



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>	
	SHRIMATI INDIRA GANDHI COLLEGE, TRICHY-2
• Name of the Head of the institution	Dr .S.Vidhyalakshmi
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04312702797
• Mobile no	9487516089
• Registered e-mail	principal@sigc.edu
• Alternate e-mail	vidhyasigc@gmail.com
• Address	College Road, Chatram Bus Stand
• City/Town	Tiruchirappalli
• State/UT	Tamilnadu
• Pin Code	620002
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>Bharathidasan University</b>				
• Name of the IQAC Coordinator	<b>N.Vijayalakshmi</b>				
• Phone No.	<b>04312701453</b>				
• Alternate phone No.	<b>9487312199</b>				
• Mobile	<b>9965779358</b>				
• IQAC e-mail address	<b>iqac.sigc@gmail.com</b>				
• Alternate Email address	<b>iqac@sigc.edu</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://sigc.edu/pdf/AQAR-2020-2021-submitted-by-2022-march-28.pdf">https://sigc.edu/pdf/AQAR-2020-2021-submitted-by-2022-march-28.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.sigc.edu/pdf/CALENDAR%202021-2022.pdf">https://www.sigc.edu/pdf/CALENDAR%202021-2022.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>80</b>	<b>2004</b>	<b>08/01/2004</b>	<b>07/01/2009</b>
<b>Cycle 2</b>	<b>A</b>	<b>3.11</b>	<b>2009</b>	<b>30/09/2009</b>	<b>29/09/2014</b>
<b>Cycle 3</b>	<b>A</b>	<b>3.25</b>	<b>2015</b>	<b>01/05/2015</b>	<b>30/04/2020</b>
<b>6.Date of Establishment of IQAC</b>			<b>25/06/2004</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Management Studies	Training	RGNIYD	2021	75000
Department of Microbiology	Training	RGNIYD	2021	75000
Department of Fashion Technology	Training	RGNIYD	2021	75000
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>		<b>Yes</b>		
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>		<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>		<b>4</b>		
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>		<b>Yes</b>		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>		No File Uploaded		
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>		<b>No</b>		
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>				
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>				
Special committees were formed to organize webinars, contests, competitions, training camps, cultural and sports events.				
Special vision committee set up for strategic planning, tactical planning and implementation				

Infrastructure restructuring and development carried out to attract students and public. 32 classrooms redesigned to become smart classrooms.

Special training and placement division formed and two directors appointed to focus on gaining placements for students

Alumni association registration process started. ISO certification process is started.

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

Plan of Action	Achievements/Outcomes
Improve the number of students going for internships besides curriculum	85 students from 6 departments
Motivate students and staff members to take up online certification programs through SWAYAM, NPTEL, ARPIT, etc	6 staff and 4 students appeared for exams. 78 staff 90 students registered for courses but did not go for exams.
To promote student centric learning through field visits, educational tours and industrial visits.	All final year students were taken for industrial visit. Some pre-final year students also joined. ( 14 )
Soft skills to be improved among teachers and students. More licenses for English Language software to be purchased.	Special communication skills practice arranged for faculty. Regular English language practice given through WhatsApp. Additional training given through Language Lab for first year students and through special training for final years. 100 licenses purchased.
IT infrastructure to be improved to support ICT based teaching. One full block of classes to be remodeled to accommodate IFPs and Smart TVs to enable blended learning.	Done
More activities towards industry relations improvement, like signing of MoUs, conduct of events, and new undertakings to be envisaged.	3 MoUs signed in this year.
Improve the number of staff with Ph.D / NET /SLET / Ph.D Guidance	Done
Improve the number of publications in UGC Care Journals through active research participation and motivate staff to publish books and papers in conferences	Out of 57 publications 55 were in International journals and 2 were in National Journals. 3 books and 19 chapters were published

Research and other funds to be tapped from funding agencies.	45000/- received for student projects from TNSCST. 2.25 lakhs funds received for training from RGNIYD
Computer and Physics laboratory, libraries to be modernized.	In process
Special meeting halls, placement office, accounts office and administrative office to be constructed as a part of infrastructure augmentation.	Two meeting halls and accounts office, and Administrative office constructed. Placement office is in process.
Website to be remodeled to accommodate links to social media websites and to secure site from hackers.	Done
Strategies to improve admissions and placements to be envisaged.	Done and in process
Alumni Association to be registered.	In process
Alumni interaction programmes to be conducted by all departments.	Done
Proposal to go for ISO certification	In process
Professional development of staff through FDPs, sponsorships etc.	In process
Special teams to be formed for handling events and activities.	Done
Strategic and tactical planning to be done on a regular basis.	Being done
<b>13. Whether the AQAR was placed before statutory body?</b>	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Nil	Nil

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

Year	Date of Submission
2020-2021	25/02/2022

**15. Multidisciplinary / interdisciplinary**

The institution follows choice based credit system since 2005. The UG regulations include core courses, allied courses, language courses, non-major electives that is courses offered by other departments (multidisciplinary) and skill based electives that may be interdisciplinary. Similarly we also have environmental science, value education and soft skill courses included in all UG programmes. Students also take part in workshops and training programmes conducted by other departments. Nature club, Exnora, Red Ribbon club, Consumer club to get additional knowledge in other domains. Value added courses are conducted to make students job ready. These could be in other disciplines and thus the academic ecosystem allows students to grow all round acquiring multidisciplinary skills. Data Science, Data Analytics, Statistics for biology, Management Information systems and E-Commerce for Management graduates are some examples where interdisciplinary courses are included as part of the curriculum.

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

The institution is affiliated to the Bharathidasan University. Therefore we strictly follow the curriculum and regulations offered by the University. As per these, the concept of Academic Bank of Credits is yet to be implemented.

**17. Skill development:**

Skill Development is a part and parcel of the curriculum. Most of the programmes offered are job oriented and the students have to acquire various employable skills when they undergo graduation. Besides various skill based courses are offered through the training

and placement cell. Soft skills, pre-placement skills, interview skills are also given through placement training. Computer and internet surfing skills, photo editing skills, accounting skills, circuit designing skills are also given as part of the curriculum. These can be further polished to career skills.

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

B.A Tamil Literature curriculum is fully based on Tamil culture, history and Tamil Literature. The students are taught in the regional language Tamil. Besides all I year and II year UG graduates have to complete 4 Tamil language courses in which they learn about ancient Tamil History, culture and Literature. Special and Advanced Tamil courses are offered to students who have not done Tamil in their higher secondary. Besides students can also opt for Hindi or Sanskrit as their Language course in which they learn about the respective Language history, culture and literature. Students are also given value added courses in Spoken Sanskrit and Hindi. Value Education paper teaches about our Indian values, culture and civilization. Spiritual and moral values are also covered in the Language courses and Value Education courses. Thereby students are given a good introduction and coverage of Indian Knowledge Systems. Special debates, group discussions and workshops are also conducted to inculcate Indian Knowledge systems in students. Tamil department also conducts International seminars, essay and oratorical competitions in topics related to Indian Knowledge systems. These practices integrate Indian values in students through activities.

