



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**SWAMI DAYANANDA COLLEGE OF ARTS AND
SCIENCE**

MANJAKKUDI TIRUVARUR DISTRICT

612610

www.sdcollege.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Genesis about SDET

Along the lines of millennial tradition of our rich heritage, in the sacred name of His Holiness PUJIYA SRI SWAMI DAYANANDA SARASWATI –a distinguished, traditional teacher of Vedanta,our institution was started in 2001,patronized by **Swami Dayananda Educational Trust (SDET)**.

As a part of community welfare programmes to adjacent villages, the Trust undertakes the management of an Aided Higher Secondary School, Matric School, Veda Patasala buzzes with cheerful children where euphonious sound of vedic chanting is heard at Kodavasal a few yards from the big temple endowed by trust. The Patasala has had distinguished teachers and has produced hundreds of outstanding vedic scholars since its inception.Swami Dayananda Ayurvedic Dispensary, Kodavasal,has made holistic and intuitive approach to patients proving hundreds of people moving towards ayurvedic medication.

The trust runs a Goshala where healthy cows are reared to demonstrate how the rural economy can be improved. The trust is also successful in organic farming. Free from adulteration, in this conventional method of farming operations would fetch attractive returns optimally to farmers.

About college

Swami Dayananda College of Arts & Science is situated in spacious premises at Manjakkudi village with an extensive campus area 9.15 of acres of land. Affiliated to the Bharathidasan University, Tiruchirappalli, the institution has grown into one of the premier institutions in this region offering 11 UG, 3 PG, 2M.Phil and 1 PhD programmes with 1800 students on roll. In addition to this, diploma in Yoga and 7 certificate courses through entrepreneur cell, Bharathidasan University have been introduced earning its fame as the best educational center for higher education.

The institution has now excelled as a center of learning engaging with ICT enabled classrooms, well equipped laboratories, a state-of-the-art auditorium, well stacked library and modern cafeteria fitted with modern equipment. As the institution is in a village a large number of students especially belonging from socially and economically backward sections imparting higher education along with human values.The institution has been recognized by UGC under section 2(f) and 12(B) in 2018.

His Holiness PUJIYA SRI SWAMI DAYANANDA SARASWATI graces its motto as - "Educating the Future Rooted in Tradition"

Vision

Vision

To create opportunities for rural communities to empower themselves by realizing their fullest potential and evolve into contributing members of society from mere consumers

Mission

Mission

To reach out to the rural, disadvantaged communities with affordable and accessible education.

To impart technical skills on a par with any leading institute in the country so as to bridge the gap between the urban and the rustic learners.

To inculcate in young minds education tempered with sensibility for social commitment and cultural values

To integrate education with sustainable community development activities with a focus on the village of Manjakkudi and its neighbourhood

Objectives

To provide road map for Higher Education facility to rural, economically and socially weaker sections of the society

To impart social values through co-curricular activities

To provide ICT enabled sophisticated facilities for effective teaching learning.

To provide reflexive method to encourage problem solving skills of the learners

To orient the development of students towards employment

To provide value based Higher Education

To enable our students to understand our rich cultural heritage and customs

To mould the students in such a way to take care of societal values there by good citizen

To inculcate and instigate positive attitude for nurturing leadership qualities to serve the human society and to gain wisdom

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strength

- Permanent affiliation for all the degree programmes offered in the college
- Well qualified and devoted teaching faculty
- Recognized by the UGC under section 2(f) and 12(B) status
- Inculcation of human values along with knowledge in subject
- Sprawling campus with adequate infrastructure facility
- Active and student-friendly management
- Endowments and scholarships to uplift the poverty-stricken candidates
- Pollution-free atmosphere on the campus
- Maintenance of a very good employer-employee rapport and work culture
- An actively functional training and placement cell
- Adequatescope and infrastructural support for extracurricular activities
- Regular conduct of cultural and sports activities
- ICT enabled classrooms and updated IT infrastructure
- A spacious, state-of-the-art library
- Vibrantly functional NSS, YRC, RRC and NCC units
- Transport facility even to interior villages
- MOUs with well-reputed companies for the sustainable development of stake holders
- Liberal support from the management for the overall development of the campus

Institutional Weakness

Institutional Weakness

- First generation college entrants with limited exposure
- Inadequate employability opportunity in the region
- Limited research facilities

Institutional Opportunity

Institutional Opportunities

- Attracting substantial number of bright students coping with changing patterns of modern educational system
- Preparing students for succeeding in competitive examinations
- Located in a place with accessibility
- Prospects to inaugurate new programmes
- A vast area gives ample space for further extension of the institution
- Opportunity to develop content material in university website

Institutional Challenge

Institutional Challenges

- With increasing students' admission, infrastructure has to be expanded without any financial assistance from government
- Keeping up the standard of teaching is difficult for those hailing from rural background
- Equipping students to compete with engineering and IT students for the placements
- Difficult to prepare the students compatible for research work and higher studies
- Engaging reputed companies from the capital is a prudent job for placement cell
- Introducing skill-oriented programmes to cater to the needs of industries

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Being an affiliated institute to Bharathidasan University, Trichirappalli, Swami Dayananda College of Arts & Science is adopting Choice Based Credit System (CBCS) since 2005. This offers a wide range of options for the learners and ensures academic flexibility, Gender studies, Environment and Sustainability, Human values and professional Ethics are incorporated into the curricula taught to the students.

Our institution takes special care in curriculum delivery and planning. The academic calendar is prepared every year well ahead of the commencement of the classes that serves as a practical reference book with reference to the conduct of internal tests, submission of assignments, conduct of student seminars, course completion and revision, etc. Besides, students are provided with handbooks that enable them to know about their academic activities of a particular year and plan accordingly.

The following measures are in place for effective curricular delivery:

- Bridge courses/orientation courses are conducted for first year students to familiarize them with the atmosphere and curriculum.
- Reading material prepared by course teachers are made available both in soft and hard copies.
- Special lectures/guest lectures by experts are arranged periodically to expose the students to important concepts and developments in each field.
- Collecting feedbacks from stakeholders helps to improve curricular delivery.

The College Council institutionalizes academic infrastructure setting up multiple committees for redressing effective delivery of the curriculum. Internal Quality Assurance Cell (IQAC) is being pressed into service for collecting feedback from stakeholders about the standard of curriculum delivery and proposals for improving teaching methods etc.,. All feedbacks are collected and being analyzed properly on various benchmarks to improving academic outcomes.

Teaching-learning and Evaluation

All faculty members in the college are well-qualified and acquainted with electronic gadgets. The institution provides training to the faculty to enable them to use the online classrooms platforms efficiently.

Our institution consciously provides academic and practical opportunities to students to realize and augment their latent skills. The spacious state of art Science labs offer hands-on experience and practical exposure to the core concepts acquired from the classroom lectures. The final year students gain a practical utility through their

project works and industrial visits.

Every department has a club or association that provides opportunities for students to tap the latent knowledge. The institute encourages the students to take part in extra and co-curricular activities, inter/intra departmental and inter/intra college events to hone their skills. The assignments and exercises given to the students elicit their potential towards solving problems intelligently. Field visits, seminars and educational exercises facilitate practical exposure developing their organizational and social skills.

The campus is activated with free Wi-Fi connectivity for staff and students with a speed of 200 Mbps and is safeguarded with K7 total security software. Internet facility is made available in all departments and in the library to enhance the scope of e-learning. Each department is in possession of a portable LCD projector and every classroom is equipped with the infrastructure to support the use of ICT tools.

Our institution gives high priority to the conduct of continuous internal assessment in a transparent and efficient manner. The external examinations would be held as per the University schedule and the timetable is displayed on the college notice board for theory and practicals well in advance.

Research, Innovations and Extension

Apart from teaching-learning, our institution involves itself seriously in innovative research and extension. Active participation of faculty members and students in national and international seminars, conferences and symposiums is encouraged. The institute gives utmost priority to the research scholars and the students for accessing ICT facilities available in the campus encouraging widening their knowledge levels.

The training and placement cell and entrepreneurship development cell functions effectively and organizes series of programmes focusing to promote and support in innovation and entrepreneurship. The cell organizes exhibitions of bakery foods, bead jewelery, cane crafting articles, etc., as a source of inspiration for the students to become entrepreneurs.

Our institution has signed a memorandum of understanding with WIPRO, Padma Narasimman ITI, Global Talent Track Foundation (GTTF) and Reselio lab for training and placement of students. The reputed companies like Tata Consultancy Services, City Union Bank, Sundaram Finance Limited, Rane Group, Lucas TVS, Wipro BPS, GE Haier, SKN organics, Integrated Enterprises, etc., visit the campus for placement.

Our institution conducts camps to identify the blood group of students and public. Blood donation is done by the students and faculty to the government blood bank. Medical eye camps are organized for the local public to identify the issues and offer free Medicare with the support of Aravind Eye Hospital, Madurai.

Besides, our institution devotes three units of National Service Schemes containing totally 300 volunteers along with 3 NSS programme officers, 150 members of Youth Red Cross Society with one programme officer, 150 Red Ribbon Club volunteers with one programme officer to promote developmental activities in the neighbourhood community.

From the academic year 2021-22, a unit of **National Cadet Corps(NCC)** is launched enrolling 54 Cadets from both genders.

Infrastructure and Learning Resources

Our institution is equipped with well-planned department blocks, spacious parking facility, adequate space for sports and games and green space as well. The entire campus is Wi-Fi enabled and there are 32 classrooms facilitated with LCD projectors and smart board facilities. The college maintains a collection of living plants and shrubs. A State-of-the-art air-conditioned auditorium with a seating capacity of 1000 students is available.

The library serves as a knowledge treasure for the students who are hailing from the rural background. The library functions from a 3500 Sq.ft. spacious area and accommodates 100 students at a time. The library is endowed with a substantial number of books where a separate section is allotted to each subject catering to specific needs of students. KOHA software system is installed. At present it is partially automated and is equipped with e-resources and INFLIBNET NLIST. Ample collections of subscribed journals and periodicals are separately arranged and also E-Resources are provided with ILMS.

Our institution has devoted play field area of 1.5 acres of land for training outdoor sports like cricket, volleyball, ball badminton, kabbadi and running tracks for athletic events and facilities for indoor games like Chess, Carrom and table tennis.

All students are accustomed to access high speed internet. Our institution has drafted its IT policy addressing standards on IT service management, network security and software management. The IT technocrats of our institution takes its own responsibility of purchasing, installing and configuring of computer systems. The hardware engineer is entrusted with authority for systemizing administration of networks and the version of OS, IP addresses allocations and e-Mail relays.

Student Support and Progression

Our institution always nurtures the students for their welfare at the centre of all its activities. For the past five years, 572 students of our college have been benefitted by Sri GR Memorial Scholarship, AIM for Seva Scholarship, Aranmanai Trust Scholarship, SDC Merit Scholarship instituted to enrich students intellectually and physically continuing their studies without any financial crunch.

Our training and placement cell guides students and pave them to decide their areas of interest during the training programmes offered by the eminent scholars from different field. Our institution has been holding Campus Recruitment Drives every year and it has been very encouraging to see a steady increase in the number of participating companies and students placed through campus recruitment.

Student's involvement in disciplinary committees, anti-ragging committee, entrepreneurship development cell, sports and games committee, etc. is appreciated. The student representatives in these committees are given opportunity to express their opinions and coordinate with the staff members.

Participation in cultural activities make the students sharing their views and enabling them to disseminate spirit of harmony with the other department students. The students involve in their department programmes encouraging in educational programmes, socio-cultural activities, and career development activities to gain practical knowledge.

The students celebrate festivals like Navarathiri, Founders day and Gurupoornima. Besides these, Independence Day, Republic Day celebrations and cultural programmes are also organized by the students. The students take

up social responsibilities by donating blood to the needy patients of Thiruvarur Medical College.

The networking of alumni has tapped into the various opportunities with jobs and related one in the course of job hunting. The placement officer communicates with the alumni who collects information for the benefit of the students. The alumni network of our institution donates liberally to promote the students and for social campaigns for the benefit of the rural people.

Governance, Leadership and Management

The ideal of our institution is empowering students to grow into full-fledged citizens contributing to the community where they live. Our institution has made a planned movement to achieve its destination adopting innovative methods and best practices enhancing the knowledge levels of the students in tuning with the vision and mission. The College Council drafts its action plan related to all pertinent aspects of our institution's governance in a democratic and transparent manner aligning with the vision and mission of our institution. The strategic plan Vision 2026, recruiting process and admission norms are chalked out by the College Council assuring to maintain quality to reaching out the vision and mission of the College.

To perform decision making effectively and efficiently, all academic and administrative operations are decentralized. Before the beginning of the academic session of each year, a well laid down method is adopted to constitute committees. The committees are constituted by the Principal based on performance of the staff members. The students are included in various committees representing their vows.

The student representative of each class in each department acts as the bridge between faculty members and students gaining the additional responsibility to help them to grow. These kinds of provisions create a system where leadership is developed within the established framework. The IQAC of our institution regulates on the promotion of academic standards by governing and reviewing the performances of faculty members and students. The IQAC coordinator supervises the NAAC process and ISO accreditation process giving valuable guidance in the progression of the reports.

Institutional Values and Best Practices

Our institution always believes in promoting gender equity by means of fostering the sense of equality and special aptitude to all while imbibing knowledge. Gender discrimination, gender strength and weakness, evils of domestic violence acts are encompassed in the syllabi. The culture of gender equality has been established by conducting series of programmes organized by Anti-ragging Cell and Internal Complaints Committee in association with Gender Champion Club.

Our institution strives to instill knowledge of disposing waste management in all our stakeholders and inspires them a behavioral change to face the magnitude of the challenges involved in waste management. Awareness programmes are conducted by the NSS volunteers in order to make our students learn live sustainably in a very systematic way with idea related to solid waste management consciousness on consumerism and resource conservation.

Our institution is determined to provide an inclusive environment by ensuring social and cultural diversity in line with the life and preaching of Swami Dayananda whose name the institution proudly bears. Music and dance festivities take place annually for a week-long time before the graduation day and Swami Dayananda

campus wears a festive look during this annual convention.

To familiarize the students, our institution is celebrating various national festivals and observe birth/death anniversaries of great personalities creating the sanctity of our nation among the student community. These anniversaries help the students to remember the contribution of our freedom fighters and discussing the issues like unemployment, poverty, pollution, etc.,

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SWAMI DAYANANDA COLLEGE OF ARTS AND SCIENCE
Address	MANJAKKUDI TIRUVARUR DISTRICT
City	MANJAKKUDI
State	Tamil Nadu
Pin	612610
Website	www.sdcollege.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Hema V	04366-260300	9943515156	-	dayanandacollege@gmail.com
IQAC / CIQA coordinator	Venkatesan T	04366-260301	9488547948	-	iqac@sdcollege.edu.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	14-03-2001

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Tamil Nadu	Bharathidasan University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	10-07-2018	View Document
12B of UGC	10-07-2018	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	MANJAKKUDI TIRUVARUR DISTRICT	Rural	9.15	11640

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	Higher Secondary	English	60	58
UG	BCom,Commerce	36	Higher Secondary	English	50	49
UG	BCom,Commerce	36	Higher Secondary	English	182	181
UG	BBA,Business Administration	36	Higher Secondary	English	110	67
UG	BSc,Computer Science	36	Higher Secondary	English	50	22
UG	BSc,Computer Science	36	Higher Secondary	English	50	49
UG	BCA,Computer Science	36	Higher Secondary	English	50	50
UG	BSc,Mathematics	36	Higher Secondary	English	50	32
UG	BSc,Physics	36	Higher Secondary	English	40	8
UG	BSc,Chemistry	36	Higher Secondary	English	50	23
UG	BA,English	36	Higher Secondary	English	60	16
PG	MCom,Commerce	24	UG Commerce	English	40	16

PG	MSc, Computer Science	24	UG Science	English	40	8
PG	MSc, Chemistry	24	UG Chemistry	English	25	11
Doctoral (Ph.D)	PhD or DPhil, Commerce	60	PG Commerce	English	12	4
Pre Doctoral (M.Phil)	MPhil, Commerce	12	PG Commerce	English	6	0
Pre Doctoral (M.Phil)	MPhil, Computer Science	12	PG Computer Science	English	2	2

