leadership

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

The College was incepted in the year 1999 in North Chennai managed with a governing body functioning under the Management of S.K.P.D. & Charities with a motive to enhance Women's Education.

**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 Supporting Staff.

The Governing body is responsible to lay down strategies that need to be implemented for the development of the institution in various aspects. College committee along with the Head of the Departments and other Faculties, plan and decide strategies for implementation representing a decentralized decision making.

Every year the institution performs its activities under the theme. 'Ujjwala Bhavishyath' is the theme for the academic year 2022-2023.

The Institution as a whole, functions to achieve the vision and mission of the College.

File Description	Documents
Paste link for additional information	<a href="https://skpc.edu.in/organogram/">https://skpc.edu.in/organogram/</a>
Upload any additional information	<a href="#">View File</a>

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

The Institution enables participative management and decentralized decision-making. The Governing body of S.K.P.D. & Charities is always friendly and approachable. The Principal in consultation with other academic staff takes all decisions related to academics and administration that ensures to provide a supportive role in all the endeavors of the institution.

Various departments of the institution march towards the fulfilment of goals. The Head of the Department is responsible for the smooth functioning of their departments. Faculties of various departments take up the responsibility to complete their duties entrusted to them by the college. The management involves faculties members, representing diverse array of disciplines, background and experience contribute to the inclusivity of decision making processes.

File Description	Documents
Paste link for additional information	<a href="https://skpc.edu.in/organogram/">https://skpc.edu.in/organogram/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- The institution has organized career guidance and aptitude training programs to enhance students employability skills.
- Classrooms are equipped with smart boards to ensure diverse learning methods.
- The Management initiated the construction of the New Block.
- The institution in association with Apollo Shine deployed Apollo Health Care in the college premises to cater medical emergencies.



- The Management constructed and installed an elevator for the welfare of the stakeholders.
- International and National Conferences were organized by various departments of the institution to promote research.
- Faculties were provided with financial assistance to upgrade their knowledge.
- Fee concession were provided to the dependence of SKPC Staff members.
- The departments procured financial supports from corporates and individuals for conducting department activities.
- Placement committee has invited foreign and domain based companies to provide global job opportunities.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://skpc.edu.in/wp-content/uploads/2022/12/Strategic-Plan-2021-2031.pdf">https://skpc.edu.in/wp-content/uploads/2022/12/Strategic-Plan-2021-2031.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

#### Governing Body:

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 the College. 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.

Rules and regulations for the students are framed as per Standing Order. Students are admitted as per the norms of the Govt. of Tamil Nadu 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 cell is 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	<a href="https://skpc.edu.in/wp-content/uploads/2023/08/CODE-OF-CONDUCT-FOR-CONDUCT.pdf">https://skpc.edu.in/wp-content/uploads/2023/08/CODE-OF-CONDUCT-FOR-CONDUCT.pdf</a>
Link to Organogram of the institution webpage	<a href="https://skpc.edu.in/organogram/">https://skpc.edu.in/organogram/</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

The faculties are provided with 11 casual leaves. Contributions are made to a provident fund in accordance with the "Employees Provident Funds and Miscellaneous Provision Act, 1952" regulations. The Gratuity Act of 1972 grants employees the right to receive gratuity benefits. Other benefits include medical insurance, which is provided in the event of an emergency, and qualification allowances, which are given to teachers who improve their academic credentials by passing NET/SET exams and receiving a Ph.D. Teachers are encouraged to improve their teaching skills by offering incentives for their 100% results in academics. Ex-Gratia is given to the fraternity as an honorarium by the institution's management on a number of notable occasions. 3 months maternity leave with 1 month paid salary is provided, the administration offers loyalty to employees who have worked for the institution over 5, 10, 15 and 20 years of service. Financial assistance is given to the dependents of both teaching and non-teaching fraternity for educational purposes. Festive Bonus is exclusively provided to the non - teaching fraternity of the college.

