



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		SAIVA BHANU KSHATRIYA COLLEGE
• Name of the Head of the institution	Dr.N.Muthuselvan	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	04566220382	
• Mobile no	9443473020	
• Registered e-mail	sbk_college@yahoo.com	
• Alternate e-mail	sbkcollegeoffice@gmail.com	
• Address	P.Thottiyankulam Road	
• City/Town	Aruppukottai	
• State/UT	Tamil Nadu	
• Pin Code	626101	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Co-education	
• Location	Semi-Urban	
• Financial Status	UGC 2f and 12(B)	

• Name of the Affiliating University	Madurai Kamaraj University
• Name of the IQAC Coordinator	Dr.D.Jacqueline Perianayakam
• Phone No.	04566220620
• Alternate phone No.	04566220382
• Mobile	7373903075
• IQAC e-mail address	sbkcollegeiqac@gmail.com
• Alternate Email address	sbk_college@yahoo.com
3.Website address (Web link of the AQAR (Previous Academic Year))	https://sbkcollegeapk.in/IOAC/AOAC/AOAR_2020-2021.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	http://sbkcollegeapk.in/IOAC/Academic%20Calendar/Academic%20Calendar%202021-2022.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	81	2005	28/02/2005	27/02/2010
Cycle 2	B	2.9	2013	05/01/2013	04/01/2018
Cycle 3	B+	2.7	2019	04/03/2019	03/03/2024

6.Date of Establishment of IQAC

24/02/2007

7.Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr.T.Subramanian	Major Project (PS-04)	TNSCST	2021-2023	70000 (Second Year)
A.Narmadha, K.Muthu Kannan, B.Selciya	Student Research Project(PS-123)	TNSCST	11.03.2022	7500
V.Jayasri	Student Research Project(BS-129)	TNSCST	11.03.2022	7500

8.Whether composition of IQAC as per latest NAAC guidelines	Yes		
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File		
9.No. of IQAC meetings held during the year	8		
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes		
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded		
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No		
<ul style="list-style-type: none"> • If yes, mention the amount 			

11.Significant contributions made by IQAC during the current year (maximum five bullets)
<ul style="list-style-type: none"> • Organized Virtual Faculty Development Programme on Embracing New Normal in Teaching on 28.08.2021 • Organized a Virtual Professional Development Programme for Non-Teaching Staff on Promoting a Positive College Climate on 28.08.2021 • Organized National Webinar on ICT Tools: A New Vista in Teaching on 09.10.2021 • Organized

International Webinar for all the PG students on Employability through Social Media on 23.10.2021 • Organized Faculty Development Programme on NAAC Revised Guidelines on Preparation of AQAR on 10.01.2022

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

Plan of Action	Achievements/Outcomes
To organize an Orientation Programme for Freshers on 08.09.2021.	Guidance and Motivation for the Freshers
To organize a Professional Development Programme on "Promoting A Positive College Climate" on 28.08.2021 for Non-Teaching Staff	Significance of the Role of Non-Teaching Staff
To organize a Professional Development Programme on "Professional Ethics" on 11.01.2022.	Sensitization of Professional Ethics
To organize a Professional Development Programme on "Career Advancement Scheme for College Teachers" on 12.01.2022.	Career Guidance on Career Advancement Scheme (CAS) of the Faculty.
To organize a Faculty Development Programme on Embracing New Normal In Teaching on 28.08.2021	To face the challenges in offline teaching in the Post Pandemic.
To organize a Faculty Development Programme on "NAAC Revised Guidelines on Preparation of AQAR" on 10.01.2022.	To enlighten the Faculty on the Revised Guidelines of NAAC.
To organize a Virtual Counselling Programme for the first year UG students from 14.09.2021 to 17.09.2021.	To boost the self confidence and morale of the students. To equip them for future career. To motivate them to face the challenges and enhance their performance.
To organize a National Webinar	To integrate ICT for effective

on "ICT Tools: A New Vista in Teaching" on 09.10.2021.	teaching.
To organize an International Webinar for all the PG students on "Employability through Social Media" on 23.10.2021.	To give awareness about Job opportunities in Social Media
To organize a Workshop on "Soft Skills and Career Opportunities" on 24.11.2021.	To develop Soft Skills. To give Career Guidance.
To organize a Virtual Skill Development for the Under Graduate Students on "Soft Skills for Effective Communication" on 09.04.2022.	To develop Soft Skills and Communication Skills.

13. Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
Managing Board	15/12/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	19/01/2022

15. Multidisciplinary / interdisciplinary

The institution proposes to implement the Multidisciplinary and interdisciplinary courses as soon as the National Education Policy is implemented. The institution offers Under Graduate Courses like B.Com with Computer Application and Diploma in Computer Application. Value Education and Environmental Studies are offered as Part V with 2 credits for all the first year students. There is flexibility in the selection of elective subjects in Non Major Electives. As a part of curriculum students engage in community services through NCC, NSS and YRC, which carries 100 Marks.

16. Academic bank of credits (ABC):

The institution is affiliated to Madurai Kamaraj University, Madurai. The institution proposes to register in Academic Bank of Credits as soon as the University opens the portal for Academic Bank of Credits for Affiliated Colleges. Academic Council Members, Chairman and Members of Board of Studies contribute to the curriculum design and in the selection of text books and reading materials.

17.Skill development:

To strengthen the vocational education and soft skills of the final year UG and PG students initiatives will be taken to register in the National Skills Qualification Framework. The institution provides Value-based education to develop universal human values and life-skills through courses on value education in the first year Under Graduate course and through the activities of NCC and NSS. The institution proposes to offer University offered Certificate Courses on Gandhian Thought and Yoga. The NSS Girls Unit proposes to sign a MoU with Mahatma Gandhi Rural Education Development to enhance the entrepreneur skills of the students.

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

Students learn Indian languages like Tamil for four semesters. Students will be asked to take Certificate Courses offered by Hindi Prachar Sabha through online mode. Courses are taught in bilingual mode whenever necessary. The Institution proposes to offer Certificate Courses on Silambam, Bharathanatnam, Folk Arts and Indian Languages.

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

The Madurai Kamaraj University conducts Academic Council Meetings and Board of Studies meeting to discuss the revision in the curriculum, which Focus on the Outcome based education. As members of Academic Council and Board of Studies, the Faculty will contribute to the initiatives taken by the University and make changes in the curriculum based on Outcome Based Education.

20.Distance education/online education:

Certificate Courses to enhance employability skills, were offered in online mode. PG students will be encouraged to opt for online courses through SWAYAM and MOOC portal.

Extended Profile

1.Programme

1.1	625
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	1297
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2	564
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	457
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	101
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	102
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	66
4.2 Total expenditure excluding salary during the year (INR in lakhs)	53.78
4.3 Total number of computers on campus for academic purposes	201

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution is affiliated to Madurai Kamaraj University and follows the curriculum designed by the university. The Principal as an Academic Council and Senate member represents effectively the academic issues at the University forum. The Principal and the Faculty members in Board of Studies play a vital role in designing the curriculum in the Madurai Kamaraj University. The college prepares the academic calendar which consists of the courses offered, the number of papers semester wise and the code number for each paper. Department meetings are held to discuss the framing of time table, course content and division of syllabus unit wise, teaching plan and cocurricular activities. The coverage of syllabus is done unit wise. The syllabus completed every week is recorded in the weekly Work Done Report which is signed by the Heads of the Department and submitted to the Principal in the week end. ICT enabled teaching is done through video shows, animation and graphics. Student centric teaching methods catering to the capabilities of the students are implemented. Interactive teaching is implemented through Dialogues, Short Speeches, Group Discussion, Role Play and Seminars. Experimental learning is implemented with the help of working models and demonstrations. Collaborative teaching is done through Guest Lectures, Workshops, Seminars and

Conferences. Certificate courses are conducted to develop the Employability skills and Entrepreneurial skill of the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The institution is affiliated to Madurai Kamaraj University and the college adopts the University Evaluation System. As per the University allotment of Marks, 25 marks is allotted for Internal Tests and 75 marks for External examination. 100 marks is allotted for Extension Activities like National Cadet Corps, National Service Scheme and Youth Red Cross. Two centralized Internal Tests are conducted by the college every semester. 5 marks are allotted for Assignments. Internal marks include Internal Assessment Tests, Quiz, Peer Team Teaching and seminars by students. When University brings forth changes in the internal evaluation system, the institution adheres to the changes. In addition, Unit tests, class tests and oral academic evaluation are conducted to evaluate their continuous academic progress. The performance of the students in the class and their progress in the internal exams are discussed with the parents in Parents- Teachers meeting.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://sbkcollegeapk.in/IOAC/Academic%20Calendar/Academic%20Calendar%202021-2022.pdf

