



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	SHRIMATI INDIRA GANDHI COLLEGE
Name of the head of the Institution	Dr .S.Vidhyalakshmi
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04312702797
Mobile no.	9487516089
Registered Email	sigctr@gmail.com
Alternate Email	vidhyasigc@gmail.com
Address	Post Box No 369, College Road, Chatram Bus Stand,
City/Town	Tiruchirappalli.
State/UT	Tamil Nadu
Pincode	620002

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Women			
Location		Urban			
Financial Status		Self financed			
Name of the IQAC co-ordinator/Director		N.Vijayalakshmi			
Phone no/Alternate Phone no.		04312701453			
Mobile no.		9487312199			
Registered Email		naac.sigc@gmail.com			
Alternate Email		iqac.sigc@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://www.sigc.edu/2019/IOACGuidelines%20&amp;%20AOARFormat-2017-18.pdf">http://www.sigc.edu/2019/IOACGuidelines%20&amp;%20AOARFormat-2017-18.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="http://www.sigc.edu/downloads/1.1.1%20SIGC%20Calendar%202018-2019.pdf">http://www.sigc.edu/downloads/1.1.1%20SIGC%20Calendar%202018-2019.pdf</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	80	2004	08-Jan-2004	07-Jan-2009
2	A	3.11	2009	30-Sep-2009	29-Sep-2014
3	A	3.23	2015	01-May-2015	30-Apr-2020
<b>6. Date of Establishment of IQAC</b>			25-Jun-2004		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Upgradation of Leased Line Connection from 20 GB to 34 GB	27-Jan-2018 1	5000

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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	nil	2019 0	0
No Files Uploaded !!!				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

1. Promotion of use of ICT for Teaching and Learning and administrative purposes  
 2. Improvement in the number of smart class rooms in the institution  
 3. Purchase of 40 User Licenses for Language Lab software and mandatory attendance to language lab for all students throughout the year  
 4. Awareness creation and motivation to improve Quality of research and publish in UGC care indexed journals  
 5. Ecofriendly initiatives and installation of Solar panel for power generation from solar energy

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

Plan of Action	Achievements/Outcomes
FILE UPLOADED	FILE UPLOADED
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<b>14. Whether AQAR was placed before statutory body ?</b>	No
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2019
Date of Submission	25-Feb-2019
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Payroll, Income Tax, Accounts Administration etc. have been computerized. The college maintains the accounts using Ultimate Software since 2005. All transactions are entered in the software and final statement of accounts are also prepared using it. Similarly, admission management system has been developed in house by a group of teachers and students. Particulars of students who apply to various programmes every year are entered into database using custom built software. The software also provides features like consolidation of admission particulars programmewise, datewise, community wise and produces required reports. End of the day reports like total number of sanctioned seats for each programme, number admitted community wise, vacant seats community wise and total number of vacant seats can be generated. This is used to further admit students based on community, marks and other such factors. Finally, an overall report for the number of students admitted in UG, PG, Diploma / PG Diploma / Certificate</p>

and M.Phil programmes are consolidated and this is given to the admission committee. A copy is also submitted to the IQAC office. Then these student records are integrated into another program module that takes care of attendance, internal assessment, and fees payment. One module is also available to issue Transfer Certificate after passing out. There is an Exam Management System, that integrates student data from the Admission System and supports Exam Management. Exam reappearance, internal assessment, timetable for exams and room allotment cum attendance reports, external assessment, preparation of consolidated internal mark statements, attendance statements, lack of attendance and result analysis are also computerized. Separate information systems are maintained for storing research details like • details of faculty who have completed / pursuing Ph.D • research publications, • M.Phil guidance particulars, • Minor / Major project proposals submitted details and funds received for research and • cash awards given to inculcate research culture. Library management software is used for access and return of library resources, library attendance management, bar coding books and other related work. Application for government scholarships is done online through government web portals and distribution of scholarships is consolidated on computer systems. Hostel Management System takes care of admitting students to the hostel. The various details about the students, their parents, like name, mobile number, photograph and addresses for communication are received and entered into a database. Rooms are allotted, fees payment and monthly dues are also generated by the system. Permission cards for outing for inmates of hostel are also printed by the system. SMS for payment of fees, holidays announced, permissions to allow students to leave alone (only for PG) are also generated by the system. Pending payments and fines are also taken care of by the system. The college follows Biometric Attendance System for both employees and students of the hostel. A database of face images is stored in the system for

everyday attendance. The same procedure is also followed for taking morning, afternoon and evening attendance for inmates of the hostel. A software for Biometric Attendance has been implemented since 2014.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College is affiliated to the Bharathidasan University and follows the curriculum prescribed by the University. The IQAC meets at the end of every year to assess and analyze the activities of the current academic year. It also plans ahead for the forthcoming year. The workload distribution and allotment for all staff members based on the curriculum and the student strength and timetable schedules for the next semester are planned at the end of the previous semester and submitted for approval by the Principal. Staff members finalize and rectify any issues even before the arrival of students for current semester so that everything is well planned beforehand. Similarly, availability of equipment, software, hardware, systems, textbooks, reference books etc. are ensured before the commencement of classes every semester. Classroom allotment, lab schedules, library reference sessions etc. are also prepared in advance. Heads of Departments prepare plan of activities to be carried out during the semester in detail and submit it for approval to the Principal. Once they are approved, the activities are populated in a calendar and the same is distributed to all departments. Moreover, the activity calendar also contains slots for unplanned activities distributed equally for each department so that they could plan in due course during the semester. This ensures that every department has an action plan to work on and also knows about the plans of all other departments. Moreover, the academic calendar for the entire year is also planned based on the university calendar that is circulated before the current year starts. This helps everyone to plan ahead for their activities. Every teacher plans their classes, tests, student centric activities for participatory and experiential learning, well ahead using their Workdone and Assessment Register provided in advance by the college. It contains sections to plan ahead and also record the syllabus, workload, timetable, details of classes handled every day and topics covered during them, test schedules and test given, marks obtained by students in these tests and other classroom activities, details of meetings with their wards and their parents whenever necessary. These help the staff members to analyze the execution of their plans and reschedule things whenever necessary. A Students Work done Register is also provided to every class. The class representative enters the topics covered by the respective staff during each session / period of the day in this register. This register is checked and signed by the class tutor and Vice-Principal at the end of the day. This register is used for cross-checking with the WDAR of the corresponding staff members and also to find any free hours, where students were not attended to, by a staff member and take corrective action. Any other adhoc activity is discussed in staff meetings, and planned ahead and executed systematically. Co-curricular and extra curricular activities, performance of clubs and committees, student and staff appraisal, tutorship, mentoring and grievance redressal are also previewed regularly and monitored by the IQAC.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Certificate course in Functional English	nil	20/07/2019	180	Employability	Communication in English