File Description	Documents
Paste link for additional information	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/6.3.1.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/6.3.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

25

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

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

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

09

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

68

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The Institution has a Performance Appraisal system to all the staff at various levels. The performance of the faculties are measured on the basis of research publications, teaching learning evaluations, workshops, seminars, professional development courses, faculty development programs attended and productive academic results. At the end of the academic year self-appraisal is collected from each and every teacher to analyze individual performance on various parameters. Based on the collected feedback, a consolidated report is prepared and submitted to the head of the institution for further suggestions and improvements. As every stakeholder is important for the functioning of the institution, feedback is collected from students, parents and resource persons visiting the college for various events conducted in the college and presented before the Principle, Vice Principals, IQAC Coordinator and Head of the Department to modify, plan and implement future strategies for the upliftment of the college.

Since the role of Non-teaching staff is considered to be crucial for 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 willingness.

File Description	Documents
Paste link for additional information	<a href="https://skpc.edu.in/envira/24th-college-day-celebration/">https://skpc.edu.in/envira/24th-college-day-celebration/</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

Internal and External Audits are conducted on a Regular basis by MRT & Co. and B. Purushottam & Co. respectively for the year 2022-2023 both the audits were conducted as per schedule, which is in agreement with the books of account maintained by the institution. The External auditor assess the reliability of financial information to ensure its accuracy. The Audited Statements provide us a robust mechanism in identifying key areas of controls and effective Management.

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

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

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

0.12

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The college is a self-financing institution mobilizing funds necessary for the functioning of its activities from various sources like students' fee, interest from corpus funds, sponsors and donations from philanthropists.

The funds are utilized for the institution's capital and revenue expenditure that includes staff salary, development of infrastructure, staff welfare measures, purchase of requirements, expansion and maintenance of college campus, also spent for organizing various activities for the students like freshers day, graduation day, college day, inter college cultural, department activities, social responsibility programs etc.

The management is the sole authority to grant the budget proposed by the in-charge of the departments, librarians, various committees and clubs. They submit their budget and requirements before the commencement of every academic year. Later on, they are brought to the notice of the accounts department, who prepares the annual budget and submits it to the committee of management for sanction.

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

## 6.5 - Internal Quality Assurance System

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

The IQAC contributes towards the development of quality culture of the institution. The IQAC consists of the Principal as the Chairperson, IQAC Coordinator, Heads of all the Departments, Members of Management, Criteria committee members and External Stakeholders includes Students and Alumnae.

### Practice I- Quality Education and Research & Development

- Develops and maintains quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitates the conducive environment for learner-centric to quality education and faculty development.
- Accelerates favourable environment for research and development activities.
- Encourages faculty and students to engage in research and innovation.

### Practice II - Best Practice

- Identifies and promotes the best practices in the institution.

1. FEED THE NEED project - Food packets are distributed to the needy regularly.

2. Adoption of SRS Sarvodaya School wherein the students of our institution extend their knowledge and services in the form of taking tuitions, awareness programme, counselling, etc

File Description	Documents
Paste link for additional information	<a href="https://skpc.edu.in/best-practices/">https://skpc.edu.in/best-practices/</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms



and recorded the incremental improvement in various activities

The teaching-learning process of SKPC involves a dynamic interaction between educators and learners. This process is multifaceted and includes various components, stages, and strategies.

**Curriculum Design:** The process begins with the design of a well-structured curriculum that outlines the content, objectives, and outcomes of the educational program.

1. **Lesson Planning:** Educators plan individual lessons based on the curriculum, taking the learning objectives, teaching methods, and assessment strategies into account.
2. **Learning Resources:** Institutions provide a range of learning resources such as textbooks, online materials, multimedia tools, and library resources to support the learning process.
3. **Experiential Learning:** Incorporating real-world experiences, internships, and practical applications of knowledge which enriches the learning experiences and prepare students for the challenges of the professional world.
4. **Continuous Improvement:** Institutions regularly assess the effectiveness of their teaching-learning processes and makes improvements based on feedback, data, and changing educational trends.
5. **Feedback Mechanism:** Establishing a feedback mechanism is important for communication between educators and students. This can include regular assessments, discussions, and constructive feedback on assignments.
6. **Academic audit:** Academic internal and external audit are conducted periodically to ensure the standard of the education, External audit is conducted as a review process by experts from various institutions. They provide improvements, suggestions and recommendations to improve quality as a whole.

