SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

SRI KANYAKA PARAMESWARI ARTS AND SCIENCE COLLEGE FOR WOMEN

NO. 1, AUDIAPPA STREET
600001
www.skpc.edu.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Management Committee of the S.K.P.D &Charities founded Sri Kanyaka Parameswari Arts and Science College for Women to promote Women's Education in 1999. The Institution is affiliated to the University of Madras and offers 15 UG, 3 PG, one M.Phil. and part-time / full-time Ph.D. program. In 22 years of SKPC, 7666 students have passed out successfully and 461 students have secured University Top Ten Ranks.

Few features of the Institution

- The institution is ISO Certified
- Digitalized and E- Library.
- ICT facilities with applications like WI-FI, Smart class room, Conference room, CCTV etc.
- Well-furnished 46 class rooms and 11 classrooms with projectors
- RO Water.
- Waste water management.
- Solar energy.
- Hygienic rest rooms and sanitary vending machine.
- Financial assistance by means of scholarship.
- Awards and Rewards to recognize students and staff
- Bridge courses for all the students.
- Online Lecture Notes (OLN)
- Special Training programme by the Placement consortium
- NCVTE (MHRD) Value added and Add on Courses sponsored by Management.
- Experiential learning like industrial, bank, field visit and internship.
- Insight of service through involvement in various clubs
- Entering into Limca Book of records for Kurti Painting.
- Removal of TASMAC shop for the safety of students and public.
- Awards received by Principal and faculty members.
- Awards for the institution such as Best library award by Mylapore Academy, Industry -Institution interaction award by ICTACT
- India Today Ranking

Year	Arts	Science	Commerce	BCA	BBA
2017-2018	91	92	-	47	-
2018-2019	98	92	126	57	80
2019-2020	118	-	138	65	83
2020-2021	130	139	161	73	87

- Education World Ranking

Year	All India Ranking	State Ranking (Tamilnadu)
2020 - 2021	30th	2nd
2021 - 2022	33rd	3rd

- In 2017-2018, BBA was ranked 74th by the Times of India
- First Place in 46th India Tourism Industrial Trade Fair organized by Department of Tourism, Tamil Nadu and received a cash award of Rs.10000/-
- 45 MOUs and 7 Membership
- FEED THE NEED project
- Adoption of SRS Sarvodaya School
- Conducting Blood Donation camp, Health camp, Eye camp with free distribution of spectacles, etc.

Vision

"To make up wholesome development in every single women, 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".

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- NAAC Accredited & ISO Certified institution.
- Democratic and Participative Leadership style.
- Family culture (Harmonious Relationship between the Management, staff and students).
- Well Qualified, competent and experienced faculty.
- Good academic records - In 22 years of educational journey 461 students have secured University Top Ten Ranks
- ICT enabled campus
- Safe and secured environment for women folks. The students have various platforms like Grievance Redressal Cell, Anti Ragging Cell to bring out their issues if any
- Providing NCVTE (MHRD) Certified Value Added Courses and Diploma in Communication Skills Development sponsored by the institution Management.
- The institution has expanded its wing by having a research department in the core domain, Commerce.
- Existence of mentor-mentee system.
- Constitution of '*Upaadhi*' – a concept to expand the students as entrepreneurs and '**Adyayan',** an Incubation Centre wherein e-services are rendered as per the requirement.
- Establishment of Institution's Innovation Council (IIC) to enhance entrepreneurial and innovation skills.
- Academic and Industrial collaborations through MoU
- Comprehensive and effective automated Digital Library.
- Consistent online programs even during the Global Pandemic.
- Location of an educational institution in the commercial hub
- Publishing articles in ISBN journals by advanced learners.

- 25%, 35% and 50% Fee waive for sports students.
- 30% Fee waived for students opting for Telugu as 2nd language.
- 50% Fee waived for students from KTCT Girls School.
- Free seats for needy students irrespective of community.
- The institution offers a Group Mediclaim policy, Worker's welfare insurance, Gratuity, PF for the staff. Ex-Gratia and Festival advance exclusively for non - teaching staff.

Institutional Weakness

- Students drop out due to financial constraints
- Lack of scope and opportunity for UGC and Government funding Project
- Suspension of a few courses due to lack of admission
- To extend campus as well as class rooms to avail new programs.
- The Higher proportion of students from the economically weaker section.

Institutional Opportunity

- Coaching for competitive examinations
- Experiential learning for the students by sharing their knowledge through rendering services to destitute sectors.
- Bridging the gulf between theory and practice, the students are encouraged to undergo internship
- Scope for innovation and start-up
- Extensive research projects.
- To elevate UG to PG department and PG to Research.

Institutional Challenge

General:

1. Process of obtaining Permanent Affiliation.
2. Placement in core companies.
3. Groom the students to become Entrepreneurs.
4. Payment of fees due to higher proportion of students for economically weaker section.
5. Increase in new higher education institutions in the vicinity.
6. Faculty and student exchange program.
7. Commuting in heavily congested traffic areas.

Challenges due to Covid -19 CRISES:

1. Remote teaching and technological challenges due to a sudden outbreak of Covid -19.
2. Payment of fees due to Economic crunch as the rise of the Global pandemic worsened the Job Market opportunities.
3. Lack of personal touch between the teacher and the students due to online classes

4. Attitude change among the students' community

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- The institution is a self-financing institution affiliated to the University of Madras. It offers a CBCS program and the syllabus of the course is prescribed by the University. The academic core committee ensures effective curricular implementation through well planned and documented process. The academic Vice-Principal, IQAC Coordinator along with the Principal finalizes the workload, subject allotment and department timetable and also prepares the master timetable which is displayed in the Principal's office. For all programs, POs, PSOs and COs are defined and the same is uploaded in the Website. The PO and PSO are also displayed in the respective classrooms.

- The academic calendar is designed and prepared before the commencement of the academic year. The institution adheres to the academic calendar for the conduct of all the activities.

- To enrich the prescribed syllabus, the curriculum is supplemented with add-on courses, seminars, workshops and experiential learning.

- To transform the students gracefully from college to work, the institution offers MHRD certified courses in entrepreneurship and communication skills for which the course fee is sponsored by the college Management.

- The curriculum contributes towards instilling professional ethics, gender, human values, environmental and sustainability. Value education and EVS are incorporated into the curriculum.

- Structured feedback is taken from the students, parents and alumnae. The collected feedback is analyzed and the obtained result is used for overall improvement.

- The Grievance Redressal Committee, Anti-Ragging Committee, Police Complaint Box to provide a congenial and safe environment to the students.

- The institution has NSS unit, YRC, Rotaract Club, Young India (YI), Karuna Club, Eco Club and Quiz Club to engage students in social and civic responsibility-related activities.

Teaching-learning and Evaluation

- The admission process is executed with absolute transparency and in compliance with University of Madras rules and regulations and also Tamilnadu Government reservation policy guidelines.
- The students admitted belong to diverse backgrounds hence to cater to the needs of students' bridge course is conducted before the start of the regular curriculum.
- The institution assesses the learning levels of the students after the commencement of the program and appropriate strategies are adopted to enhance the level.
- Various teaching-learning methodologies like PPT, Roleplay, Group discussion and also ICT tools like

smart-board, projectors are adopted to reach the students.

- 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'.
- The institution has a systematic way of conducting the examination in 2 parts continuous internal evaluation and end semester University examination. The evaluation of the attainment of COs and POs helps the institution to plan a strategy to improvise the level of attainment.
- The institution and other philanthropists recognize the efforts of the students who actively contribute in community service as well as good in academics and cent% result producing faculty are given cash awards on college day.
- The curriculum is planned and implemented to equip the students with knowledge, skill, moral values and self-reliance.

Research, Innovations and Extension

- The teachers enhance their competency by presenting and publishing research papers, attending conferences, workshops, orientation and refresher courses.
- The teachers are motivated to do minor projects which are funded by the management and other private bodies.
- The advanced learners are motivated to participate and present research papers in conferences. The institution took an initiative to provide a platform to the advanced learners by publishing their research papers.
- The incubation center 'Adyayan' provides an opportunity to the faculty and students to explore their innovative ideas and also in entrepreneurial-driven activities.
- The institution engages students in community services which provides them an opportunity to become active members of their community and enables them to acquire life skills and develop better interpersonal communication skills.
- The College has signed MOU's with 45 Companies and Institutions and is also members of 7 Associations. Resource persons from industries handle classes for B.Com. (Hons.) Students on regular basis.

- Institution's Innovation Council (IIC) of SKPC, was incepted under the Ministry of education's innovation cell MIC in 2020, with a vision to create innovation and start-up ecosystem. IIC SKPC is selected for organizing Impact Lectures related to Innovation, Entrepreneurship and Intellectual Property Rights, in online mode, with a grant of Rs.12, 000/- from AICTE. 5 students are undergoing an Internship at TATTI, to start their own start-ups.

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

- The institution is recognized by EDII of the University of Madras in 2021-2022, EDII-TN is a forum which collaborates with university and colleges across Tamilnadu to inspire identify and train students to become entrepreneurs.

Infrastructure and Learning Resources

- Infrastructure creates an environment that not only assures learning but also pays special attention to the mental and physical well-being of the students.
- There are a total of 45 Classrooms, 9 states of art laboratories, 3 auditoriums, a smart room, a conference room, a research block, a counseling cell and an incubation center. Hygienic restrooms with napkin vending machine and napkin incineration.
- The library has a spacious reading space and is automated. It has 12,375 books 26 journals, 8 subscriptions to newspapers and magazines, access to e-journals and e-books through DELNET. The library has a biometric system to keep track of visitors to the library.
- Wi-Fi facility is available on the campus. The institution has an ACT fiber net with 1 GBPS bandwidth and 400 MBPS speed to provide an uninterrupted internet access facility. The campus is under the surveillance of CCTV. All the computers are connected with LAN and internet facilities. The infrastructure and learning resources are maintained by competent agencies through AMC.

Student Support and Progression

- To help the needy and deserving students to pursue their dream and march to a bright future, scholarship is provided. Every year 3 to 4 free seats to students forwarded by the University of Madras and also 5 free seats to Telugu-speaking students.
- Fee concession to sports students
- 25%, 35% and 50% Fee waive for sports students.
- 30% Fee waived for students opting for Telugu as 2nd language.
- 50% Fee waived for students from KTCT Girls School.
- Recognition and awards to students for their involvement in community-based activities and to meritorious students
- The institution provides guidance for competitive exams and career counseling.
- A grievance cell is constituted for the redressal of the grievances reported by the college. The students can drop their grievances in the grievance box.
- The placement cell prepares and guides the students through the process of placements by providing them with the needed training. The placement cell organizes on-campus drives and sends students for the off-campus drive also.
- The students are provided with a learning environment to master skills to face the global competitive challenge. They are encouraged to participate in intra and inter-collegiate co-curricular, extra-curricular and sports competitions.
- To empower the students and become self-reliant they are offered MHRD, NCVTE certificate course, which is sponsored by the Management.
- The alumni of the institution support in the form of providing loans, scholarships, sponsoring certificate courses and opportunities for the students.

Governance, Leadership and Management

- The institution believes in total participative management and the decision-making is decentralized. The Management involves the Principal and senior staff members in taking appropriate decisions. Some of the areas where participative management is followed are Admission procedure, Staff recruitment, Rules and regulations of the institution, HR policies of the organization, Prospectus preparation, Academic calendar, Standing order for the students, The Department association activities, Various clubs activities, College day, Graduation day, Sports day, Chaitanya - Intercollegiate Fest, Placement

activities, Selection of students council are through a channel of participative management. The performance of the staff is appraised every year and increments are given on a regular basis, which is an output of the participative management

- The institution provides welfare schemes namely, Leave Benefits, Provident Fund, Gratuity, Health Insurance, Accidental Insurance, Qualification Allowance, Loyalty, Ex-Gratia and Recreation Tour.

Institutional Values and Best Practices

The institution provides wholesome and holistic development thus imparting education apart from the regular curriculum by

- Augmenting employability
- Enhancing the communication skill
- Developing civic and social responsibility
- Health care is one of the primary concerns of the institution and creates awareness among the entire college community.
- The EDP was incepted to stimulate the student for adopting entrepreneurship as a career and to make them able to identify and exploit the opportunities successfully for new ventures.
- We at SKPC ensure quality education for women and also believe that education fosters the enlightenment, empowerment and emancipation of women and this is our most distinctive feature.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SRI KANYAKA PARAMESWARI ARTS AND SCIENCE COLLEGE FOR WOMEN
Address	NO. 1, AUDIAPPA STREET
City	Chennai
State	Tamil Nadu
Pin	600001
Website	www.skpc.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	T Mohanashree	044-25394279	9940098713	-	srikanyaka@ymail.com
IQAC / CIQA coordinator	P B Vaneetha	044-25383279	8939040390	-	sneha292002@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	For Women
By Shift	Regular Day Evening

Recognized Minority institution	
If it is a recognized minroity institution	Yes Linguistic (Telugu) Minority Status - Certificate.compressed.pdf
If Yes, Specify minority status	
Religious	NA
Linguistic	Linguistic
Any Other	NA

Establishment Details	
Date of establishment of the college	01-06-1999

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Tamil Nadu	University of Madras	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	03-04-2019	View Document
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes autonomydoc_1639643877.pdf
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	NO. 1, AUDIAPPA STREET	Urban	3.3	38500

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)

Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Sociology Shift I	36	Higher Secondary	English	70	15
UG	BBA,Business Administration Shift I	36	Higher Secondary	English	70	70
UG	BSc,Computer Science Shift I	36	Higher Secondary	English	70	50
UG	BSc,Mathematics Shift I	36	Higher Secondary	English	70	0
UG	BSc,Home Science Interior Design And Decor Shift I	36	Higher Secondary	English	50	22
UG	BSc,Psychology Shift I	36	Higher Secondary	English	50	29
UG	BCA,Computer Application Shift I	36	Higher Secondary	English	50	50
UG	BCom,Corporate Secretaryship Shift I	36	Higher Secondary	English	70	70
UG	BCom,General Shift I	36	Higher Secondary	English	140	140
UG	BCom,Honours Shift I	36	Higher Secondary	English	40	40
UG	BA,English Shift Ii	36	Higher Secondary	English	70	0
UG	BCom,Accounting And Finance Shift Ii	36	Higher Secondary	English	70	41