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	nil	01/07/2018
No file uploaded.		

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	nil	01/06/2018

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
PHP	07/01/2019	201
ASP.NET	07/01/2019	192
Oracle Online Certification in DBMS	03/09/2018	81
Spoken Sanskrit	01/07/2018	14
Spoken Hindi	01/07/2018	27
NET / SET Coaching	02/03/2019	5
Training in Development of Handloom Silk sarees design by using Adobe Photoshop	01/08/2018	55
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	file uploaded	214
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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

#### Feedback Obtained

A Structured Feedback form is used to obtain feedback from the students by the IQAC every semester. The students give feedback on amount of syllabus covered during the semester by the teacher, level of teaching of the teacher, relationship maintained with the students during the classes, study material provided to prepare for tests and exams to the students (this could be for slow learners, fast learners, ppt presentations for those who missed classes, question bank of important and often repeated university questions with answers, university question papers of previous years, additional links to supplement classroom lectures, etc. put on the college website, or personal blog or LMS (if any) used by the teacher or email sent by the teacher), Extra information about applications of concepts taught in class and proper evaluation of test papers and their subsequent discussion, in class. Students grade their teachers for each of the above six factors as "To be improved", "Good", "Excellent" and "Outstanding". The feedback given by all students for all the papers taken by each teacher is consolidated on a per paper basis, and also on a consolidated report for the entire college. This is then submitted to the academic council and discussed and thoroughly analyzed. Those teachers who need serious improvement are personally advised by the Heads of the Department paper-wise and on the whole. Teachers can also view their grades for each semester. Those who have done well are also well appreciated during Departmental meetings. A comparative study of performance of teachers across subsequent semesters is also done for teacher appraisal. The outcome of these analyses are also shared among staff members. This helps to maintain the quality of teaching in the college and also provides a scale for teachers to analyse themselves and improve further. Feedback is also obtained about infrastructural facilities of the college like classrooms, laboratories, seminar halls and other amenities, support facilities for students like transportation, cafeteria etc., extra curricular activities provided and participation, and other activities like Part IV extension, competitions inside and outside the college, finearts, sports and other cells of the college. This is analyzed by the IQAC and further action taken to eliminate any shortcomings and promote quality in the institution. Teacher Feedback on curriculum and their suggestions to improve the curriculum, redesign of syllabi, books for study and reference, books to be purchased to support new courses, new software to be installed for lab courses, newer models of teaching etc. are also received and analyzed. Two Alumni meets are conducted on UG Graduation day and PG Graduation day every year. Annual awarding meets are also organized. Feedback is received from Alumni during these meets. Their views on curricula, facilities in the college, placement training and drives arranged, add on courses offered, support for extra curricular activities are obtained. These are consolidated and used to introduce required changes. Feedback is obtained from parents when they visit the college to enquire about their wards or during Alumni / Parent meets or through special feedback forms.

## **CRITERION II – TEACHING- LEARNING AND EVALUATION**

### **2.1 – Student Enrolment and Profile**



### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	file uploaded	3123	3059	2118
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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	4032	931	53	17	130

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
200	180	5	15	0	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution follows the student mentoring system. One mentor is allotted for every 25 students enrolled in the institution. The list of mentors and their mentees are displayed on the noticeboard and circulated among all classes. The mentors take personal care for the mentees allotted to her. She meets them on Saturdays every week after working hours and enquires about their studies, academic performance, their interests and maintains a close relationship with them. If the mentee has specific obsessions, hurdles or shortcomings, she counsels her and guides her to overcome the difficulties. She also guides her mentees to use the facilities of the college optimally. She makes them aware of the rules and regulations of using various facilities of the college, about various clubs, their activities and motivates them to join them if they show interest. She also nurtures the talents of the mentees, motivates them to participate in extra curricular activities, and brings out the hidden talent in them. She talks to her teachers, tutor and other staff members to enable the mentee in availing facilities for her improvement. She also meets the parents of the mentee, if required, to alleviate any domestic, personal, social or psychological problems faced by the. In short, the mentor acts like a friend, philosopher and guide for the mentee. She maintains the details about the mentee and also monitors her progress both academically and personally. She gives her good advice and enables her to pursue higher studies, research and life long learning.