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

Being an affiliated college, we transact the syllabi provided by the university. The university has not defined specific course and programme outcomes in the last regulation. This year new regulations have been formulated and OBE has been advocated. So the college is yet to focus on OBE.

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

Being an affiliated college, we cannot offer distance education to students. However we use tools like GSuite, Zoom and Webex to conduct online classes and attend online courses. Students are well versed in using the Internet for online certification courses and online placement training classes.

### **Extended Profile**

#### **1.Programme**



1.1	868
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	3682
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2	936
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	1452
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	187
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	187
Number of sanctioned posts during the year	

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

**4.Institution**

4.1 Total number of Classrooms and Seminar halls	110
4.2 Total expenditure excluding salary during the year (INR in lakhs)	1344
4.3 Total number of computers on campus for academic purposes	575

**Part B****CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation**

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

The College is affiliated to the Bharathidasan University and follows the curriculum prescribed by the University. Each department plans its activities for the entire year in advance. The plan is scrutinized by the management and principal and approved for further action. Based on the university calendar, national holidays and approved action plan of departments, the college calendar is prepared. The internal and external exam schedules are also incorporated in the calendar. Workload allotment and timetable schedules are prepared well in advance. Any staff requirements are satisfied through early recruitments. Other resources like books, computers, software, and rooms/halls are also estimated and allotted before the students come to college. A copy of the calendar and schedules/daywise plan are circulated amongst students to enable them to plan for their classes. Schedules for co-curricular activities and extra curricular activities are also planned ahead, resources allotted in advance and informed to students. Students are also communicated about placement training schedules, placement drives and all day celebrations through the yearly activity plan. All activities are executed as per plan and any deviations are managed without further effects. This helps the staff members to analyze the execution of their plans and reschedule things whenever necessary.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/1pmwTXOsVSAgfiMY7ONpxbR1NYWSAnGAj/view?usp=share_link">https://drive.google.com/file/d/1pmwTXOsVSAgfiMY7ONpxbR1NYWSAnGAj/view?usp=share_link</a>

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

The academic calendar is diligently followed in all matters. College reopens as per university schedule, given in calendar. A circular is also sent by mail to all students. As students arrive they are handed a copy of the calendar, yearly action plan, class timetable and daywise course plan. Classes are taken as per the daywise course plan. Internal assessment tests (CIA) are conducted as per schedule given in calendar. Circulars are also sent by mail along with daywise test schedules. Staff members are instructed to prepare the question papers ahead of time and exams are properly organized through room allotment, supervision schedules and related work. Answer sheets are evaluated and distributed within specific time periods as instructed by principal. Question paper pattern, mark allotment and valuation methods are discussed by teachers in classroom. Results are communicated to parents and pasted on noticeboard. Filling of exam forms, payment of fees are also done as per plan. Placement training schedules, co-curricular activities, club activities and extension activities are also followed as per plan. Any deviations are prevented or adjusted without further impact to other schedules. Students are informed about any deviations through mail or daily feed.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/1tabKhLrQXNm5V5nr2x13bdmy83PviqU8/view?usp=share_link">https://drive.google.com/file/d/1tabKhLrQXNm5V5nr2x13bdmy83PviqU8/view?usp=share_link</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University**

A. All of the above

**Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

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

**1.2 - Academic Flexibility**

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

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

27

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

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

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

22

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

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

3600

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

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

As an affiliated college, the college ensures the students are well informed about the issues like Gender, Environment and Sustainability, Human Values and Professional Ethics., through the following methods:

- Courses in the Syllabus
- Events conducted by the college to educate the students
- Setting up of clubs and associations at institutional level

All I UG students undergo a paper titled "Value education" during the I semester ( 2 hours - 2 credits). Issues relating to Human values are taught through this paper. "Environmental Studies" course is offered in the II semester as per the recommendation of the UGC ( 2 hours - 2 credits) - This paper addresses issues relevant to Environment and Sustainability. "Soft skills development" course is offered in the V semester in all UG Programmes( 2 hours - 2 credits). Students gain an insight into Professional Ethics also through this paper. • "Gender Studies" course is offered in the VI semester in all UG Programmes ( 1 hours - 1 credit) - This paper addresses Gender issues. Students of I UG are offered a special course in Professional English during their first 2 semesters. Students get an all round development by undergoing these courses.

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

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

34

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

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

3522

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

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students**

**A. All of the above**

<b>Teachers Employers Alumni</b>	
File Description	Documents
URL for stakeholder feedback report	<a href="https://www.sigc.edu/pdf/STAKE-HOLDER-FEEDBACK-ON-CURRICULUM-2021">https://www.sigc.edu/pdf/STAKE-HOLDER-FEEDBACK-ON-CURRICULUM-2021</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.sigc.edu/pdf/STAKE-HOLDER-FEEDBACK-ON-CURRICULUM-2021">https://www.sigc.edu/pdf/STAKE-HOLDER-FEEDBACK-ON-CURRICULUM-2021</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
<b>1361</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	

681

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

## 2.2 - Catering to Student Diversity

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

Bridge course is conducted for I UG graduates as soon as they enter college. For I P.G an orientation programme is conducted. Students learning levels are assessed through their oral interaction, performance in assessments, question answer sessions in these sessions. The students are segregated into slow and advanced learners.

Slow learners are motivated by tutors, mentors and teachers to learn better through learning strategies, tools, tutorials, and extra coaching & assessments. Remedial coaching is also given to improve their performance. For students who lack communication skills, the language lab is used to provide LSRW skills.

Advanced learners are given advice to showcase their innate talents through participation in contests, group discussions, workshops, seminars and conferences. They are motivated to earn extra certifications by registering for online courses through SWAYAM NPTEL, Oracle Academy, Google Online certification and other training programmes. They can also avail books on NET, GMAT, GRE, TOEFL, available in the library. They participate in symposia, and competitions held in other colleges and win prizes. They are motivated to achieve university ranks. PG and M.Phil graduates are trained to conduct case studies and publish their findings in research journals. The college conducts ideathons, hackathons, talent search contests, career counselling programmes, HR conclaves, entrepreneurship development programmes, and placement drives to help such students to build their career.



File Description	Documents
Paste link for additional information	<a href="https://www.sigc.edu/students-corner">https://www.sigc.edu/students-corner</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
3682	187

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

### 2.3 - Teaching- Learning Process

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

The institution lays emphasis on student centric learning methods. All science subjects have practical sessions where the students practice and apply the theory they learn in their classes.

Project Work in the industry helps to gain knowledge about the industry and its operations, corporate culture and technical know how to make a career.