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				74			
Recruited	0	0	0	0	0	0	0	0	46	28	0	74
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				63
Recruited	45	18	0	63
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	4	3	0	7
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	27	14	0	41
M.Phil.	0	0	0	0	0	0	14	4	0	18
PG	0	0	0	0	0	0	5	4	0	9
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	4	0	4
PG	0	0	0	0	0	0	0	2	0	2
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	865	7	0	0	872
	Female	799	4	0	0	803
	Others	0	0	0	0	0
PG	Male	25	0	0	0	25
	Female	30	0	0	0	30
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	1	0	0	0	1
	Female	3	0	0	0	3
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	2	0	0	0	2
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	11	18	20	14
	Female	18	25	36	23
	Others	0	0	0	0
ST	Male	2	0	5	7
	Female	2	2	3	1
	Others	0	0	0	0
OBC	Male	293	246	250	188
	Female	264	262	302	312
	Others	0	0	0	0
General	Male	25	16	17	15
	Female	16	10	14	18
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		631	579	647	578

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The Choice Based Credit System followed by the college helps for the holistic development of students. Despite being an affiliated institution, the college ensures the availability of academic flexibility. Students are given freedom to select courses of their interest from a wide range of options. Our institution fosters multidisciplinary courses that help the students to enhance their intellectual curiosity, sense of commitment and sensitivity of socio-cultural environment. The Science streams have opted Yoga & Stress Management, English as Journalism and Public Relations, Computer Science, Commerce and BBA departments as Office Management for their Skill-based elective paper. All
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	<p>streams have chosen Public Administration as Non-major elective paper and English department as Sanskrit for enlightening students knowledge. For Part I Language Course, both Tamil and Sanskrit are offered and there are takers for both courses. NSS, NCC, RRC, YRC and other clubs create awareness on their perceptions and knowledge of every activity around them gaining on their experiences. Along with regular academic stream the students would get inquisitive, decisive, and skillful to implement the knowledge in real time occasions. The series of experiences enhance to improve their problem-solving skills there to surfacing analytical and creative nature. Extracurricular activities reshape roles and responsibilities of students on dance, sports, music and also in inter college competitions basing on areas of interest. The involvement of students in interdisciplinary approach permits for synthesis of ideas and characteristics from different disciplines yielding a prominence and developing significant transferable skills.</p>
2. Academic bank of credits (ABC):	NOT APPLICABLE - As a affiliated institution to Bharathidasan University, Tiruchirappalli wherein the University designs the curriculum and teaching.
3. Skill development:	<p>In line with the national skills qualification framework, our institution introduces IECD Programmes which establishes a system duly providing vocational skills to students as weekend sessions. Bharathidasan University offers IECD certification Programmes integrating education and competency to platform skill framework augmenting complexity and knowledge level within vocational education and vocational training. Through this IECD Tally ERP 9, Hardware & Networking, Tourism & Travel management, Entrepreneurship development, Communication skills & personality development, DTP and Python certification courses fulfill the essence of vocational training empowering and enabling student's afoot new pathway in their career. Industry exposures have kindled interest to begin scout for a stint of internship meant to stand students in good stead while exploring the job market after undergone graduation. Our placement and training cell arranges training Programmes for developing good interpersonal skills. The trainers also give training on how to introduce themselves before interviewer and appropriate dress codes and personal</p>

	<p>hygiene. Our students take up internships which involves travel and contact with public and private companies. In IT fields internship is encouraged and also involving credits of entrepreneurial activities, project work, seminar and inter/intra training would be arranged by our training and placement cell. Bharathidasan University offers value added papers to the all first year students in the first semester which teaches how to solve problems, resolve conflicts, alternate discussions and fixing in younger minds thinking as an important factor of the curriculum. A book of ethics and morality Thirukkural is embodied in the syllabus. The couplets in Thirukkural inculcate positivity amongst the learners that include the development of humanistic, ethical, Constitutional, and universal human values of truth (satya), righteous conduct (dharma), peace (shanti), love (prem), nonviolence (ahimsa), scientific temper, citizenship values, and also life-skills to understand the culture and way of life over a period of time.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>Our institution gives importance to training linguistic and communicative skills. The students are free to learn Tamil or Sanskrit as Part I language. Our institution is keen on opening enough avenues for giving vent to students' creativity like cultural Programmes which would focus on the art forms of various regions of our nation. These Programmes acquaint students and local public with an integrated view of different ideas and interests from various domains of culture across our nation. a) Our Institution contemplates to introduce the book "Introduction to Indian Knowledge System" – Concepts and Applications encompassing Science, Engineering and Technology etc as a certificate course. b) A communication lab with 32 systems backs up the ICT infrastructure of the institution. The institution provides training to the faculties to enable them use the facilities for communicating bilingually. c) In Arts, Commerce and Science streams, a bilingual approach is adopted while communicating with the students. The students of our institution have the option of Sanskrit as a part I course to foster knowledge bases of India's glory as a great center of learning during the ancient times. d) Efforts are taken sincerely to make the students proficient in local language, English and Sanskrit to bridge effectively</p>

the conceptual worlds of the local and the global. Bharathidasan University in its Choice Based Credit Systems permits the students to choose wide range of non-major elective papers like Indian Culture and Literature, Public Administration and Sanskrit. The philosophical and didactic songs of the saints – Devaram, Thirukkural, and other ancient literatures of Tamil are taught to our students. Diploma in Yoga course is offered to the students to harmonize the body, mind, intellect and soul attaining practitioners the universal consciousness. The prescribed diploma course restores the balance in the planet enlightening global minds in unison. This kind of approach enhances creativity and critical thinking in order to encourage logical decision making and innovation restoring a center of learning to reiterate the concept of free communication and discussion between the teacher and the students. e) To underline concept of taming student's mind, Indian classical music in particular Carnatic music classes have been conducted in our institution under the tutelage of renowned Carnatic musician Smt. Bombay Jayashree and her disciples once in a week. During annual convention, most famous Historians and epigraphists have delivered an exhaustive account of the built temples and inscriptions recorded in it to the students. These deliverances acquaint them about inscribed in the temple complex over the years revealing it as a veritable treasure trove of our ancestors. The dais of G.R Auditorium showcases to focus on full-fledged classical dance performances and screen plays one week before graduation day. Artists having a significant mastery from different states are shown holistic conditioning of their bodies with meditative techniques before the audience.

5. Focus on Outcome based education (OBE):

i. Ideal learning outcomes Our institute aims to maximize learning capacity of students by imparting knowledge and skills enabling them to develop expertise that enhances the employability opportunities. Outcome based education is a student centric measure to improve the quality of educational standards which will be instrumental in mapping and measuring performance of students at every stage. Analyzing the performance of individual students is taking place while mapping Programme outcomes and Course outcomes. ii. Endeavour to achieve goal Our institute launches training Programme for

enhancing teaching capability and methodology to our teachers by erudite professors. It is immensely relevant to the higher education system that teachers should upgrade the latest trends and knowledge in their respective fields. This kind of pedagogical approach establishes quality assurance and clarity of reaching goals. The University designs Programmes and their outcomes as prerequisite to encourage critical thinking and spirit of enquiry to the concerned students. Our professors play an active role of grooming students as good citizens and focus on employability. The emergence of OBE urges the students to know deeper understanding on their courses achieving twin objectives of inclusion and excellence. Our institution adopts the curriculum entailed by the University ensuring the determined outcomes and curricular content suitably interwoven to each other. iii. Vision sweeping In a broader perspective, taking seminars, writing exams and submitting assignments have been instrumental in providing righteous training to gauge the outcomes of Programme. The outcomes of course is tangible with the level of knowledge and comprehending that is already linked specific outcome of Programme under OBE. Our institution's entity is to chalk out assessment and evaluation more holistic rightly recognizing the need to strengthen the specific outcome of all Programmes. (i) To provide knowledge in the relevant discipline to the students. (ii) To equip them with the skills needed for their jobs. (iii) To build progressive society with values and ideals, teaching learning process fulfills these ideal learning outcomes. In order to bridge gap between academia and industry, the placement cell of ours make and arrangement to give training to the students motivating to achieve scholastic success.

6. Distance education/online education:

a) Not Applicable - As a affiliated institution to Bharathidasan University, Tiruchirappalli wherein the University designs the curriculum and teaching accordingly b) Blended approach The blend of both online and in-person classes encourages cooperative learning thus taking place in engaging field visits, taking seminars, group projects, field studies and submission of assignments with in a stint. It seems that many of the students resent technology based education tending to permissible scope for exchanging ideas. The blended learning construes to

accentuate through projects and assignments before appearing for semester examinations. The using of smart boards and other gadgets can create class room ambience enlivening especially weaker section of the students whereby attaining teaching learning experience a cherished one. Our institution contemplates to make the process of teaching transparent and all knowledge levels of students recognized with the exercise coming under public domain. In-person classes duly bring students to socialize with their peers positively impacting all age groups in their language and emotional skills all which are learning through peer interactions underscoring their self-esteem. Our institution has planned a blended teaching in line with National education policy 2020 to restructure the method of deliverance for the students welfare growth and development. c) NOT APPLICABLE – In person classes have been conducted as per the norms forwarded by the University.

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
329	324	324	311	311
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

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

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1800	1732	1567	1386	1280
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
565	548	565	539	477

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
628	545	401	423	456

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
71	71	64	62	61

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
71	71	64	62	61

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 43

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
86.48	181.02	147.14	117.61	86.57

4.3

Number of Computers

Response: 151

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Swami Dayananda College of Arts & Science, Manjakkudi, is an affiliated under Bharathidasan University, Tiruchirapalli, Tamil Nadu. The College offers 11 Under Graduate programmes, 3 Post Graduate programmes, 2 M. Phil. programmes and 1 PhD programme. Situated in a rural set up, the college has been catering to the needs of rural students, most of whom happen to be first generation learners. Hence the College takes special care in curriculum delivery and planning.

Curriculum Planning

At the outset of the each academic year, the College Council drafts a track reviewing strategy to be spearheaded by the Principal and all heads of departments. The Council systematically plans to compile the academic calendar, class time tables, Continuous Internal Assessment schedule, lesson plans, methodologies to be adopted by the faculty, etc. The academic calendar helps the stakeholders to know about the events in order of their occurrences in the academic year. The academic calendar serves as a practical reference book with reference to the conduct of internal tests, submission of assignments, conduct of student seminars, course completion and revision, etc. Besides, students are provided with handbooks that enable them to know about their academic activities of a particular year and plan accordingly. The handbook includes the details of syllabus and the code of conduct.

Curriculum Delivery

The Principal convenes a College Council meeting to ensure curriculum implementation before the commencement of every Semester. At regular intervals of 30 days the Principal and the HoDs review the process of teaching–learning by assessing the lesson plans, work diary, reference materials, developed e-content materials as well as co-curricular and extension activities. The HoDs supervise the syllabi completion and progression of students periodically.

The following measures are in place for effective curricular delivery:

- Bridge courses/orientation courses are conducted for first year students to familiarize them with the atmosphere and curriculum.
- Special coaching classes for students to improve their communication skills
- Bilingual teaching is adopted to benefit the rural students.
- Reading material prepared by course teachers are made available both in soft and hard copies.
- Special lectures/guest lectures by experts are arranged periodically to expose the students to important concepts and developments in each field.
- The college library is well-equipped with text books and reference books to help both the faculty and the students keep themselves abreast of the curriculum. The library is periodically updated.

- The labs are well-maintained and updated so as to help the learners gain practical hands on experience of what they learn in the classrooms.
- As far as possible, the academic calendar is strictly adhered to. On unavoidable/unforeseen circumstances, alternative/compensatory arrangements are made.
- Collecting feedbacks from stakeholders help to improve curricular delivery.

File Description	Document
Link for Additional information	View Document

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

Response:

The calendar committee headed by the Principal drafts the academic calendar well before the commencement of classes every academic year. The academic calendar contains details of an exhaustive range of activities to ensure the systematic completion of teaching, learning and evaluation process within the scheduled time.

The academic calendar indicates the beginning and closing dates for both odd and even semesters for the academic year. It ensures the minimum working of the departments for not less than 90 days per semester. The calendar contains details of the three continuous internal assessment (CIA) tests and five assignment-submission dates as prescribed by the Bharathidasan University, Tiruchirappalli. Schedule for orientation programme/ the bridge course is also indicated in the beginning every odd semester.

The academic calendar is always provided with cushion days that help accommodating flexibility due to exigency. If there is change in the schedule due to unforeseen circumstances, necessary alternative arrangements – like compensatory working days, additional class hours, engaging the classes in the weekends etc., are made. The academic calendar is always planned for 100 working days per semester to overcome situations arising due to any deviation, especially during the monsoon days.

The attendance should be produced to the Principal in Heads Meeting conducted periodically with an interval of 30 days. The principal reviews the compliance of working days and also holds discussions for changes in the academic calendar in them.

The three CIA tests are pragmatically scheduled and conducted as per the schedule in the college calendar. The examination cell apportions the units in the syllabi to be completed for the internal tests with a provision to facilitate revision of the entire syllabus of each course before the end-semester examinations. The assignment's submission dates are also intimated to the students well in advance. The last dates for paying the tuition fees and other fees are indicated in the academic calendar to enable the students to remit the fees in time.

One of the objectives of the institution is to elicit the hidden talents and sharpen their minds by getting them actively involved in a succession of routine academic activities and special events. The academic calendar helps the institution to accomplish the objective systematically. It contains necessary information about the conduct of important days, festivals and functions such as the Independence Day, the

Republic Day, the Founder's Day, the International Women's Day, Sports day, Science day and the College Day, to name a few. All departmental club activities and association activities are scheduled in the hand book.

The annual convention is scheduled before the Graduation Day ceremony in the month of January. Renowned singers and world famous dancers are invited to the annual convention to inspire the students with music and dance and also educate them about the rich cultural heritage of India.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

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

Response: A. All of the above

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

1.2 Academic Flexibility

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

Response: 82.35

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

Response: 14

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

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

Response: 25

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	9	8	6	1

File Description	Document
List of Add on /Certificate programs	View Document
Link for Additional information	View Document

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

Response: 12.12

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

2020-21	2019-20	2018-19	2017-18	2016-17
86	321	232	236	70

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

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human

Values ,Environment and Sustainability into the Curriculum

Response:

The legacy of the founding father of Swami Dayananda College of Arts & Science, Manjakkudi, is to empower the economically weaker rural students in this region through holistic education. The institution strongly believes that the individual growth is not possible without the growth of the local community, the nation, humanity as a whole and the Planet as well. Hence, one of the steadfast objectives of this institution is to incorporate the cross-cutting issues (Gender, Environment and Sustainability, Human values, and professional Ethics) in curriculum planning and delivery.

Gender

The course namely Gender Studies is mandatory to all the final year students as a part V, giving one credit under the Choice Based Credit System. This course intends to inculcate the gender sensitivity among the students towards their counterparts. It addresses issues of gender discrimination, strength/weakness of genders and also legal provisions such as domestic violence acts and the important laws enacted by both the state and central governments. This effort strives to bring together issues of gender and gendered relations in a social space.

Various institutional bodies like Women harassment prevention cell, Anti-ragging Cell, Student Welfare Cell, Counseling Cells for Men and Women, Eco Club, and Cultural Club are also functional in efficiently. These bodies conduct sensitization programmes to inculcate positive attitude in the young minds. In addition to this, a unit of Gender Champion Club attached to the Bharathidasan University's club has seventy five students of both genders enrolled in it. The club includes one male and female faculty and it organizes a host of lectures, a rally and holds meetings to promote gender equity among the students.

Environment and Sustainability:

For the first year students, the two-credit course Environmental Studies prescribed by the Bharathidasan University is mandatory. This course enables every student to acquire knowledge, skills, attitude to shape a sustainable future. The syllabus covers issues related to climate change, depletion of natural resources, ecosystem, bio diversity and conservation, pollution, etc.

The College itself is situated in a sylvan atmosphere as it wears a greenery look on both sides of pathways of the approach road with fully grown trees, inspiring the students and staff members and remind them of their indebtedness to ecology. The college maintains a herbal garden for creating awareness among the students. The volunteers of NCC, NSS, YRC, RRC and Sri Veda Vyasa Parishad club students engage in promotion of tree planting both inside and outside the campus.

Human Values and Professional Ethics

To nourish the sense of ethics among the students, the UG curriculum provides a two-credit course on Value Education. It deals with the philosophy of life, social values, human rights and challenges, RTI acts, consumer protection act, yoga and health, etc.

Special lectures on professional ethics classes are arranged for the benefit of students.

Yoga training is provided to interested students to taming their emotional intelligence.

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

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

Response: 1.56

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

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

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Any additional information	View Document

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

Response: 10.72

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

Response: 193

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document

1.4 Feedback System

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

Response: A. All of the above

File Description	Document
URL for stakeholder feedback report	View Document

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

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

Response: C. Feedback collected and analysed

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

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 74.45

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

2020-21	2019-20	2018-19	2017-18	2016-17
631	581	647	578	440

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
810	782	806	774	676

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 74.38

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

2020-21	2019-20	2018-19	2017-18	2016-17
426	426	462	421	281

File Description

Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

One of the founding principles of Swami Dayananda College of Arts & Science, Manjakkudi, is to uplift the economically and socially marginalized sections in the region through the services of education. Hence, special care is taken to address the needs of each learner on the basis of his/her learning level. At the outset of the academic year, the institution organizes bridge courses for the first year students.