UG	BCom,Bank Management Shift Ii	36	Higher Secondary	English	70	0
UG	BSc,Computer Science Shift Ii	36	Higher Secondary	English	50	0
UG	BA,Criminology And Police Administration Shift I	36	Higher Secondary	English	50	13
UG	BCom,General Shift Ii	36	Higher Secondary	English	50	50
PG	MSc,Computer Science Shift I	24	UG Degree	English	24	11
PG	MSc,Home Science Interior Design And Decor Shift I	24	UG Degree	English	20	11
PG	MCom,General Shift I	24	UG Degree	English	30	21
Doctoral (Ph.D)	PhD or DPhil,Commerce Shift I	36	PG Degree	English	24	15
Pre Doctoral (M.Phil)	MPhil,Commerce Shift I	12	PG Degree	English	12	2

Position Details of Faculty & Staff in the College

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Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				13				78
Recruited	0	0	0	0	0	13	0	13	0	78	0	78
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				29
Recruited	8	21	0	29
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	0	3	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	13	0	0	16	0	29
M.Phil.	0	0	0	0	0	0	0	47	0	47
PG	0	0	0	0	0	0	0	13	0	13

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	1	0	1

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	2030	1	0	0	2031
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	93	0	0	0	93
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	5	0	0	0	5
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	110	121	148	160
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	2
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	420	483	515	568
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	68	95	99	123
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	29	42	44	23
	Others	0	0	0	0
Total		627	741	806	876

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Sri Kanyaka Parameswari Arts and 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 a woman and it fosters the enlightment, empowerment and emancipation of women. The students are provided with learning environment to master skills to face the global competitive challenges. The students are encouraged and provided a platform to publish their research papers. 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 elective which is not

	related to their respective discipline. The Post graduate students study extra-disciplinary subjects. The institution provides an opportunity to broaden the learning in a multicultural environment through a Students exchange program.
2. Academic bank of credits (ABC):	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 identified their weakness and need in communication skills. To all the 2nd year students 'Diploma in Communication Skills Development' by National Centre for Vocational and Technical Educational (NCVTE) (MHRD) is offered. 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 45 organizations and is a member of 7 associations. 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. The institution has taken an initiative for a student exchange programme with other institutions across the globe.
3. Skill development:	Entrepreneurship and the need for developing the requisite entrepreneurial skills have gained importance to redress the un-employability. The college has made it mandatory for all the 1st year students to take empowerment programme of their choice which nurtures the spirit of entrepreneurship and enables the students' knowledge, skills and techniques which in turn helps them in their personal and social growth. In 2019 - 2020, the college went into a tie-up with Computer Software Institute of Technologies and Certificate courses by the National Council of Vocational Training and Education (MHRD) were offered namely 3D Animation, Small Scale Industries (Soap and Detergent Making) etc. Even during the pandemic period, in the academic year 2020-2021, certificate courses by NCVTE were offered through online mode. In 2020 - 2021, the institution became a member of the Institution's

	Innovation Council of MoE and conducted various programmes to encourage, inspire and nurture student ideas and promote innovation. The inclusion of empowerment programme is one of the prime Mission of the institution to provide additional vocational education and empower the girls to become self-employed and economically independent.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The institution has a deep faith in Sanathana Dharma 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 which creates a friendly atmosphere and conducts Talent Hunt 'SNIGDA' . • Inter-Department Cultural Fest – 'Esha' all the departments compete on equal grounds to showcase their best to win the trophy. • 'Chaitanya' – Inter-Collegiate 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. • Regional Dance on College Day: Every year on College Day the students perform Indian folk and tribal dances to express that India is a land of diverse cultures, namely Tamil, Telugu, and Hindi Folk Dance. • Language Department Association Activities All the language departments conduct activities like Oratorical Competition by Tamil Ilakkaiya Mandram, Mana Telugu Mana Velugu by Telugu Bhasha Mandali, Miss Hindi by Lehar Hindi Association, Richness of Samskrita Bhasha by Sasyam Sankrit Association thus projecting linguistic diversity. • Department of Telugu and Tamil conduct International Mother Tongue Day and also National Hindi Day is celebrated.
5. 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 charge at the time of orientation and

	bridge program at the beginning of the academic year for the 1st year. The same is uploaded on the institution website for the students' 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.
6. 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'. • During the Covid-19 pandemic o The University examination was conducted successfully through online mode. o Faculty adapted to online teaching and used platforms such as Zoom, G-Meet, Google Classroom and G-Suite. o In the academic year 2020-2021, certificate courses by NCVTE were offered through online mode. • Faculty used 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.

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
717	811	833	829	768

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
19	21	21	20	18

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2043	2268	2217	2183	1890

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
627	741	806	876	703

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
771	767	610	559	525

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
91	101	101	101	86

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
91	101	101	101	86

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 46

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
145.31	167.15	133.19	104.24	140.17

4.3

Number of Computers

Response: 160

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The institution is a self-financing institution affiliated to the University of Madras. It offers CBCS programme and the syllabus of the course is prescribed by the University. To enrich the prescribed syllabus, the curriculum is supplemented with add-on and entrepreneurial skill courses. The academic core committee ensures effective curriculum implementation through well planned and documented process. Before the commencement of the semester the academic calendar is prepared. The Academic Vice-Principal along with the Principal finalizes the workload, subject allotment and department timetable and also prepares the Master timetable which is put on display in the Principal's office. The curriculum is executed through a lesson plan which consists of the schedule, content, teaching methodologies and learning outcome. For all programs POs, PSOs and COs are defined and the same is uploaded in the Website.

The teaching learning methodologies give a clear path for effective reaching to the student community. The various methodologies like PPT, Role Play, Brain Storming, etc., and ICT tool usage such as Google suite for online classes, smart board, projectors, computers are adopted. The online lecture notes, previous year question paper and question bank are uploaded in the institution web portal connect4m which can be accessed by the students.

The curriculum is enhanced and enriched with seminars, workshops and experiential learning, like internship, Industrial and Bank Visit which provides an opportunity to the students to bring to light their curiosity and supports success.

To transform the students gracefully from college to work, the institution offers MHRD certified courses related not only to their respective programme but also in entrepreneurship and communication skills. Students are encouraged to take up online courses. The college is NCVTE approved institution.

The college has also signed MOUs with various organizations and is a member of the different associations to provide Industry-Institute interaction.

The institution has automated library with facilities such as Delnet. There is a special sharing desk which is used to share books. The college library has membership with University Library and British Council for faculty.

The institution has a systemic way of conducting and assessing examination. CIE consist of IA I, II and III, seminars and assignments and attendance. The assessment is shared with the parents through the connect4m web portal and parent-teacher meeting. The students appear for the end semester examination which is conducted by the University of Madras.

After the evaluation, remedial classes are conducted by faculty for slow learners. Apart from remedial classes, peer monitoring is executed wherein, the students are given minimum set of questions as a mini-test and the same is evaluated by their peer members.

To motivate the advanced learners, their research work and articles are published by the institution in ISBN Journal which may inspire them to pursue their higher studies.

To enhance the effectiveness of the curriculum feedback, constructive input is collected from various stakeholders which facilitates the institution to improvise and expand qualitatively. The IQAC conducts an external academic audit and the suggestions, recommendations and final outcomes are shared with the Management and department heads.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

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

Response:

An academic calendar is a data driven information which talks about the institution and followed by the students, parents and teachers for effective and efficient running of the institution. The academic calendar is designed and prepared by the committee after having a continuous discussion with Principal and department Heads before the commencement of the academic year. Adequate number of academic calendars are printed and distributed to students and faculty. The students are expected to carry their academic calendar daily to the College. The same is uploaded in the college website.

- The academic calendar highlights the institution related information.

Important aspects of the academic calendar are: Student Data Form (to collect and create data base), College Prayer (to impart holistic development), National anthem and pledge(to imbibe the sense of nationality), History of the college(to bring in awareness of the college journey), credentials of the institutions (to ensure and motivate the upcoming batch), placement top recruiters bullets (to bring notice about students placed in various company), MOUs with esteemed institutions, list of teaching faculty and non-teaching staff, Rules and Regulation of the students Do's and Don'ts, Rules related to Library usage, University system regulation regarding examination, various clubs and other related activities. The existence of various functioning units like the students' council, college timing, schedule of various events, list of various functions in the institution, Vision and Mission of the institution. The information regarding the Parent Teacher meeting is also mentioned in the academic calendar. Inputs related to the internal assessment like Internal Assessment - I, Internal Assessment - II and Pre-semester Internal Assessment - III schedule is mentioned in the academic calendar, which is given as prior information to the student's community.

- The academic calendar helps the faculty to plan their respective department activities. The HODs

monitor the completion of syllabus so as to conduct the IA as per the academic calendar schedule.

The calendar also includes all the CBCS programmes offered by the College. The information regarding number of working days is clearly given in the calendar, this helps the faculty in completing their lesson plan well in advance and so that they can concentrate on slow learners with special watching. The college adheres to the academic calendar for conduct of all the activities. In case of unavoidable circumstances events or the Internal Assessment may be rescheduled and the same is informed to the students and faculty well in advance.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

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 last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)

1.2 Academic Flexibility

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

Response: 100

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

Response: 19

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 87

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
20	29	26	8	4

File Description	Document
List of Add on /Certificate programs	[View Document](#)
Brochure or any other document relating to Add on /Certificate programs	[View Document](#)
Any additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 22.53

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
690	1036	464	152	100

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

1.3 Curriculum Enrichment

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

Response:

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

Professional Ethics

- B.Com. (CS) 2nd Year Company Law Secretarial Practice,3rd Year Institutional Training
- B.Com. (Hons.) 1st Year   Customer Relative Management, 3rd year   Human Resource Management and 2nd year Marketing Practice, Corporate Ethics and Governance and Accounting Standards
- B.B.A.   1st year Principles of Management, 2nd year Organizational behavior and 3rd year Business Environment
- B.A.(Soc) 3rd year Industrial Sociology
- B.Sc.(Psy)   3rd year Social Psychology and Organizational Psychology

Human Value

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

Environmental and Sustainability

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

Gender Sensitization

- B.A. (Soc.) 1st year Social problems in India, 2nd year Social Movements in India and 3rd Year

Sociology of Development and Medical Sociology
- B.Sc.(Psy.) 2nd year Developmental Psychology - I and Developmental Psychology - II, 3rd year Psychopathology - I and Psychopathology - II
- All Language departments conducted Enrichment Programme on 'Rights of Women'

Different Clubs Integrates Cross-Cutting Issues namely

- Karuna Club organized Essay Writing Competition on 'Women Safety in Public Transportation'
- Karuna Club organized a training programme on 'Humane Education' and awareness programme on 'Environmental Issues'
- Karuna Club conducted an Essay Writing competition on 'Child Abusement', Drawing competition on 'Human Welfare' and Mime on 'Social Issues'
- ECO Club celebrated Raksha Bhandan wherein the students tied the Rakhi to the trees.
- Rotaract conducted a workshop on self-defense for the students and distributed sarees to construction workers under 'Sharing Is Caring'.
- National Service Scheme volunteers attended Human Rights Training Programme at MCC.
- Citizen Consumer Club conducted inter - collegiate seminar on 'Consumerism on Consumption'.
- Youth Red Cross (YRC) volunteers rendered service for 50th year Golden Jublilee celebration of Tamilnadu association of the blind.
- In association with Greater Chennai Corporation, National Service Scheme organized Swachh Bharat Programme to create awareness on clean and green INDIA.
- NSS volunteers participated in a Training Programme on substance abuse & its consequences.
- YRC volunteers visited Javadhi Hills near Yelagiri to get an in-depth knowledge of the tribes.
- ECO Club gave training on paper bag making to fight the hazards of plastic and preserve our beautiful environment.
- Competition on Women Legal Awareness funded by National Commission of Women.

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 23.09

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
227	211	177	157	135

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document]
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document]
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View Document]

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 72.54

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 1482

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document]
Any additional information	[View Document]

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: A. All of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document]
URL for stakeholder feedback report	[View Document]

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 73.6

2.1.1.1 **Number of students admitted year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
627	741	806	876	703

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
902	1046	1050	1103	984

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 100

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
627	741	806	876	703

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]
Any additional information	[View Document]

2.2 Catering to Student Diversity

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

Response:

The institution assesses the learning levels of the students after the commencement of the programme. To identify the slow learners and advanced learners:

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

An orientation program is organized at the college and departmental levels. This facilitates the students to understand about the college and the scope of the programme chosen by them.

Bridge course is conducted before the start of the regular curriculum. Bridge course is a preparatory course that is designed by departments to connect the students to their previous course. It is a supplementary knowledge that is provided to students to impart basic knowledge about the advanced subjects that will be taught to them in the upcoming future.

Plan of action for slow learners

- Remedial classes for slow learners and students who miss classes due to participation in their inter-collegiate activities and sports.
- Group study where advanced learners help the slow learners.
- Regular tests in order to improve their performance.
- Faculty revises the tough topics in bilingual language.
- The students write the previous years question papers.
- Learning material in uploaded in web portal Connect4M for students' reference
- Faculty has periodic interaction with parents about the performance of their ward.
- Regular monitoring of slow learners by their mentors to identify the extent of difficulties.
- Counselling by department HODs and Psychology department to improvise their performance.
- Apart from remedial classes peer monitoring is executed, wherein, the students are given a minimum set of questions as a mini-test and the same is evaluated by their peer members and monitored by the concerned teacher in charge.

Plan of action for advanced learners

- Motivating advanced learners to participate/publish papers in Conferences / Seminars
- Encourage students to participate in intercollegiate competitions.
- Involve advanced learners to teach students of SRS Sarvodaya Girls School on regular basis and also train them with skills like Paper Bag Making, Jewellery Making, etc.
- Advance learners share their knowledge with nearby schools
- The institution took an initiative to publish the research papers of advanced learners in ISBN Journal thus making them feel confident about their work and how to showcase it.
- Coaching for competitive Exams, NET/SET.

- To improve the advanced learners learning and leadership skill and motivate them towards their future career development special mentoring was provided to students during the pandemic lockdown by Mr. M.A. Gazali.

https://naac.skpc.edu.in/wp-content/uploads/2021/12/SLOW-LEARNER-ADV-LEARNER.pdf

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

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

Response: 22:1

File Description	Document
Any additional information	View Document

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

Response:

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

Experiential learning helps the students to bridge the classroom study and life in the world and transform inert knowledge into knowledge in use.