Industrial visits and field visits help to acquire knowledge about the happenings in the industry and society.

Internships are also undertaken by students to get practical knowledge about practice in industries.

Case based analysis, surveys, games, ideathons, hackathons, team building exercises, mini projects, help in nurturing personality skills, managerial skills, problem solving skills, presentation and visualization skills, application skills and nurture an all round development of the student.

Activities that encourage creativity, innovation and adaptation of ideas are conducted to promote entrepreneurship.

Panel discussions on current issues enable students to analyze and generate solutions to problems.

National seminars, debates, group discussions, interviews with experts from the industry, are other ways in which students are able to acquire better insight into issues under various branches of their area of study.

Workshops and Exhibitions help students to apply their knowledge to create new things.

Student magazines help the students in expressing their knowledge through models and articles.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://docs.google.com/spreadsheets/d/1fVaZLppaNJGI-FHxRbSfiaFyGjpxir9S/edit?usp=share_link&amp;oid=118308851617470991787&amp;rtpof=true&amp;d=true">https://docs.google.com/spreadsheets/d/1fVaZLppaNJGI-FHxRbSfiaFyGjpxir9S/edit?usp=share_link&amp;oid=118308851617470991787&amp;rtpof=true&amp;d=true</a>

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

ICT enabled teaching is practised by all the teachers in the college.

- LCD projectors / IFPs / Smart TVs are used to project slides, content from the internet and videos for discussion during classes. Some teachers use WhatsApp groups for distributing instructional material, and assignments.
- All teachers use Learning management system-GSuite for teaching, evaluation and assessment.
- All computer laboratories are furnished with internet, projectors and audio systems. Therefore, teachers can demonstrate programs, use of software applications and even on-line content streaming for watching how to work with a platform and practice hands-on on the computer systems during practical sessions.
- Language lab uses computers to develop LSRW skills in English
- Teachers also encourage advanced learners to register themselves for online certification programmes under SWAYAM, NPTEL, and ORACLE ACADEMY. Teachers act as mentors and help them in completing the online programmes and assignments.
- Video conferencing is used for placement training, guidance for competitive examinations, and coaching for entrance exams

/ eligibility tests.

- Live presentations by experts, media persons, case presentations, panel discussions, film shows are used to enrich the curricula.
- Some teachers have their own blogs to distribute content to their students.
- Recorded lectures, Tutorial material for slow learners, Power point slides on lecture topics and question banks are also posted on the college website
- Video conferencing is used for conducting online viva-voce for research scholars and for conducting webinars and online workshops

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

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

#### 2.3.3.1 - Number of mentors

166

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

### 2.4 - Teacher Profile and Quality

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

187

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

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

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

69

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

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

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

2094

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

## 2.5 - Evaluation Process and Reforms

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

The institution ensures that all the students are aware of the evaluation process. Teachers discuss the process of continuous

internal evaluation with the students in class before every assessment. Students have access to the syllabi on the college website and this gives the details of marks awarded for Continuous Internal Assessment [CIA] and University Examination[UE]. Course credits and calculation of Cumulative Grade Point Average is shown in the U.G./ P.G / M.Phil regulations. Question Paper patterns and Scheme of Valuation is also illustrated with examples to students. The college calendar contains the details of how CIA is calculated and rules for attendance. It also contains dates for internal assessment tests. Dates for slip / unit tests and submission of assignments are announced to the students by the faculty at least a week in advance. Three internal assessment tests are conducted for every semester, once in a month and a half. Each covers 30%, 60% and 100% of the syllabus and are conducted for 2, 3 and 2 hours as per university pattern respectively. All tests are conducted similar to university exams and evaluated similarly.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://sigc.edu/programmes-offered">https://sigc.edu/programmes-offered</a>

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

Grievances over Continuous Internal Assessment (CIA) are rare, if not totally non-existent. Most of them are solved by the concerned faculty / class tutor. Special cases are brought to the notice of the concerned HOD. The HOD after discussion with the concerned class tutor and faculty handling the course, takes necessary action to redress the student grievances with regard to CIA. Students can also apply for improvement of their CIA scores by applying to the university. Discrepancies in question papers are reported to the COE and moderation of valuation is requested. Students whose results are withheld or wrongly posted as absent are specially handled by the class tutor. After the publication of results the students who feel that they have done well in the exam and deserve to be awarded more marks apply for re-totalling or revaluation. When such grievances arise on marks awarded in University Examinations (UE), the student may opt to apply for transparency of their answer scripts, re-totalling or re-evaluation of their answer scripts. Applications for Revaluation / Re-totalling / Transparency are duly processed by the college and forwarded to the University.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://sigc.edu/Agar-20-21/2.5.2-Mechanism-to-deal-with-internal-examination.pdf">https://sigc.edu/Agar-20-21/2.5.2-Mechanism-to-deal-with-internal-examination.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

The Programme Outcome, Programme Specific Outcome and the Course outcomes of various courses of a Programme are displayed on the website. The college circulates the syllabi and properly makes the teachers concerned understand and appreciate the P.S. O and C.O of the programmes. This is done through departmental meetings and academic council meetings by the Principal.

Once classes begin for the programme, students who have joined the programme are given clear understanding about the purpose of the programme(P.S.O) and the need and purpose of each of the courses they are about to study(C.Os). These are also displayed on the blackboard or noticeboard inside the classrooms.

Teachers also try to assess the achievement of course outcomes during the class tests, assignments, group discussions etc. They tailor the classroom exercises in such a way that the course outcomes are achieved.

Student feedback and Alumni feedback are also obtained to get information on how much of the Course outcomes and Programme specific outcomes have been achieved. These feedbacks are analysed by the academic council and corrections are made for proper deliverance of curriculum and further achievement of these outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.sigc.edu/pdf/course-outcomes-programme-wise">https://www.sigc.edu/pdf/course-outcomes-programme-wise</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

CIA is a comprehensive and continuous process carried out throughout the semester to assess the achievement of course outcomes in a phased manner. The CIA is computed from performance of the students in class tests, quiz/ seminars/ case studies/ assignments / mini projects, class room interactions, and largely from Mid-Semester Examinations conducted twice during the term. For practical courses, performance in lab experiments, and in model practical exams is taken.

As per the norms of the CBCS system, 25% marks are awarded for Continuous Internal Assessment for theory and 40% marks for Practical courses. Average attainment in direct method = University Examination (75%) + Continuous Internal Assessment (25%)

Based on the result published by university which is conducted at the end of each semester, the course outcomes are measured. The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses.

Student and Alumni feedback is used to compute the achievement of P.S.O and P.O indirectly. These are also reflected by recruitments through placement drives.