Bridge courses conducted for the entrants before the commencement of regular classes, helps to develop the confidence level, communication skills, and competencies of the students. The bridge course also intends to make the learners feel comfortable with the new environment they face in the campus. The bridge course is also used to measure the learning levels of the entrants. Assessment tests are conducted so as to identify the capabilities and aptitudes of each student. The test consists of General Knowledge, Aptitude, Reasoning and Communicative skills by way of identifying capability of the students and whether they are advanced or slow learners

The progression of the students is observed through their performance in the continuous internal examination evaluation before appearing for the semester examinations. The faculty in charge of the course tailors the method of teaching to the needs of students' understanding capability and knowledge levels. Remedial classes are conducted and simplified material is provided to the slow learners.

The mentor monitors the advancement of the individual student through interactions. The written practices given to the slow learners intend to increase their writing skills. The mentor-mentee system paves way for two way communication between students and the faculty members, helping the slow learners to elevate their capacities as fully as possible. The slow learners are involved in group discussions with their peers and other levels of learners. Counseling and motivational talks help the slow learners come out of their inhibition and develop confidence.

The extraordinary students are encouraged to take part in a wide range of activities which include paper presentations in seminars and workshops and participation in inter and intra-college academic events. The mentor extends their helping hand by providing the learners with suggestions and learning materials. The highly talented students are assigned tasks and activities in addition to the syllabus to facilitate holistic nature. The students are subjected to explore beyond the syllabus by means of presenting their views in class rooms. A special care is taken to motivate the promising students to shine in the University examinations and help them secure university ranks. Library is equipped with a fair collection of books on topics related to the disciplines as well as areas of general interest. Book-lending is also in practice to expand the capacity of the learners.

The intra-department meetings are conducted to discuss the performance and progress of each student. The department maintains a record of the academic performance of the individual student. Suitable actions are taken to address the needs of the learners based on their learning levels.

File Description	Document
Past link for additional Information	View Document

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)	
Response: 25.35	
File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

<p>2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</p> <p>Response:</p> <p>The all-round dexterity of the students is built with experiential learning, participative learning and problem solving methodology. The College consciously provides various academic and practical opportunities to students to realize and augment their latent skills.</p> <p>Experiential Learning</p> <p>The two spacious state of art computer labs offer hands-on experience and practical exposure to the core concepts acquired from the class room lectures. The final year students gain a practical utility through their physical presence at Wipro BPO, situated on the campus at Manjakkudi. Both the well-equipped Physics lab and distinct Chemistry lab accommodate 100 and 120 students respectively where all the three year students undergo practical training and, thereby, complementing their theoretical understanding.</p> <p>The two credit course Environmental Studies is a mandatory course for all the first year students. It involves both experiential and participative learning. The first year students are facilitated with a field trip to the site of organic farming in Swami Dayananda Organic Farm, Manjakkudi. A Herbal Garden (area) is maintained by the college which serves as fertile field for experiential and participative learning.</p> <p>The courses E-Banking and E-Commerce provide information regarding operations of the banking systems. All final year Commerce students are taken for a visit to nearby branch of City Union Bank, Manjakkudi for their benefit.</p> <p>An educational tour arranged for final year students to historical places like Gangaikondacholapuram and Vadalur to acquaint them with our values. The industrial visits to Lucas-TVS, Pondichery, Indian Institute of food Processing and Technology, Tanjore, Aavin Production Factory, Tanjore enable the students to gain experiential learning.</p> <p>Participative Learning</p>

Every department has a club or association that provides opportunities for students to tap the latent knowledge of the learners. The institute encourages the students to take part in extra and co-curricular activities, inter/intra departmental and inter/intra college events to hone their skills. The associations organize a series of events like quiz competitions, elocution, essay competition, exhibitions, and paper presentations, to stimulate the critical thinking skills of the students. The college students also partake in other colleges festivities bringing laurels to the college.

The workshops, seminars and conferences make the students self-paced individuals. This kind of learning would be possible to improving their leadership qualities and thinking capabilities of the students. Students are encouraged to participate and present a paper in seminars and partaking in a symposium, organized by the other institutions.

Problem -Solving Methods

The curriculum based inter-disciplinary projects promote student centre learning especially in programmes like Computer Science, Commerce, etc. The assignments and exercises given to the students elicit their potential towards solving problems intelligently. Sensing the importance of the skill development, the institutions arrange for placement training programmes by the trainers in which special coaching is given for problem solving.

The final year students of the most of the undergraduate programmes and post graduate programmes in the college have project work in their curricula. The mini project offers them opportunity for experiential learning, participative learning and problem solving aptitude as well.

File Description	Document
Link for additional information	View Document

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

Response:

One of the special features of our institution is the effective use of Information, communication and Technology (ICT) for better teaching-learning. Adequate infrastructure is maintained in the campus to facilitate teaching-learning through technology.

The campus is activated with free Wi-Fi connectivity for staff and students with a speed of 200 Mbps and is safeguarded with K7 total security software. Every department is in possession of a portable LCD projector and every classroom is equipped with the infrastructure to support the use of ICT tools. All 41 class rooms and 2 seminar halls are activated with Wi-fi facilities. Six classrooms are installed with smart board facilities along with necessary computer accessories.

The two spacious computer laboratories with 106 systems and a communication lab with 32 systems backing the ICT infrastructure of the institution. Everyday more than 300 students use these computer

labs. Students are given free access to the computers in the Library and Communication Lab. Students are encouraged to explore internet sources for their presentations in seminars and workshops and for preparation of assignments.. The ICT is used by the students to optimize their knowledge and supplement it with current developments.

The following are the software with which the ICT of the college is equipped with: C, C++, Netbeans, Oracle, Libreoffice, Ms-office, Android, Python, Perl, Php, My sql, Java, GW Basic, MariaDB, Visual Code, Eclipse, Apache, Adobe Photoshop, Adobe Pagemaker, Coreldraw, Visual Studio2012, Tally Erp, Weka and Xampp. These software adequately fulfill the requirements of the learners.

The Faculty and the students are encouraged to use online platforms, such as Google class room, MS Teams, etc., for curricular activities. These activities are encouraged to reach out to the students when direct class rooms are not possible. Every course teacher maintains a whatsapp group of students to support quick and easy transmission of information. The seminar/assignment topics and necessary material for them are shared by the teacher concerned via whatsapp groups. Through the Zoom application, the webinar would be conducted for testing the comprehensive capacity of the students. The online lecturing mode helps to supplement the teaching-learning process

The institution provides training to the faculty to enable them use the online class rooms platforms efficiently. The twenty five laptops and printers given to the departments enable the course teachers download material and use them as a tools for teaching. The regular online tests reflect the ability of the students to adapt themselves to the ICT environment thanks to infrastructural support in the institution. Holding of online viva voces for M. Phil. and PhD scholars is also supported.

Apart from these facilities, the library facilitates the use of 300 Mbps broad band internet accessibility and allocating advanced computer systems for ready references to the students. The usage of E-resources like E-books, E-Journals etc., plays a pivotal role to transfer of knowledge taking them to shape at rapid pace. The faculty members have also uploaded e-contents on a variety of topics the college website by way of conforming to the digital culture.

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

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

Response: 25.71

2.3.3.1 Number of mentors

Response: 70

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

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
Response: 100	
File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)				
Response: 42.61				
2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years				
2020-21	2019-20	2018-19	2017-18	2016-17
35	31	29	24	22
File Description	Document			
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document			
Any additional information	View Document			

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest
--

completed academic year in number of years)

Response: 5.83

2.4.3.1 Total experience of full-time teachers

Response: 414

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

2.5 Evaluation Process and Reforms

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

Response:

Our institution gives high priority to the conduct of continuous internal assessment in a transparent and efficient manner. An exclusive committee is constituted for the smooth conduct of the CIA. The students are made aware of the regulations related to the calculation of internal assessment as they are given neatly in the College Diary.

The evaluation process ramifies into two categories namely, internal and external evaluation wherein the former carries 25 marks and later to 75 marks as scaling implemented for the evaluation purpose. The internal assessment tests are to be held as per the schedule predicted in the college diary. In turn, the CIA classifies into three broader performances of the students. For every course, three internal tests are conducted in regular intervals of 30 days improving their writing skills. Besides this, five assignments are given to the students for upgrading their knowledge depth into their subject levels.

The seminars assigned to the students would be taken into account exposing natural talents of the students. The institution accomplishes CIA in accordance with the schedule chalked out by the examination committee headed by the principal.

The faculty in charge of the course communicates to students regarding the syllabus one week in advance. The respective HoDs review question papers set out by the faculty and evaluation, bearing programme outcomes and course outcomes in mind.

The schedule of the internal examinations is displayed in the notice board 10 days before the commencement of the internal examinations. as already notified in the college diary. Out of the three internal tests the best two would be taken into calculation converting them for fifteen marks. Each assignment will be evaluated for five marks and seminar is credited with five marks. In this way, performance in the internal assessment is assessed to the maximum 25 marks.

For every course, a fair chance will be given to the absentees owing to permissible circumstances falling under a uniform internal evaluation system with the consent of HoD.

The course teacher evaluates the answer scripts and hands over to the students with counseling on improving the quality of presentations. The student's grievances like totaling error or any would be instantly redressed.

For courses with practical exams, the marks awarded are 40 to the model practicals and university practical carries 60 marks. These examinations are conducted 15 days before the commencement of the university practical examination schedule intimated by the university.

The continuous internal marks are to be displayed on the notice boards after getting signature from the students. In this way, this internal examination system has been made more accountable and transparent. For any exam related complaints received from the students, necessary redressal action is taken immediately. A register is maintained for exam-related grievances from the students.

The external examinations would be held as per the university schedule and the time table is displayed on the college notice board for theory and practicals well in advance. The chartered schedule is floated in the university website for the theory examinations

File Description	Document
Link for additional information	View Document

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

Response:

A proven mechanism is in place by which the students' grievances related to internal/external evaluation are received, sorted, and addressed properly as promptly as possible in accordance with the guidelines suggested by the Bharathidasan University.

Internal Evaluation

The institution addresses internal and external examinations related grievances received from the students promptly. The course teacher concerned evaluates all the answer scripts within the time period of one week after conducting the examinations. The course teacher would discuss the answers while giving the valued scripts so as to help the students ensure whether they are awarded right marks.

The evaluated answer scripts are handed over to the students to go through the valued answer scripts and to find whether any discrepancy is there in the award of marks or totaling. The Bharathidasan University allocates 25% of internal marks of the total per course in each programme. Of these, 15% marks are for class tests and 5% for assignments and 5% for seminar presentation.

The college upkeeps complete clarity and transparency while giving an internal assessment marks to the students. The grievances brought to the notice of the class teacher or mentor is taken to the attention of the course teacher by the students would be looked into immediately. Grievances like re-totaling, award of marks, or any such minor issues are solved then and there. Students are also notified their level of

performance in practicals, seminars, and assignments along with suggestions for improvement.

The internal marks would be displayed on the notice board on time so that the learners will have an idea for the semester examinations.

External Evaluation

The Bharathidasan University drafts a time schedule for conducting the semester examination 25 days before the scheduled date and uploads the same on the University website. The setting of question papers and evaluation process is governed by the university itself.

If any grievance related to the University question paper arises, the course teacher concerned takes it to the Principal who, in turn, approaches the apex authority of the same through proper channel.

The examination results are uploaded on the University website for enabling the students to view their results. Based on the request from the students, the college principal takes action for the transparency of the answer scripts, re-totaling and revaluation. Necessary arrangements are made so that the revaluation application and the request of re-totaling are sent to the University within two weeks from the publication of results and also get transparency of answer scripts.

The students are eligible to take up the instant examination if only he/she has failed in one course. Students are appraised of the examination related guidelines and protocols.

Bharathidasan University has a protocol for redressing grievances in relation to the external evaluation. In case of any discrepancy like withholding of results, spelling mistakes in names, any other inadvertent errors, etc., such issues would be addressed to the University after receiving complaints from the students. Both the internal and external evaluation together forms the summative assessment of the students.

File Description	Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

Our institution adheres to the curricula and syllabi framed by the Bharathidasan University, Trichirappalli. The outcome based education would make the process of teaching meant to attaining specific knowledge, skills, attitude and enhancing the natural talents, while undergoing course of study in analogy with specific programmes.

The ingredients of Programme Outcomes, Specific Outcomes, Course Objectives, and Course Outcomes for all programmes offered by the institution are floated on the institutional website for the benefit of the

students and other stakeholders as they are informed of the intended objectives and expected outcomes of every programme and each course.

The objectives of the Programmes and Career Prospects would be intimated to the students during the admission process itself by the admission desk. Before the start of regular classes, an orientation programme with a view to familiarize all the entrants with the means and goals of outcome-based education. The faculty members are given specific roles in the Orientation Programme. Every faculty delivers a lecture on the learning outcomes and programme outcomes he/she deals with.

Distinguished professors from other institutions and business people are invited as resource persons to strengthen the implementation of outcome-based education. Students are provided with an opportunity to be aware of every employability opportunity of each programme so as to concentrate more on specific courses in order to achieve their goals.

The course outcomes explained at the beginning of each course enable the students learn and understand the concepts and also develop knowledge with respect to the academic discipline.

The course teacher prepares the question paper for the internal tests keeping in mind the objectives and outcomes of the course. The heads of departments along with other faculty members of the department conduct reviews of the progress achieved by each student after the publication of results. Based on the marks secured by a student, his/her strength/weakness is identified, which, in turn, helps the course teacher to improvise his methodology of teaching with a view to achieve the course/programme outcomes. The faculty members concentrate on the outcomes of the course in accordance with the knowledge-level and comprehensive capacity of the students. The accomplishments are assessed and evaluated at the end of the examinations.

In each programme, the student-centric approach module imparts additional study time for further reading, writing the assignments ably and analyzing capability kindling their ability for and interest in self directed study.

The holistic development of the students is being achieved by activating them to organize programmes, conferences and workshops ensuring in-depth learning process. The course teacher designs special tasks like group discussion, mock interview, etc, to tap the potential of varied students in the class. The project works assigned to the post graduate and under graduate students intend to provide them with clarity of purposeful goals with outcome determination. The activities like taking up case studies, group projects, and quiz programmes facilitate the students overcome challenges of higher education including keeping pace with rapid advancements in their respective fields, establishing the ethics of education.

File Description	Document
Past link for Additional information	View Document

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

Response:

Our institution adopts Choice Based Credit System as set out by the affiliated University. The programme outcome, course outcome and programme specific outcome survey exhibit reaching percentage of the teaching learning process.

The institution is always keen on analyze attainment of the above mentioned outcomes in direct and indirect evaluations. The continuous internal assessment and University examination serve significant role to measure up the attainment of programme outcomes.

The components of direct evaluation are based on the awarded marks in summative and formative evaluation shown the direct measure of attainment of specific course outcomes. These outcomes are clearly taught in initial classes to the students by the concerned course faculty member.

The formative assessment consists of theory paper for seventy five marks as evaluated by Bharathidasan University and the remaining twenty five marks determined in the college level. The students must get minimum 30 marks for external theory paper and 10 marks for internal evaluation to pass the examination.

The Cumulative Grade Point Average (CGPA) is one of the components permeating the extent of fulfilling Programme Specific Outcomes. The awarded grade points show the academic excellence of the students.

The performance of the students in major and allied courses helps to categorize distinction, first class and second class. The grade points are awarded to Part I and Part II papers respectively and also to the Environment studies, Value Education and Soft Skill each having one credit, Non Major Elective papers and Skill Based Elective papers having credits two and three respectively. The sports and extension activities turns over one credit for the final year students.

The scientific approach is made through mapping the Course Outcomes and Programme Outcomes revealing the extent of reaching percentage into the knowledge levels of the students.

The Course Outcome measurements are taken through direct and indirect methodology. At the beginning of the semester, all staff members teach the students to develop along with the course that will enlighten educational programmes getting to impart the goals of course attainment. Scored marks of the students are to be recorded promptly including the way of submitting the assignments and the performance as to when taking seminar in the class room. The data will be deliberately analyzed bringing the level of outcome attained by the individual students thus consolidating the entire attainment percentage - direct method.

In indirect method, at the end of the examination of each semester survey depicts the level of course attainment. The summation for each question is taken into account for assessing the attainment of Course Outcomes.

The attainment of Programme Outcomes is determined by correlating the marks based on the Course Outcome and Programme Outcomes. The mapping specifies levels of Programme Outcomes as computed from the Course Outcomes as summing up the average. However the total weightage of the attainment of CO's is used to calculate the attainment of Programme Outcomes.