Sometimes the mentee resides in the hostel. Then the mentor sees to it that she is not disturbed by her associates, in the hostel. She checks if she is free to do as desired, there is no ragging or bullying done in her groups, and she is free of any other complaints like lack of facilities in the hostel, any other grievances are also taken care of. Mentors are like second mothers to hostellers and are very considerate. This kind of mentoring helps every student to be free of fear, from classmates, roommates and also feel free to discuss anything with their mentors, so that they can reach better heights

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4963	200	1 : 25

## 2.4 – Teacher Profile and Quality

#### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
200	200	0	5	62

#### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	L.Vincy	Assistant Professor	Kalvignani award
2018	K.Kavithavalli	Assistant Professor	Kalvignani award
2018	S.Kannammal	Assistant Professor	Best NSS Officer Award
2018	NSS Unit of the College	Principal	Best NSS Unit Award
2018	College	Principal	Swachh Survekshan Award

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#### 2.5 – Evaluation Process and Reforms

##### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UGECO	I	07/12/2018	08/02/2019

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##### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Students are well informed about the process of CIE during the freshers' day meet by the Principal and their class tutors. The CBCS system of credit evaluation is also explained in class, so that students can understand the system and work toward their goal. Their periodical performance in the CIE is posted on the notice board. A test for 2 hours is conducted after 1 month in each course for 50 marks, following university pattern of question paper setting. The outcome of this test and the performance of the student during slip test, class interactions and assignments is used to identify a student as a slow learner or an average learner or a fast learner. Slow learners and average learners are identified and specially tutored to improve their performance. Peer groups are formed with a combination of different types of learners to help slow learners improve their understanding of concepts and learning better. The class tutor also discusses individually with the students who have problems in studies, or personal problems that hinder their performance. Parents of these children are also met and counseled if necessary. The student is given advice as to how to overcome her shortcomings through special coaching classes. Instructional material and additional tests are given to these students. Marks obtained in the mid-semester exams are posted to

parents. If students are still not able to make up they can always apply for redoing the semester to the university and improve their internal marks during the forthcoming semesters

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar for the entire year is planned based on the university calendar that is circulated before the current year starts. This contains information about the terminal examinations, internal assessment examinations, university examinations, last dates for paying exam fees and submitting exam applications with and without fine, national and religious holidays, other important days, days of re-opening and closure for UG and PG classes etc. This helps everyone to plan ahead for their activities. Last date for admissions, Last date for paying course/affiliation fess, last dates for paying fees for UG and PG with and without fine, Last dates for applying for University exams are communicated by the university and are adhered without any default by the college. These dates are also given in the calendar. Besides, dates for internal assessment exams, are followed in keeping with the dates provided in the calendar. Any change of schedules due to unexpected situations, like bad weather, elections, are informed well ahead to students through circular, or phone calls/SMS. Similarly, university exams are also conducted as scheduled by the university. Changes are communicated to the students through phone. Results for university exams also arrive in time, around 1 month from the date of the last exam. Coverage of syllabi, and internal assessment activities like mini project, group discussion, assignment, seminar presentations demonstration of lab exercises are also planned well ahead. Any deviations are also recorded and monitored by the respective Heads of Departments. Therefore, everything is scheduled, monitored and planned.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.sigc.edu/2020/2.6.1%20PO%20&%20PSO%20FINAL.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
ug/pg	BSc	see file	1882	1732	95.7
<a href="#">View Uploaded File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.sigc.edu/2020/sss%20response.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor	0	NIL	0	0

Projects

No file uploaded.

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
One day Workshop on Development of Saree Design using Adobe Photoshop	Fashion Technology	01/08/2018
Handing over the Book of Designs for Handloom Societies under industry institution innovative interaction initiative	Fashion Technology	04/08/2018
Faculty Development Programme on Personal Money Management in association with NSE, Chennai	Management Studies, Commerce and Business Administration	07/08/2018
Investors Awareness Rally in association with NSE-IPFT and Dept of Commerce and Financial Studies, Bharathidasan University	IQAC	28/08/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
A novel Eco friendly Organic Plant Bactericide formulation from less expensive substrates against plant pathogenic Bacterial strains and method for making such formulation	Dr.S.Shanthi, Asst Professor, Dept of Microbiology	IPO	10/11/2018	AOIN41,43/00

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
nil	nil	nil	nil	nil	07/01/2019

No file uploaded.

### 3.3 – Research Publications and Awards

## 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	3000

## 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Computer Science	3
Mathematics	1

## 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	12	12	5.19

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## 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
15	65

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## 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
SEE FILE	SEE FILE	FILE	2019	1	1	0

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## 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
FILE	FILE	FILE	2019	3	1	FILE

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## 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	34	4	0
Presented papers	42	4	0	0
Resource persons	0	0	0	4

No file uploaded.

## 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
FILE	FILE	5	500
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Award for outstanding commitment exemplary services to the college	Swachh Survekshan Award under Swachh Bharath Mission	Tiruchirappalli City Corporation	2500
NSS Activities for the year	Best Unit Award to college	Bharathidasan University	500
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
FILE	FILE	FILE	5	500
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**3.5 – Collaborations**

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
FILE	FILE	FILE	01/06/2018	31/03/2019	1000
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers
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Existing	514	4	200	5	1	13	21	35	16
Added	40	1	0	0	0	0	0	0	0
Total	554	5	200	5	1	13	21	35	16

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

34 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	<a href="#">NIL</a>

**4.4 – Maintenance of Campus Infrastructure**

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
30000000	24555764	20000000	20590739