Participative learning and problem-solving methodology provide an opportunity to bring to light their curiosity and supports success.

Experiential Learning

Internship

The departments encourage the students for internships as they gain not only technical knowledge but also learn how to interact with professionals in a workplace setting and develop essential soft skills. For Eg.

- 2018 – 2019   -   214 Students
- 2019 – 2020   -   940 Students

Field Visit

A field visit is organized for all the 2nd year students as part of Environmental Studies.

Industrial visit

Industrial visits are organized by various departments. This provides an opportunity for students to experience real workstations, plants, machines, systems and interact with trained and experienced personnel.

2018-2019

- Computer Application and Computer Science students visited SLN Technologies
- Corporate Secretaryship students visited SEBI and Aavin Milk processing Plant, Madhavaram, BBA and B.Com. (Hons.) Students visited Hatsun Agro Ltd.
- M.A.(HRM) students visited KCP Ltd.,
- Commerce students visited Aavin Diary
- B.Com.,(BM) students visited Parle-G Manufacturing Industry.

2019-2020

- B.Com. students visited Modern Bakers.
- B.A. Sociology students visited Hatsun Agro Products.
- B.Com. (CS) students visited the Parle-G Production unit and SEBI
- B.Com. (A&F), B.Com. (BM), BBA and M.A. (HRM) visited the Parle-G Production unit.
- M.A.(HRM) students visited SAVERA
- B.Com. (Hons.) students visited Connemara library.

Project work

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

Institutional Training

Institutional Training is an integral part of B.Com. (Corporate Secretaryship) Degree Course. It bridges the gap between theory & practice and stimulate the trainee's desire to face its challenges and problems.

Participation in Intercollegiate Level

The students are encouraged to take part in intercollegiate competitions, paper presentations, workshops and seminars as it motivates them to gain substantial experience, showcase their skills and also reveal one's respective strengths and weakness.

Participative Learning

Team Work

The college students' council work together with faculty advisors and assist in college activities and affairs. The council members learn about the leaderships, problem-solving, civic responsibility and teamwork.

Eg. Organizing talent hunt 'SNIGDA', interdepartmental cultural fest 'ESHA' etc.

Roleplay

Role-playing in a learning structure where students take on a decision-making person enact their role. This is remembered by the student long after the semester ends.

- Commerce (Hons.) Students take classes for non-commerce students on basic Account etc.

Group work

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

- NSS special camp at Thirupukuzhi
- Medical Camp by YRC etc.
- Project work, surveys and case studies are part of the curriculum for some programmes. The students are divided into groups to carry out the project work and surveys.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

ICT is seen as a tool to help teachers create more 'learner-centric' learning environments. It is used to support existing teaching practices. The use of ICT in the classroom increases the motivational level of the students showing more interest and becoming more involved. Integrating ICT in teaching and learning is a primary reform of the institution. It is an indispensable tool, to be seen as an essential aspect of the teaching tool kit that extends the nature and reach of teacher learning.

ICT Tools

- Projectors are provided to all the departments
- Desktops in all staff rooms
- Laptops are available for the faculty for use when and where needed
- Multifunctional photocopier to make copies of documents quickly and cheaply
- Scanner to convert paper files to electronic files
- Air-conditioned Smart room with smartboard to conduct programmes and classes

- Digital library to extend the horizons in learning. The students and faculty can access the e-books. The library has subscribed to INFLIBNET and member of the British Council and the University of Madras.
- The audio library where various subject-related topics, which can be accessed by students for references before the exams.
- Internet facility – Bandwidth of   1 GBPS
- Netgear N 300 Wi-Fi Extender, Netgear Ex2700 Wi-Fi Extender, AC 1200 wireless Dual-band Gigabit Router, AC 750 Wireless Dual-band Router (100 MBPS)

Use of ICT by faculty

- **PowerPoint Presentation** - To increase visual impact, spontaneity, promotes the interactive study and increases the attention span of students
- **Video Lectures -** To increase knowledge retention and student engagement faculty play video lectures for students. They provide resources that can be viewed at students' convenience and from anywhere.
- **Workshops** - Various departments conduct workshops in the use of subject-specific software like Ms-Office, SPSS etc.
- **E-Content** - Faculties namely Dr. V. Meena and Ms. P.S. Kavitha prepare E-Content for MHRD e PG Pathshala.
- Faculty share material from e-books, YouTube videos and other relevant resources
- Use of language lab to fortify knowledge
- Faculty upload e-study material in the web portal connect4m for students' reference
- During pandemic COVID – 19 lockdown faculty adapted to online teaching and used platforms such as Zoom, G-Meet, Google Classroom and G-Suite.
- Faculty used social media platforms like Whatsapp to connect with students for sharing information.
- Activities in collaboration with ICT Academy namely

1. National Youth Talk
2. Power Seminar on Big Data & IOT.
3. Teaching and Communication Skill Level- I
4. Cloud Literacy Day.
5. Employability Skill Development on Financial Literacy, a Reliance CSR Project.
6. TNSDC – Soft skill Development in Big Data & Cloud Computing.
7. National Communication Skill Challenge.
8. FDP on Teambuilding and Managing.
9. Bharat Matrimony in association with ICTACT conducted an on-campus drive and 43 students were selected.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

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

Response: 22:1

2.3.3.1 Number of mentors

Response: 91

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 23.79

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
29	27	25	16	17

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<u>View Document</u>
Any additional information	<u>View Document</u>

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

Response: 11.73

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

Response: 1067

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<u>View Document</u>
Any additional information	<u>View Document</u>

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The institution is affiliated to the University of Madras and follows the regulations formulated by the University in all the matters pertaining to curriculum, examination and evaluation.

Examination and evaluation

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

Internal Assessment

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

Attendance   -   5 Marks

Assignment   -   5 Marks

Seminar   -   5 Marks

Class Test   -   10 Marks

Attendance   -   5 Marks if attendance is above 91%

4 Marks if attendance is 76% to 90%

3 Marks if attendance is 61% to 75%

0 Marks if attendance is 60% and below

Test

- 2 Internal Assessments and one pre-semester Internal Assessment are conducted every semester.
- The 1st Internal Assessment after completion of 25% of syllabus. The 2nd Internal Assessment after completion of 50% of syllabus. Pre-semester Internal Assessment after completion of full syllabus.
- The average of the 2 best Assessments is taken for awarding test marks. Re-test is conducted for students who have missed tests due to genuine reasons.

Assignments

Each student has to submit 2 assignments per semester in the topic/area given by the concerned faculty. After critical evaluation, the faculty discusses the area of improvement with students.

Seminar

The seminar fosters active learning. Every student should present a seminar to earn seminar marks. It gives an opportunity to students to discuss and analyze ideas and concepts together with their teacher.

Practical examination

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

Robust and transparency

- The internal assessment records are uploaded periodically in the web portal connect4m which can be checked by students & parents.
- During the first-year orientation, the parents and students are oriented about the internal assessment procedure
- Parent Teacher meeting is conducted every semester where the performance of the students is shared with the parents.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

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

Examination Cell

- **College Examination Committee**

1. Chief
2. Members

The College examination committee addresses internal assessment-related grievances

- **University Examination Committee**

1. Chief Superintendent
2. Additional Superintendent
3. Assistant Superintendent

The University examination committee addresses University external semester examination related grievances

Internal assessment grievance mechanism

The continuous internal evaluation (CIE) marks are presented to the student and parents. If there is any discrepancy the student can represent the same to the subject in-charge and rectifies if needed.

If the issue is not resolved by the subject in-charge the student can make her representation to the HOD and further to the Principal, if required.

The internal marks are uploaded in the University portal and also a hard copy is submitted. If any wrong entry is made, the corrections can be addressed to the Controller of Examination, University of Madras through the chief superintendent of the College.

External examination grievance mechanism

At the time of University end semester examination, any grievance related to out of syllabus question in the question paper is reported to the subject in-charge. Through the chief superintendent of the College, the

matter is forwarded to the Controller of Examination, University of Madras for redressal.

After the publication of University exam result, if the student has any grievance regarding the marks obtained, she can apply for revaluation to the University according to the norms and paying the prescribed fees.

The University has a provision of instant exam for a student who has not cleared one paper in the final semester. This enables the student to graduate along with her batch

Apart from marks related grievances, if the student has any discrepancy in her hall ticket or mark statement like name wrongly spelt, date of birth etc., through the Chief Superintendent, it is represented to the University of Madras.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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.

Response:

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

Program Specific Outcomes:

These are the statements that define outcomes of a program which make students to understand the fact that the knowledge and techniques learned in the course have a direct implication for the betterment of society and its sustainability. There are two to four PSOs for a department. It is decided by the HODs and department experts and approved by the Head of the Institution. There are statements on what the students should be able to do at the time of graduation.

Program Outcomes:

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

Course Outcomes:

Course Outcomes are narrow statements that describe what students are expected to know and be able to do at the end of each course / subject. While the POs define the department outcomes, the Cos are more oriented towards the subjects and mostly defined by the faculty and approved by HOD. The course outcome collectively contributes to the program outcomes. They are mapped to the POs. 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.

The POs and PSOs are displayed in all the department class rooms. This enables the students to be continuously aware of the outcomes. To make the outcome components more relevant the institution:

- Encourages faculties to attend Workshop / Seminar / Conference / Refresher Course.
- Invites the alumnae as resource person and judges.
- Conducts Workshop / Faculty Development Programme for the faculty
- Offers students with Add-on-Course and NCVTE (MHRD) value added course which is sponsored by the Management.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Upload any additional information	[View Document](#)
Past link for Additional information	[View Document](#)

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

Response:

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

Direct Method

Internal Academic Assessment Tools are:

- Internal tests
- Assignments
- Seminar
- Attendance

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

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

The proportional weightage of assessment

1. Theory   -   25: 75 (Internal: External)
2. Practical   -   40: 60 (Internal: External)

Target Level set for Calculating Attainment:

Degree	Level	Average %
UG	1(Low)	60% of students score more than 40% marks
	2(Moderate)	70% of students score more than 40% marks
	3 (High)	80% of students score more than 40% marks
PG	1(Low)	60% of students score more than 50% marks
	2(Moderate)	70% of students score more than 50% marks
	3 (High)	80% of students score more than 50% marks

Attainment of PO / PSO

1. Based on course attainment, each course is mapped with one or more particular POs and PSOs.
2. **Formula**   = *Sum of average attainment level of the course outcomes mapped to a PO / No. of Courses*

Indirect Method

To calculate the indirect attainment the tools considered are:

- **Student feedback**

The students' feedback is collected offline using feedback software. The feedback report is generated in three categories. 1) Individual faculty feedback report 2) Consolidated class-wise report 3) Consolidated department-wise report. The generated feedback report is submitted to the Principal.

- **Parent feedback**

The Parents' feedback is collected every year during the parent-teacher meeting which is conducted twice

a year.

- **Alumni Feedback**

The feedback is collected from the alumnae during the alumnae meet which is held every year on October 2

1. Pass Percentage of the students
2. Number of students Placed
3. Number of students completed Add-on Courses
4. Number of students securing University Ranks
5. Number of students underwent internship, fieldwork and project
6. Students' participation in activities related to content beyond the curriculum namely

- Inter-Collegiate Competition / Workshop / Seminar / Conference
- Intra - Collegiate Programs

The evaluation of the attainment of COs and POs helps the institution to plan a strategy to improvise the level of attainment.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional information	[View Document](#)

2.6.3 Average pass percentage of Students during last five years

Response: 94.12

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
771	767	610	559	525

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
776	807	653	606	580

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	<u>View Document</u>

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 1.98

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	1.982	0	0	0

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)
Any additional information	[View Document](#)

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

Response: 5.49

3.1.2.1 **Number of teachers recognized as research guides**

Response: 5

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 27.27

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	27	0	0	0

3.1.3.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
19	21	21	20	18

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)
Any additional information	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

The institution provides a conducive environment for promoting innovation and initiatives are taken for the transfer of knowledge. The commitment to promote and recognize scholarly achievements, the College has signed MOUs with 45 organizations and is a member of 7 associations. 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 from college to work.

Entrepreneurial Development Program

To make the students self-reliant the **Empowerment Programme** was introduced in the academic year 2005-2006. The empowerment programme enables the students to acquire knowledge, skills and techniques which helps them in their personal and social growth as well as fosters sensitivity towards society and it always strives to provide space for the students to develop their entrepreneurial skills. This makes the students to become the job-providers rather than the job-seekers. Various Diploma courses are offered under the National Council of Vocational Training & Education (MHRD), namely, 3D Animation, Small Scale Industries (Soap & Detergent Making), Computer Hardware, Imitation Jewellery, Fashion Designing, Beautician, Desktop Publishing, Tally, Java Programming, etc.

Upaadhi

An ED Wing - 'Upadhi' was incepted in 2019. This provides an opportunity to the students to exhibit and enhance their entrepreneurial Skills. The students put stalls after the college hours and have a hands on experience. Apart from this, stalls were put up in the name of SKPC - UPAADHI for 10 days during Navarthiri celebration in the temple premises. The stalls were of food, Fashion Designing items, Paper Bag etc. The total sales was for Rs. 1, 11, 682/-.

Incubation Centre

'Adyayan' an Incubation center is essential in todays' competitive & fast-changing world, was started in the academic year 2019-2020, by the Dept. of Computer Science to enable the students to get first hands on experience on e-services, app development, etc. Dr. A. Sudha Ramkumar, Head, Department of Computer Science developed a mobile application titled "EasyMath" and it was uploaded from Google PlayStore. Ms. B. Maidhili, Asst. Prof., Dept. of Computer Science developed an app named 'What Next'. Department of Computer Science motivates the students to think out of the box by showcasing their skills in developing the model of their own interest, conducts model making competition to get learning experience.

Institution's Innovation Council (IIC)

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

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 118

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

2020-21	2019-20	2018-19	2017-18	2016-17
33	46	20	11	8

File Description	Document
Report of the event	<u>View Document</u>
List of workshops/seminars during last 5 years	<u>View Document</u>
Any additional information	<u>View Document</u>

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 1

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 5

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 5

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<u>View Document</u>
Any additional information	<u>View Document</u>
URL to the research page on HEI website	<u>View Document</u>

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 1.48

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
43	25	41	19	14

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)
Any additional information	[View Document](#)

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.02

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 last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
8	18	34	19	19

File Description	Document
List books and chapters edited volumes/ books published	[View Document](#)
Any additional information	[View Document](#)

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 last five years.