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

B. Any 3 of the above

Courses Assessment /evaluation process of the affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
26	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
15	
File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
524	

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

1.3 - Curriculum Enrichment

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

Issues relevant to Gender, Environment and sustainability, Human Values and Professional Ethics are included in the Madurai Kamaraj University syllabus. All the U.G. students have Environmental studies in Semester IV and Value Education in Semester I. Third year B.A. (History) have Women Studies in Semester VI. The course on Women Studies helps the students to be aware of the issues of women. It widens their knowledge on legal system, Gender inequality, Women's Rights and welfare schemes for women, and women empowerment. It enables them to develop their self-esteem. The course on Environment Studies focuses on the evolution of Earth, Global Warming and Values of biodiversity, Disaster management and Pollution. B.A. Tamil Literature students have a paper in Personality Development in Semester V and Oratory Skills in Semester VI. M.A. English students have English for Communication level 1 and level 2. B.A. English students learn presentation skills, Job seeking skills and English for Employment. B.Com (CA) students get awareness on professional ethics through on the job training and internship programmes. M.Sc., Chemistry students learn about Environment Studies and B.Com students have a paper in Business Environment in semester V. M.Com and M.Com C.A students learn about Entrepreneurial Development and Project Financing. M.A History students have a paper in Women Empowerment in semester IV.

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

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

9

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

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

152

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sbkcollegeapk.in/AQAR/AQAR-2022/Criterion%201/1.4.2.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

455

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

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

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

451

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

High performing students are identified on the basis of Internal Assessment and interaction in the class room.

Fast Learners

Advanced learners are encouraged to participate and present papers in the State/National/International level conferences, seminars, symposium, workshops and Inter- Collegiate Competitions. Guidance is given to the fast learners to apply for competitive examinations and to pursue higher studies. They are encouraged to aspire for University ranks. They are informed about the various National and International fellowship programmes. Post Graduate students are motivated and given training for NET/SET examinations. Two of the students have got Students Project Fund.

Slow Learners

Simplified study materials are provided to Slow Learners to make the learning process easy. Difficult topics are discussed in detail for better understanding. Class tests are conducted regularly to make them learn systematically. Previous year university question papers are discussed. Special attention is given to students with arrears.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1297	101

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Student Centric methods are adopted to enhance student involvement as a part of participative learning. It is implemented through Role Plays, Team work, Debates, Seminar, Quizzes, Project work, Field Visit and Case studies.

Experimental learning

For Real time exposure, students are encouraged to participate in National and International Workshop/Conferences. Faculty identifies and proposes academically significant Field visits and Surveys. Guest lecture by eminent experts from industry and academics are organized to supplement the teaching process and provide experiential learning. Laboratory classes are used to enhance the knowledge of the students in the relevant subjects.

Participatory learning

Students are encouraged to involve themselves in academic discussions. Students enhance their learning process by involving themselves in Peer Team teaching, conversational practice, literary quiz, paper presentation, seminar, and mock interview. Literary debates enrich their confidence, innovative thinking, team spirit and leadership quality.

Problem solving methodology

Case study method is adopted in teaching learning process to enhance logical thinking. Group Discussions enhance communication skill and Team Sprit. Quiz Programmes are conducted for all the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

Information and Communication Technology (ICT) is incorporated in Teaching and Learning to support, enhance and optimize the delivery of lectures. 16 classrooms are equipped with LCD Projectors. Each Department is provided with Desktop with wi-fi connectivity. One smart board is installed in the New Conference Hall. Seminar Hall is equipped with LCD facility. MOOC Platform (NPTEL) and Digital Library resources (N-List) enable effective teaching learning process. Faculties use power-point presentations in their teaching by using LCD projectors. They use digital library, online search engines and websites to prepare for effective presentations. Quiz is

conducted through Google forms.