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college ensures regular maintenance and upkeep of all infrastructural facilities. The maintenance work is carried out by trained in-house experts as well as outsourced appropriate outside agencies. A full-time care-taker is appointed by the college to ensure the cleanliness, hygiene, sanitation, water supply, electricity and security. • All classrooms and blocks are swept clean after college hours every day. The are also washed on weekends. • The college has appointed a Senior Technical Assistant and a computer Network Assistant to provide regular support services relating to computer hardware, software, network performance and connectivity issues round the clock. • They also oversee and maintain the biometric attendance system in the office and hostel, and computer issues related to CCTV surveillance. • Periodical stock taking, replacement of worn out equipments with new ones, maintenance of instruments, furniture and electronic gadgets is done at the end of every semester. • Cooling centrifuge rotor, adaptors, chemicals etc are checked and maintained by the technician in the Microbiology lab. Microscopes, Biological incubators, water bob and UV spectro-photo meters are also serviced regularly. • Volatile toxics and odoriferous chemicals are stored in ventilated cabinets. Appropriate resistant containers are used for corrosive materials. Used chemicals are discarded in the proper containers. The equipment in the wet lab are periodically serviced every year. • Tailoring machines, and other machines undergo routine cleaning, lubricating, repairing, and replacement, fitting and refitting in the Sewing lab. • All the books in the library are dusted and cleaned every day. • Library tables, furniture, floors and equipment are cleaned every day and washed every month to avoid dust. • Books that are of rare origin and out of print are stored in a cupboard. Xerox copies of these books are placed for circulation. • The library software is maintained through AMC. • Rest rooms are cleaned with sanitizers and cleaning liquids everyday in the morning and evening. • The campus grounds are swept clean every evening after college hours and the waste material are segregated and disposed to the municipal sanitary workers. • Functioning and maintenance of Generator, General maintenance and repair of electrical equipment, Power Supply Distribution and



power from Solar Panel are all maintained by the electrician. • A Construction Engineer and an Architect provide support in the maintenance of all the buildings, infrastructure upgradation, and provision of green facilities. • A gardener takes care of the greenery inside the college. • Transport facilities are overseen and monitored by a co-ordinator. • Sports ground is regularly watered, cleaned, and tracks made for training. • Sports items are placed in racks provided in cupboard. The broken or worn out items are either repaired or in most cases replaced by new ones. • There is a special group of staff who take care of website updation and maintenance. They collect all matters to be published on the website then and there and update the website everyday.

<http://sigc.edu/sigc-maintenance/4.4.2%20Maintenance%20of%20Physical.%20academic%20and%20other%20facilities.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	management scholarship	422	1637535
Financial Support from Other Sources			
a) National	government scholarship	726	3077305
b) International	nil	0	0

[View File](#)

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
FILE	31/03/2019	15050	7

[View File](#)

#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Pre-placement training and Guidance for competitive exams	3412	550	278	299

[View File](#)

#### 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance
---------------------------	--------------------------------	-----------------------------------

		redressal
366	352	7

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
file	347	94	file	0	0
<a href="#">View File</a>					

### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	611	12	12	-	12
<a href="#">View File</a>					

### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	282
<a href="#">View File</a>	

### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
sports / cultural	ug/pg	1370
<a href="#">View File</a>		

## 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	file	National	10	4	-	-
<a href="#">View File</a>						

### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Active student Council: Every year outstanding performers in III year UG and I II year PG are identified based on their leadership skills and nominated as contestants for the position of office bearers of the students council by the faculty. Out of the nominees, students of III UG PG elect 5 candidates as the office bearers. These students are then officially announced as the secretary, joint secretary Treasurer (from UG) and President Vice president (from PG). They organize all student activities of the college and also act as representatives to voice out student grievances and suggestions to the principal. They participate in important meetings convened by the Academic

council. They help in organizing all important college functions like college Day, Alumni Meet, Graduation Day, Fine Arts Day, Sports Day, Sports meets, and help in inviting chief guests for functions, maintaining peace and discipline during the activities, etc. They also help in organizing workshops conferences, training programmes for students. They participate in important decision making activities like planning the schedules for tests, college and provide suggestions in organizing such events. They act as a bridge between the Academic Council and the students. They also plan and organize student farewell schedules for different departments and the venue. They help in keeping the college clean and tidy. They also organize events on important days like Independence Day, Republic Day, Gandhi Jayanthi, Teacher's Day and other important days of significance. Students are also nominated as members of IQAC, Library Advisory committee, Alumni Association (Passed out students), Test committee, Sports committee, SCST committee, Anti-ragging committee squad, Internal Complaints committee and Counseling centre. They give suggestions for the functioning of the various committees and carry suggestions from other students. New books that are not available in the library are identified and given to the librarian. Library cards are issued for new comers to the college every year. They help in giving books to physically challenged students of programmes. Similarly, they help deserving students to avail books under the Book Bank scheme. They see to it that ragging is not at all conceived by students. They give advice to students who have obsessions, shortcomings or any other social/psychological problems and take them to the Student Counseling Cell of the college. Students also approach them to communicate grievances and other problems faced by them, to get good advice for remedy. Students in Transport Committee report and resolve grievances faced by the students, who avail the college bus facilities.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

300

5.4.3 – Alumni contribution during the year (in Rupees) :

214200

5.4.4 – Meetings/activities organized by Alumni Association :

11 meetings were conducted throughout the year 28.08.2018 - Alumni Interaction Programme by Dept. of Tamil - Special guest Ms.G.Saranya, Asst. Prof., Srimad Andavan Arts and Science College, Trichy interacted with III B.Litt and II M.A students 29.08.2018 - Alumnae Interaction between current students and past students who were placed in City Union Bank Ltd. 29.08.2018 - Alumni Interaction on Career Prospects in Textile Industry organized by Dept. of Chemistry - Special Guest Ms.S. Kanjana, Supervisor, Puma Mills Pvt. Ltd., Tiruppur. 31.08.2018 - Alumnae Interaction programme on Opportunities for Hospital Administrators organized by Dept. of Hospital Administration - Special Guest Ms.R.Seema, Medical Administrator, Kavery Hospital, Trichy. 07.09.2018 - Alumnae Interaction Programme on Future Step Inspirational Talk by Dept. of Physics - Special Guest Ms.T.Vanthana, Research scholar, St.Josephs College, Trichy. 29.09.2018 - Annual Alumnae meet and Presentation of outstanding Alumnus Awards to five of our Alumni by the Former Vice Chancellor of the Bharathidasan University and Lunch for invitees 01.12.2018 - Launching of the Chennai Chapter of the Alumnae Association 12.01.2019 - Alumnae Meet on the UG

Graduation Day by each department with their Fresh Graduates 20.01.2019 - Alumnae Meet on the PG Graduation Day by each department with their Fresh Graduates 14.02.2019 - Seminar on Interdisciplinary Research and Innovations in Chemistry organized by Dept. of Chemistry - Special Guest and resource person Ms.R.Uma Maheswari, Research scholar (Alumnae of SIGC), National Taipei University of Technology(TAIPEI TECH), Taiwan.