PO /PSO Attainment (%) = (weightage: 80%) x (Average attainment in direct method) + (weightage: 20%) x (Average attainment in indirect method).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://sigc.edu/Aqar-20-21/2.6.2-analysis-of-course-out-comes.pdf">https://sigc.edu/Aqar-20-21/2.6.2-analysis-of-course-out-comes.pdf</a>

## 2.6.3 - Pass percentage of Students during the year

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

1478

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://drive.google.com/file/d/1U_ypbZq34_Jb0SAFQQwstpg3wYylyZDM/view?usp=share_link">https://drive.google.com/file/d/1U_ypbZq34_Jb0SAFQQwstpg3wYylyZDM/view?usp=share_link</a>

## 2.7 - Student Satisfaction Survey

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

<https://sigc.edu/pdf/SSS%2021-22%20Final.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0.45

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

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

15



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

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

4

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://www.tanscst.nic.in/">https://www.tanscst.nic.in/</a>

## 3.2 - Innovation Ecosystem

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

1. Regular English Language Practise provided to students and staff through WhatsApp groups. This has improved the communication skills of the staff and students

2. English Language training provided through Language lab to all students for 2 hours every week by Dept of English besides courses in English language, Professional English and Soft Skills.

3. Training in Logical Reasoning, Mathematical Aptitude, and Communication Skills provided to all students to prepare them for competitive exams and campus placement.

4. TNPSC coaching given to students by professional trainers.

5. Domain based training given to all students in their own domain for career placements. Special projects are given at the end of the training for applicative skills.

6. HR conclave conducted to provide students a focus on industry requirements.

7. Orientation sessions given by people from industry, employment office, and alumni to align students to the industry.

8. Ideathon, Hackathon and orientation towards innovative design thinking and entrepreneurship through Institution Innovation Cell and EDC help students to think out of the box and nurture creativity.

9. Incubation through inhouse project training, internships, online project training and absorption help students to easily get employed.

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

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

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

7

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

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

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

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

41

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

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

25

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

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

A Special Camp was organized under the topic "YOUTH FOR CLEANLINESS" in the villages of Pagalavaadi, Singalandhapuram, Ammapatti, Ammapatti (East) and Kaalipatti.

A special lecture to create an awareness on social issues, insist on ethical and moralistic values of life and develop self confidence for facing the difficulties with a positive way in life was conducted

The students trained the village people on 'Cushion Making' and motivated them to develop the skill to improve their financial status. Then the volunteers went to each house to collect a survey regarding the new voters in that area. In the Afternoon, First Aid Lecturer & Trainer, St. John Ambulance, gave a special lecture on the topic "Uyir Kakkum Unnatham" to create an awareness on First Aid and how to prevent and escape from accidents.

The next day the students taught the village people about 'Paper Bag Making' in order to avoid the plastic bags to reduce pollution, and also distributed Yellow cloth Bag to the village people. In the Afternoon session, a special lecture programme was organized, about the topic 'Solid Waste Management' and Sanitation. At the end of the session a MIME SHOW bringing about the bad impacts of Fast Food was conducted. In the same day the students created awareness about First Aid, Menstrual Hygiene and disposing of sanitary pads to 100 day workers, and also took a survey of drop out children of school.

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

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

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

2

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

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

30

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

2058

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

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

15

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

15

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

Institution's infrastructure includes 12 buildings, 110 class rooms, 25 staff rooms with lift and ramp facilities.

- 28 ICT enabled smart classrooms with IFP or Smart TV, 3 classrooms, 2 seminar halls and open-air auditorium with stage, green room, projector and amplifier facilities,
- Fully automated general library and Departmental Library for M.B.A with OPAC, internet access, reprography facilities, 45009 books, periodicals, journals in various subjects classified with Dewey Decimal classification. They have access to INFLIBNET and DELNET.

Laboratories include

- 6 air-conditioned computer labs with 575 systems in LAN, with sufficient software, peripherals, inbuilt speakers, projectors, amplifiers, microphone, furniture and fixtures. 200 Mbps leased line, Wi-Fi for networking. 30 Mbps broadband for backup networking.
- 2 x 125 KV generators for backup power supply for the campus.
- Language lab software with 100 licenses.
- Quality Control Lab, Fashion Illustration Lab with AutoCAD software, and Sewing Technique Lab.
- Chemistry Laboratory with Digital pH metre, Digital conductivity metre, Digital Potentiometer and Digital Spectrometer.
- Physics Laboratories with Dark room and 4 computer systems
- Microbiology lab with Clinical Centrifuge, BOD and COD incubator, Vertical and Horizontal Gel Electrophoresis apparatus, UV Transilluminator, Soxhlet apparatus and inoculation chamber.
- Biochemistry lab with Desktop and Cooling Centrifuge, Incubator, Flame Photometer and Electrophoresis Units.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sigc.edu/infrastructure">https://www.sigc.edu/infrastructure</a>

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

The College has a 5.11-acre sports ground with meeting space, dressing room and toilets besides courts for playing badminton, volley ball and hand ball. There is also an athletics track. The College has a Badminton Court and a Basket Ball Post inside the campus for short time practice. Indoor sports facilities like Table tennis, Chess, Carom etc. can be played in the indoor games room. Sports students are provided with scholarships, sports suits, food, transportation for attending sports events / coaching camps. Sports gear is also provided. Fine-arts is practised in classrooms and halls available in the college. A room for storing costumes and equipment for fine-arts is provided. Special coaches are engaged for training students. An open air auditorium with a capacity of 1500, with stage, green room, focus lamps, sound systems and furniture is available for conducting programmes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sigc.edu/life-at-sigc">https://www.sigc.edu/life-at-sigc</a>

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

99

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1aRz37jYTuBZpora0lUyYvZRzKiJ3hlXG/view?usp=share_link">https://drive.google.com/file/d/1aRz37jYTuBZpora0lUyYvZRzKiJ3hlXG/view?usp=share_link</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

316

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

#### 4.2 - Library as a Learning Resource

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

The Library is automized using a Software called "NIRMALSPRO® 2013



STANDARD PACKAGE" purchased in 2014 from Nirmal Institute of Computer Expertise, Trichy.

This software includes facilities like Acquisition Control System - helps to order for and purchase books

Bibliographic Control System - helps to enter the details of purchased books in the database

Circulation Control System - helps in issue and return of books to students. A bar coding system is used to identify all books and students.

Serials Control System - helps to enter details about journals and magazines purchased by the library.

Online public access catalogue(OPAC) - This helps the students to search for the required books among the database The results give details on availability of the book, no. of copies available to borrow, no. of copies already issued etc.

Nirmals' General Utilities - helps to take backup copies of the other details.

Self Charge and Self discharge systems - helps the students to serve themselves.

Gate Entry Monitoring System - helps to generate attendance of the staff and students visiting the library using their bar-coded id cards or manually.