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

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

2.3.3.1 - Number of mentors

73

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

101

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

47

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

1041

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

2.5 - Evaluation Process and Reforms

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

The institution is affiliated to Madurai Kamaraj University and follows the guidelines of Assessment and Evaluation of the University. 25 Marks are allotted as Internal marks and 75 marks as External for theory papers. For Practical papers 40 marks are allotted for Internal and 60 for External. 100 marks are allotted for Extension Activities. The Internal Assessment Tests are conducted as per the schedule given in the Academic Calendar. Academic calendar is prepared in the beginning of the academic year and is available in the college website and notice-boards of the departments. For internal assessment tests, question papers are prepared by the faculty members. Evaluated Answer sheets are distributed to the students. Internal Assessment Test result analysis is discussed in the Department meeting. The Internal Assessment mark statement is submitted to the Principal. Two internal tests are conducted. For project work, students present their work or report to the coordinator. They are evaluated on the basis of parameters set by the respective coordinator.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The assessed internal test papers are distributed to the students for self-assessment. In case of any grievances regarding internal assessment, the student is free to interact with the teacher and get it solved. The unsolved grievance, if any, is referred to the Principal through the Head of the Department. Students who have failed to take up the Internal Assessment tests are advised to take up Re-test after getting permission from the Principal. Internal Marks for 25 is calculated -10 marks for Internal Assessment tests, 5 for Assignments, 5 for Quiz, 5 for Peer Team Teaching. Students are asked to verify the total of their internal marks.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The College follows the curriculum designed by the Madurai Kamaraj University, Madurai. Programme Outcomes, Programme Specific Outcomes and Course Outcomes for all the courses are designed to describe the knowledge, skills and competencies that students are expected to acquire, while completing their programme of study. Outcome based education is a student centric learning method that helps teachers to deliver the course content and assessment, keeping in mind the intended outcome of the specific programme. The outcomes are prepared by the faculty and are communicated to the students in the class. It is displayed in the college website. Students are informed about the Programme Outcome during the Orientation Programme conducted on the Freshers day of the course. They describe the capabilities, the students are expected to have by the time of graduation. Course outcomes are framed by the course teacher, based on the course content.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://sbkcollegeapk.in/IQAC/Outcomes/Programme%20Outcomes%20and%20Programme%20Specific%20Outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The Course Outcomes (C.O) are measured through the performance of the students in the Internal Test and Semester Examinations. Seminar, Quiz and Assignments help in evaluating the course outcome. Results of the Internal examinations are analyzed and discussed in the Department. Measures are taken to correct the problems in learning. To assess the Course Outcomes, Quiz and Assignments are given to students by the concerned course teacher. Students are asked to take seminars on the prescribed topics. This helps in assessing the attainment of the course outcome. The Programme Outcomes (P.O) are evaluated through the number of students progressing to higher studies and getting placement. Increase in the number of University Rank holders helps in assessing the Programme Outcome. Pass percentage reveals the attainment of the Programme Outcome. Feedback is collected from the outgoing students. The analysis of feedback helps us in assessing the attainment of the Programme Outcome.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

457

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://sbkcollegeapk.in/AOAR/AOAR-2022/Criterion%202/STUDENT%20SATISFACTION%20SURVEY%2021-22.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0.85 lakhs

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

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

3.1.2.1 - Number of teachers recognized as research guides

2

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

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

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

2

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

3.2 - Innovation Ecosystem

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

The College has created an ecosystem for innovations to promote research culture among faculty members and scholars through Research Committee. The committee encourages faculty members to promote research in their area of specialization with their post graduate and research students. The committee regularly sends circulars regarding the notifications of Students Internship from IITs and Summer Projects from Indian Academic of Sciences, Students Projects, Young Scientist Fellowship from TNSCST, Minor and Major Projects from the funding agencies like DST, UGC, TNSCST. The committee encourages the faculties and students to participate and present research papers in National and International conferences. One faculty from Department of Chemistry received a grant of Rs. 1.6 lakhs. Two PG students from the Department of Chemistry and Zoology are sanctioned Rs. 7500/- for Student Project under the Tamil Nadu State Council for Science and Technology. One faculty from Chemistry department has been awarded Young Scientist fellowship-2022 from TNSCST. 29 research papers have been published in peer reviewed UGC-