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution defines decentralization in working through delegation of authority. Persons at different levels implement the decisions. The top-level authorities are responsible for controlling and overseeing the entire institution. It includes Governing Council and the Academic Council. They frame the broad guidelines, policies and framework for the improvement of the quality of education in the institution. The management through the Principal involves the faculty members in various activities related to the development of the institution. The Principal heads the academic and administrative activities of the college. She also forms the various committees and appoints the staff Co-ordinators. The next level acts as an intermediary between the Principal and the faculty. This includes the Vice-Principal, Head of the Departments, Librarian and Physical Education Director. They help in the coordination and implementation of the institutional plans. The third level includes faculty, non-teaching staff and support staff. They help the HOD's and others by executing the activities delegated to them. The IQAC of the college comprises of the Secretary, Management Representative, Members from the Society, Principal, Vice-Principal, Member Co-ordinator, All Heads of Department, Office Superintendent, and Students at Post Graduate Level. They periodically meet to assess the activities of the college in terms of quality culture and take decisions to nurture and sustain quality in various academic and administrative activities of the college. The College does promote a culture of participative management in all academic and non-academic activities. All college activities are managed by committees constituted for the academic and non-academic matters that comprise of teachers and students as well. The college has created a decentralized structure for decision making where departmental committees interface their decision with college committees of the staff council. Various committees are constituted by the principal for managing various functions of the college. The Heads are responsible for college timetable, allocation of curricular and co-curricular work, organizing admission, looking after the welfare of students, preparing working guidelines for effective functioning of the college. The committees are formed under the guidance of the principal and they have the freedom to formulate the plan and decide execution strategies. Activities and decisions of these committees are discussed in the Academic staff council meeting as and when required. The committees have freedom to get their decisions ratified from the Management. A report of the activities is presented to the management at the end of the session. The HODs take decisions in consultation with the Principal and management and implement the action plan. The department faculty is involved in the implementation of the policies of the department. They are also responsible for the day to day affairs of the college like taking class, arranging for any extracurricular activities like competition, conferences, internships, Industrial visits etc. So also the faculty who are given additional responsibilities like the coordinators of NSS, YRC, EXNORA, Literary and Fine arts, Gender Cell, Association activities etc also work in tune with the management. They get the prior permission through the Principal from the management and Co-ordinate all the activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Curriculum development : • Feedback on curriculum is obtained from alumni, students, parents and teachers. • Any relevant and deserving changes suggested by them is forwarded to the Chairman of the respective Board of Studies of the University. These are then discussed during the BoS meetings to bring out any changes in the curriculum. • Similarly, teachers who are members of BoS of other autonomous colleges, or universities bring in valuable inputs from places they visit on how to restructure or modify the curriculum. These suggestions are also conveyed to the BoS of the respective programmes for further action.
Teaching and Learning	Teaching and Learning: • Student centric pedagogy is practiced. • Use of models, peer learning, exhibits, students seminars, innovative methods like fairs, theme based contests, and projects help in better learning. • Use of Internet and Communication technologies like e-mail, Learning Management Systems, Video tutorials from NPTEL, Swayam, Swayam Prabha are also used for teaching. • Students are made to attend online learning courses and obtain certification • The college has also entered into MoU for internship training, Project Work, Field / Industrial visit, organizing seminars, workshops and conferences by inviting subject experts from the industry / field, with many organizations / industries / institutions.
Examination and Evaluation	Examination and Evaluation: • Internal Assessment Exams are conducted similar to university examination, like following the same question paper pattern, allotment of rooms to students, supervision like university exams, evaluation and publication of results within a week after the examination. • Students with low scores can improve their scores taking re-exams. • Model practical exams are

conducted to help students to do well in their university exams. • Internal marks are displayed on the notice boards and also sent to parents. Slow learners are provided with extra coaching, tutorials and tests. Mentors do counselling to help them. • Remedial coaching, tutoring and mentoring give extra support to students.

**Research and Development**

**Research and Development:** • Research committee meets three times a year, to monitor the research activities of staff and students of the college. • Quality metrics for research are explained to research scholars and staff of the college by IQAC. It constantly emphasizes staff to publish papers in reputed journals, with high impact factor, and those that are indexed in reputed databases like Scopus and Web of Science. • More number of teachers and students are motivated to pursue doctoral research there by improving the number of people doing and completing doctoral programmes. • A research culture is nurtured in the college through seminars and workshops.

**Library, ICT and Physical Infrastructure / Instrumentation**

**Library, ICT and Physical Infrastructure / Instrumentation:** • Library Advisory Committee advises on new books, journals and magazines to be purchased for the library. Library hour is mandatory for all students of the college. It promotes reading practice and motivates students to prepare for career placement and progression to higher studies. • It infrastructure is constantly monitored and upgraded to keep abreast of the technologies and also to facilitate the students to get the best from their curriculum. • Physical infrastructure and instruments are constantly checked, maintained, repaired or replaced to be ready for use whenever required. • Management takes every effort to provide the best infrastructure for teaching and learning.

**Human Resource Management**

**Human Resource Management:** • Whenever there is any need for recruitment of staff, management immediately sanctions seats and staff are recruited. Always there is enough or surplus staff for the workload present in the college. • Special incentives are given to those who have completed SET / NET / Ph.D to

motivate the others to quickly qualify themselves. • Staff members are given sponsorships to update themselves by attending conferences and workshops. • Good salary is paid to employees on time to retain the staff members. • Staff members are free to qualify and upgrade themselves with permission from the management.