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

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

A. Any 4 or more of the above

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

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

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

23

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

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

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

270

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

Yes, the institution frequently updates its IT facilities including Wi-Fi. The following updates were carried out during this year:

1. The leased line circuit was upgraded to 200 Mbps.

2. 8 IFPs & 21 Smart TVs were purchased for ICT classes

3. 4 Projectors for computer lab

4. L3 SWITCH: ARUBA 2930 F 24G 4SKP SWL JL 253A was purchased to support increased Leased Line bandwidth

5. 100 Language lab licenses purchased under new version with server based operation

6. Digital Copier Machine, 2 scanners was purchased

7. 2 x 20 KV UPS with 30 batteries for backup power supply.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1CuTFIiO6kRsyEcrcsXkdVUgMshDm8GUx4/view?usp=sharing">https://drive.google.com/file/d/1CuTFIiO6kRsyEcrcsXkdVUgMshDm8GUx4/view?usp=sharing</a>

#### 4.3.2 - Number of Computers

750

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

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

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

298

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

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

The 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.

The college has its own fulltime plumber, electrician, sweepers and a gardener. All classrooms and blocks are swept clean after college hours every day. Support staff goes for rounds to check if the blocks are properly cleaned, rooms are locked and labs are closed.

The college has appointed a Senior Technical Assistant and a computer Network Assistant to provide regular support services relating to computer hardware and software round the clock. AMC for maintenance of UPS, generator, A/C is available.

Transport facility are monitored and maintained by the college authority annually.

Fire-fighting equipment in all vantage points is under AMC.

An Incinerator is placed in the Garden near the hostel for the disposal of sanitary napkins. Generator, General Lighting of Lamps, Power Supply Distribution and Solar Panel are all maintained by the electrician.

A Contractor and an Architect are available round the clock in the campus for the maintenance of all the buildings.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sigc.edu/sigc/pdf/MAINTENANCE%20OF%20PHYSICAL%20FACILITIES%20(1)-converted.pdf">https://sigc.edu/sigc/pdf/MAINTENANCE%20OF%20PHYSICAL%20FACILITIES%20(1)-converted.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

383

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

100

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>
File Description	Documents
Link to Institutional website	<a href="https://sigc.edu/placement">https://sigc.edu/placement</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>3650</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>3650</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>A. All of the above</b>

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

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

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

304

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

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

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

259

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

**15**

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

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

**29**



File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

There is a student council which represents all the students of the college. It is comprised of the Secretary, Joint Secretary & Treasurer from UG & President & Vice President from PG who are elected from a group of contestants nominated by teachers and students. The council organizes various activities and events in the college with the help of other students who excel in various spheres. The council also interacts with the principal and management in voicing out student feedback, grievances and requirements to improve the quality of services and the academic ecosystem in the college. Almost every committee and club concerned with students and academics has a student representative on its board. This helps to include students' views and perspectives during critical decision-making activities. The President of the Council heads all the meetings, acts as facilitators during programmes. They also maintain frequent contact with faculty and administration. Vice President works closely with the President and assists the President in preparing meeting agendas. The treasurer oversees Council expenses. The Principal addresses the student's council member and explains their role and responsibility respectively during the installation of office bearers. The Association is guided and monitored by the senior faculty members who are responsible for the smooth conduct of association activities every year. The college also has an exclusive committee for the hostel inmates.

File Description	Documents
Paste link for additional information	<a href="https://www.sigc.edu/pdf/Calendar-2020-2021">https://www.sigc.edu/pdf/Calendar-2020-2021</a>
Upload any additional information	<a href="#">View File</a>

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

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

25

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

### 5.4 - Alumni Engagement

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

The Alumni Association of the college is under the process of registration.

The college maintains a database of all its alumni. The alumni of the college contribute to the growth and development of the college in a substantial way.

Every year Alumnae meets are conducted on graduation day. Some of them are employed, some may already have been placed through on-campus or off-campus placement, some may be pursuing higher studies while others are seeking jobs.

Special 'Alumnae Meets' when alumni who have risen to remarkable positions in their fields are awarded with 'Best Alumnae Awards'. A special chief guest is also arranged to address the alumnae. The recipients of the award interact with others and address the gathering. A grand lunch / dinner is also arranged for the participants on that day.

Information on alumni is passed on by faculty or when they visit the college. Nowadays we have WhatsApp groups of alumnae students and

faculty. The members offer academic advice and vocational guidance:

#### CONTRIBUTION OF ALUMNI TO THE GROWTH AND DEVELOPMENT OF THE INSTITUTION:

Helping the students past and present with placement opportunities.

Providing scholarships to needy students.

Creating a fixed deposit as Prize Endowment Fund.

Donating sewing machines to SHG Women.

Assisting in Institutional growth by enriching infrastructural facilities.

Organizing interactive sessions with the students to share their expertise.

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

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

E. <1Lakhs

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

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

**Vision of the Institution : To be the #1 Arts, Science, Commerce and Management Institute for women, in India**

#### Mission

- To enable the students to acquire an integrated personality

- To provide opportunities for Higher Education to Girls
- To promote empowerment of Women through Education, Employment and Economic Independence

#### Values

- Mutual Respect & Team Work • Integrity • Passion • Continuous Learning & Quality • Students Focus

Motto: Education Liberates

#### 7 Pillars Growth Framework

Pillar One: Academics

Pillar Two: Sports and Extracurricular Activities

Pillar Three: Go Digital

Pillar Four: Industry Collaboration

Pillar Five: Research

Pillar Six: Infrastructure

Pillar Seven: School and Alumni Relations

Foundational Pillars:

Work Environment and Values

Continuous Improvement - Pipeline Planning

The entire college focuses on the vision statement and works towards it. The college aims at education, empowerment and economic independence of women. It strives to nurture all-round development of girls with the stated values. Career development and placements are the focus to bring in employments. The college adheres to a 7 pillar growth framework to achieve its objectives. We also strive to provide a happy and enjoyable work environment with continuous improvement through pipeline planning. Periodical reviews with a perspective plan help us to work towards the set goal.

File Description	Documents
Paste link for additional information	<a href="https://sigc.edu/index.php">https://sigc.edu/index.php</a>
Upload any additional information	<a href="#">View File</a>

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

The institution nurtures leadership qualities in its workforce through delegation of duties and provision of authority for specific areas of action. There are several teams, clubs, committees and cells formed to provide specific functions:

IT team - provides ICT support to the entire institution. Takes care of IT infrastructure planning, expansion and maintenance

Event team - Coordinates all events happening in the college including choice of venue, stage arrangements, guest reception and hospitality, advertisements and branding, media coverage, seating arrangements, and documentation

Web team - plans, facilitates and documents all online events. Takes care of communication, media presentation, and livestreaming of events.

Alumni team - Alumni identification, documentation, interaction and communication. Conduct of alumni meets and inviting alumni for events.