CARE listed journals and 37 research papers in Conference Proceeding with ISBN. Two faculty members have been approved as Research Guides by the Madurai Kamaraj University.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sbkcollegeapk.in/AOAR/AOAR-2022/Crit erion%203/3.3.2.xlsx

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

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

1

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	https://sbkcollegeapk.in/research
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

the year

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

28

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

31

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The college extends social service and creates awareness to the local community in and around Aruppukottai through NSS (Boys & Girls units), NCC (Boys & Girls units), YRC and IQAC. The units of NSS, NCC, YRC, Social Outreach Cell, Eco Club and Health Club have organized 90 extension programmes in association with various Government and Non-Government Organizations. 7556 Number of students under the guidance of 8 faculty members participated in the following activities like Swatch Bharath, Covid-19 Awareness Programme to Public and Students with Urban Government Primary Health Center and also provided hand-sanitizer, N-95 face mask to the public in Aruppukottai and nearby villages during the COVID-19 lock down period. Dengue Awareness Programme, Polio Awareness Programme, Drive Against Drug Programme, AIDS Awareness Programme, Online E-quiz on National NSS Day, and Blood Donation Awareness Programme in the college were organised. As a token of excellency in

extension service, the college has been awarded with Certificate of Appreciation by the District Election Officer and YRC has been awarded with Certificate of Appreciation by the Tamil Nadu State AIDS Control Society and Tamil Nadu State Blood Transfusion Council.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

6

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

90

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

7556

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

1

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

6

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

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.

There are 64 classrooms, with adequate lighting, ventilation, fans and proper seating arrangements in the college. The college provides adequate infrastructure for ICT enabled teaching and learning by fixing LCD projectors in 16 classrooms 2 Conference Halls. One Smart Board is available in the New Conference Hall. All the Departments, Computer laboratories and office are equipped with 201 computers. All the laboratories are well equipped with good number of small instruments to give hands on experience to all the Undergraduate & Postgraduate students. There is a Botanical Garden in the college. The college campus has BSNL broadband Wi-Fi with Bandwidth -50 Mbps connectivity. Seven Departments have Department library for advanced teaching and learning. The college library has 26,116 books, 13 journals, 16 magazines and 1450 e-books. The facility of accessing more than 6529 journals from INFLIBNET is available in the college library. Remote access facility of library resources is provided for all teachers and students. Twenty five .22 long rifles are available for NCC training. Transport facility is available for girls students. 268 students avail bus facility. The college has a generator (125 KVA) for providing uninterrupted power supply for 24x7 hours. The college canteen provides food at nominal price.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sbkcollegeapk.in/AQAR/AQAR-2022/Criterion%204/4.1.1.pdf

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

To encourage personality development, team spirit & leadership qualities among students, the institute encourages students to participate in various sports & games. The college has a sprawling campus which spread over 47.8 acres of serene land. Director of Physical Education is appointed to take care of Sports activities of the college. College teams are formed to take part in state level and University level competitions and other Inter collegiate competitions. The college has a spacious play ground for Cricket, Foot ball, Hockey, 200 mts track, 2 Cricket Nets practice, 2 Volleyball Court, 2 Ball Badminton Court, 5 indoor Badminton Court, an outdoor Badminton Court, Kho-Kho Court, Hand Ball Court, Tennikoit Court, 3 Kabadi Court, 2 Table Tennis board, Long Jump pit, Gymnasium and Yoga hall. International Standard Indoor Stadium is available. Weight lifting facility is provided to encourage sports activity. The Fine Arts club promotes students to participate in various Inter and Intra cultural activities. Competitions are conducted during Pongal Celebration. Inter-Departmental cultural meet "Cultura 2022" was organized.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sbkcollegeapk.in/AQAR/AQAR-2022/Criterion%204/4.1.2.pdf

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

18

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sbkcollegeapk.in/AQAR/AQAR-2022/Criterion%204/4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