Industry Interaction / Collaboration

Industry Interaction / Collaboration:  
 • Experts from industry are invited to deliver talks and provide career counselling for students. • MoU with industries are signed to enable students to get first-hand knowledge through industrial visits, internships and training. • Students carry out projects in industries to get better experience and knowledge. • Management ensures membership with professional bodies to get better opportunities for interaction with experts from consortium of industries, professionals and to participate in power seminars and workshops. • Entrepreneurship development and training is given by experts from industry to help students to become entrepreneurs. • Outreach programmes are conducted in collaboration with industries to serve people and society.

Admission of Students

Admission of students: • Good publicity is given to the college through prospectus distributed to students of various schools in the neighbourhood of the college. • Advertisements about the programmes offered by the college are published in the local dailies to invite admissions. • Banners and posters are displayed on both the front and back of the college to seek admission. • Achievements of students in studies, extra curricular activities and placements secured by students of the college are displayed during public events conducted at the college premises and in sister institutions, to advertise about the college and its achievements.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Finance and Accounts	Accounts Management is done using "Ultimate Software" purchased in 2005. Balance sheet, Income and Expenditure statements are automatically generated. It is a stand alone software developed

	by a local vendor.
Student Admission and Support	Faculty of Computer Science have developed a software for the Automation of Admission with the help of PG students of Computer Science. This software has been implemented in Foxpro in 2005. A few modifications have been implemented over the years. A network based system has been recently developed in VB.NET but is pilot tested and will be implemented soon. The old systems maintains admission details of students and provides facilities to generate answers to the queries and reports that can be printed whenever required. The same database is ported the Examination Management System.
Examination	Examination Management System helps in preparing exam schedules, room allotment, printing attendance sheets for every room, and adding new courses, programmes etc. as required. It is also developed in Foxpro

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	FILE	FILE	FILE	130000
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	FDP	SDP	15/06/2018	30/04/2019	200	50
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP	50	01/06/2018	31/03/2019	1



[View File](#)

#### 6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
200	200	69	69

#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group Insurance, PF, ESI, Fee waiver for daughters of staff	Group Insurance, PF, ESI, Fee waiver for daughters of staff	Fee waiver for daughters of staff, Sports achievers at state and National Level, Earn while you Learn scholarships, endowment scholarships, Proficiency Scholarships, Management scholarships, Book bank scheme, Special Attention to differently abled.

### 6.4 – Financial Management and Resource Mobilization

#### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution uses financial software for maintaining the accounts. The finalized accounts are scrutinized by a registered Auditing Company. Periodical audits are conducted once in three months. Six staff members are employed to take care of the financial transactions, book keeping and financial management using the software. This forms the financial section of the college. At the end of every months two staff members from the auditing office visit the finance section and conduct internal audit on the monthly accounts. Any deviation in accounts are subsequently corrected as per their instructions. The overall accounts are submitted to the auditing office at the end of the year for further scrutiny. The finalized accounts are submitted for income tax returns.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
file	269000	scholarships

[View File](#)

#### 6.4.3 – Total corpus fund generated

269000

### 6.5 – Internal Quality Assurance System

#### 6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	IQAC
Administrative	No	Nill	Yes	PRINCIPAL

#### 6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Feedback is obtained during Parent Teacher meets on curriculum, teaching, infrastructure, placement and training for their wards. These are analyzed to improve the said factors. Parents undertake to co-operate and support their wards to undergo counselling and improvement in academics and other activities. Parents understand the need to bar use of cell phones in the college and co-operate with us.

6.5.3 – Development programmes for support staff (at least three)

Support staff are permitted to qualify themselves with higher degrees. They are given training in use of Computers for creation of documents and preserving them. They are also given training in essential skills for using the internet for job requirements.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Language Lab was set up to improve language skills for students and staff More number of programmes have been permanently affiliated More number of staff members are qualified with NET / SET / Ph.D Many teachers have published books.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	SEE FILE	01/07/2018	30/04/2019	30/04/2019	200

[View File](#)

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Yoga Day Celebration	21/06/2018	21/06/2018	50	0
International Drug Abuse and Illicit Trafficking Day Celebrations	26/06/2018	26/06/2018	50	0
Health Camp cum Awareness on Menstrual Hygiene Management	27/07/2018	27/07/2018	50	0
Global Hand	15/10/2018	15/10/2018	25	0

Washing Day Awareness				
Menstrual Hygiene Management Awareness Programme	24/11/2018	24/11/2018	300	0
National Girl Child Day Celebrations	02/01/2019	02/01/2019	250	0
General Awareness Programme on Menstrual Hygiene, Healthy Food, Book Reading, Hand washing & Segregation of Waste	05/02/2019	05/02/2019	200	0
Awareness Programme on Menstrual Hygiene, Healthy Food, Save the Girl Child and Freehand Embroidery	11/02/2019	11/02/2019	550	0
Polling Machine Demonstration Programme	18/03/2019	18/03/2019	150	0
Discussion on an article on the International Day of the Girl Child	11/04/2019	11/04/2019	80	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Out of 301.68 MWH power requirement of the college per annum, 57.68 MWH is met by solar panel energy generation which is 19 of the total requirements. 39 of the annual lighting power requirements are met through LED bulbs.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	6
Ramp/Rails	Yes	6
Scribes for examination	Yes	4
Rest Rooms	Yes	2

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	4	7	31/03/2019	1	FILE	FILE	15000
<a href="#">View File</a>							