Social media and videography team - Photo, video coverage, editing, and social media posting for branding

Student committee - Student representatives elected for representing students in all affairs of the college. Organizing college functions and rapport building with students.

Grievance Redressal Cell, Anti-ragging committee, Student counselling cell - Monitors issues relating to students and remedies them through counselling and negotiations.

Internal Quality Assurance Cell - Ensures quality sustenance and drives the staff towards quality benchmarks. Collects data and compiles them for analysis, and feedback.

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

## 6.2 - Strategy Development and Deployment

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

The Management strives to achieve its vision by focusing on its mission and growth framework. All activities are oriented towards women empowerment and employment. The programmes offered are more skewed towards entrepreneurship and placement. All activities are systematized to achieve efficiency and effectiveness. Feedback system is well employed to correct deviations. Regular and systematic planning helps in achieving objectives.

Even, events are categorized into specific themes like Classroom to corporate series, Alumni spotlight series, Women in Leadership series, Path Forward Series, Concepts series, and Health & Wellness series. Besides these we always have focused conferences, seminars and workshops. Extra-curricular activities are given equal importance along with academics for all-round development.

Industry Collaboration helps to gain first hand knowledge from experts and motivate students. Career counselling, focused domain training, improved communication skills, placement oriented training, are planned to make students employable. Infrastructure augmentation like smart classes, learning management systems, campus wide Wi-Fi, free access to internet, well furnished and facilitated labs, libraries, and seminar halls and leased line connection help us provide students with state-of-the-art education. Inviting great personalities for student interaction, motivates them to achieve better. Celebration of national days of importance, festivals, culture and traditionally significant events provide students with good values and respect for the nation.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sigc.edu">https://www.sigc.edu</a>
Upload any additional information	<a href="#">View File</a>

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

The Secretary is the representative of the governing body. The Chief Executive Officer is the sanctioning authority of the institution. The Principal is the academic head of the college. She liaisons between the various heads of departments, teams, clubs and committees and the management. There are specific policies and procedures that govern the administrative functioning of the college. These are drafted after discussions with the Principal, Vice-Principal, and the management. HR policies, appointment and service rules are also formed after due discussion with the governing body.

There are specific committees for admission, preparation of college calendar, annual reports, extension activities, work environment, conduct of internal and university exams, advertising and branding, research and innovation, entrepreneurship, student scholarships, student grievances, library adviserships, accreditation and approvals, website management and environment management. These and various teams, clubs and cells work hand in hand for the effective and efficient functioning of the institution. The Heads of Departments plan, initiate and manage the effective functioning of their departments and strive for excellence in each of the seven pillars of the growth framework. They along with the vice principals and other leaders take a synergistic approach to achieve the vision of the institution.

File Description	Documents
Paste link for additional information	<a href="https://sigc.edu/departments">https://sigc.edu/departments</a>
Link to Organogram of the institution webpage	<a href="https://sigc.edu/Aqar-20-21/6.2.2-INSTITUTIONAL-ORGANOGRAM-OF-SIGC.pdf">https://sigc.edu/Aqar-20-21/6.2.2-INSTITUTIONAL-ORGANOGRAM-OF-SIGC.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The institution values its workforce very much. The following welfare measures are provided to the staff members:

1. All staff members are covered by Group Insurance Policy
2. Children of staff members are given 50% fee waiver when they study in college or schools that are managed by the college council.
3. Staff members are given one-third discount in bus fare.
4. Non-teaching staff members are given festival bonus.
5. Staff members both teaching and non-teaching are motivated to qualify themselves through higher studies during their employment. The management gives them leave to attend exams.
6. Staff members who do full time Ph.D are given leave(QIP) for completing their Ph.D.
7. Free health check up camps are arranged every year to take



care of their health. Doctors are also invited to give awareness on health oriented topics.

8. Registration and travel costs for attending conferences and seminars are reimbursed for teaching staff
9. Regular orientation and FDPs are conducted free of cost to update the knowledge of faculty.
10. Staff entertainment programmes are conducted to break the monotony of work.
11. Staff members are allowed to avail transportation facilities whenever they are required to travel to far off places to attend events like conferences, workshops etc.

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

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

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

30

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

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

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

12

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

187

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

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

A self appraisal form for staff members is used to collect all details regarding their performance for the current year. This includes their personal details as well as their qualification, details of conferences, workshops, seminars, FDPs, orientation/refresher courses attended by them, paper publications in journals and conferences, chapters in books or books published,

memberships in professional bodies, committees, clubs, academic forums and their contribution to the same, awards won, including any other services provided, in academic / non-academic bodies outside the college, consultancy services, industrial tie-ups and the like. This is submitted to the IQAC for perusal and analysis based on which they are assessed. This is also consolidated and submitted to the heads of department, vice-principals and Principal for consideration. This helps in a 360 degree feedback about the staff member. Similarly general feedback on performance of non-teaching staff members is obtained from the Principal and office superintendent / HR Manager. Some amount of feedback is also collected from the present students / alumni about teachers and staff and is used to assess the teaching performance of the faculty and correct any deviations in quality sustenance.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/146U0lMix4jz_fX28RWSdz1-YY3n1-Tosq/view?usp=share_link">https://drive.google.com/file/d/146U0lMix4jz_fX28RWSdz1-YY3n1-Tosq/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

The institution conducts financial audits thrice internally. Staff members from the auditor's office stay for two days and scrutinize all financial records. The institution uses financial software for maintaining the accounts as per rules. Any discrepancies found in the online accounts entries or in offline records are summarized and submitted to the finance section. These are then resolved and resubmitted for verification. At the end of the year, all the account statements are submitted to the auditor's office for further scrutiny. Any further objections are corrected for final submission.

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

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during

**the year (not covered in Criterion III)****6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)****625000**

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

Fees collected from the students is the only source of revenue for the college. So, all strategies for the prompt payment of fees is being taken. Other sources are application fees, during admissions. Some organizations like City Union Bank, Hello F.M, Jagadguru Charitable Trust etc. offer a small amount as scholarship. During the course of the year, some staff may get funds for research and training proposals submitted by them. Some endowment lectures and funds may also be collected rarely. Our strategy is to mobilize funds from funding agencies like UGC, ICMR, AICTE, TNSCST, DST etc. for various needs. Faculty submit proposals during the year for the same. Some philanthropists also may offer funds as donation. Besides we also aim to collect funds through CSR initiatives of organizations for students training programmes.

As the college is located in the heart of the city, many organizations request the college and its resources for conduct their programmes in the college. These are conducted for a nominal fee or for free advertisement in return. Our teaching staff are also engaged as resource persons for various events conducted within the college as well as in other institutions.