Response:

In the current scenario, the Colleges are no longer expected merely to do teaching and research. Extension and community-centered activities have become an extended part of the curriculum.

Love of mankind is in Vivekanand's opinion the worship of God. The home and the educational institution of a student are the places where she imbibes the spirit of love of mankind.

The institution enhances the civic engagement, group and inter-personal skills of the students and engages them in various community service activities through different clubs thus providing them an opportunity to be active members of their community. This involvement in community services enables them to acquire life skills and knowledge as well as develop better interpersonal communication skills.

Activities to sensitize students towards social issues

NSS conducted:

- Awareness programme on the importance of voting process and on leprosy
- Voters registration program along with electrol office zone 5 Chennai and 1week camp for students Voter Id Registration
- Awareness program on Food Safety
- A seminar on 'Role of Youth in Voting'
- Awareness program on traffic rules and accident and on health.
- Competition on calamities

YRC organized

- Noble bazaar in association with Rotaract Club and amount collected were used for noble causes.
- Workshop on cleanlineness and healthy diet for school students
- Participated in drug abuse awareness rally

Rotaract :

- Volunteers participated in a rally to create awareness on paying tax
- Awareness program on first aid

Karuna Club:

- Celebrated Vana Mohatsav day
- Organized competitions on the theme environment protection
- In association with Eco club joined hands with exnora team and launched projects – re greening Chennai 2017 and green campus. Distributed 500 saplings to the public.
- Awareness program on Animal Welfare and functions of blue cross
- Initiated project 'Feed the Need' to feed the needy people

CCC conducted

- Awareness program on "Weight, Measurement and Packaging Commodity Rule" by Labour Department, Government of Tamilnadu.
- Inter departmental palm painting competition on 'Need for Consumerism'.
- Power point Presentation on 'Health Eating'.
- Celebrated 'World Consumer day' and conducted workshop on 'Wise Choice on Consumption'.
- Face painting on effects of hybrid vegetables and fruits and paper presentation of effects of demonetization among Indian consumers.

Activities to engage students in neighborhood community

- NSS volunteers distributed "NelaVembu Kashayam" to the general public as a preventive measure against the spread of Dengue fever and rendered service for JET.
- YRC volunteers rendered service to the patients of Government Ophthalmic hospital, and R.S.R.M Government Hospital. They spent a day with students of a Blind School at Tondiarpet and conducted a Dyslexia awareness program for school teachers and students
- Karuna Club volunteers donated clothes, toys, etc. to Orphanage "Christ Faith Home" and

distributed Food Packets to the needy under the 'Feed the Need' project

- Rotaract volunteers distributed black colour headlight stickers to reduce the effect of high beam light emitted from the vehicles.

Health Camp:

Health camps are organized regularly for the general public by YRC and NSS.

Swatch Bharat:

- Volunteers cleaned Vadivudai Amman Temple in Thiruvottiyur, Kalikambal Temple in Mannady and Sri Kanyaka Parameswari Temple.
- Cleaned the Sarvodhaya Girl's hostel premises.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 12

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
1	3	4	1	3

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 204

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry,**

community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
47	58	44	29	26

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	[View Document](#)
Any additional information	[View Document](#)

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 262.14

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 last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5855	10857	4234	3160	3963

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)
Any additional information	[View Document](#)

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 350

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

2020-21	2019-20	2018-19	2017-18	2016-17
11	13	194	34	98

File Description	Document
e-copies of related Document	[View Document](#)
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	[View Document](#)
Any additional information	[View Document](#)

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 97

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

2020-21	2019-20	2018-19	2017-18	2016-17
17	30	29	19	2

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	[View Document](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	[View Document](#)
Any additional information	[View Document](#)

Criterion 4 - 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.

Response:

Every year, to achieve the vision, the institution plans for adequate facilities for teaching and learning. It provides a more promising environment for the students to achieve their dreams. At the end of every year, HODs meeting is convened to identify the infrastructure required for the upcoming academic year. Based on the suggestions given, the Management decides and provides funds for additional infrastructure. As a result, the institute now has adequate infrastructure in terms of class rooms, class rooms with projector facility, staff rooms, library, laboratories, conference room, smart room, etc. The details are:

Class rooms:

The institution has 46 fully ventilated classrooms with proper seating arrangements, lighting and electrification, green boards, etc. Among the 46 class rooms, 17 class rooms have over-head projector with speaker facilities.

Staff rooms:

The staff rooms provide physical and social space for the teachers to have their desk and prepare their lessons. There are 6 spacious air-conditioned staff rooms with closed racks to maintain the department documents.

Laboratories:

There are 2 well-equipped computer labs holding a capacity of 104 systems with LAN connection and Internet facilities. The Wi-Fi Plans are regularly updated with high bandwidth and high speed. Now, we have a 1 Gbps ACT connection with a Wi-Fi speed of 400 Mbps. These systems are shared by various departments for computer-oriented subjects.

The institution has Studio lab, Textiles lab and Interior Design lab, each with a capacity of 25 for the Home Science – Interior Design & Décor department. AutoCAD software is installed in computer labs.

The institution has a Psychology lab with a capacity of 50 students and a counseling room to provide guidance for solving the psychological problems of the students.

The institution has a Commerce Lab with a capacity of 5 systems, to apply and practice their theoretical concepts learned in the classroom. This helps them to get hands-on experience with practical training in the lab.

The computer lab is used as Language Lab in the scheduled hours, to access audio-visual materials and to acquire the language skills like listening speaking reading and writing, through interactive activities.

Smart Room

A smart room with a smartboard facilitates the teaching-learning methodology.

Conference room

The institution has a Conference room to provide a smart multi-purpose space for academic meetings. It has an audio-visual facility with a projector, LED TV and high-speed internet connection.

Incubation Center

The institution has an incubation center to promote and to support the untapped creativity of the students through active mentoring.

Library

The institution has an air-conditioned and computerized library with more than 10,000 volumes of books, journals, newspapers, magazines, audio and video library along with reading facilities. The library has membership with DELNET which provides the number of services like resources development, open-source software, access management, etc.

Kanyaka Book Bank

Kanyaka Book Bank, with donations from various philanthropists, was initiated in the year 2014-15 to act as a repository and reach the needy and economically weaker students.

Cafeteria

The cafeteria is available for the staff and the students, inside the campus for refreshing themselves and it provides healthy and hygienic food.

Stationery Shop

A stationery shop is available for the students to purchase in case of any emergency requirements.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

The institution has a vision of making up wholesome development in every single woman by facilitating them with adequate facilities for all activities like cultural activities, sports, games (indoor and outdoor).

For cultural activities:

The students are encouraged to participate in cultural activities held inside and outside the institution. The institution has Kalalaya – Fine Arts Association, guided by faculty coordinator and student cultural secretaries which play an excellent role to enhance the hidden cultural talents of the students. Number of competitions are held to give a platform for the students to exhibit their cultural talents. The institution celebrates SNIGDA, Freshers' day, where competitions are held for the first year students to show-case their talents on various areas. Also conducts ESHA, Inter-Departmental competitions to build a competitive spirit among the students and celebrates CHAITANYA, Inter-Collegiate competitions.

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

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

The students showcased their social services by participating in the 44th, 45th, 46th Tamil Nadu Tourism Trade fair exhibition in the Island ground, Chennai. The multi-talented student community sensitized the general public through various cultural and awareness activities.

282 students of the institution participated in Tamil Nadu Tourism Guinness Record.

52 students participated in Group dance held at Hindu Spiritual & Service Fair.

30 students performed semi-classical dance on Republic Day.

Sports:

The institution has a sports committee directed by the Physical Directress, to facilitate sports among the students. The sports committee identifies the sports potential of students. Students with sports background are given preference during the time of admission and fee concessions are provided for Zonal-level and National-level players. All the students are motivated to participate in sports. The institution has a playground area of 2040 square meter and daily morning, practice sessions are held and the professional trainers do train the students regularly. Some of the sports practiced in the institution are Volley Ball, Throw Ball, Chess, Kho-Kho, Kabaddi, Badminton, Athletics, Carom, etc.

A separate sports room is available for maintaining sports accessories. T-shirts and shorts are provided to the sports students. The students who come for morning training are provided with a healthy breakfast in the institution's cafeteria. Sports day is celebrated annually with great zeal and enthusiasm. Competitions are held and prizes are awarded on the sports day.

Yoga:

- Every year, International Yoga day is celebrated in the college auditorium, on 21st June.

- Workshop on fitness Program and Life Skill class-Yoga was conducted.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 46

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

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 57.63

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
108.11	90.91	56.89	51.22	94.63

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)
Upload any additional information	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

A library is treasure of knowledge and wisdom. The college library is aimed at helping students and teachers quench their thirst for knowledge and wisdom. Libraries fulfill teaching, learning and research responsibilities through reference service, developing an extensive collection and updating and maintaining the collection.

In the present scenario the students rely more frequently to internet resources for their information and scholastic needs. The advent of technologies and the rapid development of new ones, especially the internet have changed the learning and researching behavior of the students from the researching behavior of the students from the traditional library resources to digital or internet resources.

The institution library implemented comprehensive and effective library management procedures. A well-equipped digital library with internet connectivity for students and staff to access the E-resources. The library has a spacious reading space and provides conducive environment for study. Exclusive reference section for students and faculty. Totally, in library, there are 12,375 books, 26 journals and e-books from DELNET.

- The library is automated using software 'Auto Lib'. The library is a member of DELNET. Through DELNET faculty and students can access 3,06,86,265 bibliographic, 45917 periodicals, 11,06,228 Periodical Articles, 61,750 CDROM database, 6000 Video Recordings, 1025 Sound Recordings, 1,30,753 Theses and Dissertations, 1613 E-Books.
- DELNET also provides access to:
    - Networked Digital Library of Theses and Dissertations. ODLIS: Online Dictionary of Library & Information Science. GISTNIC Databases. MEDLINE & other databases of NLM.

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

- A biometric system to keep track of the number of visitors to the library.
- Institution Repository
    - Project works - the project work of the students
    - Article Repository – published research papers / articles of the faculty

Facilities Available

- Computers – 5 for students / staff
- Research desk – 1
- No. of Printer with Scanner – 1
- Internet Bandwidth – 100 MBPS / 2-8 MBPS
- Barcode scanner – 2
- Barcode printer -1

- Book sharing desk - 1

Name of the ILMS Software : - AutoLib

Nature of automation:- Partially

Version:- 5.2

Year of Automation:- 2014

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**
6. **Remote access to e-resources**

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 2.28

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.9	3.1	1.7	3.2	2.5

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

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

Response: 9.37

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

Response: 200

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution strives to provide state-of-the-art facilities to the faculty and students so that they can utilize the available resources in an optimal way. Wi-Fi facility is available in the campus can be accessed by the faculty, at any time and by the students, with prior permission. The bandwidth and the speed of the Wi-Fi are upgraded as and when needed. At present, ACT fiber net was upgraded with 1 gbps bandwidth and 400 Mbps speed to provide an uninterrupted internet access facility. The entire campus is under the surveillance of CCTV, for effective monitoring of the students' activities on the campus. The classrooms are enhanced with LCD projectors for visualizing the theoretical subjects and understanding them easily.

The institute has a Web portal which acts as an interface for the faculty and the students. It is also used by the institution as the Learning Management System. The Web portal is used to maintain the details of the students from the admission till their graduation. The attendance of the students are updated online on the same day and SMS are sent to the absentees' parents. This helps the parents to keep an eye on the students' regularity in attending the classes. Through the web portal, the marks obtained by the students in Internal Assessments are uploaded and the same are sent to the parents through SMS. This helps the parents to be aware of their wards' learning level and take appropriate measures to enhance their learning

abilities. The institution's website is updated as and when needed under the guidance of the IQAC.

There are two computer laboratories with adequate number of computers to provide hands-on sessions for students. Each department is provided with a computer system for easy maintenance of the department details. All the computers are connected with LAN and Internet facilities. This helps the faculty for preparing and uploading the teaching – learning materials. Necessary software's like Tally, SPSS, etc. are installed according to the needs of various departments.

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

The Library is automated using software 'AutoLib'. It was upgraded with biometric facility for identification and access control. The other facilities available are Computers, printer, Internet bandwidth, Barcode Scanner and Barcode Printer.

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

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 13:1

File Description	Document
Upload any additional information	[View Document](#)
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
145.31	167.15	133.19	104.24	140.17

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View Document](#)
Audited statements of accounts	[View Document](#)

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.

Response:

The institution has adequate infrastructure and if there are any requirements for the department, the requisitions are made by the Head of the Departments to the Principal periodically. The necessary requirements are granted with the permission from the management. The equipments of the institution like Computers, Air Conditioners, etc. are purchased after getting quotation from various companies and the quote which is feasible for the institution is selected for ordering the equipment.

The **laboratory** systems are maintained by the lab assistants under the supervision of the department heads. The lab assistants update the necessary software and equipment from time to time to manage with the changes in the syllabus. All the computers and the UPSs are maintained through annual maintenance contract (AMC) with VCare. The institution is fully connected with high-speed internet and the systems are located at various locations like laboratories, staff rooms, office rooms, Exam cell and the Placement cell. The college web server and the web portal are maintained by ADS Softech. In year 2019-2021, 16 Dell computers were purchased with high configuration and the Wi-Fi plans were updated with the internet speed of 1GB. 11 new projectors were purchased as additional projectors were requested by a few departments. Scrap items are identified by the lab assistants with the concern of the Head of the Departments and after discussing with the management, the scrap items are recycled.

The **classrooms** have sufficient boards, furniture and projector facilities. They are used regularly for teaching and conducting activities. The classrooms are spacious and ventilated. The maintenance and

cleaning of the classrooms are done with the efforts of the sweepers. If the students have any issues related to classrooms, furniture or electronic items, they represent the issue to the concerned authorities and are immediately rectified. The institution has a conference hall, smart room, auditorium, open stage and a convention hall.

The Librarian is the in-charge for the **library** and she collects the list of books, magazines and journals required for the upcoming year from the department heads. The books duly approved by the Principal are purchased. The library is computerized with the library software 'AutoLib'. E-library can also be accessed by any student at any time within the library working hours. The students have to return / renew the books within 15 days. If not, fine is collected. The number of visitors to the library is maintained with the biometric system. Totally, in library, there are 12,375 books, 26 journals and e-books and DELNET. Every year, an orientation session is held for the new students on the usage of library. The librarian collects the question papers of University examinations and compiles them orderly. The students and staff have accessibility to them. The library has internal and external checking system. At the end of academic year the internal checking is done by the librarian and Asst. Librarian. The external checking is carried out by the department faculty where inter department books checking system is followed.