File Description	Documents
Paste link for additional information	<a href="https://skpc.edu.in/envira/external-academic-audit/">https://skpc.edu.in/envira/external-academic-audit/</a>
Upload any additional information	<a href="#">View File</a>

<b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://skpc.edu.in/reports/">https://skpc.edu.in/reports/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Institution takes efforts to create awareness on psychological and physical changes in a woman by conducting awareness programmes, seminars etc. students are exposed to subjects which relates gender equity.

#### Curriculum

##### B.A. (Sociology)

- Social Pathology
- Social Movements in India
- Sociology of Development
- Gender Studies

##### B.Sc. (Psychology)

- Developmental Psychology I and Developmental Psychology II
- Abnormal, Psychology - I
- Abnormal, Psychology - II.

#### B.A. (Criminology & Police Administration)

- Society and Social Problems

#### Activities

- Gender Forum is initiated to bring awareness and instil the values of gender equity.
- In association with Gender Forum the Department of Sociology organised a legal awareness programme on legal provisions for Transgender and Women and Human Rights.
- Kanya Bazaar was organised on the day of International Women's Day.
- NSS participated in 'Nimirndhu Sel Thunindhu Sol' an awareness Marathon to create awareness on sexual abuse, 'Puthumai Penn' a rally to create awareness of higher education among young women, celebrated World Girl Child Day, World Day of Social Justice and Anti-Child Labour Day by conducting elocution, Quiz competitions and Poster Making competitions respectively.

#### Facilities for Women

#### Safety and Security:

- Entire campus is protected with 80 CCTV surveillance.
- Students can leave the campus earlier if the need arises only after getting the gate pass signed by the Class incharge, HoD and the Principal.

#### Counselling

- Department of Psychology provides counselling regularly to the needy students.

File Description	Documents
Annual gender sensitization action plan	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/7.1.1-Action-Plan.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/7.1.1-Action-Plan.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/7.1.1-Geotag-Addl.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/7.1.1-Geotag-Addl.pdf</a>

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

**A. 4 or All of the above**

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

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

**The 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 wastes are collected and segregated by Chennai Corporation to transform the same into organic manure.**
- Vermicompost - Dry leaves are collected in a container and converted into vermicompost and used as a fertilizer.**

- Sanitary napkins are disposed off using theSanitary incinerator installed in the restroom.

#### Liquid Waste Management

- Reuse of wastewater generated by the Reverse Osmosis (RO) System inwashrooms.
- To minimize the use of water, the restrooms have more Indian StyleToilets
- Waterleakageproblems are supervised by two supporting staffsregularly.
- Sensor based watering to the plants are done, to avoid the wastage ofwater.

#### Rain Water Harvesting

- Rain water that runs off from rooftops is let off to the nearest bore well.

#### E-Waste Management

- E-Waste is disposed of by A.M. Metals & Apple Care Pro (scrap dealers).
- Electrical gadgets with minor defects are repaired and reused.

#### Waste recycling system

- Reuse of wastewater generated by the Reverse Osmosis (RO) System in washrooms.
- Rain water that runs off from rooftops is let off to the nearest bore well.
- The wasted solar energy is converted into useful energy with the help of 90 solar panels.

Solar energy The wasted solar energy is converted into useful energy with the help of 90 solar panels.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>A. Any 4 or all of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <b>1.Restricted entry of automobiles</b> <b>2.Use of bicycles/ Battery-powered vehicles</b> <b>3.Pedestrian-friendly pathways</b> <b>4.Ban on use of plastic</b> <b>5.Landscaping</b>	<b>A. Any 4 or All of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional</b>	<b>A. Any 4 or all of the above</b>

<b>activities</b>	
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	
<p><b>A. Any 4 or all of the above</b></p>	
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<p><b>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).</b></p>	

Reservation policy as per Tamil Nadu Government G.O. is followed. On an average, 50% of students belonging to SC/ST/MBC/OBC are admitted.