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

## 6.5 - Internal Quality Assurance System

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

The IQAC of the institution is very active. Specific benchmarks have been set up for various parameters and details obtained about each department for their achievement regularly. These are analyzed by the IQAC and feedback given in further meetings to correct any setbacks in performance. Similarly, specific systems and procedures have been institutionalized for submission of data to the IQAC. Periodic meetings with Heads, Faculty members, Clubs, cells and committees and quarterly meetings with all the committee members of the IQAC are conducted and the minutes are recorded. Special committees for each criteria have been formed and they support the IQAC Coordinator in her activities.

Procedures are setup for the following:

1. Submission of details as per format for events conducted like seminar, conferences, workshops, FDP, exhibition, competitions.
2. Project list, internship certificates, student / staff achievements, mentor case sheets, PO-PSO-CO analysis, MoUs and collaborations, etc. from departments.
3. Submission of publications, books, chapters, awards, patents recognitions, etc.
4. Submission of Ph.D completion degrees, guideship letters, research scholar details
5. Admission details, results, ranks, scholarship, funds received from office
6. Books, journals, e-books, subscription, attendance, book-bank scheme, bills for delnet and inflibnet renewal from Library
7. Audited account statement, proof of payments and receipts, sponsorships, reimbursements, audit objections from Finance section
8. Placement and Training details from the division.
9. Activity reports from various clubs and committees

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1xTRemUWk3iEdJXruzroJj1QkfcWnoPyQ/view?usp=share_link">https://drive.google.com/file/d/1xTRemUWk3iEdJXruzroJj1QkfcWnoPyQ/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

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

### 1. Review of teaching learning process:

Semester-wise and day-wise plan is prepared by teachers for completion of syllabi, tests, assessments, quiz, mini-projects, group discussions, assignments at the beginning of the semester in each course they handle. A copy of the same is submitted to the head of the department and the class representatives so that they can also prepare themselves for each day. Heads of the department periodically review the plan with the copies given to the representatives of each class to check for course completion. HoDs also go for class observation to assess the teaching methods Smart classes are used to support ICT based learning methods. Usage of smart classes is also recorded in registers. These registers are checked to know if all departments are using the facilities as expected. HoDs meet class representatives and get feedback on teaching learning experience in the class.

### 3. Review of Learning outcome:

The performance of students of each class in each course activity is reviewed by the HoD. Teachers analyze achievement of course outcomes and programme specific outcomes based on student performance in each course. This is submitted to the HoD for perusal and further forwarded to the IQAC. The IQAC consolidates the average of the achievement of course and program specific outcomes.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1HlTUi17HXqRf4LRGS8CoMWN_aHvj4F_2/view?usp=share_link">https://drive.google.com/file/d/1HlTUi17HXqRf4LRGS8CoMWN_aHvj4F_2/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

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

C. Any 2 of the above

Certification, NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://drive.google.com/file/d/1k1ozszwHpPAVl9yMv1RaLHDotmR61kGh/view?usp=share_link">https://drive.google.com/file/d/1k1ozszwHpPAVl9yMv1RaLHDotmR61kGh/view?usp=share_link</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>
<b>INSTITUTIONAL VALUES AND BEST PRACTICES</b>	
<b>7.1 - Institutional Values and Social Responsibilities</b>	
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year	
<p>The institution caters to women students only. The institution enjoys the goodwill and reputation for the safety provided to students studying here, especially the inmates of the hostel. The vision and mission of the college is based on women empowerment through education and placement after education. The UG curriculum also includes a course on gender studies. The college has a Gender Club that conducts talks, debates, essay and poster competitions to bring out and nurture gender sensitization among students. Women's day celebrations span a period of more than a month to sensitize the students to the importance of women in society. Women leaders and freedom fighters' biographies are retold and screened to sensitize the role women have played in the development of the nation. The NSS volunteers also spread the message of women equality among rural women through skits, mime, drama and songs. The college has conducted many activities in association with WISH scheme of the Bharathidasan University and the MHMC (Menstrual Hygiene Management Consortium) in creating awareness among women students and rural women folk about sanitization, women health and hygiene, preparation and use of sanitary pads for menstrual hygiene and safe disposal of the pads using incinerators.</p>	



File Description	Documents
Annual gender sensitization action plan	<a href="https://sigc.edu/Aqar-20-21/7.1.1-GEN-SENS-ACTION-PLAN.pdf">https://sigc.edu/Aqar-20-21/7.1.1-GEN-SENS-ACTION-PLAN.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://sigc.edu/Aqar-20-21/7.1.1-View-Document.pdf">https://sigc.edu/Aqar-20-21/7.1.1-View-Document.pdf</a>

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

**C. Any 2 of the above**

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

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

The solid wastes generated in the campus have been disposed of systematically. Dustbins are placed ubiquitous in the campus to collect the wastes. The biodegradable waste and litters from the trees inside the campus are sent to the yard for the humification process. The humus is blended with kitchen wastes such as vegetable wastes and fruit peelings from the hostel, and transferred to the vermicompost for the composting process. The manures produced from this process are used in the garden. Other non-biodegradable and non-recyclable wastes are disposed of with the help of municipal authorities. Being a women's Institution an incinerator has been installed in the campus to dispose of the sanitary napkins.

Liquid waste generated in the campus is disposed systematically through a proper drainage system to drain out the wastewater. Water from bathrooms and handwash are used to irrigate the garden.

E-waste is disposed through specific buyers of e-waste



Laminar Air Flow is used while handling microorganisms, and autoclaves are used to kill the microorganism which are cultured for the experiments. Exhaust fans in the laboratories help to remove fumes of chemicals. The disposal of hazardous solutions is done after dilution. No biomedical or radioactive waste is produced.

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

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.5 - Green campus initiatives include**

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

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

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

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

The college is highly diverse in having students belonging to different regions, cultures, languages, community, social groups and economic strata. However they all exist in harmony without any differences and exhibit tolerance towards other groups.

The college celebrates all festivals irrespective of region. Pongal the harvest festival of Tamilnadu is celebrated in equal grandeur and zest like Onam, the festival of Kerala, and Holi, the festival of northern regions. Diwali, Navratri, Ramzan, Id, Christmas, and New Years' Eve are celebrated by all.

Staff members are given holidays on important festivals belonging to different religions. Telugu New Year is celebrated similar to Tamil New Year. People speaking other languages coexist with those speaking Tamil.

All students are treated alike without any thought about the community they hail from. However they enjoy the reservation quota, government scholarships and such benefits entitled to them through the college office. Economically backwards students are motivated to continue their studies through management scholarships and other endowment scholarships.

The college promotes unity and harmony among the students irrespective of their differences without any bias, and even strives to sensitize students to such tolerance and support to the fellow students through awareness programs, orientation programmes, contests and other such events.