All these assessments integrate the stages of pre examination and the semester examination knowledge level of the individual students.

File Description	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 96

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

2020-21	2019-20	2018-19	2017-18	2016-17
625	545	376	389	432

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

2020-21	2019-20	2018-19	2017-18	2016-17
628	545	401	423	456

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.26

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0.05

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.05	0	0	0	0

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

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

Response: 5.63

3.1.2.1 Number of teachers recognized as research guides

Response: 4

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 2.33

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

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

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	8	8

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

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

Response:

Our institution encourages active participation of faculty members and students in national and international seminars, conferences and symposiums. Much efforts are taken to maintain and promote the IT infrastructure in the campus to render ceaseless service to the students. Our institution gives utmost priority to the research scholars and the students for accessing ICT facilities available in the campus encouraging widening their knowledge levels.

The training and placement cell and entrepreneurship development cell functions effectively and take constructive measures in creating technical oriented ideas and engaging the students for the knowledge transference in their interested fields. The ED cell organizes series of programmes focusing to promote and support in innovation and entrepreneurship related activities. The interactions with entrepreneurs create an environment that helps the learners evolve a strategy to become successful entrepreneurs. The ED cell holds a series of workshops, seminars and webinars with exponents in business as resource persons to implement entrepreneurship culture. In association with the District Industries Centre and the women self help groups, the ED cell organizes exhibitions of bakery foods, bead jewelery, cane crafting articles , etc., as a source of inspiration for the students to be best entrepreneurs to stand on their own.

The institute has signed a memorandum of understanding with WIPRO, Padma Narasimman ITI, Global Talent Track Foundation (GTTF) and Reselio lab for training and placement of students. Those students who are undergone training to grab the opportunities in reputed companies benefitted through this programme organised by Training and placement cell.

Our students outperformed in National level Research Convention bringing laurels to our institution to add an additional feather in our cap.

Through the online mode, 5 students hailing from Mathematics department presented model on using robots in space in world space week 2020 design competition organized by Satish Dhawan Space Centre, ISRO, department of space Govt., of India from 4th to 10th October, 2020 under the valuable guidance of HOD & one staff member in Mathematics department, SDC, Manjakkudi. Two students of our institution have successfully participated in world space week 2021, program held from 4th to 10th October 2021, conducted by Satish Dhawan Space Centre, ISRO, Sriharikota.

Every year many companies visit our institution for recruiting students through campus placement. The reputed companies that coming in SDC naming Tata Consultancy Services, City Union Bank, Sundaram Finance Limited, Rane Group, Lucas TVS, Wipro BPS, GE Haier, SKN organics, Integrated Enterprises and others.

In tying up with SASTRA University Thanjavur, a faculty development programme and leadership programmes for students have been conducted to re-skill the knowledge of faculties and re-orient the knowledge levels of students respectively.

Our institution publishes its yearly magazine showcasing the students to present their views in a healthy way.

File Description	Document
Paste link for additional information	View Document

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

Response: 10

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

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

File Description	Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years	
Response: 1.75	
3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years	
Response: 7	
3.3.1.2 Number of teachers recognized as guides during the last five years	
Response: 4	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years				
Response: 0.27				
3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.				
2020-21	2019-20	2018-19	2017-18	2016-17
2	4	6	5	1
File Description	Document			
List of research papers by title, author, department, name and year of publication	View Document			

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years	
Response: 1.38	
3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years	

2020-21	2019-20	2018-19	2017-18	2016-17
9	32	28	10	12

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

3.4 Extension Activities

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

Response:

Our institution devotes three units of National Service Schemes containing totally 300 volunteers along with 3 NSS programme officers, 150 members of Youth Red Cross Society with one programme officer, 150 Red Ribbon Club volunteers with one programme officer to promote developmental activities in the neighborhood community. From the academic year 2021-2022, a unit of National Cadet Corps is launched attached to the 8th(TN) Battalion, Kumbakonam enrolling 54 Cadets from both genders.

The NSS units have adopted three nearby villages namely Engan, Puthukkudi and Kannara Puthukudi. Every year, the weeklong special camp involves in various welfare activities developing the student's sense of social and civic responsibility. During the special camping, the volunteers involve themselves in various projects like, medical camps, village cleaning, tree plantation, etc. They also perform cultural activities and dramas in the evenings to create awareness among the public regarding health, financial prudence, education, etc.

The three units of volunteers have taken out various programmes as per schedule focusing on activities like furbishing the vegetation on the path ways, dredging the ponds, plantation of saplings, campaign on cancer awareness, drug addiction, evils of tobacco chewing, road safety rally, and wearing helmet awareness programmes. A group of volunteers along with programme officers is involved in creating awareness among school children about issues relating to health, sanitation, hygiene and cleanliness.

A rally would be taken from Manjakkudi to the Kudavasal Taluk Office to creating awareness among the voters to exercise their franchise and also include their names in the voter's list. The volunteers extend their service towards society by means of helping for the physically challenged persons for polling votes in elections. The Postal department along with student volunteers launched a one week programme on enrolment updation in Adhars benefiting 300 villagers.

In association with Primary Health Centre, the college conducted a camp to identify the blood group of students and public. Blood donation was also done by the students and faculty to the government blood bank.

Medical eye camps are being organized for the local public to identify the issues pertaining to the eye related defects offering free Medicare.

The club YRC hosts a cluster of meetings to create awareness as well as dispel myths about the origination of HIV virus for the students and general public. The special lectures and demos are arranged to educate the public about the importance to lead a disciplined life. On behalf of YRC the volunteers conduct a awareness programmes across villages of Thiruvarur District on Covid 19, distributing pamphlets, facemasks, hand gloves, sanitizers and food packets freely to the needy during the Pandemic period. The first aid training and the disaster relief exercises develop the volunteer's capacity to meet emergencies energetically and serving for the people when national disasters happened.

File Description	Document
Paste link for additional information	View Document

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

Response: 0

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

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

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

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

Response: 42

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

2020-21	2019-20	2018-19	2017-18	2016-17
9	5	6	7	15

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

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

Response: 58.85

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

2020-21	2019-20	2018-19	2017-18	2016-17
628	800	814	1000	1140

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

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

Response: 0

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

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

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

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

Response: 4

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	0	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Our institution functions in a vast green and serene campus of 9.15 acres of land surrounded by green fields. The campus infrastructure includes well-planned department blocks, spacious parking facility, adequate space for sports and games and green space as well.

On either side of administrative block, Library block and new block apurtuently built in class rooms foster an inclusive academic ambiance for students in our institution. The available infrastructure facilities and learning resources cater to meet out the requirements and norms of the statutory/regulatory bodies. The infrastructure facilities and learning resources are given below:

Description	Number	
Class rooms	41 (11 additional class rooms in the verge of completion)	
Computer labs	2	
Physics lab	1	
Chemistry lab	1	
Communication lab	1	
Seminar Halls	2 (1 additional seminar hall under construction)	
Library	1	
Training and Placement cell	1	
NCC Room	1	
NSS Room	1	
YRC Room	1	
RRC Room	1	
Sports Room	1	
Administrative room	1	
Wash room – boys	45	
Wash room – girls	43	
Cafeteria	1	
Common room for Women	1	
Counselling Room	1	

The entire campus is Wi-Fi enabled and there are 6 class rooms fitted with LCD projectors and smart board facilities. The college institutes 200 Mbps internet connection in which 100 Mbps of Jio in shared mode and 20 Mbps lines through BSNL.

The college maintains a collection of living plants and shrubs motivating aspirations of the students cherishing the value of botanical garden.

A well built cafeteria 4650 sq.ft is attached with a kitchen modern outfits and storehouse. The college provides space for hassle free parking place before the college.

For meeting out the needs of the physically challenged students ramps are putting up in required places and wheel chair bound students are allotted class rooms on the ground floor and wash rooms. The college is always very sensitive to fulfill the needs of physically disabled students.

A State of the art air conditioned auditorium with sq. feet 12326 and a seating capacity of 1200 students is available. It is equipped with a large podium, VIP lounge, two green rooms, wash rooms, carpeting, wall paneling for acoustic effects. The auditorium has its spanning green lawns inculcating the best practice of eco friendly living.

The college has been equipped with two 125 KV capacity diesel generators for uninterrupted power supply. Fire extinguishers are being kept in all the floors.

The buses are operated from 20 destinations to the college enrouting interior and remote villages. All washrooms are furnished thrice a day providing with water supply and waste bins. The cleaning duty and relevant information's are displayed on the chart.

The college has built a water tank with a capacity of 40000 litres ensuring to meeting out the water requirements.

The whole premises is outsourced to an agency to provide security personnel on duty rotational basis throughout the day and night headed by three Assistant Security Officers. Thirty CCTV cameras are installed for ensuring safety measures.

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

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

Response:**Cultural Activities**

Our institution has promoted its commitment towards cultural activities, sports games (indoor, outdoor), yoga for beneficial to the student community.

All events including literary activities, graduation day and all department functions have been organized in the G.R. Auditorium, which is equipped with a large podium, VIP lounge, two green rooms, wash rooms, carpeting, wall paneling for acoustic effects.

Fine arts committee trains participants for an intra and inter collegiate events throughout the year fetching many prizes to our institution. The staff members concerned oversee training keenly on the way of preparing for the cultural competitions.

An extravaganza has been organized at the end of the academic year.

Description	Auditorium	Seminar hall	
Area in Sq. ft.	12326	3000	
Capacity	1000	200	
Audio-video facility	Yes	Yes	
Air-Condition facility	Yes	Yes	
Greenroom facility	Yes	-	

Sports and games facilities

Ample playfield is provided to conduct for regular training for sports and games for men and women. The Cricket, Kabbadi, Kho-Kho, Ball badminton, Badminton, Foot ball, Volley ball, Net ball and other indoor games such as Chess, Carrom, and Table Tennis events are hosted to enhance skillness of the sports personalities.

The sports room, fitness center and store room are allocated to the physical director keeping materials in a neatly arranged manner.

The sports committee conducts its meeting with the sports students fostering environment where all can go behind their passion and contend for success.

The sports committee follows suitable selection rules within the established frame work and identifies the student's capabilities in terms of their skills training them accordingly.

The institute strives to excel in the field of sports, games and yogasanas involving in a manner of devoting well planned infrastructure.

Every academic year intramural sports tournaments have been organized and winners are suitably recognized in a function.

Specifications of outdoor and indoor games

Details	Area	Activity
Outdoor/Indoor		
Badminton	3600 sqft	Badminton, Shuttle
Ball badminton	7850 sqft	Ball badminton
Cricket	160000 sqft	Cricket, cricket nets
Foot ball	37655 sqft	Foot ball
Kho-Kho	7527 sqft	Kho-Kho
Volley ball	3873 sqft	Volley ball
Kabaddi	3270 sqft	Kabaddi
Net ball	8346sqft	Net ball
Indoor games	625 sqft	Table tennis, Chess and C
Fitness centre	305 sqft	dumbbells, weight plates, etc.,

A well equipped physical fitness centre has been arranged in a room with all major types of equipments like dumbbells, weight plates, weight lifting rod and weigh machine.

The rustic ambience kindles the sports personalities more competitive spirit and fixing in younger minds the spirit of cooperation on the sprawling grounds.

Yoga Center

Diploma in yoga course has been introduced from the year 2006 for the benefit of yogic learners and classes are taken up by a well trained yoga instructor for mental and physical well beings.

Swami Dayananda meditation hall develops mind strength and concentration of all those who are undergoing meditation.

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

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

Response: 79.07

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 34

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

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

Response: 82.72

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

2020-21	2019-20	2018-19	2017-18	2016-17
61.54	167.37	123.63	92.20	75.81

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

4.2 Library as a Learning Resource

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

Response:

The library serves as a knowledge treasure for the students mostly hailing from the rural background. Utmost priority is given to the promotion of accessing the library.

The library functions in a 3500 Sq.ft spacious area and accommodates 100 students at a time. The library is automated with Koha open source software and N-LIST, National Digital Library India (NDLI) facility is given to all the students and teachers of the college. The library is well stocked with racking 11007 latest books, 36 National/International journals and magazines and also a good number of CDs in relation to course syllabus.

For the integrated library management system which has installed KOHA software system and 11000 books are racked accordingly accessing the resource materials openly. The implementation of KOHA software presents modules for acquisitions, circulation, cataloging, serials management, authorities, flexible reporting, label printing, multi-format notices, offline circulation while being in the absence of

internet access. The consortium of all sizes and multi-branch in our library works speedily for issuing the books. At present it is partially automated and is equipped with E-resources and INFLIBNET NLIST for the use of faculty members and students on the campus.

Two computers and one printer are provided to the library accession for searching the books on Online Public Access Catalogue (OPAC). Library has a fifty CD's for updating the present trends. And the following technical specifications are implicated.

Name of ILMS Software	:	KOHA Software
Nature of automation	:	Library is a partially automated
Version	:	20.05.01
Year of Automation	:	2019-2020

This software installed in our library shows a full text searching by the way of an enhanced catalog and powerful searching display immediately for finding the location of the books. The software ensures interoperability with the other systems and technologies as to when undergoing workflows and tools. The issuance and returning books are promptly checked out managing to interface on World Wide Web technologies-XHTML, CSS and javascript-the best solutionaries for all impediments while operating.

The ILMS software predicates the below mentioned practical oriented easily accessible modules.

- Entering and leaving the library is being tracked through the e-gateway register.
- The title accession number, subtitle, author name of the books can be easily identified about their location.
- New arrival books details are to be automatically generated for accession.
- The issuance of books to students and faculty members are registered properly for verification.
- The information about the books returned and renewals is entered into the registry on the request of the students.
- To view the enlistment of presently available books and other resources using online public access catalogue.
- For verification of stacks, purchasing the books and circulatory status of books can be found using this automated system.
- Irregularities in returning library books would handle and solve by librarian using her admin password access.

The library is linked with AVVM Sri Pushpam College's library for Inter Library Loan Service – ILLS for which an MOU has been signed on 10th February 2021.

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

4.2.2 The institution has subscription for the following e-resources

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

Response: C. Any 2 of the above

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

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

Response: 1.86

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

2020-21	2019-20	2018-19	2017-18	2016-17
2.30	0.55	1.99	2.25	2.21

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

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**Response:** 0.8**4.2.4.1 Number of teachers and students using library per day over last one year****Response:** 15

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

Our Institution envisions maximizing the use of ICT and takes proactive measures on par with the ultra modern requirements and upgrading IT infrastructure inside the campus. The entire campus is Wi-Fi enabled and there are 6 class rooms with smart board facilities. The college institutes 200 Mbps internet connection in which 100 Mbps of Jio in shared mode and 20 Mbps fibre optic lines through BSNL.

The institution has drafted IT policy addressing standards on IT service management, network security and software management. The IT section of the institution takes its own responsibility of purchasing, installing and configuring of computer systems and laptops.

The hardware engineer is entrusted with authority for systemizing administration of networks and the version of OS, IP addresses allocations and e-Mail relays.

The list of softwares installed in computer laboratory is C, C++, Netbeans, Oracle, Libreoffice, Ms-office, Android, Python, Perl, Php, My sql, Java, GW Basic, MariaDB, Visual Code, Eclipse, Apache, Adobe Photoshop, Adobe Pagemaker, Coreldraw, Visual Studio2012, Tally Erp, Weka and Xampp. These softwares installed in systems meet out the requirements of the curriculum as prescribed by the University.

Microsoft Corporation is trusted software license providing open source software. A total of 148 computers are allocated for student's accession in computer labs and communication labs. The above systems are updated basing on their needs to completing their practical sessions.

The entire institution is equipped with free Wi-Fi facility to staff and students with a speed of 200 Mbps for bettered use of the computer systems. For security purposes, K7 total security software is installed in all the systems, files and data bases securing to affect from virus constraints.

From the academic year 2018-19 onwards, online mark entry systems for Internal and External marks are afloat in the University website portal.

Two computers and one printer are provided to the library accession for searching the books on Online Public Access Catalogue (OPAC). Library has a fifty CD's to update the present trends. The library is automated with KOHA software.

30 Closed Circuit Television Cameras (CCTV) are installed at the vantage locations on the campus with a (DVR) digital videos recorder cameras.

There are 9 printers, 3 printer-scanner with copiers, and 4 Ups with 10kv earmarked for the benefit of stakeholders.