25.98361

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Library is automated with Rovon LMS software of the Version of PostgreSQL 9.5 which was installed in 2012 with partial nature of automation. It has updated version of PHP 6.0 for the year 2021-2022. The module functions in Rovon LMS library software are Acquisition module (Budget Receipt, Budget allocation and more reports), Catalogue module (Resource entry, Catalogue search, Stock Verification, Accession Register, New Arrivals list, Year wise /Subject wise / Department wise Statistics), Serials module (New Issue Entry, Subscription, Back Volume Register), Member module (Member Register, Group Allotment, No Due Certificate, User Ranking, Member Utilization, and more reports), OPAC (Searching Title/Author/Subject/Keywords/Account No., etc), E-Gate (Check IN/OUT, Gate Register entry, Month wise/Date wise Reports, Summary),

Circulation module (Students/Staff Data, Issue/Return/Renew, Over Due Charges, Resource Analysis, Member Analysis and more Reports), Administration (Login Information, Back up, and more information).

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sbkcollegeapk.in/AOAR/AOAR-2022/Criterion%204/4.2.1.pdf

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.35035

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

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

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

274

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

4.3 - IT Infrastructure

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

The institution adopts ICT enabled teaching and learning process through LCD. The college has Wi-Fi facility with a bandwidth of 10 Mbps. 201 computers are available for enhancing teaching and learning process. Office, library, Computer laboratory and New Conference Hall are provided with internet connections through Wi-Fi. Computerized Academic Management Processing Expert System software has been installed in the college office. Library is equipped with internet and INFLIBNET services. Rovam LMS software has been installed in the library. Most of the departments have LCD for Power Point presentation to students. The maintenance of computers, installation of software, Wi-Fi connectivity and their upgradation are regularly carried out by a technician. The college seeks the help of experts for upgradation of its website.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sbkcollegeapk.in/AQAR/AQAR-2022/Criterion%204/4.3.1.pdf

4.3.2 - Number of Computers

201

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

52.29920

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Laboratory Stock verification is done by six Laboratory Assistants. Breakage registers and Log books are regularly maintained. The Staff in-charge reports the breakage details to the Principal through the Head of the Department. Service of instruments is done whenever required. The college has two library assistants who are in-charge of lending books for reference, maintenance of books, journals, magazines and daily news papers. The E-gate registers the entry and exit of the students and staff. Book availability can be verified with OPAC facility. The Departmental Library is maintained by the Faculty of the respective departments. The Physical Director maintains the Sports articles. Two hardware technicians are in-charge of the maintenance and service of the computers. Class rooms maintenance work related to electrical, carpentry and white washing of the classrooms is carried out under the supervision of Non-Teaching Staff. Committees are formed to verify the stock by the end of the academic year and the report of internal stock audit is

submitted to the Principal.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sbkcollegeapk.in/AOAR/AOAR-2022/Criterion%204/4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

556

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

6

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://sbkcollegeapk.in/AOAR/AOAR-2022/Criterion%205/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

634

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

634

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

C. Any 2 of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

29

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

105

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

69

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

5.3 - Student Participation and Activities

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

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

8

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Students are given responsibilities in all possible ways and means. Each class has a representative from the boys and girls. They help the staff members in maintaining the discipline of the class. There is student representation in all the Association activities. Each department has an Association and students are nominated as Student Secretary of the Association. Students are assigned various responsibilities as members of Fine Arts Club, Sports Committee, NSS, NCC and Youth Red Cross. NSS leaders are designated to monitor the work assigned to the volunteers inside and outside the campus. Youth Red Cross has blood donors and volunteers who help in times of emergency. NCC cadets play a very active role and render a laudable service in making arrangements for the programmes organized in the college. Students take up Cycle Rally in bringing awareness on Road Safety and Covid-19 awareness. Students of these units arrange different activities such as providing free foods, kabasura kudineer to road side people, create Covid -19 vaccine awareness, health awareness cycle rally, HIV awareness, planting trees, Swatch Bharat.

International women's day, National science day, National constitutional day, World sparrow day, Google day, World backup day, National youth day, National voter's day, Language day, International yoga day are celebrated.

Eco club committee students provide support to maintain botanical garden and green campus.