The **sports** ground is maintained by the Gardener under the guidance of Physical Directress. The sports equipment is maintained by the Physical Directress. If anything is damaged or needs repair, the Physical Directress submits the proposal for its maintenance. Every year, the sports students participate in Inter-Collegiate, State-level and Zonal-Level Tournaments.

Proper **stock maintenance** is done by the concerned departments and they are annually verified at the end of each academic year. Complaint registers are maintained in various places like laboratory, office, etc. to register their problems, which would be resolved within a short duration. There are sufficient non-teaching staffs like sweepers, scavengers, etc. who maintain cleanliness and hygiene in the campus to provide a clean surrounding.

The institution has a full-time **in-house electrician and plumber** to fix the repairs inside the campus. Parking facility is well organized and maintained efficiently in the campus. There are separate parking slots for the staff and students. The campus is monitored round the clock with surveillance/ **CCTV cameras**. This enhances the security of the students. A security officer is available at the gate to monitor the visitors of the institution. Firefighting equipment's are installed at various locations and are maintained regularly.

In a bid to provide constant, pure and hygienic drinking water inside the campus, the institution provides **Reverse Osmosis** (RO) process facility. The rejected water from the RO plant is utilized for gardening and washing purposes. As air conditioning enhances productivity, the staff rooms and office rooms are air conditioned and this provides an environment conducive for the teachers and office staff to work peacefully. The institution has been assessed by Quality Council of India on Workplace Assessment for Safety and Hygiene (**WASH**) and it has certified that the institution has standard safety and hygiene measures to mitigate the risk of Covid-19 infection.

The institution provides a digital platform through **Connect4M Web portal** to the students, to access their academic information online. The attendance of the students is posted daily. The messages are sent to the parents, whose wards were absent to the class. The students are provided with a username and password to access notes and can check their internal assessment marks at any time in the portal.

The institution has a canteen which provides a variety of nutritious food and drinks at a reasonable cost.

Hygienic food are prepared and served to the staff and the students. It is of immense help for the students and staff commuting long distance. Students can access the canteen facilities during free hours to refresh themselves.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 12.55

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
246	246	273	288	271

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 7.26

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
108	141	175	207	140

File Description	Document
Upload any additional information	[View Document](#)
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

> **1.Soft skills**
> **2.Language and communication skills**
> **3.Life skills (Yoga, physical fitness, health and hygiene**)
> **4.ICT/computing skills**

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 85.54

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2779	3390	1954	598	504

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 58.14

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
368	313	547	320	290

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 102.2

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 788

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education (Data Template)	[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 52.67

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, *etc.*)) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	3	3	1	2

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	3	3	4

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 6

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) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	1	2	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

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

Response:

If you give a man, a fish, he will be hungry tomorrow. If you teach a man to fish, he will be richer forever. True to the proverb, the institution is keen towards enabling the students to participate and represent themselves in the administrative, co-curricular and extra-curricular activities. To inculcate leadership qualities, the institution provides an excellent platform to excel as leader and administrator.

Administrative responsibility

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

The council office bearers are supported and assisted by all the club secretaries and class representatives.

1. The council plays a vital role in maintaining the discipline in the campus.
2. They organize various activities namely Fresher's day, 'SNIGDA'-Talent Hunt, Pongal Celebration, Youth Day, Navarathri Celebration, Independence Day and Republic Day etc.

The Grievance Redressal Cell and Anti-Ragging Committee have student representatives to represent any grievance. Students' council is an instrument of positive transformation of students. More than academic excellence it is constructive behaviour that goes a great way in molding the nature of a student. The council involves in social interaction, creative expression and self-responsibility.

Participation in co-curricular activities

The department association has a student secretary, who is responsible to conduct the association activities under the guidance of faculty representative. The association secretary shares the intercollegiate competition, conference, seminar and workshop information with fellow students and encourages them to participate. She also maintains the record of the same.

Participation in Extracurricular activities

'Kalaalaya' Fine Arts Association and the clubs have student secretaries guided by the faculty coordinators. They conduct various cultural and community related activities. The secretaries plan and organize the programmes. They arrange for judges and guests and conduct the activities, some of the activities are:

- 'Chaitanya' Inter-Collegiate Fest
- Cultural Programme on College Day

Communication between the Council and the College Management

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

File Description	Document
Upload any additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 145.6

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
151	170	126	138	143

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

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

Response:

Registered Alumni Association

Alumini are the brand ambassadors of the institution. An active association can contribute in academic matters, student support as well as mobilization of resources both financial and non-financial.

The institution's Alumini association 'Kanyaka Nestor' is legally registered body and was formed on 01.04.2014. The alumni meet regularly every year on 2nd October. Sixteen alumane are working with the institution as Associate Professor, Assistant Professors and Account Assistant.

The objectives of Kanyaka Nestor

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. Under this project, educational loan with 0% interest is given to the financially needy students.
2. In 2018, faculty alumnae contributed Rs. 2000/- per head towards alumnae fund.
3. In 2018, Napkin destroyer machine was donated and the teaching and non-teaching staff were honored
4. In 2018, sponsored GST Certificate course for arts students, Python programming for Computer Science students and Autodesk Revit for Home Science – Interior Design & Décor students. Offered by ICT Academy. The total cost incurred was Rs. 2, 09, 450/- and a total of 355 students were benefitted.
5. In 2019, executed seed ball project. The total of 17,193 seed balls were made by the students which were distributed to public in Tamil Nadu Tourism Trade Fair.

6. In 2019, distributed saplings to all the classes.
7. In 2019, organized certificate course on Herbal Sanitary Pad making in collaboration with Khadi and Village Industries Commission for 40 students.
8. Conducted competitions and seminar/webinars
9. The alumnae young achievers are recognized on the Alumnae Day i.e. on 2nd October

The total financial contribution by the alumnae in the last five years

Year	Contribution by	Quantum contribution Rs.
2016-2017	Students	1, 70, 000/-
2017-2018	Students	1, 78, 800/-
	Staff	16, 000/-
2018-2019	Students	2, 60, 400/-
2019-2020	Students	3, 24, 800/-
2020-2021	Students	3, 24, 800/-

The Alumnae publishes Newsletter 'Kanyaka Nestor'

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: A. ? 5 Lakhs

File Description	Document
Upload any additional information	[View Document](#)
Link for any additional information	[View Document](#)

Criterion 6 - 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

Response:

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

The College governs with

Vision: To make up wholesome development in every single women, 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 governance of the College is steered by the Governing Body (GB) comprising of the Committee of Management, Hony. Correspondent, Principal, Vice-Principals, IQAC Coordinator, Faculty and Non-Teaching Staff.

The Governing Body (GB) is responsible for

- Approving a Quality Strategy of the College
- Recruitments of the Teaching and Non-Teaching Staff
- Preparing the annual budget of the College for approval by the Committee of Management.
- Periodic review of all the activities related to academics and non-academics
- Performs such other functions as may be necessary and deemed fit for the proper development of the college.

The teachers are the translators of the Vision and Mission. Through various committees like – IQAC, Students Council, Research Committee, Examination Committee, Student Entrepreneurial Committee, Placement Committee, Grievance Redressal Committee etc. the teachers plan, execute and monitor the functioning of the committee.

Teachers Participation in decision making

The work plan-consisting of Lesson Plan, assignments etc. activities related to curriculum, identifying and conducting department association activities, add-on certificate courses, entrepreneurial courses, life skill programmes etc., the teachers are given complete freedom to decide and implement thus supporting participative involvement in decision making.

To reflect and interpret the vision and mission of the institution, every year a theme such as Go Green, Visionary Women, Vasudakaika Kudumbam, Arokiyame Maha Bakkiyam is decided which is integrated across a broad sweep of college service.

The governance of the institution aims at achieving its vision by following the path of its mission and objectives.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The institution believes in participative management and the decentralized decision making. The institution management consists of

- The Committee of Management
- The Governing Body

Through effective decentralization, the college practices effective delegation. The administrative structure of the institution is responsible for all the activities.

Management Level:

The Committee of Management of S.K.P.D. & Charities comprises seven trustees out of whom six of them are appointed for tenure of 10 years. All major financial decisions are taken and approved by the committee of management. The management is approachable.

Institution Level:

The Principal in consultation with the Vice-Principals, IQAC Coordinator and Head of the Departments takes all decisions related to academics and administration.

Department Level:

The Head of the Department is responsible for the day to day functioning of the department. The various clubs and cells disseminate their activities on regular basis. The students' council is responsible for daily prayer and student discipline. At the end of each day all the activities are reported to the Principal. Suggestion and grievance box is kept for students.

Participative Management

Strategic Level:

The Principal, Vice-Principals, IQAC Coordinator, Head of the Departments and Faculty are involved in defining the policies, framing of rules and regulations pertaining to admission, discipline, examination, library services, grievance, training etc.

Functional Level:

The faculty enhance their competence, continue to build on them, by presenting and publishing research papers, attending workshops, seminars, Faculty Development Programme etc. and thus networking with others in the field and getting new and innovative ideas.

Operational level:

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

Case study:

College Day Celebration

A celebration which projects the achievements of the College. The Management, Faculty, Non-Teaching Staff and students are involved with great interest and enthusiasm. Different committees are formed like

1. Budget Preparation Committee
2. Prize Purchasing Committee
3. Prize Distribution Committee
4. Cultural Committee
5. Discipline Committee
6. Invitation Committee
7. Refreshment Committee
8. Technical Committee
9. College and Stage Decoration Committee

The cultural and prize Committee submit their budget to the budget preparation Committee. The overall budget is prepared and submitted to the management for approval and sanction. All the Committees work together for the execution of the successful celebration of the College Day. The students are actively associated in all the segments of the programme.

On the College Day, the Faculty, Students, Staff, Alumini, Parents, etc. enjoy the programme with a great fun.

The students are seen highly jubilant and appreciate all the performances. This reflects the success of the Day.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The Management and the governing body of the college formulated the institutional strategic plan for the period 2016 – 2021 according to the vision and mission of the institution ensuring the holistic development of the student. Accordingly, the strategic plan was deployed.

To provide Quality Education

1. The teachers use ICT tools, PPT and Google platforms, etc.
2. All the departments are provided with projectors
3. The curriculum is enriched with add-on courses.
   - 2017-2018 – Hardware, Tally, etc.
   - 2018-2019 – Tally, Ms-Office, Logistic Supply Chain, etc.
   - 2019-2020 – Web-Publishing, Data Science and Big Data, etc.
   - 2020-2021 – Online Certificate Course.
4. Diploma in Communication Skill Development by NCVTE (MHRD) offered.
5. Advanced learners' research papers are published by the institution and they are also engaged in adopted **Sarvodaya Girls School** activities.
6. Remedial classes, special coaching for slow learners and also Peer monitoring
7. Students participated in inter colligate competition and attended seminar, workshop and Conferences.
8. Organized 162 conferences, workshops, seminars, guest lectures etc. for students

To increase placement and employability

1. Career guidance programmes by T.I.M.E, SBIOA and the respective departments.
2. Training activities for campus placement, namely Employability Training Programme by Tata Consultancy Services & Barclays Bank, etc.
3. 1512 students were placed by the placement consortium and also organized Job Fair where 49 companies and 3382 candidates participated out of which 2055 were selected.
4. Through Empowerment Programme Govt. Certified NCTVE (MHRD) courses were offered and 2960 were the total beneficiaries.

Facilitate research for both faculty & students

1. The faculty qualified NET/SET and Registered for Ph.D. A total of 19 faculty were conferred with Ph.D. and 19 cleared NET/SET.
2. The faculty published 246 papers in conferences and journals.

3. 346 faculty enhanced their knowledge by attending faculty development programme and workshop.
4. Organized State, National, International Conferences and Workshops for faculty - 24 and students - 88.

Infrastructure expansion

1. Additional of Class Rooms, conference Room with Interactive Panel and Convention Centre were added to the existing infrastructure.
2. All the departments were provided with projectors, Computers and the internet connectivity was upgraded to 1MBPS/GBPS

Library Renovation

1. Purchased 2710 books, 26 Journals, subscription of DELLNET and 60 books donated by M/s. Sulthan Chand.
2. Introduction of Audio Library and Bio Metric Registration

Initiatives for Green Campus

1. Vertical Garden, eastern side garden and Vegetable Garden
2. Celebration of Environmental Day
3. Seminar on Nature and importance of Planting Trees
4. Paper bag making Competitions on Nature

Collaboration

1. Signed MOU's with 45 Companies and Institutions & member in 7 Associations.

Civic and Social Responsibility

- NSS, YRC, Karuna Club, Rotract Club, Citizen Consumer Club, Young Indians and Eco Club engage the students in the activities like medical Camp, Blood Donation Camp, Swatchh Bharath etc.
- FEED the Need Project and Adoption of Sarvodaya Girls Hostel etc.

Introduction of New Courses and Research Department

1. B.Com. (Honours.)
2. M.Phil. – (Commerce)
3. Ph.D. – Part – Time (Commerce)

Academic Audit to review Academic performance

- ISO Auditing and External Academic Auditing.

File Description	Document
Upload any additional information	[View Document](#)
strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

Governing Body and Administration

SKPC is managed by S.K.P.D. & Charities and has a well-defined organization structure. The Committee of Management of S.K.P.D & Charities monitors and reviews all the activities of the institution and takes all the financial decisions.

Principal is the Head of the institution. She is responsible for the functioning of all the academic and academic related activities that leads to the development of the institution. The Principal is assisted by Vice-Principals, IQAC Coordinator and Head of the Departments for smooth running of the institution.

There are various committees namely Examination Committee, Kalaalaya Fine Arts Committee, Scholarship Committee etc. which ensures the effective functioning of the college activities. Each committee consists of a coordinator and members. In some committees like Kalaalaya Fine Arts students are also part of it and play crucial role in conducting activities. Before the commencement of the academic year, the faculties are assigned their duties. All the committees plan their activities and report to the Principal and execute after the approval.

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. The institution has drawn different HR policies for the teaching and non-teaching staff. Data of each individual is maintained. The service and the loyalty of staff are appreciated and appropriate reward is bestowed.