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Principals, Teaching Staff, Administrative and Support staff	01/12/2018	The institutional policy on the code of conduct for Principals, teaching staff, administrative and support staff was prepared by the Academic council along with the management representatives. This was published on the college website on 01/12/2018. A printed copy of the same was also distributed among the staff of the college. A meeting was convened for all the staff members of the college, The Principal and Secretary addressed the staff and stressed the importance of following the code of conduct for the respective staff members. They also stressed that strict action will be taken against those who do things which deviate or differ from the institutional policy.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
SEE FILE	01/06/2018	31/03/2019	200
<a href="#">View File</a>			

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Use of incinerator to burn sanitary pads
- Construction and use of vermicompost pit to convert food waste into manure
- Installation of Solar

lamps to generate electricity and save energy consumption from the grid. • Use of lightning protectors to protect buildings from lightning during cyclones and storms • Use of rain water harvesting pits to contribute to increase in ground water level • Training students to prepare vermicompost and vermivash at home to provide manure to their fields and gardens • Curb the plastic menace to a certain extent by creating awareness through rallies and talks • Use of water saving taps to reduce the wastage of water during use • Plant new plant saplings to increase the green cover to promote rain • To cut down the use of paper by promoting the use of electronic documentation and communication.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**BEST PRACTICES I - ECO-FRIENDLY INITIATIVES** Goal: To promote eco-friendly practices in the institution The Context: Even children of today have realized the dangers of ecological imbalance and pollution and are fighting for a greener planet where they could live in peace. With this idea in mind, the members of the institution have taken many steps to curb harmful practices and encourage and promote eco-friendly activities. The Practice: Many activities were begun and continued for the past five years: 1. Awareness about the benefits of using herbal products as food and medicine was created among students by conducting herbal fair, herbal food fair contests, contests promoting the use of millets and other food grains for eating healthy diet, awareness on preparing healthy food without cooking, contests on best recipes for nutritious diet, books or booklets prepared on healthy food recipes and so on. 2. World environment day, International week celebrations on pollution control, Hand washing day, were celebrated to create awareness about clean and green environment. 3. Rallies were conducted by the Departments of Biochemistry, Microbiology, Nature Club and Exnora Club to create awareness on healthy practices like Saving Water, Growing plants and trees, Deforestation, use of reusable, recyclable, and reduced use of plastic, pollution control and use of environmental friendly products. 4. Green walk was organized to promote the use of herbs and herbal products among people. 5. Awareness of environmental preservation and conservation was promoted through visit to Butterfly garden, visit to nurseries, visit to kolli hills, Yercaud gardens and conservatories, Kumily hills, and several such natural tourist spots with the support of the Tourism club. 6. Students were engaged in cleaning the river beds of the Cauvery and removing junk from the Uyyakondal canal and other water bodies under the Save Uyyakondan project. Awareness on maintaining our water bodies was also conducted. 7. Students also learnt how to control dust and pollution in air by growing special kinds of plants that produce more oxygen. These plants were grown in the college and home by students. 8. Hanging flower pots were installed throughout the campus to inculcate the habit of growing plants. 9. Saplings were also distributed on special occasions like teacher's day, women's day etc. to promote the cultivation of plants at home and in terraces. 10. Terrace gardens were installed by students in the roof of the blocks 11. Rain water harvesting pits were installed to collect rain water in the ground. 12. Incinerators were installed to safely dispose used sanitary pads. 13. Tiles were laid throughout the college grounds to prevent dust and pollution 14. Eco-friendly air conditioners were installed instead of window A/Cs and slit A/Cs. 15. Solar Panels were installed to generate power from solar energy. 16. Green landscaping was done to create a nice environment in the college for students. 17. Vermicompost pits were installed for production of vermicompost from vegetable and other food wastes. The initiative was highly successful and the compost was sold to staff and students at a small price to nurture their fields and gardens. 18. Vermivash was prepared as an equivalent liquid substitute to Vermicompost. 19. Students were given training in preparing Vermicompost and Vermivash by taking them to visit the Vermicompost

pits installed in our college garden and at Santhanam Vidyalaya and giving them demonstrations. 20. Some students still prepare their own vermi wash at home and use it in their gardens. 21. Students of NSS are given training in the use of renewable energy, sanitation and hygiene and ecofriendly practices during orientation camps. They carry these messages to people in the form of skits, mime, drama and songs to promote ecofriendly practices 22. Distribution of pamphlets to prevent the use of plastic in everyday life was organized. 23.

Workshops on preparing seed balls to improve green foliage was conducted.

Evidence of Success: • It was found that students have taken back the message of cleanliness and eco-friendly practices home. Many students are successfully growing their own terrace gardens, and hanging gardens at home. • They even grow pollution controlling plants at home. • Some even prepare seed balls and distribute them to people around them during festivals. • Students use bark plates and leaves in the place of plastics. Paper covers were even used instead of plastic bags. • Some students have produced a multifold yield of flowers and fruits in their garden by using Vermiwash prepared at home. • Even wasted drinking water is used to water plants in the herbal garden. • Many students have taken saplings and planted in their garden • Students regularly buy vermicompost to use in their gardens and fields. Problems encountered and Resources Required: • No problems were encountered in conducting awareness programmes or rallies. • Even visits to natural habitat and herbal gardens was a form of entertainment. • The required resources were time and space.