Year	Computer Updation	No. of Systems
2020-21	Core i3 processor,4 gb ram,1 tb hard drive	60
	Core i3 processor,4 gb ram,1 tb hard drive Laptop	10
2019-20	Core i3 processor,4 gb ram,1 tb hard drive	10
2018-19	Core i3 processor,4 gb ram,1 tb hard drive	10
2017-18	Quad core processor,4 gb ram,1 tb hard drive	27
2016-17	Dual core processor,4 gb ram, 500 gb hard drive	30

Other IT Facilities

Canon Laser Jet Printers	09
Canon all-in-one Printers	03
Printers ,Scanners,Copiers	
10KVA UPS	04
CCTV Cameras	30
Smart Board With Projectors	06

All transactions and correspondences are digitalized installing HD School software for collecting fees, Tally for accounting purposes and Espresso software in communication lab for effective improvement of the students.

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

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

Response: 11.92

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: D. 5 MBPS – 10 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 93.03

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

2020-21	2019-20	2018-19	2017-18	2016-17
77.94	172.72	137.63	103.07	85.22

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

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

Response:

Our institution is keen on up-keep the quality of facilities and for this purpose, it has employed adequate number of personnel such as electricians, plumbers, gardeners, and janitors.

The civil work is assigned to a firm, and it regularly looks after the maintenance and repair of physical infrastructure of the institution. Renovation, major maintenance and constructing new buildings are undertaken after detailed discussion and thorough planning.

The electrical supervisor is responsible for the maintenance of electrical installations, lifts, water coolers, Air-conditioners, and generators. The electrical devices are continuously monitored by the supervisor and restore it if necessary.

Two rain water harvesting chokes have been recharging ground water level in the campus.

An open-air auditorium in the quadrangle, with a capacity of 400 spectators and a well-equipped state of art and fully air-conditioned auditorium with a functional stage sound and lighting systems with 1200 seats are available for conducting meetings, dance concerts and presentations. In addition to this, a fully furnished conference hall is also available with a capacity of 200 spectators accommodating in it. The auditorium is available to all departments to conduct academic and cultural programmes.

A well built-in cafeteria is functioning on an area 4650 sq.ft., attached with a kitchen modern outfits and storehouse. It has separate spaces for boys, girls and staff members for dining purposes.

A water tank has been constructed with a capacity of 40000 litres to supply water to the entire campus. The water tank is cleaned periodically once in a month by a designated staff.

A two-wheeler parking facility are provided with a parking capacity of 200 vehicles in front of the new block. An exclusive parking lot is available for parking the four-wheelers. The college buses and other utility vehicles are parked in designated areas.

All fixtures inside the classrooms are replaced whenever it is necessary and carried out mending promptly on need basis. All classrooms are cleaned after class hours every day. The electrical accessories fitted in the classrooms are maintained by electrical supervisor appointed by our institution. Every floor in every block has exclusive restroom facilities for boys and girls. There are well-maintained and user-friendly toilets for the physically challenged too in every floor of every block.

The campus supervisor oversees the maintenance of cleaning the entire buildings, pathways, and cleaning the washrooms thrice a day by the assigned janitors of each floor. A gardener is appointed to grow herbal plants before the auditorium and edifice. Water purifiers are mounted on each floor and repairing works are done through outsource persons.

Fire extinguishers have been placed at appropriate locations on each floor's corridors, laboratories etc., for meeting out the exigencies.

Two 125 KV capacity diesel generators ensure uninterrupted power supply in the campus in case of power failures.

The electrical supervisor along with assistants regularly monitor fuel stock, exhaust system, circulatory of water system thus maintaining cooling system and applying grease for lubricant purposes tracking the functioning of generators smoothly.

Sports facilities

The physical director streamlines the promotion of sports activities by creating more infrastructure facilities and by providing adequate space for conducting inter-departmental and inter-collegiate competitions. The physical director maintains the ground, physical fitness room and indoor games equipment in a good condition.

The systematic procedure is laid down for the purchase of sports accessories and maintaining infrastructure facilities. Quotations from the competent suppliers are invited before placing the orders.

The principal drafts the annual budget, conducts sports, events and games in consultation with the sports committee. For maintaining playfield plane, the physical support of manpower is outsourced whenever it is necessary.

Library

The librarian takes care of purchasing books, subscribe magazines and online journals assistance extended by assistant librarian ensuring effective utilization and maintenance of library books.

KOHA software has been installed for the integrated library management system and 11000 books are racked accordingly accessing the resource materials openly. The consortium of all sizes and multi-branch in our library works speedily for issuing the books. At present it is partially automated and is equipped with e-resources and INFLIBNET NLIST for the use of faculty members and students on the campus.

The Library provides membership to each student and staff member of the college. Students can borrow two books on their account fortnightly. The register is in use for the details of the users.

The librarian rolls the conditions of library software's, collections, issues and conditionality's of the books. The library functions from 9 am to 5 pm on all working days.

Laboratories

The physics and chemistry laboratories are maintained by the respective laboratory assistance under the guidance of Head of the departments and are being held responsible for the maintaining and repairing for the instruments. The stock registers are kept in the respective departments.

The stock verification has been done at the end of the academic year and also removed obsolete equipment.

The assigned committee members constituted by the Principal take internal stock verification once a year in these laboratories. The list of required articles is prepared under the guidance of respective practical in-charges and being tabled before the principal for further process. The lab assistants ascertain the working nature of instruments paving a way for conducting the practical examinations smoothly. In chemistry department the chemicals are purchased based on the immediate requirements of the lab.

Computer Facilities

A system administrator takes care of IT department, maintaining both hardware and software which would be installed in computer systems.

The computers Wi-Fi connectivity in the classrooms and the LAN connectivity in computer labs are

maintained and upgraded regularly by a team of exponents from the computer science department. The service providers are also entrusted for ensuring latest updates. Installing original antivirus and other relevant packages are carried out based on current requirement which would be monitored by lab programmers.

The timetable for the lab hours is finalized by all the departments concerned jointly so that they are used optimally.

File Description	Document
Upload any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 6.04

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

2020-21	2019-20	2018-19	2017-18	2016-17
61	67	75	90	149

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

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

Response: 7.53

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

2020-21	2019-20	2018-19	2017-18	2016-17
123	106	101	113	129

File Description	Document
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	View Document

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

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

Response: A. All of the above

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

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

Response: 11.64

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

2020-21	2019-20	2018-19	2017-18	2016-17
450	110	150	120	110

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

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

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

Response: C. 2 of the above

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

5.2 Student Progression

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

Response: 42.62

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

2020-21	2019-20	2018-19	2017-18	2016-17
138	101	296	262	168

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

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

Response: 24.04

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

Response: 151

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

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

Response: 5.71

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

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

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

2020-21	2019-20	2018-19	2017-18	2016-17
7	6	6	5	4

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

5.3 Student Participation and Activities

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

Response: 10

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	4	1	2	1

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

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

Response:

In order to train the learners in life skills and administrative skills, the institution offers a variety of opportunities to them. They are given roles and responsibilities in an array department-level and college-level committees. The involvement of the students in such activities helps them in many ways:

- To enhance the positive attitude towards themselves
- To improve leadership qualities and team spirit
- To kindle the spirit of social-consciousness and responsibility
- To present their views effectively in an ethical way

In the beginning of the academic year, representatives from every class – one male and one female students are selected and they are encouraged to initiate, lead and participate in several extracurricular activities. The representatives act as a bridge between the staff members and students. The department functionaries regulate the roles and responsibilities for partaking in inter and intra extracurricular activities.

The regular meet of Student Council - a body of all representatives at the College level helps them discuss and arrive at a consensus regarding the dates for organizing and participating academic cultural, social and extension activities.

The institution appreciates student's involvement in disciplinary committees anti ragging committee, entrepreneurship development cell, sports and games committee, women empowerment committee and other committees. The student representatives in these committees are given opportunity to voice their opinions and also coordinate with the staff members.

The suggestions and views given by the students are taken into consideration while executing the functions. The innovative ideas and their indomitable spirit of the students vitalize significant role in raising the standard of teaching-learning process.

Cultural Activities

Participation in quiz competitions, essay writing, creating working models, dance recitals and elocution in department level encourage students to showcase their talents reflecting the rich cultural heritage of our country. These kinds of cultural activities make the students sharing their views and enabling them to disseminate spirit of harmony with the other department students.

General Awareness

The students organize and participate in various awareness programmes: rally for anti tobacco day, gender sensitization programmes, awareness programme on global warming, tree plantation drive, cleanliness campaigns, road safety programmes, AIDS awareness programmes, and rally to ensure 100% franchise in elections .

Academic Activities

All the department students are encouraged in involving educational programmes, socio cultural activities, career development activities and innovative thoughts sculpting them to gain a practical oriented knowledge. They plan to hold functions effectively invite resource persons, and making arrangements for sponsorship for the events.

Socio-cultural Activities

The students celebrate festivals like Navarathiri festival, Vinayagar Chaturthi, Ayutha pooja, saraswathi pooja, Guru Poornima and Women's day for developing individuality and knowing the students about our rich heritage and culture.

The active involvement of students in sports activities fetches laurels to the college in university and inter-collegiate sports events The participation of the students voluntarily in multiple academic co-curricular and extracurricular activities fosters holistic development of the students.

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

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

Response: 22.8

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution

participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
7	37	33	18	19

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

5.4 Alumni Engagement**5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services****Response:**

Apart from nostalgia, networking and interacting with the alumni offer students and institution cherishes a host of benefits. Our institution believes the alumni association to be one of our assets and pride in attracting the student's enrollment.

Every year alumni day is hosted in the month of January celebrating their reunion on campus. After the first meet in 2010, the trend of alumni's participation has seen a rise in the last few years. They themselves have organized a regular meet from the academic year 2017 onwards, resulting in a vibrant and engaged alumni network.

The interactions with the students indicate a shift in views for upgrading the knowledge, sharing their experiences as well as mobilizing available resources in righteous path. This is a platform to hone their skills for getting a better position in their career.

The students currently studying in this institution can benefit from the professional links by learning about interesting job opportunities, entrepreneurship and so on through the regular interactions.

The placement officer of the institution is to keep track of alumni's progress for the betterment of passing out students. The placement cell places its students to appoint in the multinational companies like IBM, TCS, WIPRO, INFOSYS, HCL, ORCHID PHARMAS, CTS and banking sectors namely ICICI, CUB & SUNDARAM FINANCE LTD. The alumni's performance in these companies is a sense of pride and loyalty to the alma-mater for its success.

The networking of alumni has tapped into the various opportunities with jobs and related one in the course of job hunting.

The placement officer communicates with the influential alumni who are in a position to address for the benefit of the students. The successful alumni's strategy is being given weightage for the additional edge to uplift the current students. Young alumni and students have drawn professional links by learning from the senior alumni.

The distinguished alumni have been delivering a motivational speech to the students in an intermittent term and also serving as a judge for academic events.

The Alumni inspire the students of our institution as chief guests and guest lecturing as organized by the placement cell of the institution.

Some of the alumni who adorn on the top most positions are invited to orient the students gaining in their own experiences and sharing their avenues of job opportunities. The outstanding passing out sports students give rigorous training to the sports teams helping to excel in the tournaments.

The feedback submitted by alumni plays a vital role to restructure the teaching methodology in academic resilience. Alumni also help in bridging the gap between industries and institution by giving regular inputs regarding the expectations of the industry.

The periodical meet of successful alumni helps to engage students causing an impetus on developing their personality in turn building up spirit of confidence and an attitude to get around challenges optimistically.

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

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

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Swami Dayananda College of Arts & Science was established with a noble vision of imparting education along with ideals to the rustic students at an affordable cost. The institution persists to the vision of its founder Poojya Sri Swami Dayananda Saraswathi, a distinguished teacher of Vedic tradition, to provide access to quality education to the aspiring students of the region. Ours is an academia marching towards achieving its vision and fulfilling the task of its mission. The prime objective of our institution is knowledge-distribution on a par with the international standard and spreading out the rich heritage of our Indian society.

The ideal of the institution is empowering students to grow into full-fledged citizens contributing to the community where they live. "Educating the future, Rooted in tradition" is the motto of our institution. The institution patronizes by the Swami Dayananda Educational Trust taking up the onus for benefiting the economically challenged persons. The Trust administers this institutional network functioning under the valuable guidance of Smt. Sheela Balaji, the Chairperson and Managing Trustee.

For entailing holistic education, the institution has made planned movement to achieve its destination adopting innovative methods and best practices enhancing the knowledge levels of the students in tuning with the vision and mission. The Principal and all HoDs of the College form the College Council acting in accordance with the rules and ordinance of the University to streamline the decision making and ex-officio Chairperson is the Principal. The College Council drafts its action plan related to all pertinent aspects of the institution's governance in a democratic and transparent manner aligning with the vision and mission of the institution. The strategic plan, recruiting process and admission norms are chalked out by the College Council assuring to maintain quality to reaching out the vision and mission of the college.

The entire institution abides by the rules and regulations imposed by the College Council and appropriate measures are taken up to suit the present day needs. The minutes of various meetings are recorded promptly placing before the Principal to review all those proceedings to be executed by the departments. The IQAC regulates in all academics of the institution maintaining quality parameters in connection with teaching learning and evaluation process.

On the first day of college of the new academic session, all new entrants along with their parents are addressed by the Principal about the vision and mission of the institution. All academic related matters are addressed by the Principal in addition to the suggestions given by the College Council regarding various issues and approve the decisions, monitors and regulating all planning and policy making in the institution.

The Principal formulates action plans on the recommendations made by the College Council for all academic operations and infuses of the same into the strategic plan of the institution. The governance of our institution steers the ethics of our society for achieving mind set of global needs deeply rooting into the Indian culture inculcating in their younger minds tradition of Indians perspective.

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

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

Response:

To perform decision making effectively and efficiently, all academic and administrative operations are decentralized. The College council headed by the Principal meets periodically to discuss academic matter elaborately and formulates the plan of action. For executing the plans, the recommendations of this council are to be taken into effect after consulting with the principal. The Council always maintains a mechanism of open-door policy on various levels for broader decision making. Before the beginning of the academic session of each year, a well laid down method is adopted to constitute committees.

The committees are constituted by the principal on the basis of performance of the staff members. The students are included in various committees representing their views. The decisions are implemented only after reviewing the suggestions from both the faculty and students. The recommendations of these committees are put before the College Council by the Principal creating a cordial atmosphere where matters can be shared in either direction. The Principal is in regular contact with these committees and departments of the institution. These committees play a pivotal role in establishing the good quality in internal evaluation. The Principal supervises the entire campus both morning and evening times thereby interacting with the students and get their suggestions and feedbacks.

The Heads of departments discharge their duties with freedom and decide on the curricular and co-curricular activities. The practice of decentralization expedites the decision making and faster implementation of academic activities in each department. The class in-charges slate regular meetings reviewing progress of syllabus with the concerned HoDs. The HoDs get feedback from the students and discuss the improvement of the students.

In consultation with the Principal, the governing body chooses one senior faculty as chief superintendant to conduct the University examination throughout the year. The chief superintendant supervises the continuous internal examinations and paper evaluation. Besides this, the coordinator supervises University practical examinations in association with the departments in charge. The security officer is included in the council as a special invitee to represent non-teaching staff member's views. By rotational basis the class in charge of a department is running the department smoothly acquiring administrative experience to the faculty member.

The student representative of each class in each department acts as the bridge between faculty members and students gaining the additional responsibility to help them to grow. These kinds of provisions create a system where leadership is developed within the established frame work.

The Council members and other college level committees together organize meetings to propound policies and guideline for infrastructural development. The faculty members in different committees exhibit their leadership qualities and participate with involvement in meetings and, thus, show their skills and attitudes.

The institution firmly believes in participatory management to ensure representation of all who work in the institution to influence his/her optimistic view in several administrative decisions. All members assume their positions with responsibility and are accountable for their activities for the sake of welfare of the student community.

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

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Swami Dayananda College of Arts & Science was founded with a vision of empowering the rural folk and Right from its inception, the institution has been steadfast to its vision. Strategic plans and deployment procedures have been evolved that keeps the institution brilliantly balance between its vision and the changing times.

Strategic plan

Visionary plans are in place to improving the academic establishment to the needs of the stakeholders. The strategic plan is chalked out as **Vision 2026** that guides the institution on the road of progress. All faculty members are encouraged to fulfill the qualifications prescribed by the University for which NET and SET training programmes are held by the IQAC.

For the purpose of scaling up facilities and skill infusion for improving economic wellbeing of students, a number of infrastructure facilities have been added in the last four years.

All clubs/Associations arrange functions focusing to exhibit the talents of the students really a base board for co-curricular activities. In the last five years, our students have secured 78 University ranks and three gold medals in Sanskrit. Almost all the departments have reached the benchmark of cent percent results in their courses. Sports persons taking part in intercollegiate, University, state and national level sports have made the feasibility of reimbursing expenses.

Perspective plan

The college diary is a bulletin which highlights the chronicles of academic events to be followed in a given academic year. It helps to standardize the process of teaching and examinations- A plan for faculty

members and students. The academic calendar committee drafts the diary.