Admission Policy

Rules and regulations for the students are framed as per Standing Order and the same is instructed to them at the time of admission. Students are admitted as per the norms of the Govt. of Tamilnadu and eligibility criteria as per University of Madras. Connect Forum - a Web Portal connects and brings the parents, teachers and the students under one umbrella. The parents are intimated about the performance of their wards, the subject materials are shared and urgent information's are conveyed through this medium. It serves as one of the platforms to maintain the report with stakeholders.

Grievance Redressal

Grievance cells are installed in the institution in order to sort out the issues faced by our women students. Anti-Ragging Cell sees to it that the fresher's tread into the college without any fear. Anti-Sexual Harassment Cell acts as a cordon to the young women of our institution and instills temerity in them. Complaint Box is placed in a common spot for the easy accessibility of the students. The box is opened in front the Principal, Vice Principals, Student' President, a few representatives from Students' Council, Staff in Charge and others.

The higher authorities and administrative heads are transparent in governance and in following the policies, to ensure the smooth running of the institution.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Effective welfare measures

The Committee of Management of the institution believes in the welfare of its staff to promote

positive and supportive work environment and maintain high staff morale. The staff welfare committee consists of Principal, Vice-Principals and one senior most faculty. The committee is a consultative body that makes all the recommendation related to the positive working environment to the College Committee of Management.

The welfare measures available for all the teaching and non-teaching staff are:

- **Leave Benefits**
  - Casual Leaves 11 per Year
  - Special Leave – In case of extra additional work which is recommended by the Principal.
  - Maternity leave for 3 months and eligible for 1 month - Salary after delivery.
- **Provident Fund**
  - As per the provisions of the "Employees Provident Funds and Miscellaneous Provision Act, 1952".
- **Gratuity**
  - Employees are eligible for gratuity benefit under Gratuity Act 1972, which is settled once they leave the institution.
- **Health Insurance**
  - Policy type - Group Mediclaim Policy

    Insurer - Bharti AXA General Insurance Company Limited

- **Accidental Insurance**
  - Policy type – Workers Welfare Insurance

    Insurer – Premium Insurance Brokers Pvt. Ltd.

- **Qualification Allowance**
  - Employees who upgrade their educational qualification in their respective field are eligible for qualification increment.
- **Loyalty**
- Employees who complete 5yrs / 10yrs / 15yrs / 20yrs of their service in the same institution are eligible for Loyalty allowance.
- **Ex-Gratia**
- On special occasions the Committee of Management honors the employees with Ex-gratia.

- **Recreation Tour**
- Sponsored by Management
- **On Duty**
- On duty for attending Refresher Course, Orientation Course, Conferences, Workshops, Faculty Development Programmes etc.
- **Incentives**
- Incentives to the faculty for producing cent% result.

Additional welfare measures for Non-teaching Staff

Bonus

- The Non-Teaching Staff are eligible for bonus once in a year.

Advance Money

- The Non-Teaching Staff are eligible for Festival advance once in a year.

Scholarship

- For Children of Non-teaching Staff based on School / College fees paid
- For Non-teaching staff to pursue higher studies

Medical Financial Assistance

- For family members of Non-teaching staff based on their medical bills.
- Provided to covid-19 affected staff

A Special Generous Welfare measures by the Management

- During Covid-19 pandemic period all the teaching and non-teaching staff were given full salary irrespective of shortage of fund from the fees collection.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 30.14

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
30	35	21	23	34

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 10.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
23	20	5	3	1

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 76.54

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

2020-21	2019-20	2018-19	2017-18	2016-17
150	186	21	6	6

File Description	Document
Upload any additional information	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

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

Response:

The Institution has a Performance Appraisal system which is an integral part of the functioning of the institution that provides positive feedback and also identifies the areas of improvement. It improves the institution efficiency by ensuring that the teachers perform to the best of their ability and develop their potential.

The performance are classified as :

1. Teaching, learning and evaluation related activities
2. Professional development activities
3. Research publications

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

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

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

The Non-Teaching staff are the backbone of the institution. The administrative staff, accountant, assistant accountant, lab technician, assistant librarian, attenders and the gardener, constitute the non-teaching staff. The administrative staff and the lab technicians are assessed on various criteria namely Knowledge, Methodological and systematic working, Promptness in discharging duty assigned, Ability to learn new duties, Ability to maintain files /records and Ability and willingness to take up additional work in case of emergency. Such performance appraisal mechanism ensures not only individual improvement but also smooth functioning of the institute.

File Description	Document
Upload any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The accounts of the institution are subject to both internal and external audit. It enables the Management to discharge their responsibilities in an effective and efficient manner. It ensures systematic accounting and proper recording of transactions. It evaluates the authenticity and correctness of accounting information. It is not merely checking the arithmetical accuracy of accounting data. It extends to a system appraisal of the effectiveness of accounting, financial and other operations and controls. Both internal and external audit are important aid to achieve the goal of the institution. Matters such as the efficacy of operations, the reliability of financial reporting, deterring and investigating fraud, safeguarding assets and compliance with laws such as Income Tax Act, 1961, Payment of Gratuity Act 1972, Employee Provident Fund Act, 1952 etc. and regulations and all within the ambit of internal and external audit.

Internal audit system of the institution is conducted in 4 stages which are described below:

- Process understanding – conducted interviews with relevant process owners to obtain process understanding
- Transaction reviews – performed walkthroughs to confirm process understanding
- Issue identification – identified areas of inadequate polices / procedures, weaknesses in the process. Performed sample based testing to identify control gaps and potential risks
- Reporting and recommendation – discussed observations with process owners and developed recommendations to address gaps / risks identified

The scope of the internal audit covers the following areas:

- Revenue
- Interest
- Expenditure
- Accounting
- Capital expenditure
- Investments
- Bank and cash management
- Imprest account

The external audit system of the institution thoroughly examines the balance sheet and income and expenditure account of the institution for the year ended on the date which is in agreement with the books of account maintained by the institution. It is the primary duty of the institution to furnish all necessary information and explanation which is required for smooth conduct of audit. The institution is maintaining proper books of account and furnishes true and fair view of state of affairs of the institution.

The External auditor thoroughly examines the rules and regulations, trust deed etc., to ascertain the Management of the institution and especially the rule etc. which affect the accounts. He checks the cash receipts on account of fees by referring to the fee receipt book and the register of the students. He ensures whether the fees outstanding is properly adjusted and accounted for. He vouches the payment of salaries to

the staff by reference to the Acquaintance register. External auditor paid particular attention to any increment earned by the staff and see whether they have been sanctioned by the Committee of Management. Reference may also be made to the copies of letters of appointment. He examines whether the donation for the particular purpose is spent accordingly. Once the audit process is completed in accordance with the audit plan, the auditor submits audit report.

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

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

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

1. Fees from students
2. Sale of application forms
3. Donations for building expansion
4. Interest on corpus fund
5. Interest from endowments

6. Scholarships from philanthropist
7. Sponsors in kind
8. Donation of books for library
9. Sponsors in the form of advertisements for college magazine

The utilization of resources is strictly adhered to the approval by the College Committee of Management. The management is the competent authority for approval of budget, high value purchases, construction of new building etc. Before the commencement of the academic year the institution budget is the base for optimal utilization. The Head of the departments of various departments, Librarian, convenor of various committee and club-in-charges submit their requirements before the commencement of the academic year. According to the requirements submitted the accounts department prepares the annual budget and submits to the committee of management. The finance member of the committee of management in consultation with accounts department of the college checks in detail the expenditure proposals ensuring that no expenditure is incurred in excess of the budget provision.

Utilization of resources

1. Salary of teaching and non-teaching staff
2. Welfare schemes
3. Purchase of equipment, furniture, stationary etc.
4. Expansion and maintenance of infrastructure
5. Various activities related to students like Fresher's Day, Department Association Activities, Intercollegiate Competition, College Day, Convocation, Sports Day etc.
6. Activities for teaching faculty namely conferences, workshops
7. Endowments and scholarships given meritorious students
8. To maintain green environment
9. For optimal utilization, the same building and other resources are utilized for functioning of Shift-II programme.

File Description	Document
Upload any additional information	View Document

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

Response:

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

Practice 1: Enhancing Faculty Competency through Research Culture

The present scenario demands high quality teaching and learning from the teachers. Teachers have to possess a great deal of knowledge and skills with regard to both teaching and assessment practices in order to meet those demands and standards of quality education. Teacher learning is a continuous process that promote teachers' teaching skills, master new knowledge, develop new proficiency which in turn, helps to improve students' learning. Hence the teachers' enhance their competency by presenting and publishing research paper, attending workshops, seminars etc. The teachers are encouraged to attend Conference, Workshop and Faculty Development Programme by providing financial assistance in terms of payment of registration fees.

The teachers are motivated to do minor projects which is funded by the Management and also couple of private bodies, publish paper in journals, present research papers in conferences and also publish books in their respective area of interest. The Management has funded an amount of Rs. 1, 13,200/- for minor projects and Global Software funded Rs 45000, PACE builders funded Rs 25,000/- etc. Apart from this Department of Commerce is offering M. Phil. course and full time / part time Ph.D.

Practice 2: Social Responsibility

1. FEED THE NEED project wherein food packets are distributed to the needy.
2. Training on paper bag and paper dustbin making. The paper bags were distributed free of cost to create awareness and also sold at low cost.
3. Adoption of SRS Sarvodaya School wherein the students extended their knowledge and services in the form of taking Tuitions, skill training programme, awareness programme, counseling.
4. Cultural programme, psychological activities, teaching paper bags and artificial jewellery making, games and other competitions for girls of Govt. Observation Home for Boys and Girls at Kellys.
5. Commitment towards protecting environment by giving saplings and seed balls to all the students , guests and general public and also planting plants to achieve green campus.

File Description	Document
Upload any additional information	[View Document](#)

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

The institution IQAC reviews teaching learning process, structures and methodologies.   It includes:-

Academic calendar – it highlights the institution relevant information. The faculty and students adheres to the academic calendar for conduct of all the activities. It is prepared before the commencement of the

academic year by the calendar committee and distributed to all the students and faculty.

The time table is prepared and approved by the Principal and the master time table is displayed in the Principal's office

The lesson plan is verified by the HOD and approved by the Principal

The lesson notes and question bank are posted in the institution web portal (Connect4m)

Previous year question papers are uploaded in the college web portal for student's reference.

The curriculum is enriched with 30 hrs. add on course, seminars, guest lectures and workshops and experiential learning activities like internship, field visit and industrial visit.

Effective internal assessment and evaluation system

- Continuous monitoring of attendance, daily the absentees parents are informed through institution SMS System.
- Students' feedback is collected twice a year.
- Parent's feedback is collected at the time of parent-teacher meeting once in a semester

Example 1: Curriculum enrichment

In the era of globalization education should be taking learning beyond the prescribed curriculum. Short add-on courses are an excellent way to enable the students to fill the gaps in their professional knowledge and helps to develop their capabilities in their current field. All the students have to take up additional certificate courses in all the three years.

First year: Diploma course under NCTVE (MHRD) offered are Diploma in Fashion designing, Beauty care, Tally, Web Designing, Preprimary Teacher Training, Yoga and Meditation. 3D Animation, Small Scale Industries (Soap & Detergent Making), Computer Hardware, Imitation Jewellery, Desk Top Publishing

Second year: Diploma in communicating skill development by NCVTE (MHRD). The course fee is sponsored by the Management.

Third year: Respective programme related courses are offered

Example 2: Academic audit

To measure the adequacy of the academic input the academic audit is conducted. It provides an opportunity for regular overview of the college teaching learning process.

Internal audit

All faculty submit their lesson plan to the respective HOD for approval. The HOD reviews the students' academic record, department association activities and result analysis. The result analysis meeting is department wise with the Principal, Correspondent, IQAC Coordinator and Academic Vice-Principal. It helps in continuous improvement of teaching learning process.

External Academic Audit

The external academic audit is a peer review process by subject experts from other institution. The purpose of the audit is to evaluate their quality processes and standards based on predetermined and benchmarks and to provide recommendation and suggestions for regular improvement of quality of the whole system.

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

File Description	Document
Upload any additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Upload details of Quality assurance initiatives of the institution	[View Document](#)
Upload any additional information	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - 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 last five years.

Response:

The institution is a women's college hence it is important to spread awareness about gender equity to sensitize the student community on sensitive issues. Through gender sensitization, the student will be able to understand the changing behaviour and will help them in examining their personal attitudes and beliefs and questioning the realities they thought they know. In the present scenario, it is the utmost duty of the institution to focus on the empowerment of girl students by creating awareness among girls regarding the psychological and physical changes of adolescence.

Gender issues can be sensitized in campuses through various activities likes seminars, awareness programs, etc.

Couples of programmes have courses related to gender sensitization

Gender sensitization units in the curriculum:

1. B.A. (Soc.) 1st Year Social problems in India, 2nd Year Social Movements in India and 3rd Year Sociology of Development and Medical Sociology
2. B.Sc.(Psy) 2nd year Developmental Psychology I and Developmental Psychology II, 3rd Year Psychopathology I and Psychopathology II

Programs on Gender Sensitization

S.No.	Name of the Program	Conducted by
1	Awareness program on women safety measures – Kavalan SOS App	Kothawalchavadi Police Control Board
2	Cyber Crime Awareness	Department of Commerce, Corporate Secretaryship, Commerce (Honours) Commerce (Accounting & Finance), Commerce (Bank Management)
3	Awareness on Life Skill Training, Beyond Good Touch and Bad Touch and Cyber Crime	Department of Psychology
4	Workshop on 'Self Defence'	Rotaract Club
5	Mime Competition on 'Social Issues'	Karuna Club
6	Competition on 'Women Legal Rights'	Rotaract Club
7	Health Camp on 'Cosmetology' and 'Gyneic'	Chennai National Hospital
8	Awareness program on 'The use of Cloth Napkins'	Department of Commerce (Accounting and Finance)
9	Awareness Program on 'Gender Justice'	Department of Sociology

10	Workshop on 'Cyber Safety Tips'	Rotaract Club
11	Training Program on 'Substance Abuse and its consequences'	Narcotics Control Bureau

- The counseling cell and anti-sexual abuse wing conducts flash mob and dramas after the Morning Prayer to sensitize the students on sexual harassment and other kinds of harassment
- The women police personnel from local police station are invited to address the students during Morning Prayer on various topics namely
  - To keep away from strangers
  - To be aware of social media fraudulent
  - To protect self well being
  - To avoid unnecessary conversation with strangers.
- Gender sensitization is very much required to create gender synergy at household, organizational and community level for attaining gender equality.