Saturdays were fixed for such outings and activities. • We regularly conduct workshops on eco-friendly practices as a part of Saturday activities or Festival celebrations or National Day celebrations. Therefore any limitations encountered in the process were eliminated through alternative arrangements. As

students and teachers were very serious and enthusiastic about the cause of environment preservation, they found a way to make things work. The management also provides all support for conduct of such events. BEST PRACTICE - II TITLE OF THE PRACTICE: ACTIVITY DAY ON SATURDAYS GOAL: • To encourage all departments to carry out special activities to engage students in a novel and interesting way • To bring out the talents and potential of students and teachers from a creative perspective • To allot a time for activities, so that departments can plan ahead • To concentrate on academic pursuits on other days without hindrance • To make students happy to work on Saturdays and expectant to showcase their potential and enjoy the activity with team and class mates. • To practice activity based learning

The context: The college practices activity based learning and student centric learning through conduct of training programmes, workshops, seminars, exhibitions, debates, group discussions, competitions, skill training, outreach and extension, industrial visits, field visits, and inter and intra collegiate competitions for sports, finearts, literary events and subject based events. These programmes are normally planned on any working day, based on availability of resource persons, venue, students and other related things. The departments plan for big events at the beginning of the year while small events are planned at short notice. This may result in clashes in conduct of activities, disarray in planning or execution, etc. The hidden talent is brought from the student since all Saturdays are Activity days enabling them to "Learn Beyond the class room". Students enjoy involving in various activities. The Practice: All departments submit their plans on Mondays and Tuesdays to the Vice-Principal. They also interact with each other to avoid clashes. Some departments plan for Outreach, some for serious activity like seminar, workshop, debates etc., some plan for field visits or industrial visits and others plan for class room activity. A meeting of all Heads of department with the Principal and Vice Principal is convened to discuss about the feasibility of the activity, any other problems in execution etc. to confirm about the implementation of the activity on the Saturday. If there are any hurdles, some activities may be postponed to the next Saturday. Evidence of Success: This practice has been really successful in planning, and execution of

activities. Moreover, it has become a routine to conduct some useful activity every week. Students enjoy their Saturdays and come out with more ideas, suggestions to conduct novel events. They also seem to learn better and tell us so. They give teachers new ideas to teach certain concepts, which when followed encourage them and also engage them. So they thoroughly welcome these activity Saturdays. The dynamism of students has increased in the classes. Many students have now been recognized for their skills and talents, this has made them more self confident and earned them a good recognition in class. So they totally enjoy this practice. Performance of students in tests has also improved. Most of the events are organized, planned and executed by students themselves. So they are able to learn even more. Leadership skills are promoted. Teamwork has got a boost. This will go a long way in earning them placements. Problems Encountered and Resources Required: Initially it was a little difficult to plan for activities. Even the kind of activities to be organized was not quite clear. But now after conducting events for some time, we have grown accustomed to this practice. The enthusiasm of students has really given a boost to such a practice. Students also join with teachers in planning, and execution. Even though we have only 1 seminar hall and 2 auditoriums, some activities are conducted in the classes, some in smart classes and computer laboratories, outreach, field visits are conducted outside. So with a little co-ordination among departments, it has become highly feasible to conduct activities

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[http://sigc.edu/sigc-maintenance/7.2.1%20BEST%20PRACTICES%20\(AOAR%202018-19\).pdf](http://sigc.edu/sigc-maintenance/7.2.1%20BEST%20PRACTICES%20(AOAR%202018-19).pdf)

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The vision of the institution is to enable the students to acquire an integrated personality, endowed with Character, Culture, Compassion and Discipline. The mission of the institution is to foster Higher Education and the Upliftment of Women in Society in general and the improvement of their Economic Status and Independence in particular. The perspective plan of the college is to promote the employability of women through higher education. The college offers a number of job oriented courses specially suited for women. Students from rural areas in and around Trichy have studied in rural schools with Tamil as medium of instruction. Therefore, it becomes imperative that these students be given an orientation in English as soon as they enter college. A Motivation cum Personality Development Programme is arranged for about a week for I year Undergraduate students as soon as they enter college. This is used to boost their confidence, and acquaint them of the academic set up in the college in contrast to that in school. Students are also made to participate in group activities to bring out their hidden talents, alleviate their fears, and nurture team spirit and co-ordination among peer groups. PG students are also given orientation for a period of 2 weeks as soon as they enter college. Advanced learners are motivated to pursue higher goals like participating in conferences, workshops and presenting papers in them. This nurtures life long learning and research attitude in them. They are motivated to pursue higher education, learn concepts deeply and apply them to real time data. Such students not only complete their M.Phil or Ph.D degrees but also get placed in high positions. Students who show more enthusiasm in learning are encouraged to join in online certification courses, short term courses, internships, project works, field visits etc. The Training and Placement Cell of the college arranges placement drives besides giving pre-placement training for final year students of the college. The Entrepreneurship Development cell

of the college also guides the students in becoming entrepreneurs. It has been found that 40 of students pursue PG after UG, while 15 are placed immediately after graduation. 30 of students are placed after an year. Many students get placed in companies and organizations where they undergo internship or project work. Some of the students who have joined Diploma in Fashion Technology have started their own Fashion design centres, boutiques and shops. 90 of Students of Fashion technology, Social Work and Hospital Administration are placed in lucrative jobs. Students of M.B.A, Microbiology, and Biochemistry also get placed in their respective fields. Students of Mathematics and Commerce take part time jobs even when they are studying. Students of computer science take up higher studies to become teachers and are placed in lucrative jobs in the IT Sector. We even take up pre-placement training and placement drives for our alumni. Recently 44 students were given training and placement through ICT Academy. Many of our Alumni also help in empowering our students through career guidance and placement.

Provide the weblink of the institution

<http://sigc.edu/sigc-maintenance/7.3%20Institutional%20Distinctiveness.pdf>

### **8.Future Plans of Actions for Next Academic Year**

1. Improve demand and enrolment for all programs 2. Increase percentage of qualified staff members 3. Get permanent affiliation to as many programmes as possible 4. To get autonomous status for the college 5. Introduce new methods in ICT based teaching and learning 6. Improve Wi-Fi facilities in the campus 7. Promote the use of Language Lab for remedial teaching and placement training. 8. Increase the use of smart classes for teaching 9. Strengthen Placement Initiatives 10. To register the Alumni Association and Promote Alumni Interaction and contribution.