The management appreciates faculty members to conduct conferences and workshops at national and international levels incurring the expenses in line with the guidelines. The HODs oversee the performance of the faculty members and students reporting to the Principal regularly to serve as effective tool for reviewing. The Principal sanctions a financial assistance to conduct department level club meetings to gaining the knowledge in academic oriented activities and intellect programmes. In the past five years faculty members receive a leave of absence with salary for the pursuance of Doctoral programmes and support to go for training programmes.

The institute has received the prestigious ISO 9001:2015 certification recently.

The institution is committed to offer effective solutions in these region dwellers by organizing multiple community engagement activities. More interestingly, our institution has designated two faculty members in the Training and Placement Cell thus equipping students in the area of employer's expectations and also taught interview etiquette and communication skills.

Our proactive cell has been giving training to our students in the beginning of final year academic programmes providing a platform to face interviews with confidence. Every year a substantial number of students are getting offer letters with a lucrative CTC.

Lucas TVS, Sundaram Finance, City Union Bank, IBM, Infosys, Wipro, Capgemini, Tata Consultancy Services, Resileolabs, Indusind Bank, etc have offered letters with the encouraging pay packets to be employees of their organization.

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

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

Response:

A well-defined organizational structure at all levels leads the entire administrative setup as per norms prescribed the Bharathidasan University. The teaching and non teaching members extend their cooperation and coordination towards the institution running smooth functioning effectively and efficiently tuning with the vision of the institution.

Swami Dayananda Educational Trust, spearheaded by the Chairperson and Managing trustee and six trust members, takes the policy decisions of our institution and positively addresses its day-to-day functioning. The management gives ample encouragement for the massive development in administration.

The trustees of SDET along with the Principal and the University Representative form a college committee for effective implementation of various welfare measures taken for development of the institution. The College Committee members support the administration in attaining best results with the policies formulated and suggestions forwarded by the college council to the administrative systems in our institution.

The apex authority is the Principal who acts as a bridge between the management and employees at all levels of administration. The College Council and the IQAC support the Principal for taking decisions and executing policy matters and documentation for smooth functioning of the institution as mandated by the Bharathidasan University Tiruchirappalli.

Various cells are being pressed into service to look after the affairs of workload, placing orders for learning resources, time table framing, admission processes, compilation of calendar and organizing different activities involving students. The College Council encompasses HoDs, Physical Director and the Librarian headed by the Principal. On the basis of suggestions and recommendations of this council, the Principal is taking steps on all academic and administrative plans and policies. All department's office administration, library activities and transport maintenance are directly reported to the principal and exclusive meetings are conducted regularly for the effective functioning of the institution.

The institution abides by the rules and regulations in accordance with the University norms. All employees are beneficiaries of PF, Casual leave, Special leave, Earned leave, medical leave, maternity leave, etc. The recruitment process is done under the supervision of a team comprising the Principal as head, the HoD concerned and subject experts from respective disciplines. The institution imposes a crystal clear recruitment policy and service rules and adopting procedures from entry to depart.

While administering the promotion, the institution gives rewards to the energetic performers with flawless service. The IQAC reviews overall quality enhancement initiating innovating new methodology and planning programmes to establish standard in teaching learning evaluation.

The institution constitutes a student welfare grievance cell to resolve effectively and attend promptly redressing all issues. The complaint box is placed to express problems of students in writing. All issues are mostly addressed through formal interaction with parent teacher meeting and mentor meetings. This committee aims to promote a safe cordial environment for learning.

The other committees namely SC/ST Committee, discipline committee, fine arts committee, etc chalk-out planning and execution of the academic, non-academic, co-curricular and extracurricular activities. Transparency and accountability is ensured while operating these standard procedures in order to maintain congenial working conditions.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: C. 2 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies**6.3.1 The institution has effective welfare measures for teaching and non-teaching staff****Response:**

Various welfare measures have been taken for fulfilling the requirements of teaching and non-teaching members of this institution. The staff welfare committee, which comprises three members of staff members, functions in a full swing manner for the welfare of the staff members.

Employer Provident Fund is contributed as per the prescribed norms by the Government and remitted to the ex-chequer regularly. The GR scholarship and the Valambal Gopala Iyer Scholarship have been instituted to support wards of the employees who are working in this institution. The institute awards its financial assistance to the first and second wards of the employees by waiving of 100% and 50% of the fees respectively for enrolling in the school functioning under Swami Dayananda Educational Trust - Swami Dayananda Matriculation School. In case of exigency, the financial aids are given to those seeking from the institution for making both ends meet.

To attaining high standard in teaching, all faculty members are encouraged to pursue their higher education in their respective fields. The institute offers financial support to Ph.D. registrants as an advance. The doctoral degree awardees are given special increment.

For teaching and non-teaching staff members, they can avail twelve casual leave, three months medical leave and six months maternity leave apart from the regular holidays. The institution caters financial support for the staff members and students to partake in seminars, conferences and workshops and also treating their absentia as on duty for teachers. The special leave is accorded to the staff members based on their performance irrespective of the availed leave or surrendered leave. From Kumbakonam and Thiruvavur, the buses have been operated to commute the staff members on time to this institution. On joining duty, all office staff members, transport operators and janitors get three sets of uniforms clothes. Besides this, every year two sets of clothes would be provided free of cost. The stitching charges are also incurred by the institution.

Swami Dayananda Ayurveda Hospital is functioning at Kudavasal rendering a free health check up for all teaching and non-teaching staff members, students and local public. This hospital is patronised by the SDET. The institution has donated Rs.1,50,000/- as monetary benefit to one of the Assistant Professor afflicted with cancer.

The life support initiatives taken by the institution is more beneficial for the students, teaching faculties and villagers nearby. This ambulance is kept in play field for meeting out to emergent situations. This institution provides its service to the community of in and around of Manjakkudi by offering an Ambulance free service available for 24 X 7 round the clock facility. A well fitted life-saving equipments are attached with the ambulance facilitating to save the life in case of emergency. A female nurse is appointed for ensuring help to the needy. As part of free Medicare, first aid medicines are distributed to the needy people.

The institution insures for all working members and students on the campus comprehensive insurance coverage.

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

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

Response: 9.47

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

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	6	9	4

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

6.3.3 Average number of professional development /administrative training programs organized by

the institution for teaching and non teaching staff during the last five years**Response: 2****6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

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

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

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**Response: 9.61****6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
25	08	1	0	0

File Description	Document
Upload any additional information	View Document
Details of teachers attending professional development programmes during the last five years	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff**Response:**

The performance appraisal of teaching members takes place at the end of every academic year to evaluate their exclusive teaching methodology . The form contains Name, Department, Designation, Teaching

Experience, Qualification, Teaching Details and personal evaluation The teaching fraternity is estimated on their performance in fulfilling the vision and mission of the institute. The collected form is tabled before the Principal by the respective HoD after discussing with the member concerned.

The Principal evaluates and rates performance of the employees and later forwards to the Correspondent .The Staff performance appraisal & assessment form obviously indicates information regarding enhancement of qualification, partaking in conferences, publishing research paper, projects undertaken, awards or recognitions received and involvement in academic and administrative activities in inter/intra college chronicles.This systemized appropriate form is the vital component to assess the performance of the faculty members. The questionnaire carry below mentioned credits:

- 1.Excellent – 5 marks
- 2.Very Good – 4 marks
- 3.Good – 3 marks
- 4.Satisfactory - 2 marks
- 5.Poor – 1 mark

In case of nonteaching staff, a designated assessment method is created based on responsibilities allotted to them. The components behind are the way of working knowledge, technicalities of operating fleet, promptness, behavior with other inmates and stakeholders taken it into account as and when assessment is being processed.The University results are also intensively reviewed and analyzed subject-wise. The comprehensive report of the same is put before the Principal.

The student's responses in the form of feedback at the end of the academic year is a prime factor to assess the faculty members on discharging their duties in relation to the way of teaching, depth of knowledge, punctuality, devotion and commitment rating their revelations and would be discussed in department meetings.

The poor performance faculty members are advised to improve their performance and relevant ideas are given to excel in the subject areas. The apex authority emphasizes accountability on the subject faculty members whose performance requires to be improved in the upcoming semester examinations. The appraisal system is a factor behind promotions and other perks given to the stakeholders. The administration always ensures genuineness and transparency while validating performance of all employees.The management offers promotions and increments diligently and judiciously without any bias.

The performance appraisal system abides by the ordinance of the UGC, Director of collegiate education,department of higher education, Govt. of Tamil N?du. The institution rewards rightful candidates appreciating to perform better in their positions.

Distinguished scholars from the world-renowned institutions are invited to deliver lectures and hands-on trainings on present advancements in technologies to enlighten faculty members focusing on the future trends.Programmes are also arranged for nonteaching staff to improve their efficiency. The transport authorities from Tamil N?du government conducted a programme on the road safety rules and regulations for the fleet operators.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college is under auspices of Swami Dayananda Educational Trust which has a transparent audit system. Based on the accounts and records submitted by the college office, the firm conducts the internal audits and hands over the reports to the management. Scrutinization and verification of the financial data is done by the Accounts Manager and this is further verified by the Correspondent and the Principal for financial accuracy.

The annual financial statement which includes all the receipts and payments is prepared at the end of every financial year. All the files relating to the period are submitted to the External Auditor, who is a qualified Chartered Accountant. If any omissions or errors are reported, by the Chartered accountant, they are corrected in accordance with his direction and the final reports and certificates are issued by him. There are periodical visits from the audit section of Department of Education to the College to inspect all the files relating to the rules and regulations, financial matters of all schemes that the college has availed of and all the receipts and payments in the college.

The funds received from the UGC are also audited from the local CA firm. The college has successfully submitted all the UGC schemes utilization certificates. The RRC and NSS unit's audit was also carried out yearly from the local CA firm. The financial Administrator in the college is the treasurer who maintains the daily financial transactions on behalf of the Management. All the yearly statements of accounts and audited reports are placed before the College Governing Council.

Internal Audit:

A team consisting of CFO and CAO is responsible for thorough check and verification of all vouchers, supporting documents, records and books, e-statements of the transactions carried out in each financial year:

The mechanism of the internal audit includes:

1. Study of the trust deed and regulations.
2. Examination of the previous year financial statements.
3. Evaluation of the internal control system.
4. Verification of the student's fee register.
5. Authorization of fees concessions, controls and policies.

6. Examining the statutory payments to different bodies like EPF, PDS, Income tax, etc.
7. Examining the bank statements.
8. Examining grants, sponsorships, deposits, payments, etc.
9. Cross-checking all procedures and educating to control the transactions.
10. Inter-departmental stock verification reports.

External audit:

The institution accounts are audited regularly by both internal and statutory auditors. Minor errors in omissions and commissions pointed by the audit team are immediately rectified and the necessary precautions are taken to avoid references of such errors in the future.

The mechanism of external audit:

1. Examining the procedures and policies & regulations.
2. Vouching for the receipts, payments, PO, etc.
3. Verification of the salary payment, TDS, Income Tax, EPF, Professional Tax, , etc.
4. Examining the property titles, approvals and fee payments to statutory bodies.
5. Evaluating fee receipts.
6. Certification of the audit reports.
7. Filing the Income Tax returns at the stipulated period.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

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

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

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

Response:

Our institution is affiliated to Bharathidasan University, Trichy and follows the rules and regulations laid down by the Govt. of Tamil Nadu. Our College is known for its integrity and it maintains a transparent and accountable financial management system. The management has formulated strict guidelines for financial management and it regularly monitors the institution's adherence to them.

Mobilization of Funds

Our College mobilizes funds as per the policy and procedure enacted by the Management. The process is monitored by the finance committee under the chairmanship of the Principal. Our College receives funds from the following sources for academic and infrastructural growth.

- Contribution made by various individuals, corporate, foundations and philanthropists.
- As a self-financed private institution, tuition fee collected from the students of self-financed streams is the main source of income. As a socially concerned and responsible not for profit institution, catering to the needs of various cross sections of the society, the college has a conscious policy of keeping the student fee affordable.
- Institutional Scholarships.
- Funds from Non-governmental bodies for institutional activities.

The integrity and service mindedness of the college management have generated enormous faith and goodwill towards the college among many donors and philanthropists. Recently 245 lakhs amount has been donated by AIM for Seva Canada towards the construction of N block which comprises of library, additional classrooms, auditorium.

The college not only strives to generate funds from diverse sources, it also makes judicious and rational utilization of the money.

Optimum utilization of financial resources:

The institution always monitors the effective and efficient use of available financial resources for the academic and infrastructure development to support teaching learning process.

Following system is implemented by the college for the optimal utilization of resources:

The Finance committee of the college invites departmental budgets with their requirements and justifications for each academic year.

The finance committee prepares the annual budget estimate duly considering the proposals received and also the recommendations of the principal and management.

After the approval of the management, the funds are utilized for college infrastructure augmentation, faculty extension activities, faculty empowerment programmes, conduct of seminars, workshops, symposia, training programmes, student enrichment programmes, carrier development programmes, management scholarship to the socially and economically marginalized students, cultural and sports events.

File Description	Document
Upload any additional information	View Document

6.5 Internal Quality Assurance System**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes****Response:**

The IQAC of Swami Dayananda College of Arts & Science was established in the year 2013 to ensure quality education and to review the teaching learning process for providing systematized teaching.

The reformations forwarded by the IQAC are

1. Establishing standards in teaching learning and evaluation i.e., the academic growth of the institution.
2. To improving faculty member's academic excellence.
3. Planning the establishments towards meeting the infrastructural requirements and amenities.
4. Making use of modern technology for students centric learning.

The cell functions in consonance with guidelines of Bharathidasan University and UGC in relation to academic and administrative matters. To upgrading skills of faculty members, the IQAC deputed on a regular basis for partaking seminars, workshops and other training programmes organized by the

University and other institutions.

The cell integrates the teaching learning process with life skills of the students delivering quality education to the economically challenged wards of this region. Conferences, seminars and workshops are organized regularly to enlighten the quality of the institution paving a way to update the knowledge level of the faculty members as the initiatives forward by the IQAC. The cell appreciates students to exhibit their innovative ideas presenting seminars and conferences.

The cell obtains and evaluates feedback from students, parents, alumni and stakeholders striving to establish quality consciousness an institutional entity. The feedback facilitates to analyze individual faculty performance and monitor the progress of students.

The IQAC coordinator supervises the NAAC process and ISO accreditation process giving valuable guidance in the progression of the reports.

Apart from this a special training programme a special session, would be conducted for the sake of faculty members by the external experts passing in the NET/SET exams.

The IQAC conceives the idea of launching value added courses, IECD programmes and also B.Com CA course for the benefit of students.

Our institute introduces five skill development courses from the academic year 2017-2018 abling to exercise student venturing to take up self employment and also being a successful interviewee trouble shooting in Communication skills and personality development, Tally E.R.P.9, Hardware & Networking, Desk top publishing and CV designing & interview techniques through the Institute of Entrepreneurship and Career Development of the Bharathidasan University.

A total of 524 students had voluntarily come forward and enrolled themselves getting trained in this initiative of IECD face to face learning programmes that was conducted along with the regular academic stream.

In addition to the above courses Certificate in Music and Certificate in Sanskrit have been embodied for making students to be aware of the current situation and adapt to change excluding CV designing & interview techniques in this academic year. Upon completion of this training 164 students & 181 students in academic years 2017-2018 and 2018-2019 respectively have received certificates from the Bharathidasan University.

A new programme **Certificate in Tourism & Travel Management** has been added in academic year 2019-2020 to develop individuality among the students. 179 students get certificates gaining experiential knowledge far more important apart from acquiring knowledge by reading textbooks.

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

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC of Swami Dayananda College of Arts and Science governs and reviews the process of maintaining the performance of faculty members thereto delivering quality education.

An internal academic audit made by IQAC every year is one of the main tools to standardize the quality in terms of curriculum teaching, learning, research and student support. In the internal audit, IQAC reviews University examination results and analyses performances of the students through mapping aiming to impose the measures to be taken for the welfare of slow learners in academic, poor attendance and also methodology to be used to enhance knowledge levels of the slow learners in consultation with respective class in charges.

The Staff performance appraisal & assessment form intimates the faculty member profile and also reveals the performance of the non-teaching staff members transmitting their cognizance of the individual.

The way of functioning of departments is evaluated on the basis of creative, innovative teaching using of ICT tools, attendance, and lesson plan with objective, learning outcomes, remedial classes taken to fill up the gap which exists between the slow learners and advance learners, progression of the students and their achievements and passing percentage. These are the main factors used to assess the quality of the faculty member in terms of academics..

Year wise individual faculty members present their data to the HoDs concerned and forward through the Principal to the IQAC. The score is clearly assessed and verified basing on their performance levels viz Research, FDP, extension activities, industrial visit, presenting research papers and publications are the more important parameters to assess performance level of the individual faculty members- i.e staff appraisal report.