#### Tolerance and Harmony towards Cultural diversity

##### Fresher's Day:

Every year Nakshatra Students' Council organizes Fresher's day 'SNIGDA', a Talent Hunt which helps to exhibit cultural diversity through Freshers' talents.

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

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

#### Tolerance and Harmony towards Regional Diversity

##### Pongal Day:

Generally Pongal is celebrated on a grand scale. During pongal, usually physically challenged children from the Orphanages, old age people and even farmers will be invited and honored.

##### Regional Dance on College Day:

Every year on College Day, 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 Department
- National Hindi Day Celebration by Hindi Department

#### Tolerance and Harmony towards Communal Socio-economic diversity

- Scholarship and financial assistance for economically weak and academically strong students.



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

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

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

#### Daily Prayer:

Prayer grants the time to flow with pleasing power creating a favourable educational environment. Morning Prayer upholds the value system of the educational institution, family and society, which makes the students realize the importance of the same. Daily Prayer is held before the commencement of classes.

#### Clubs:

The Students' council consists of 29 Office Bearers, 29 Association Secretaries and 30 Club Secretaries.

SKPC has various clubs like NSS, Rotaract Club, Eco Club, Karuna Club etc., wherein all the students have to register themselves in one club or the other and do justice to their responsibility as citizens to the country by serving the nation.

#### Festival Celebration:

Irrespective of religion, students involve themselves in Pongal and Navarathri Celebration.

#### Independence Day and Republic Day:

Every year we celebrate Independence Day and Republic Day without fail in our campus even if it falls on Sundays.

## Value Education:

Value education is a part of the curriculum as prescribed by the University of Madras.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/7.1.9.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/7.1.9.pdf</a>
Any other relevant information	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/7.1.9-Other-Relevant.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/7.1.9-Other-Relevant.pdf</a>

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

**A. All of the above**

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

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

**The institution encourages the celebration of commemorative**

days and festivals with great zeal and enthusiasm. This celebration of the commemorative days and festivals offer the right kind of educational system based on moral ethics, which help the students to understand the rich heritage of India.

Commemorative days and festivals celebrated in the institution:

Festivals:

- Pongal Celebration
- Navarathiri

Commemorative Days:

- Kamarajar Birthday
- World Consumer Rights Day
- World Food Safety Day
- Anti Child Labour Awareness Programme
- Bharathiyar Day
- World Sparrow Day
- National Innovation Day
- National Entrepreneurship Day
- National Education Day
- Intellectual Property Day (IP Day)
- Voice of Innovation Day
- World Veterinary Day
- Independence Day
- Republic Day
- World Students Day- Dr.A.P.J.Abdul Kalam's Birthday
- Teacher's Day
- Gandhi Jayanthi Day
- Children's Day
- National Consumer Day
- Chaitanya
- Women's Day
- World Intellectual Property Day
- Data Privacy Day
- World Environmental Day
- National Deworming Day
- National Service Scheme(NSS) Day
- International Girl Child Day
- World Day of Social Justice
- National Youth Day
- National Girl Child Day
- National Voters Day

- International Day of Happiness
- World Heritage Day
- International Mother Tongue Day
- Vasavi Jayanthi
- May Day
- Yoga Day
- Ramanujam Day

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

## 7.2 - Best Practices

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

### BEST PRACTICE 1: Entrepreneurial Development Programme (EDP- Samrudhi)

The EDP empowers the students of the institution with an additional skill along with their academics. Institution has MoU with Global Software Solution in association with National Centre for Vocational & Technical Education, MHRD, Government of India, offering Diploma and Certification in various technical areas.