Specific Facilities Provided for Women

a) Safety and Security:

- 80 CCTV Cameras are installed throughout the campus for monitoring the whole Campus.
- The students are permitted to leave the campus only with permission from the parents and submit the gate pass duly signed by the class in charge and the Principal to the security at the gate before leaving the campus

b) Counseling

- The Department of Psychology regularly provides counseling to needy students. Professional guidance is given to the student's community who comes with various issues related to academics and personal problems. Issues related to managing stress, day to day hassles faced by the students are also handled.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)
Link for annual gender sensitization action plan	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**

5. Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

The institution believes in the 'Go Green' theme thus keeping the campus green and pollution-free. The campus is adorned with trees, a vertical garden and a terrace garden. To inculcate awareness towards nature among the students, they are involved in various activities through various clubs.

Solid Waste Management

- Collection and segregation of biodegradable and non-biodegradable waste and collected by Chennai Corporation to transform the same to organic manure.
- Vermicompost – The dry leaves are collected in a special container having pores which are converted to vermicompost in a few weeks. Earthworms feed on organic waste materials and give out excreta in the form of "vermicasts" that are rich in nitrates and minerals such as phosphorus, magnesium, calcium and potassium. These are used as fertilizers and enhance soil quality.
- The students were trained in making paper bags and the same were distributed to students, staff and the public to reduce the use of plastic bags
- The paper waste is given to ITC's Well-being Out of Waste (WOW) – for recycling purpose
- An initiative by clubs to spread awareness amongst students on:
    - Environmental issues
    - Swatch Bharat
    - Solid Waste Management
- Sanitary napkins are disposed using the incinerator installed in the restroom

Liquid Waste Management

- Reuse of wastewater generated by Reverse Osmosis (RO) System in washrooms.
- To minimize the use of water the restrooms have more Indian Style Toilets than Western Style

Toilets

- Two office staff regularly supervise restrooms to take immediate steps to stop any water leakage through taps, flush, etc.

Rain Water Harvesting

- The rainwater that runs off from rooftops is let off to the nearest bore well. This helps to increase the level of water near the bore wells

E-Waste Management

- The E-waste is collected and given to A.M. Metals and the same is disposed of by them.
- Electronic and electrical gadgets with minor defects are repaired and reused.

Solar System

- The institute has installed 90 solar panels on the rooftop to generate solar energy. Solar energy does not produce air pollution, water pollution, or greenhouse gases. It has cut down the college carbon footprint apart from reducing the electricity bill.

File Description	Document
Any other relevant information	[View Document](#)
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	[View Document](#)
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

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

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)
Geotagged photos / videos of the facilities	[View Document](#)
Any other relevant documents	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Certification by the auditing agency	[View Document](#)
Certificates of the awards received	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**

4. **Assistive technology and facilities for 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**

Response: A. Any 4 or all of the above

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

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 500 words).

Response:

The institution has a deep faith in Sanathana Dharma 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 background and different language creating an inclusive environment. The institute follows reservation policy as per Tamil Nadu Government G.O. Every year on an average 83.96% of students belonging to SC/ST/MBC/OBC are admitted. The institution does not believe in discriminating students on the basis of caste, creed and religion. All are given equal opportunity.

Tolerance and Harmony towards Cultural

Fresher's Day:

Every year Nakshatra Students' Council organize fresher's day which creates a friendly atmosphere and conducts Talent Hunt 'SNIGDA' where all new comers are given opportunity to exhibit their talent.

Inter-Department Cultural Fest – 'Esha'

All the departments compete on equal grounds to showcase their best to win the trophy.

'Chaitanya' – Inter-Collegiate Fest:

'Chaitanya' an Inter collegiate fest is organized every year and it provides myriad of opportunities

and platform to demonstrate the talent and meet peer members from other institution.

Tolerance and Harmony towards Regional Diversity

Pongal Day:

Pongal is celebrated on a grand scale to inculcate the Indian traditional and cultural values among the students. The premises depicted the life of Indian village in a miniature form. The farmers were honored and physically challenged children from the Orphanage were invited.

Navarathri:

Navarathri is celebrated in a typical South Indian Tradition by keeping Bommai Golu through a display of dolls. All the students involve themselves and perform cultural program in the temple for nearly 3 hours.

Regional Dance on College Day:

Every year on the College Day the students perform Indian folk and tribal dances to express that India is a land of diverse culture, namely Tamil, Telugu and Hindi Folk Dance.

Tolerance and Harmony towards Linguistic Diversity

Language Department Association Activities

All the language departments conduct two activities per year like Oratorical Competition by Tamil Ilakkaiya Mandram, Mana Telugu Mana Velugu by Telugu Bhasha Mandali, Miss Hindi by Lehar Hindi Association, Richness of Samskrita Bhasha by Sasyam Sankrit Association and Dual Dance by French Association thus projecting linguistic diversity.

International Mother Tongue Day

Department of Telugu and Tamil conduct International Mother Tongue Day every year and eminent personalities like Mr. Illa Ganesan, Former MP were invited as guest.

National Hindi Day Celebration

Cultural events and competitions are held and guest is invited to create awareness on Hindi Language.

Tolerance and Harmony towards Communal Socio-economic diversity

1. NSS Camp at Thiruputkuzhi:

The institution adopted Thiruputkuzhi village in Kanchipuram district and organizes special camp and various beneficial programmes for the village people like Eye, Dental, Physiotherapy camp and Veterinary camp. for eg. 350 people were given free spectacles and 5 villagers free eye surgery.

- Sarvodaya Project

Adoption of SRS Sarvodaya School wherein our students extended their knowledge & services in the form of taking tuitions, Skill Training Programme, Awareness Programme and Counselling.

1. Health Camp for Public every year.
2. Covid-19 Vaccination Camp for Public
3. Scholarship and financial assistance for students based on their academic performance.

File Description	Document
Link for any other relevant information	View Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The Committee of Management of SKPC have belief in Sanathana Dharma and therefore gave 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. SKPC sensitizes the students and employees through various systems.

Daily Prayer:

Prayer is held daily before the commencement of classes in the open ground. Morning Prayer upholds the value system of the educational institution, family and society and makes the students aware of its importance. Prayer grants the time to flow with pleasing power and clarifies the climate of the institution creating favourable educational environment.

Festival Celebration:

To inculcate the Indian Traditional and cultural values among the students Pongal and Navarathri are celebrated in a grand manner. Irrespective of religion students involve themselves. Every year at the time of Pongal celebration, the college premises depicts the life of Indian Village in a miniature form, the students donate to the farmers and weavers. The community helpers like Traffic Policemen, Postmen, Corporation People, Doctors are honored on the day of Pongal celebration.

Value Education:

Value education is a part of curriculum prescribed by the University of Madras, which the students study in the 3rd year.

Students as decision-maker:

The students' council consisting of 37 office bearers 27 club secretaries and 28 association secretaries on regular basis take part in discussion and communicate directly with the Principal and Staff Council members regarding any issues related to the students. This shows that they exercise the freedom of speech.

The students' council and the various club secretaries plan and organize programmes and competitions for the students.

Various programs were conducted during the last five years to inculcate constitutional obligation. Some are:

1. Swachh Bharat Abhiyaan by NSS Volunteers.
2. Free Jaipur Foot Camp by NSS Volunteers.
3. Workshop on Cyber Safety tips.
4. YRC participated in the competitions on Geneva Conventions Day.
5. Eco-Club and Karuna Club distributed 500 saplings to public.
6. Voter's registration program along with State Electoral Office Zone V and organized one week camp for student's Voter ID registration.
7. Organized Swachh Pachwada and an awareness program.
8. Organized seminar on Role of Youth in voting.
9. One day training program on disaster management.
10. Volunteers distributed Nilavembu Kasayam to General public, students and teachers.
11. Awareness program on animal welfare and function of blue cross.
12. Project feed the need where food packets are distributed to needy people.
13. Participated in a rally on International Day against Drug Abuse and Illicit Trafficking.
14. Volunteers attended   Human Rights Training Programe.
15. Awareness programme on Corona Virus, Poshan Abhiyaum.
16. Awareness programme on Wise choice on consumption.
17. Competition on women Legal Awareness funded by National Commission of Women.
18. Covid-19 Vaccination Camp.
19. Independence Day and Republic Day are celebrated every year with great enthusiasm and patriotic fervour.
20. Distribution of seed balls to the public.

At SKPC, the students are engaged in community services which provide them an opportunity to become active members of their community and enable them to acquire life skills and knowledge as well as develop their interpersonal communication skills.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	[View Document](#)
Link for any other relevant information	[View Document](#)

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.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	[View Document](#)
Code of ethics policy document	[View Document](#)
Any other relevant information	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

An educational institution is the ultimate foundation of knowledge where students are exposed to it. It gives an opportunity for acquisition of knowledge on various fields of education such as people, literature, history, politics and other numerous subjects. This enables the student community to be aware of the social and environmental issue which is important to increase enthusiasm and support, stimulate self-mobilization and action and mobilize local knowledge and resource and awareness.

National and International days are occasions to educate the general public and student community on achievements of humanity. Celebrating events and festivals have become an integral part of learning and building a strong cultural belief.

 The institution encourages celebrating each and every commemorative day and festivals with great zeal and enthusiasm. It is a way to understand the rich heritage of India and learn about the importance of the day and various festivals. Qualities like sensitivity, creativity and togetherness are also inculcated in the students.

Thus, by celebrating the commemorative and festivals offers the right kind of educational system based on moral ethics.

The students, faculty and staff together join hands to spread the message of Unity, Peace and Compassion.

Examples of commemorative days and festivals celebrated in the institution:

- Every year Independence Day, Republic Day, Teachers' Day, Navarathiri, Gandhi Jayanthi, Pongal, Youth Day, International Women's Day and International Mother Tongue Day are celebrated.
- In addition to the above-mentioned programmes following commemorative days and festivals were also conducted:
    - Kumaraswami Kamaraj Birth Day
    - Mahakavi Bharathiyar Memorial Day
    - Geneva Convention Day
    - Madras Day
    - Kargil Victory Day
    - Arinjar Anna day
    - Ramanujam Birthday
    - World Hepatitis Day
    - Dr. A. P. J. Abdul kalam
    - Vana Mahotsav Day
    - Swacch Bharat Abhiyan
- Even during COVID-19 pandemic lock down commemorative days and festivals were celebrated by uploading the videos about the particular day and festival in the Institution Youtube Channel. Like World Mother's Day, International Nurse's Day, International Mathematical Day and Human Rights Day etc.

File Description	Document
Link for Geotagged photographs of some of the events	[View Document](#)
Link for any other relevant information	[View Document](#)
Link for Annual report of the celebrations and commemorative events for the last five years	[View Document](#)

7.2 Best Practices

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

Response:

- **Practice 1**
- **Title of the Practice**

Health Services on Campus

- **Objectives of the Practice**

1. To provide quality health care for students and staff that will enable them to perform optimally

2. To monitor and advise on health issues that may affect the community
3. To provide health education through awareness program and maintain healthy lifestyles.

- **The Context**

The college students are in their adolescence phase and if they don't maintain adequate health, the benefits of education will be lost because of absenteeism or lack of attention due to ill health and consequently result in poor academic performance. Similarly the staff health status matters to herself, her family and her performance in the institution.

Hence the health care is one of the primary concern of the institution and aims to create awareness among the entire college fraternity which includes students, teaching and non-teaching staff.

- **The Practice**

Women are at higher risk of certain physical and mental concerns. A robust health services can help to adhere these issues.

1. The institution health service focuses on health insurance for students and staff.

- Students' health insurance – The Oriental Insurance Co. Ltd.,
- Staff health insurance – Policy type - Group Mediclaim Policy Insurer – 2016 – 2021 - Bharti AXA General Insurance Company Limited

    Insurer – 2021 - 2022 - Redkenko Health Tech Pvt. Ltd.

- The institution has tie up with 5 hospitals and also MOUs with 5 hospitals namely Chennai National Hospital, MEHAR etc. In case of medical emergency advanced medical care is provided by these hospitals.
- All the students and staff are provided with health card. The health card will have the health record of the person. For students – 3year records and Staff till they are in the service.
- Regular health camps are conducted by YRC and it is recorded in the health card of the person

    To name few health camps:

- Health Camp by Chettinad Hospital, Fortis Malar Hospital and Chennai National Hospital
- Eye Camp by Dr. Agarwal's Eye Hospital
- Dental Camp by Broardway Dental Hospital, Vengateshwara Dental Hospital
- Financial Medical Assistance to the family of Non-teaching Staff
- Special Financial Assistance of Rs. 5,000 was given to Covid-19 affected staff
- Awareness programme focusing towards personal health care, hygienic, gynec issues, cosmetology etc.
- Counselling services:
- The institution Counselling Cell provides counselling services to the students as and when required.
- Regular Covid-19 vaccination camp in Collaboration with Greater Chennai Corporation for staff, students and general public.
- Health camp was conducted for adopted village Thiruppukuli, Kanchipuram and also at Chennapuri Annadana Samajam, Chennai

- **Evidence of Success**

Health Insurance

- In the last five years students and staff were benefited by the health insurance policy

S.No.	Name	Student/Staff	Amount in Rs. /-	Claim Service Centre
1	Ms. G. Vaishnavi	Student	1,00,000	Oriental Insurance Co., Pvt. Ltd
2	Ms. A. Durga Devi	Staff	42,000	Bharti AXA General Insurance Company Limited
3	Ms. P. Nagarajan	Staff	37,916	Bharti AXA General Insurance Company Limited
4	Ms. P. Nagarajan	Staff	13,242	Bharti AXA General Insurance Company Limited
5	Ms. P. Nagarajan	Staff	9,450	Bharti AXA General Insurance Company Limited
6	Ms. R. Prema	Staff	91,392	Bharti AXA General Insurance Company Limited
7	Ms. Venkatalakshmi	Staff	51,000	Bharti AXA General Insurance Company Limited
8	Dr. P. Barani Kumari	Staff	1,00,000	Bharti AXA General Insurance Company Limited
9	Ms. Hemalatha	Staff	36,192	Bharti AXA General Insurance Company Limited
10	Ms. P.S. Kavitha	Staff	1,00,000	Bharti AXA General Insurance Company Limited
11	Ms. Lakshmi	Staff	80,000	Bharti AXA General Insurance Company Limited

Counseling Services

Year	No. of Beneficiaries
2016-2017	4
2017-2018	3
2018-2019	7
2019-2020	7
2020-2021	2

Workplace Assessment for Safety and Hygiene (WASH)

The institution is certified by WASH that the institution has exhibited intent and commitment towards safety and hygiene at the workplace.