The detailed report tabling on IQAC is thoroughly analyzed the accomplishments as a whole whereby studying to sustain the quality of various activities of the institute. IQAC mainly focuses the participation of students in seminars, taking part in training programmes, workshops, conferences in inter and intra collegiate level activities when viewing in internal audit.

All departments would submit their departmental activities to the IQAC team at the end of the academic year. The cell scrutinizes all the documents about their validation and suggests improvement in quality of the department.

The IQAC carefully analyses the functioning of the departments and entails constructive measures regarding the standardization of quality vis-a-vis the students progression, effective deliverance teaching enhance students understanding capability and creating a ambience for learning.

From the academic year 2021-22 the external audit has been taken out by certified consultants of ISO inspecting all the relevant documents of the departments. The respective HODs present their department data before the external auditing sent by ISO. The inspecting authorities scrutinize supporting documents and suggestions are forwarded to revivify to quantify bettered standard of the departments.

“A teacher’s perspective on quality enhancement” would be prepared after the internal auditing is made at end of the academic year. The IQAC suggests additional assignments, exercises and books providing to the high performance students to stamp in their academic performances. The internal auditing committee deliberately conducts learning outcomes of the students and directs the class in charges to take steps motivating for improving performance.

The IQAC focuses its report to detail the tangible results achieved in important areas as diagrammatically illustrated programme outcomes, programme specific outcomes which would be conceived as mechanism ensuring a quality culture of our institution.

The internal audit committee members assess adoption of teaching methodology, lesson plan, using of scientific gadgets, delivering lectures beyond the syllabus, resourcing materials covering syllabus in time learning outcomes and course outcomes and course specific outcomes are evaluated pointing out the involvement of the faculty members helping them better their performances.

The cell submits its audit report to the Principal which is being inspected with the Head of the Departments accompanying with suggestion and recommendations. The transparency is maintained by IQAC reports and is turning out to be helpful for improving student’s knowledge levels belonging different backgrounds.

The feedback form from stakeholders testifies to compliment overall performance of the teachers across all subjects finding the requirements of students. The corrective measures are taken by the IQAC for the welfare of students. In accordance with the feedback, the cell modifies the teaching methodology to be implemented after reviewing in time. It is customary of our institution that is mentor mentee system to offering personal guidance in cultivating emotional, moral and social virtues.

The IQAC is an officiated nodal agency to initialize modern technology towards students centric learning assuring quality in academics and administration of the institution. The cell always keeps emphasis on the placement and the outcome of the outgoing students of the institution thus providing value based Add on courses and IECD courses abridging the needs of the current trends and academic.

All departments are furnished with laptops/desktops that provides for carrying out seamless teaching for the desired outcomes. All classrooms are Wi-Fi enabled with 200mbps to facilitate downloading necessary material. In addition to the black board traditional teaching, the incorporation of ICT tools helps to make the environment more conducive for teaching-learning to take place.

The using of PPTs and live demonstrations is part of innovative best practices of the department with the internationally acclaimed lectures more beneficial to the students. An upgraded ICT based teaching immensely enhances and supports support all the subjects in implementation of teaching learning reforms

forwarded by the institution.

In academic year 2019-2020 a communication lab with 32 computer systems has been inaugurated to augment the needs of recent developments achieving their ambition with confidence. All these systems have been installed with Espresso communication special software in addition to this internet and head phone facilities available more useful to the students as suggestion forwarded by IQAC to meet out the challenges poised for the students.

The responsibilities of multiple committees which are functioning in the Dayananda campus would submit the detailed report of their academic oriented activities and ascertaining the existing modules needed to be roped in at multilevel improvement of institution inspected by IQAC thrice a year.

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

6.5.3 Quality assurance initiatives of the institution include:

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

Response: A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Our institution always believes in promoting gender equity by means of fostering the sense of equality and special aptitude to all while imbibing knowledge.

Bharathidasan University has prescribed a mandatory syllabus for the courses namely Human rights and Contemporary Social Issues and Problems as non-major electives for all second-year students in order to make them know and understand the evils of chauvinism. All final year students are taught a course entitled *Gender Studies* as a part V spotlighting science of gender.

Gender discrimination, gender strength and weakness, domestic violence acts are encompassed in the syllabi. The culture of gender equality has been established by conducting series of programmes organized by Anti-ragging Cell and Internal Complaints Committee in association with Gender Champion Club.

Every year, Gender Champion Club(GCC) enrolls 75 students of both genders for promoting gender sensitivity and equity programmes both in and outside the campus around Manjakkudi.

One male and one female Professors oversee conducting programmes in full swing to sensitize the students and general public and Two senior Professors of both genders are in-charge of Complaints Committee acting swiftly on the complaints received.

Through the webinar and special talks, all final year students are enlightened about gender discrimination and about the laws enforced by both state and central governments for the well-being of the student community.

Bharathidasan University recognized the services of the GCC of our institution by awarding an overall championship shield for its laudable performance in 2019 competitions.

An eminent pleader addressed the students and staff emphasizing hazards of sexual harassments and gave an elaborate lecture on the various laws enacted by State and Central Governments ensuring to safeguard women. Also, he offered a holistic understanding of the problem along with yogic practices on the title An Intellectual Ability of Yoga on the same afternoon to all third year students.

For ensuring a safe and secure environment our institution accommodates common room for girls maintaining parity between men and women. Incinerators are installed in all women's washrooms for the benefit of girl students.

The GCC organizes scores of activities namely pandemic awareness programme, Sensitizing Gender Equity among students, awareness rally, International Women's Day along with cultural activities throughout the year as penned in the action plan of the club.

Our GCC registrant participated in an international seminar conducting at Bharathidasan University, Tiruchirappalli on 10 March 2020 and presented a paper on “A study on real interpretation of women in epics and Indian literature.”

Our GCC member has won a unique chance of participating in the National Youth Parliament arranged by the Ministry of Youth Affairs and Sports, Government of India on 26 February 2019 in which our Honorable Prime Minister, Shri. Narendra Modi delivered a talk before the student parliamentarians at Ambedkar International Centre.

Counseling cell is being operated under the able guidance of senior women faculty members of our institution ensuring female students stress free living. Our founder's counsels from Arsha Vidya Gurukulam, Coimbatore, help female students to build confidence, and grasping optimistic approach towards life in order to achieving their goals.

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

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

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Any other relevant information	View Document

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

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system

- **Hazardous chemicals and radioactive waste management**

Response:

Our institution strives to instill knowledge of waste management in all the stakeholders and inspire in them a behavioral change to face the magnitude of the challenges involved in waste management. Awareness programmes are conducted by the NSS volunteers in order to make our students learn live sustainably in a very systematic way with idea related to solid waste management like conscious consumerism and resource conservation.

Solid Waste Management

A collection vehicle is in service to collect and transport the garbage from different locations across the campus. In our campus, two baskets are placed in every significant point making an informed choice of degradable and bio-degradable wastes binning it in the appropriate baskets.

The institution has laid down a set of guidelines to deal with the waste disposing in a recommended manner to make it a resource for the earth. A sizeable portion of non-degradable wastes are disposed in dumpsites being segregated based on processing wet waste, dry waste, construction and demolition waste and which are used to laying roads and also in landfills in the interest of human well being and environmental integrity.

The entire campus is activated with Wi-Fi minimizing the usage of paper communication and sharing information's through E-mail and WhatsApp to the stakeholders.

An authorized vendor is purchasing metal scraps and related recyclable wastes for recyclable purposes. Every female washroom is installed with incinerators to burn sanitary napkins.

Leaves from trees and other wastes from canteen are transformed into bio-compost by vermicompost process and it is used to as a natural manure in the college garden. Packets of bio-compost are sold to local people at a very nominal cost.

In Swatch Bharat Drive, our NSS students work with Janitors to facilitate waste management in the premises.

The campus has been made a plastic-free zone and all stakeholders are advised to abstain from the use of plastic cups, carry bags and other plates as a measure of keeping eco-free clean environment.

Liquid waste management

Our institution refrains from employing manual scavenging for the cleaning of septic tanks and while deserving a highest importance for the task of cleaning is made to add EMI liquid once a week and the recycled water is used for watering the plants and trees. Signboards and awareness boards are used to sensitize the users about the importance of water preservation.

E-Waste Management

As far as possible reuse of electronic spares is recommended after repairing. In case of condition beyond

repair and reuse, safe disposing methods are resorted. A college level committee is looking after the maintenance of the electronic devices and disposition and E-wastes. Circuit boards, broken computer monitors, keyboards, CDs and laptops are collected frequently to be disposed of safely according to guidelines.

Electronic waste management across the campus is maintained by janitors ,collected and heaped in a designated place. The waste material is got rid of through authorized vendor for recycling.

Hazardous chemicals such as sulphuric, hydrochloric and nitric acids used in chemistry labs are carefully diluted before pouring into sink.

File Description	Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

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

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

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

Response: C. 2 of the above

File Description	Document
Link for any other relevant information	View Document

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

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

Response: D.1 of the above

File Description	Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.**
- 2.Divyangjan friendly washrooms**
- 3.Signage including tactile path, lights, display boards and signposts**
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: B. 3 of the above

File Description	Document
Link for any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Our institution is determined to provide an inclusive environment by ensuring social justice and cultural diversity in line with the life and preaching of Swami Dayananda whose name the institution proudly bears. Music and dance festivities take place annually for a week-long time before the graduation day and Swami Dayananda campus wears a festive look during this annual convention.

Artists from Manipur, Kerala, Bihar, Odisha and other states adorn the stage of Sri G.R. Auditorium showcasing splendid performances which are being deeply rooted multicultural performance of our heritage. Bharatanatyam, Kathakali, Manipuri, Kuchipudi and Odissi are showcased before the audience and also by a delegation of Carnatic music performers from across various states of our nation. These programmes help in bridging divisions on the lines of religion, region and language. The institution organizes special music programs in evenings and stellar personalities lecture in daytime in connection

with annual convention.

One of the most remarkable events in every academic year is a brigade of experts from different fields who share their views about their own fields helping students to learn nuances of arts and monuments conservation, revealing historical and archeological facets of our ancient temples. Such programmes urge students to realize the need for a knowledge about our monuments and antiquities. The archeologists explain the complicated process and technique of building monuments used in those days by our forefathers in lucid and comprehensible language. These initiatives help the students to develop interest in conservation of our monuments standing against time. The outstanding personalities also make students journey into the lives of those who created history and made name for themselves in various fields like politics, science and history resurrecting the good old days of ours. They share their experiences and many interesting snippets from our legendary's life and also ideologies behind building temples by our ancestors.

On 11 July world population day is observed creating awareness on the importance of population related issues focusing on sustainable ways to safeguard life. These practices make students evolve into better human beings with integrity and social responsibility. Students take part in cleanliness drives across the campus and cleaning vegetation in the paths under Swach Bharath Abhiyan under the able guidance of our fraternity. A tree plantation drive is initiated on birth anniversaries of our Indian personalities and is now on ongoing feature of our institution.

Yogic practitioners perform before the viewers during International Yoga Day celebrations exhilarating to meditate body and soul. A floral tribute is offered to the portraits of the founding father of our institution philanthropist His Holiness Pujiya Sri Swami Dayananda Saraswathi by all our stakeholders of the institution marking the celebration Guru Poornima.

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The recitation of Purushothama Yoga from **Shrimad Bhagavat Geeta** – song of god, Elocution competitions of **Thirukkural** and **Thiruppavai** hymns and essay competitions in Tamil, English and Sanskrit languages are being held under the able guidance of Sanskrit Professor at Auditorium. Finally, the Chief guests distribute the prizes to the winners.

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

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

Response:

Our Institution organizes programmes in which legal luminaries like District judge delivers lectures on the role of constitutional values relating to women, their rights, duties, responsibilities and empowerment to educate students regarding the fundamental rights enshrined in our Constitution. A voter's awareness campaign has been launched in nearby villages of Manjakkudi and also a rally was conducted by our students to help people exercise their franchise freely in elections. Our students took out a rally in the nearby Kodavasal emphasizing need to take voter's ID spreading awareness about the important role it assumed nowadays by carrying placards and banners with slogans such as photo, address, date of birth proof all requiring a photo ID can be met by the voter ID card.

The purpose of observing the consumer day is to sensitize students about the rights and responsibilities and address their grievances redressal forums in the district, state and national level approaching them for justice. A one-day seminar on a National consumer day programme has been conducted by our institution setting up a healthy consumer society to give no room for duping. This programme emphasizes the need for consumers to have knowledge of their rights.

The women sub-Inspectors of Nannilam have conducted a programme on the topic gender discrimination and the rights given by our constitution safeguarding girl student life.

A weeklong road safety programmes have been organized rightly on road safety regulations and fascinated local public an effective way of holding placards with a message of abiding by road safety norms. The need to use of helmet and wear seat belt while on the road could go a long way in protecting people from any untoward happenings. The students carried out a placards with a message of causing economic hardships and emotional trauma of the families of victims.

Our students take an oath to eradicate tobacco chewing from our society administering by our Principal on Anti-tobacco day and a rally is held in suburbs of Manjakkudi.

With Human rights day falling on 10th of December is observed in our institution in order to promote peace, democracy and social order in turn creating a humane society. A rally is taken out to create among the general public of Kodavasal and outskirts especially to the youths of the evils of drug abuse to mark the international day against drug abuse and illicit trafficking. Students raise slogans against drug peddlers and warned the youth against using drugs.

On 23rd January birth anniversary of Nethaji Subash Chandra Bose would be celebrated in our institution as a day of courage every year.

The Deputy Superintendent of police, Nannilam, administered anti-corruption pledge to the youngsters of our institution as a part of vigilance awareness programme. A one day virtual seminar on intellectual property rights had been organized by our institution to enlighten student community.

A series of noteworthy programmes had been consciously organized by the college to sensitizing our employees and students to learn about constitutional rights, duties, values and responsibilities as citizen of India.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

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

Response: B. 3 of the above

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

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

Response:

In order to ensure the overall development of our students, our institution is celebrating various national festivals and observe birth/death anniversaries of great personalities creating the sanctity of our nation among the student community. These anniversaries help the students remember the contribution of our freedom fighters and discussing the issues like unemployment, poverty, pollution and the green house effect that our nation is now facing.

The Independence and Republic Day celebrations are hosted in our institution with cultural events kindling patriotism among the students. These functions serve the purpose of reinforcing the sense of patriotism alongside featuring the history of freedom movement in our country and the sacrifice of freedom fighters for the sake of our nation. A descendent of freedom fighter delivers lectures regarding the involvement of their forefathers for building our nation. During these events our Correspondent unfurls a tri-colour flag and our principal speak on how the remarkable achievement by forefathers to dethrone mighty colonial power.

Swami Vivekanandha's Birth anniversary is celebrated on January 12 as National Youth Day. Affectionately known by Indians as people's President and Missile man, our former President Dr. APJ

Abdul kalam's birthday is celebrated on 15 October every year offering tributes for dedicated his life in making our nation strong and prosperous. ThePrincipal administers the anti terrorism pledge to all our stakeholders on the campus in the occasion of death anniversary of our former Prime Minister Rajiv Gandhi and all pledge to oppose terrorism and ensure peace and harmony among people on 21stMay.on 2 October,Gandhi Jayanthi is celebrated by holding a talk on Mahatma Gandhiji's contributions to our nation building and the nonviolent struggle for India's independence.

Every year our institution has commemorated teacher's day celebrations with a tribute to former president of India Dr.Sarvapalli Radhakrishnan on his birthday 5th of September aiming to revive teacher-student bond and infuse vitalizing new energy and the spirit of teachers and their efforts sacrifice to bring seamless learning to their students.

On 22nd of December the great Indian mathematician Srinivasa Ramanujam's birth anniversary is celebrated with enthusiasm. An Anti-Untouchability pledge has been administered by our Principal to all stakeholders of our institution in view of death anniversary of Mahatma Gandhi on January 30, 1949. National integration day is observed leading by our Institution in connection with the birth anniversary of former President Indira Gandhi taking a pledge by all employees on 19November.

Women's Day is celebrated in our campuscultural programmes have been arranged a platform to showcase their hidden talents of girl-students. The co-curricular achievements of girls in our institution are felicitated.On World Literacy Day, all teachers and students take a pledge doing everything to root out illiteracy from our society.In the month of OctoberNavarathiri festival is celebrated traditionally for nine days of displaying eco friendly dolls arranged on an odd number of steps in our institution to sing together praising Goddess Durga.This function helps create cordiality between students belonging from different backgrounds to establish togetherness.

File Description	Document
Link for Geotagged photographs of some of the events	View Document

7.2 Best Practices

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

Response:

Best Practice - I

Title of the Practice: Rural Empowerment through Education

Objectives of the Practice

- To impart world class education as a component to sustainable rural development through education with improved quality.