EDP Exhibition and Kanya Bazaar were organised on International Women's Day on 8th March, 2023 to exhibit the learnt skills of the Students. In Kanya bazaar, college students, alumnae and outsiders together marked a total sale of Rs.1,00,242/- through various stalls like Food, Cloths, Accessories, Stationery, Beautician, Mehendi and Nail art.

This year the EDP Cell initiated a training program for rural women at Thirukazhukundram Chengalpattu district on Jewellery making, Hairdo and basic makeup skills.

### BEST PRACTICE 2: (Green Campus by ECO CLUB)

Eco club runs on the motto " Reduce, Recycle and Reuse". Clean up drive was organised in association with BHUMI NGO to maintain a clean & green environment. Cleanliness Program was organised in association with Greater Chennai Corporation to educate the importance of hygiene to students. Exnora International distributed saplings to students on the celebration of World Forestry Day. Eco Club also planted and distributed saplings to guests and students. Seminar and Drawing competitions were organised on environmental issues. This helps to develop a bridge between College and Community to enhance student-society bond by making students realize that knowledge is not just an isolating experience rather, it is a connecting rope.

File Description	Documents
Best practices in the Institutional website	<a href="https://skpc.edu.in/best-practices/">https://skpc.edu.in/best-practices/</a>
Any other relevant information	<a href="https://skpc.edu.in/wp-content/uploads/2023/11/7.2.1-AI.pdf">https://skpc.edu.in/wp-content/uploads/2023/11/7.2.1-AI.pdf</a>

### 7.3 - Institutional Distinctiveness

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

#### Institutional Distinctiveness

The SKPC Gender Equality Forum aims at intervening the problems of transgender and providing them a support system as there is a growing Transgender community in North Chennai which needs support groups working to promote awareness and acceptance. Discrimination and harassment against the transgender community is still prevalent in certain areas of North Chennai, so it's important to be sensitive and respectful. Hence they need

1. Legal Protection.
2. Access to health care.
3. Mental Health support.
4. Understanding and acceptance.

## 5. Education & Employment opportunities.

The IQAC & Department of Sociology has inaugurated SKPC GENDER FORUM on 27.10.2022. Dr.S.Kalavathi, Head, Department of Sociology, Queen Mary's College, Ms. R.Jeeva, Founder and Director of Transgender Rights Association, Dr. R.K Deepa, Chief Paediatric Cardiologist and Dr.Karunya Devi, Social Activist & Advocate were invited for inauguration. .

SKPC GEF had conducted a Gender Sensitization programme on "The Legal Provisions for Transgender Persons - Protection of Rights Act 2019" on 31. 10.2022. Ms.S.Jeeva, addressed the students and explained the Socio economic and Psychological trauma of transgender communities.

The Forum has plans to provide SKILL DEVELOPMENT PROGRAMMES to TRANSGENDER group and also awareness campaigns and seminars in the upcoming academic year.

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

### 7.3.2 - Plan of action for the next academic year

#### PLAN OF ACTION (2023-24)

##### 1. SURVIVAL PROJECT:

The institution strongly believes in societal contribution and balanced growth. Hence, the

College has come up with an idea of uplifting the unfortunates. As a part of it, the institution is planning to provide Wet Grinders and Sewing Machines to oppressed women in the subsequent year, providing them with a stable income to look at life with a hope for the future.

##### 2. SARVODAYA:

The program focuses on knowledge and skill sharing practices to the children of SRS Sarvodaya Girls Hostel (an Orphanage adopted by SKPC) on a regular basis to empower them to

enhance their career successfully. The departments have framed curriculum which covers the curriculum - Psychological counselling, Basics of Drawing and Sketching, Basics of Computer, Basics of Yoga and also to conduct indoor and outdoor games.

### 3. GOVERNMENT SCHOOL RENOVATION PROJECT

The ID Department in collaboration with a non-government organization, has planned to adopt a government school for renovation, focusing on modernization of classrooms and create conducive learning environment. The primary objective is to establish a mutually beneficial relationship with the community, aiming to elevate the overall performance of the school and provide a better educational environment for the children.