- **Problems Encountered and Resources Required**

Eating right and staying healthy

Modern life is full of demands, frustrations, hassles and deadlines. Students spend most of the time in balancing classes, tests, assignments, projects, personal life, travelling etc. that is enough to make one feel overwhelmed. To face this it is most important to eat right. But unfortunately the students ignore this. They skip breakfast and no exercise. Even after continuous health awareness program and checkups, they fail to give importance to health.

Covid-19 Vaccination

1. The students show fear and hesitated to vaccinate themselves as a result the student turnover was less.
2. Initially the public also showed hesitation towards vaccination but with the help of the volunteers awareness was created.

- **Resources Required**

Human Resource: Volunteers namely doctors, nurses, students, faculty, attenders etc**.**

Financial support: Provided by the management for volunteer's hospitality

Space: Auditorium and Class Rooms

Equipment: Equipment for conducting campus, like ECG, Auto Refractometer, etc. is provided by the organizing Hospitals.

- **Practice 2**

- **Title of the Practice**

Entrepreneurial Development Program

Objectives of the Practice

1. To encourage self-employment attitude
2. To develop and strengthen the entrepreneurial skills
3. To provide training to start business
4. To transform the student into an entrepreneur

The Context

EDP is a programme to develop entrepreneurial abilities among the students. It is the inculcation, development and polishing of entrepreneurial skills in the student which is needed to establish her business.

Entrepreneurship programme equips students with additional knowledge, attributes and capabilities

required to apply these abilities in the context of setting up a new venture.

The motive behind the EDP is to stimulate the student for adopting entrepreneurship as a career and to make her able to identify and exploit the opportunities successfully for new ventures. Entrepreneurship is the only solution to the unemployment problem.

The Practice

To make the students self-reliant the Empowerment Programme was introduced in the academic year 2005-2006. The empowerment programme enables the students to acquire knowledge, skills and techniques which helps them in their personal and social growth as well as fosters sensitivity towards society and it always strives to provide space for the students to develop their entrepreneurial skills. This makes the students to become the job-providers rather than the job-seekers. Various Certificate courses are offered under National Council of Vocational Training & Education (MHRD), namely, 3D Animation, Small Scale Industries (Soap & Detergent Making), Computer Hardware, Imitation Jewellery, Fashion Designing, Beautician, Desktop Publishing, Tally, Java Programming, etc. The certificate course fee is sponsored by the Management.

Even during the pandemic period, in the academic year 2020-2021, certificate course by NCVTE was offered through online mode.

- **EDP Exhibition:**

At the end of the academic year on Students' Council Valedictory Day the EDP Exhibition is conducted where the students exhibit their products which they learnt in the offered EDP Programme during the academic year.

- **Upadhi**

An **ED Wing - 'Upadhi'** was incepted in the academic year 2019-2020. This provides an opportunity to the students to   exhibit and enhance their entrepreneurship skills. The students put stalls after the college hours and have hands on experience. The students put various stalls like food, clothes, jewellery etc. on working days. Apart from this, stalls were put up in the name of SKPC - UPAADHI for 10 days during navarthiri celebration in the temple premises. The stalls were of Food items, Fashion Designing items, Paper Bag, Pooja items, Detergent items, Beauty accessories, Sarees and dresses, Healthy food items and Games. The total sales was for Rs. 1, 11, 682/-.

- **Start up Project**

The institution initiated a startup project for the students with an objective to inculcate and encourage entrepreneurship and innovation among the students and they involved in producing, marketing and selling **Paper Bags** to various shops and outlets.

- **Institution's Innovation Council (IIC)**

Institution's Innovation Council (IIC) of SKPC, was established in the year 2020, with a vision to create innovation and start-up ecosystem at campus and to shape the students and staffs to become novel entrepreneurs. It organizes innovation and entrepreneurship related activities with industry support. 10

staffs of SKPC have undergone "IIC - Innovation Ambassador" training, organized by Ministry of Education's Innovation Cell (MIC). IIC SKPC is selected for organizing Impact Lectures related to Innovation, Entrepreneurship and Intellectual Property Rights, in online mode, with a grant of Rs.12, 000/- from AICTE. 5 students are undergoing Internship at TATTI, to start their own start-ups.

- **SESRE Cell**

The institution in association with MGNCRE, Ministry of Education, Govt. of India incepted a Rural Entrepreneurship cell and Social Entrepreneurship cell in the academic year 2020-2021. The role of the members was to perform the activities of SESREC (Social Entrepreneurship, Swachhta & Rural Engagement Cell)

- **Member of EDII - University of Madras**

The institution is recognized by EDII of University of Madras in the academic year 2021-2022, EDII-TN is a forum which collaborates with university and colleges across Tamilnadu to inspire identify and train students to become entrepreneurs. With the support of the EDII, the institution proposes to provide various programmes to create awareness on opportunities for budding entrepreneurs and gives guidelines for new business approach and build a confidence on their business journey.

Evidence of Success

- **Recognized and Awarded by ICT Academy**

ICT academy identifies the best practices and innovative approaches from educational sectors across Tamilnadu and recognizes such institutions and publishes the compendium on Best Practices- Higher Education Tamilnadu. In March 2017, during 25th edition of Bridge conference at Chennai the institution was **recognized and awarded** for the best practice 'Creating women entrepreneurs through empowerment programme' and the same was published enabling institutions across the nation to follow.

- **Beneficiaries**

In the last 5 years number of students benefited by Entrepreneurial Program

- 2016-2017   -   634
- 2017-2018   -   780
- 2018-2019   -   1325
- 2019-2020   -   668
- 2020-2021   -   575

Alumini Entrepreneurs

Last 5 years

- 2016-2021   31 Entrepreneurs

Problems Encountered

1. Lacks of students' interest to invest the knowledge acquired and become entrepreneur.
2. Parents' hesitation in supporting their wards in business venture, which demotivates the student
3. Lack of willingness and perseverance by the students
4. Lack of courage and risk taking attitude
5. Hesitation by Angel investors to invest because of previous record.

Resources Required

1. Space to conduct EDP Courses
2. Financial assistance from the institution management
3. Resource person to conduct the course and train the students.
4. Material required as per the course need. For Ex. Jewelery making needle, thread, cutter etc.

Nomenclature Change

In the academic year 2020-2021, the Empowerment Programme nomenclature was changed to Entrepreneurial Development Program

File Description	Document
Link for Best practices in the Institutional web site	[View Document](#)
Link for any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The Vision and Mission of the institution emphasis on empowering women which is the need of the society and is one of the trust areas of the Institution. This is achieved through wholesome development and transformation of students from within to become transcendental through Perseverance, Performance and Progress. The faculty discharges their duties with a vision to create a holistic educational atmosphere which inculcates moral values and empower them to maximize their achievements in their career, social & family life.

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

1. Augmenting Employability
2. Enhancing the communication skill
3. Developing civic and social responsibility

Augmenting Employability

Entrepreneurship and the need for developing the requisite entrepreneurial skills have gained importance to redress the un-employability.

The college has made mandatory for all the 1st year students to take empowerment programme of their choice which nurtures the spirit of entrepreneurship and enables the students' knowledge, skills and techniques which in turn helps them in their personal and social growth.

In 2016 - 2017, the college had a tie up with Ooviyaas School of Design and Fine Arts to provide Central Govt. Certified Courses namely Assistant Counsellor, Front Office Management and Beauty Therapy etc. Two-Wheeler and Four-Wheeler driving classes with License were also organized for the students and staff.

In 2019 - 2020, the college went into a tie up with Computer Software Institute of Technologies and Certificate course by National Council of Vocational Training and Education (MHRD) were offered namely 3D Animation, Small Scale Industries (Soap and Detergent Making) etc.

Even during the pandemic period, in the academic year 2020-2021, certificate courses by NCVTE were offered through online mode.

An ED-Wing Upadhi was incepted in 2019 wherein the students' put stalls after the college hours and had a hand on experience.

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

The inclusion of empowerment programme is one of the prime Mission of the institution to provide additional vocational education and empower the girls to become self-employed and economically independent.

Enhancing Communication Skills :

The importance of communication skill is a prerequisite for professionals, in all walks of life.

The students come from diverse background and Tamil medium schools. The college identified their weakness and need in communication skills. To all the 2nd year students 'Diploma in Communication Skills Development' by National Centre for Vocational and Technical Educational (NCVTE) (MHRD) is offered. At the end of the course the students are subjected to examination. The course fee is sponsored by the Management.

In addition to diploma courses on every working day 6 minutes from each major and allied period is allotted for enhancing the communication skill wherein students have to talk in English for a minute on any topic.

Developing Civic and Social Responsibility:

Next to home it is the educational institution that enhances the civic engagement of the students. The

institution engages the students in various community service activities through different clubs thus developing their civic and social responsibility and fosters a sense of commitment to community.

In the past 5 years the Institution received awards and appreciation for its Civic and Social Responsibility.

1. Appreciation for philanthropic Blood Donation Camp by Indian Red Cross Society Tamil Nadu in 2017.
2. Karuna Club Merit Award 2016 – 2017.
3. Certificate of Appreciation 'India – Sri Lanka' Youth Exchange by Audacious Dream Foundation in 2018.
4. Award of Appreciation for having organized highest blood donation camps from Indian Red Cross Society Tamil Nadu in 2019.
5. Rotaract Club received Outstanding Innovation Project Award.

The institution in association with MGNCRE, Ministry of Education, Govt. of India incepted a Rural Entrepreneurship cell and Social Entrepreneurship cell in the academic year 2020-2021. The role of the members was to perform the activities of SESREC(Social Entrepreneurship, Swachhta & Rural Engagement Cell)

The institution received Beat Covid Campaign recognition from MGNCRE.

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

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

Other predominant activities are

1. Adopted Thiruputkuzhi Village near Kanchipuram and conducts programs like Eye and Dental Camp, Physiotherapy Camp, Veterinary Camp. Every year nearly 350 spectacles were distributed and free eye surgery is done for villagers.
2. In 2018, Karuna Club initiated 'Feed the Need' project where food packets are distributed to the needy people.
3. In 2019, the students donated Rs. 70,000/- to farmers and Rs. 70, 000/- to weavers of Thiruputkuzhi.
4. Adoption of Sarvodhaya Girls Hostel wherein students and faculties extend their knowledge service
5. The students sensitized the public through various activities by participating in 44th, 45th and 46th Tamil Nadu tourism Trade fair and received 1st Place and a cash prize of Rs.10, 000/- from Department of Tourism Govt. of Tamil Nadu.
6. In the Covid-19 pandemic period the teaching and non-teaching staff of the institution contributed one day salary to the Chief Minister Relief Fund.
7. Pongal, the festival of farmers is celebrated in a traditional way to fill the gap between the rural and urban people and teaches the significance of the festival and cultural values to the students. Every year kids from different homes like Balavikar Mentally challenged home, guild of service orphanage is invited and honored with gifts. People involved in essential service like Doctors,

Corporation Workers, Postal Departments and Traffic Police are honored. Traditional Competitions are organized. Even during the pandemic Pongal was celebrated following the pandemic SOP.

We at SKPC ensure quality education for women and also believe that education fosters the enlightenment, empowerment and emancipation of women and this is our most distinctive feature.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

- Participation in **NIRF and ASHIE**
- Incepted SESRE Cell in assosiation with MGNCRE, Ministry of Education Government of India.
- SKPC Alumni offeres financial assistance to the needy students by giving educational loan during 'Karka Karangal' project.
- NCVTE recognized institution.
- Certified by **WASH and WOW**
- Faculty minor projects to encourage research.
- The institution has been recognized under section 2(f) of the UGC Act. 1956 under the head 'Non Government Colleges Teaching upto Master's Degree'.
- The institution has been conferred as Linguistic Telugu Minority Institution by Government of Tamilnadu in 2020.

Recognition by Academy

- Awarded for the best practice 'Creating women entrepreneurs through empowerment programme'.
- 'Academic Partner' Excellence Award 2018 under the category excellence in Industry interaction.
- **Cloud Champion Award** in **Cloud Literacy** Month 2018 in the institution category.
- The institution received **'Cloud Literate Campus Award'** .

Staff participation during pandemic period April 2020 to July 2021

Event	Number
Webinar	3595
E-Quiz	1765
Workshop	383
Online Test	3
Online Course	145
Faculty Development Programme	780
Competition / Contest	83
Paper Presentation	39
Conference	46
Orientation / Refresher Course	35
Short Term Training Programme	26
Seminar	12
One Day Programme / Talk Series	2
Seminar President / Resource Person / Award	19
Total	**6933**

Events conducted during pandemic period April 2020 to July 2021

Event	Number
Webinar	166

E-Quiz	88
Skill Development Programme	8
Workshop	18
Certificate Course	5
Faculty Development Programme	8
Guest Lecture	9
Competition / Contest	123
You Tube Videos	142
Conference	4
Total	**571**

The Covid-19 pandemic affected the education system worldwide. Educational intuitions had to adjust their teaching practices through online mode. The institution through an online platform like Zoom, Google Classroom, etc. engaged the students throughout the lockdown period. For this effort, the institution received the 'Best Online Education Award' on 15.12.2021 from News 18 for promoting Tamilnadu as one of the premium education destinations in India.

Concluding Remarks :

The Committee of Management of Sri Kanyaka Parameswari Arts and Science College has deep faith in Sanathana Dharma and therefore gave 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. They believe in motivating the student community by inculcating value system in them, through 3P's i.e Perseverance, Performance and Progress.

The institution believes in empowering women and bringing them together in an environment that helps to nurture their educational and professional curiosities. The SKPCIANS learn to read, reflect, explore, listen, argue, discuss and stretch their known boundaries.

The institution believes that the life of the student is not only about degrees and passing exams. The faculty unleash the potential of the students and also make them realize their responsibilities towards society.

The institution Dream and believe in reaching the pinnacle and make the institution a centre of Excellence in the days to come.

The SSR is attributed to the dedication, devotion and commitment of SKPC Management faculty, staff and students.