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

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

**Fundamental Duties and Rights of Indian citizens and other constitutional obligations are learnt by students in common courses for all UG programmes titled "Value Education" and "Gender Studies". Besides the college also conducts poster contests on voter's rights, women's rights, consumer rights. Students also attend essay writing, poster making and elocution competitions on voters rights, Women rights, Safety and Security for women by the municipal corporation, other colleges and Rotaract Club**

Students of NSS units of the college are given regular orientation on duties and responsibilities of citizens. They are also sensitized to the social problems faced by people of the country and how they can be supported. NSS students in turn create awareness among other students of the college through activities conducted in the college like fine arts, speech competition, essay writing competitions, Awareness rallies and slogan writing contests during several occasions.

Consciousness on national identities and symbols is created through National Day Celebrations and related activities. Faculty members address the students on Republic Day, Independence Day, Gandhi Jayanthi, International Yoga Day and Anti-Terrorism Day and give them awareness and sensitization on Patriotism, Unity and Harmony, Making India Great through participation in National Development, role of every citizen to improve the country etc.

Students and staff take oath on Gandhi Jayanthi Day, Antiterrorism Day and International Yoga day to promote Peace, Harmony, Good Health and Progress.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://sigc.edu/Agar-20-21/7.1.9-View-Document.pdf">https://sigc.edu/Agar-20-21/7.1.9-View-Document.pdf</a>
Any other relevant information	<a href="https://sigc.edu/Agar-20-21/7.1.9-ADD-INFO.pdf">https://sigc.edu/Agar-20-21/7.1.9-ADD-INFO.pdf</a>

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The college celebrates with fervor the national festivals like Pongal, Diwali and Onam, birth anniversaries and Death Anniversaries of Great Indian Personalities.

The birth anniversary of Mahatma Gandhi is observed beneath the 'Gandhi Tree'. The days are marked with Bhajans and talks by eminent personalities.

Shrimati Indira Gandhi's birth and death anniversaries are celebrated by garlanding the statue placed in the garden of our

campus. An Inter-Collegiate oratorical competition both in English and Tamil is held every year in the memory of this great leader.

Teacher's Day is celebrated it to show their gratitude and to acknowledge the role of Teachers in their life.

The International Women's Day is celebrated on 8th March every year in association with all the Ladies Clubs of our city. Women achievers in different walks of life are also honored.

Every year, Swami Vivekanandha's birth anniversary is celebrated by conducting Vivekananda memorial essay and speech contests. Great speakers are invited to deliver lectures on the teachings of Swami Vivekananda to students.

Yoga demonstrations and meditation are practiced on International Yoga Day every year

The NSS also observe Global Hand Washing Day, National Youth Day, Sadhbhavana Day, etc either by arranging for rally or by taking a pledge.

The Independence Day and Republic Day are celebrated every year by the hoisting of our National Flag by an eminent guest, followed by their address.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### BEST PRACTICE I:

ACME (Aptitude, Confidence, Managerial Skills, Effective Communication)

Objectives of the Practice:

- To evoke awareness in job-readiness
- To develop skills and infuse conviction for active participation.
- To channelize students towards futuristic thinking.
- Honing effective problem-solving and decision making.
- To help students in introspecting their skills and to strengthen their career design.

The objectives assist students to progress in mastering their competent skills and in shaping their career plan in a constructive way.

#### BEST PRACTICE II:

##### Title of the Practice:

Professional Accomplishment with Collegiate Education (PACE)

##### Objectives of the Practice:

- To procure higher knowledge of leading experts on recent trends, innovation and communication excellence.
- To discover the innate qualities of students and developing them through suitable training.
- Creating encouraging environment -having constructive interaction, share information and active participation
- To evoke their self-confidence, self-belief and become self-sustained and vibrant.
- To provide dynamic training to achieve required skills to feature the industry market.

File Description	Documents
Best practices in the Institutional website	<a href="https://drive.google.com/file/d/180iedbUX2PJXlK1JrC9fbYpX0s7PvKYG/view?usp=share_link">https://drive.google.com/file/d/180iedbUX2PJXlK1JrC9fbYpX0s7PvKYG/view?usp=share_link</a>
Any other relevant information	<a href="https://drive.google.com/file/d/1huXnyNiQKqvII3RFzpmYk6qqgRsAanWF/view?usp=share_link">https://drive.google.com/file/d/1huXnyNiQKqvII3RFzpmYk6qqgRsAanWF/view?usp=share_link</a>

### 7.3 - Institutional Distinctiveness

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

SIGC emblazes a hope and empowerment for women from all strata of

society in and around Tamil Nadu.

#### WOMEN CENTRIC FOUNDING VISION AND MISSION

SIGC was started 1984 with the mission to foster higher education and upliftment of women in societies.

The College was established with the objective of providing opportunities for Higher Education to Girls in General and to rural girls in particular and to promote the empowerment of women through Education, Employment and Economic Independence.

#### EDUCATION THROUGH NOVEL PROGRAMME

Unique programmes have been introduced in our college to women to encourage them for their employability.

#### PATH TOWARDS ENLIGHTENMENT

The Institution aspires to attain high standards of eminence by thriving interpersonal and Communication Skills and inculcating Critical Thinking, Creativity and fostering the spirit of social service amongst students.

#### ENLIGHTENING THROUGH RESEARCH

SIGC ignites the spark of curiosity in our women and to motivate them to take up research and push the boundaries of their field. This institution has 7 research departments offering infrastructure, technology, financial resources and guidance to help our researchers work without limitations. There are 17 faculty who are Ph.D Guides and 67 who are M.Phil Guides. 20 research scholars have registered for Ph.D currently and 50 research Scholars has been awarded Ph.D till date. 7 student projects have been funded by TNSCST this year.

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

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

1. To upskill students in the respective domain through career oriented domain-specific courses that are in need by the industry.



2. To promote student enrichment through internships, project work and field visits customized to every department.
3. To regularize all activities that have been disabled due to pandemic.
4. To improve teaching-learning through teacher orientation to digitized learning tools and techniques.
5. To create awareness on National Educational Policy and its implementation in higher education.
6. To promote research, innovation and entrepreneurship
7. To tap funds from external agencies for research, infrastructure upgradation, and training.
8. To collaborate with corporate, industry, professional bodies for empowering students and teachers
9. To renovate the infrastructure to promote aesthetic appeal, convenience, promotion and branding.
10. To engage students in rigorous training in communication skills, soft skills, employable and life skills, interview and placement skills to improve the number of students going for higher studies and employment.
11. To register the alumni association.
12. To redefine the vision, mission and objectives of the institution in keeping with the strategic and perspective plan of the institution
13. To institutionalize specific quality improvement strategies to promote e-governance
14. To improve the brand image of the college through new promotional activities and redesign of the institutional website.
15. To promote happy learning environment by focusing on all round development of students focusing on co-curricular, and extra-curricular activities.
16. To introduce new best practices that improve quality in operations and procedures.
17. To frame new policies and strategies for improving institutional distinctiveness.