- To boost institutions infrastructure providing more learning opportunities.
- To support the students from emerging out of poverty by generating scholarships.
- With continuing access to education providing various welfare schemes like training and placements.
- To engage in the health care supports towards the rural community

The Context

For the past two decennial years, our institution has extended its support towards rural communities through its initiatives in the education, campaigning on health care programmes, creating consciousness on conservation of water, environment, global warming and empowering local communities attaining self reliance. A well connectivity of bus transportation is operated to ferry the students from the obscure villages. These efforts made students have ventured out of home villages and capable of becoming financially go ahead with confidence.

Computer science, Physics , Chemistry and Communication labs are fully equipped the academic needs and the statutory rules lay down by the Bharathidasan University, Tiruchirappalli.

The Practice

All enrolled students would receive course based unique experiences and reaching good academic standard and ventilated class rooms are well maintained to protect sanctity of education. Nearing 900 students are commuting our 20 bus services which have been operating to and from our institution.

The communication lab has given a thorough orientation in English language skills gradually building their confidence levels sequentially by computer knowledge and life skills. These training programmes help students able to develop and sharpen their analytical skills.

The NSS units adopted nearby villages namely viz Engan, Puthukkudi and Kannara puthukudi creating awareness programmes motivating people to work towards a clean environment and campaign on awareness of healthcare.

The designs of the building have factored in facilities to provide support by ramps, wheel chair and special wash room for their readied use of physically challenged persons.

Remedial classes are monitored by the respective HoDs to help those contending academically and this practice is being followed in our institution in a structured manner.

This measure is to narrow the gap between below average students and advance learners aiding students to stamp appropriate bench mark attaining expected standard level.

Mentor-mentee system plays a prominent role for the accomplishment of learning objective through students active participation in a systemic approach.

For further shaping the students – Institute for Entrepreneurship and Career Development(IECD) add on certificate courses are being conducted through IECD of Bharathidasan University from 2017 helping to enrich the scope of educational process of the students.

Our training and placement cell guides students and pave them to decide their areas of interest during the

training programmes offered by the eminent scholars from different field.

The experts often conducts workshops on career counseling to enlighten students on getting attractive pay packets.

The scholarship and educational guidance endowed by our institution has helped wards of several rural families in this suburbs, often facing constrained by finances to get support student's education.

While generating awareness about scholarship schemes, the programme is also mobilized and facilitated their student's study without a break to continue their education.

The life support initiatives taken by the institution is more beneficial for the students, staff members and villagers nearby. A 24x7 free ambulance service fitted with life saving equipments and an experienced medical attendant has been provided to support the emergent situations

Evidence of Success

For the past five years, 572 students of our college have been benefitted to the tune of rupees 79,00,005 (Seventy nine lakhs and five rupees) endowing from Sri GR Memorial Scholarship, AIM for Seva Scholarship, Aranmanai Trust Scholarship, SDC Merit Scholarship (admission time) instituted to enrich students intellectually and physically continuing access to education – these scholarship schemes .

The SC/ST cell of our institution takes steps to receive Government's scholarships and other facility to the wards of these communities.

Besides This Adi-Dravidar & Tribal welfare scholarship have been disbursed to 442 students, of rupees 12,25,350/- aiding under Government of Tamil Nadu.

The financial relief allows students spending money on purchasing new clothes, note books which is permitting student's family to use family income for essential requirements such as nutritious food and medicines.

Our institution has entered MoUs with Wipro, Resileo labs, GTTF, ICT Academy, IBM, Infosys, Club inspiring Millions and Magic Minds in which devise plans equipping students to enhance employability skills of the students.

With unique learning experience, 2264 (Two thousand and two hundred sixty four) students are graduated for the past five years along with values and virtues escalating on the path of wisdom.

Our students who are prominence in studies have secured 84 UG & PG University rank holders for the past five years and carved a niche in sports activities itself in this academic arena.

Through the learner centric IECD programme, a total of 522 students got certificates receiving with adequate technology skills.

From 2016 onwards, 1087 patients have been benefitted by the free ambulance service saving their life.

Lucas TVS, Sundaram Finance, City Union Bank, IBM, Infosys, Wipro, Capgemini, Tata Consultancy

Services, Resileo labs, Indusind Bank, etc have chosen our students with promising packages. A total of 1284 students successfully got placements in the reputed corporate with annual pay ranging from 1.20 lakhs to 3.36 lakhs.

Problems Encountered and Resources Required

- Almost all of the students who are belonging from agriculturist's family and their families income are not satisfactory.
- Most of the students are first generation college entrants.
- Reluctant to furthering their education after completing UG.
- Because of being located in rural area accessing is a main constrained.
- Limited employable opportunity in this region.
- Grants are not availed from central/state government funding agencies.

Best Practice II

Title of the Practice: Promotion of Ethical and Cultural Values

Objectives of the Practice:

- Transforming students mind and experience them the unity of individual with the society and universal consciousness ultimately realizing inner consciousness – acquiring basic social-emotional skills.
- Considering it as an important part of the education, the value and moral classes kindles an unperturbed conscience - Right thinking and enhance our knowledge as well.
- To preserve traditional heritage of our nation of inculcating ethical and cultural values among students and dwellers of this region.

Context

Our effort is to understand the student community to restore the balancing mind and the body harmonizing with each other resulting to pursue practice of holistic behavior.

A meditation attains the practitioners at elevating mind and heart to a status of purity and perfection.

From the academic year 2006, Diploma in Yoga course has been practiced to experience the students the bliss of stillness. The consistent practice yoga and meditation play a vital role in keeping emotions in check. The Pranayamam and yoga asana enhance students positive energy and exercise make them enriching.

The practices of yogic leaning help students to score well in academics, regulating breathing flush the toxin from the mind and tend to become creative and healthier approaching people in a positive manner.

The value classes bring about effectively leadership, teamwork, creativity, abilities and skills, experience and character forming to build in unison from the epics of our nation.

On promoting cultural heritage of our nation our institution maintains a record of cultural events music

concerts by world renowned vocalists and dancers of all kinds adorning the stage of G.R Auditorium fostering a more welcoming environment to diverse demographics.

Our institution bequeaths a bunch of musicians and dancers all of whom now being prime time performers showcase the talent on the podium of G.R. Auditorium every year tagging fine arts as part of one week convention.

The concert features and impressive lineup of artists evoke self esteem, self confidence and self efficacy which balance between consciousness in the mind and the organ system of the human body to the spectators.

This initiative aims to revitalize the region's musical legacy already nurturing in this delta region dated back to sixteenth century, by taken classes on classical music and dance to the students of Swami Dayananda College.

Practice

Every year, Yoga Day falling on June 21 in which the yogic practitioners demonstrate their postures before the spectators.

The course entitled Stress management through yoga is taught to 3rd Year students of Mathematics, Physics and Chemistry as skill based elective for stress free living.

A group of Sadu's across the world , discourses things that matter imparting proper information and enabling them to understand accepted values and morals intermittently.

The moral classes taken by our faculty members have sculpted and ethos of the students especially to introspect themselves and enable to rationalize in their lifetime career.

Values and morals are taught to the students through moral classes a specific syllabus tailor-made the book "Manam malaratum" authored by His Holiness Pujya Shri Swamiji serving the purpose of value education

Our institution has been promoting classical music in diverse and unique ways. Students have accesses to the music and they would drench in it. The performances also doubled up as training and workshops with questions raised during the mid concert.

Swami Dayananda Educational Trust has tied-up with Hitham Trust, founded by Padmashri. Smt. Bombay Jayashri Ramnath, one of the globally acclaimed exponents of Carnatic music.

Every Friday at Manjakkudi, Smt. Jayashri and her disciples conduct musical classes knowing students on ragabhava as it unceasing central objective. Our Carnatic music classes are able to intelligently bridge distances and geographic boundaries for both performances and teaching. With a syllabus designed by Smt. Jayashri and compiled by Vidyalakshmi Sunderaraj for three batches. As part of the program, Hitham Trust also invites several musicians, including Delhi Sairam who conducts regular rhythm classes.

The Annual Convention, week-long programme that embodies music, dance, theatre performances and lectures, is a time of interactive learning for our college students. The topics touched on by eminent speakers include music, dance, art, architecture and history.

During annual convention, most famous Historians and epigraphists have delivered an exhaustive account of the built temples and inscriptions recorded in it to the students. These deliverances acquaint them about inscribed in the temple complex over the years revealing it as a veritable treasure trove of our forefathers and also depict the magnificent grandeur of it proclaiming the region's of socio-cultural supremacy.

Evidence of Success

438 yogic practitioners of our institution demonstrated and guided by our yogic teacher had awarded Diplomas from the Bharathidasan University.

At the end of the programme, Padmashri. Smt. Bombay Jayashri Ramnath, A convener of the musical class has dispensed with certificates to 510 students of our institution learning intriguing new shades of ragas from the year 2016.

From 24.6.2017 to 21.10.2017 a nine week music appreciation programme was hosted in G. R. Auditorium at under mentioned schedule during course of programme the artists were upholding a traditional and rule bound art form before the 210 students of our institution.

Year	Programme Details	Number of Students	B
2017-18			
24.6.2017	Padam, Javali, Thillana, Devar Nama Etc., In Concerts	210	
08.07.2017	Veena And Drones In Concerts		
22.07.2017	Percussion Instruments In Concerts		
05.08.2017	Tamil Composition In Concerts		
19.08.2017	Violin – A General Introduction And Role Of Violin In Concerts		
09.09.2017	Panchapuranam, Panniru Thirumurai And Thirupugazh		
23.09.2017	Compositions Of The Musical Trinity In Concerts		
07.10.2017	Manodharma Sangeetha- Ragam Niraival, Swaram, Pallavi Etc		
21.10.2017	Concerts As A Whole		

By the end of the day a interactive session had been held on debut made by the artists. In this programme the musicians harped on their music in a distinct manner.

A six day workshop on an ancient art form Khatak had been conducted on the Dayananda campus 14th to 19th July, 2017. The most famous dance artist Sri. Vishal Krishna a special invitee spoke on Nattiyasastra's basic techniques execution and essence. A total of 48 students partook in it.

The world renowned classical dancers , the best performers of carnatic music and the exponents from various fields fascinated by their splendid performances' before the spectators including local public and our students in a week-long programme scheduled every year before a graduation day acquainting all audience to know about our rich heritage and culture.

Epigraphist Kudavayil balasubramaniam, former curator of the Saraswathi mahal library, Tanjore delivers

a niceties of the built temples to Shiva on the banks of Cauvery understanding students art and architecture of this majestic structure, culture, religion, language, governance and trade of our powerful Kings. He presented magical magnificence of temples screening through power point presentation and also the details of stone work of this masterly craftsmanship of Indian artisans.

All of our students, staff members and persons hailing from sons of soil in this locality participated in this auspicious function acquiring the knowledge about our rich heritage and values of our society inherited by our ancestors.

Problems Encountered and Resources Required

1. The residents in this region do not evince much interest towards this kind of vocal concerts, dance recitals and reluctant to participate in it.
2. It is a challengeable task for the exponents to reach out to this destination owing to locate at obscene village 350 kms away from the capital.

File Description	Document
Link for Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

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

Response:

Bridging Modernity with Tradition

Our institution was established in 2001 at Manjakkudi, a village in Thiruvarur District of Tamil Nadu. The college has been founded in Manjakkudi since it is the birthplace of His Holiness Sri Dayananda Saraswathi, a Vedic Guru. There is another purpose behind the choice of a village: to serve the needy sections of the society with the state-of-the-art education. There are many higher education institutions in urban centres. But there are few institutions to take care of the disadvantaged sections of the society that live on the periphery, far away from the centre. Our institution is committed to serve such needy sections of the society with global standard education and facilitate the rustic aspirants rise the social and economic layers. Hence it is the choice of a village for the institution.

Moreover, there is an urgent need to redefine “education”: it is not merely to stuff someone with knowledge and skills, but it is to ignite the spirit within and help someone to get liberated from narrow-mindedness and identify with the universe. Education is a sharp and fine tool; in wrong hands, it is destructive whereas it can do wonders if the mind is cultivated and the soul is enlightened. In the words of Swami Dayananda Saraswati “education coupled with cultural validation is key to inculcating self-

confidence in the youth of our country.” Hence, the college functions with the singular objective to offer value-based, traditional education unalloyed by the outward glamour of the contemporary times.

The most distinctive feature about our institution is that it offers most advanced, world-class education without forgetting to inculcate faith in our traditional values. Thus, one could find the coexistence of tradition and modernity in the campus. Even as the learners are enjoying the fruits of modern education, they are reminded to be conscious of the cultural and historical roots. The institution consciously adopts a system of education that does not compromise traditional values for modern knowledge. Though the college is situated in a rural set up, it has the state-of-the-art infrastructure on a par with any urban institution that facilitates wonderful learning experience to the aspirants. The superstructure of knowledge is built upon the foundation of tradition. Thus, one could find the coexistence of tradition and modernity wherever one turns in the campus. Our institution is proud to serve as a bridge connecting modernity with tradition.

Modern Features: Our institution possesses all the modern facilities; high-tech classrooms, well-equipped laboratories, and ultramodern auditoria/seminar halls. The college is facilitated with an excellent IT infrastructure and a state-of-the-art library. All these facilities render the campus a conducive environment for teaching-learning on par with global standard. The students never feel that they are learning from a rural institution, and they are prepared to face the challenges in the globalized world.

On a par with the urban institution, the college has been holding Campus Recruitment Drives. The Training and Placement Cell is preparing the first-generation learners to face job interviews and entrance/completive examinations and compete with their urban counterparts. Every year, a job fair is organized which sees the participation of students from the college itself and from other colleges in the region. Companies from diverse sectors such as banking and finance, automotive and HR participate in the fair. Thus, instead of moving towards cities in search of jobs, the institution has made city-based companies visit Manjakkudi village in search of qualified candidates.

Rural BPO of Wipro, which has been started functioning in our Dayananda Campus since 2011 and absorbing 200 outstanding students of our institution giving a unique chance of serving near their nativity.

Traditional Values: Our students are not only equipped with knowledge and skills, but also endowed with the pride of being inheritors of rich culture, arts and values. The students are made aware of our glorious past even as they learn about the contemporary developments. Even as the physical comfort and mental happiness are assured, the institution also strives to underline the importance of the spiritual health, the fundamental of all other aspects of health. Satsangs, lectures on spiritual topics, and yoga training and practice are given to reinforce the human spirit.

The college organizes an annual convention, a week-long festival that includes music, dance, theatre performances and lectures, is a time of interactive learning for our college students. The topics touched on by eminent speakers include music, dance, art, architecture, and history. The convention sees packed audiences with students from our institution and public in this region.

In an effort to restoring our traditional ecological wisdom, Swami Dayananda Educational Trust’s 40 acre organic farm successfully grows produces like paddy, vegetables, and medicinal plants while constantly innovating and experimenting with new farming methods. Our students gain a field experience making a trip to visit the organic farming acquiring knowledge about adulteration free cultivation methods. It also raises awareness about the benefits of organic farming among the villagers through meetings and

conferences where agricultural experts are roped in to communicate about the importance of sustainable farming methods.

Jnana Pravaha ('Perennial Flow of Knowledge') has been designed and devoted not just as a memorial but a living tribute to Pujya Swamiji's memory and the continuing tradition of his teachings. Swami Dayananda Study Center in the college premises is a destination for Swami Dayananda Saraswati's writings. The publication transcribes, edits, collates, and publishes his teachings, lectures, and essays with the sole objective of spreading the vision of our traditional spiritual texts and scriptures through systematic expansion of quality print and publishing media at affordable prices. At this center, over 50 titles from various series such as public talks, exploring Vedanta, text-translation, and Upanishad series have been preserved. The faculty members and students are paying visit to the centre realizing the importance of spiritual wellbeing.

As an exemplary institution, Swami Dayananda College of Arts & Science brings together modernity and tradition in a single campus.

File Description	Document
Link for appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Our institution provides free admission and accommodation for students from north and northeast states nurturing multicultural nation deeply rooted in tolerance and modernity while living with other students of our state.

The technological teaching would upgrade imparting knowledge to all stakeholders to improve the standard of learning. The credo of our institution is to spread quality education and in the cause of neighbourhood community throughout length and breadth in this region.

Concluding Remarks :

The infrastructure facilities and different exhibits articulate nature of academic and heritage life on the Dayananda Campus bringing up students in an atmosphere of dedication and discipline in their way of life.

Aiming to upgrade economic levels of the people, our institution strives to serve to the hopes and aspirations of the economically oppressed sections making their dreams come true for advancement of learning wards of inhabitants in this region.