File Description	Documents
Paste link for additional information	https://sbkcollegeapk.in/AOAR/AOAR-2022/Criterion%205/5.3.2.%20students%E2%80%99%20representation%20and%20engagement.pdf
Upload any additional information	View File

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

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

35

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

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

There is a registered Alumni Association in the college with the Registration number 268/2018. The college renders support and closely follows the progress of the students. Many of the Alumni are well placed in India and abroad. Eminent Alumni are invited to the college to deliver lectures and to motivate students. They share their experience and inform the students about the various career opportunities available in their respective fields. They act as resource persons in programmes to enhance and enrich the skills of the students. Alumni who are studying in foreign countries share their knowledge and experience with the students. The valuable feedback given by the students is taken into consideration. The Institution has a social network page and separate link in the

college website for the alumni. Alumni share their expertise through "knowledge sharing sessions" arranged by the departments. They update the students about latest use of technology. Alumni also train and prepare NCC Cadets for 'B' and 'C' certificate examinations. Alumni guide the Post Graduate students in preparing for NET/SET/GATE examination. Alumni are working in organizations in various positions. They keep in touch with their department faculties. Departments conduct alumni meet at the college and interact with them. The suggestions of the Alumni are taken into consideration.

File Description	Documents
Paste link for additional information	https://sbkcollegeapk.in/AOAR/AOAR-2022/Criterion%205/5.4.1.%20Alumni.pdf
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the college is to impart quality higher education to the socially and economically weaker section and to enhance the capacity and employability of the rural students. The college offers value based and career oriented programmes at free of cost. Financial assistance is given to the students through various Government Scholarships and Students Aid Fund. Quality education is provided with the help of ICT tools and techniques. Online International and National webinars are organized. Students are motivated to pursue higher studies. 7 Certificate courses are conducted. NET/SET coaching classes for Post Graduate students are organized. Students are informed about the TNPSC Group II examination. The various programmes organized by different cells and committee impart human values, awareness of civil rights and Indian Constitution and mould them into worthy citizen. Celebration of

birth and death Anniversaries of eminent Indian leaders provide an opportunity to imbibe the values they stood for. Value education, Environment Studies, Women Studies and Extension activities like NCC, NSS and YRC inculcate human and moral values.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The Institution practices decentralization and participative management for the effective implementation of academic and administrative policy. The Board of Management constituting the President, the Vice-President, the Secretary, the Assistant Secretary, Treasurer is the apex body to formulate overall policies for the College. The Board of Management empowers the Principal to execute the academic and administrative activities with the help of Internal Quality Assurance Cell, Heads of the Department, faculty members, non-teaching staff members and students representatives. Principal meets the Management frequently to redress the grievances of staff and students. The Principal encourages the Heads of the Department and staff members in performing academic activities and administrative programs such as department activities, allotment of workload, various academic programs, association activities, conduct of internal assessment tests and evaluation. Committees are formed for the effective functioning of the teaching learning process as well as the extra-curricular activities. The Convenors of the Committees and Cells with the concurrence of the Managing Board and Principal plan and execute the activities and programmes related to curricular, co-curricular and extra curricular activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The overall functioning of the college is carried out effectively with the help of different internal committees dedicated to student development through academic, research, curricular, extra-curricular, extension and outreach programs which are conducted during the academic year. The objectives of perspective plan is to ensure quality standards in higher education contributing to national level. To encourage innovative teaching, ICT based teaching and learning methods are implemented. To make students more employable, industrial visits are arranged to various business premises. To maintain continuously good academic performance, students are motivated by periodic interaction with distinguished guests and the students are encouraged to participate in seminars, conferences and workshops. To encourage research culture among faculty and students they are motivated to present research papers in seminars and conferences. The faculties are encouraged to apply for Major and Minor Research Projects, Orientation, Refresher course and Short term courses. Awareness programmes are organized to promote awareness about Women Empowerment, Competitive Examination, Health Issues and SET/NET Coaching. Workshops to enrich the skills of students are organized.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sbkcollegeapk.in/AQAR/AQAR-2022/Criterion%206/6.2.1.pdf
Upload any additional information	No File Uploaded

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

The Board of Management is responsible for policy making and verifying the reports through the Secretary. The decisions are made at appropriate levels in the organizational hierarchy. For effective administration the college functions in three broad categories- Office, Departments and Committees under the leadership of the Principal. We have Departments of Science and Arts. Science Departments have Head of the Department, Associate Professors, Assistant Professors, Storekeeper and Lab Assistants. Library functions with a Librarian, Library Assistant and Computer operator. Physical Education Department has a Physical Education Director.

Various committees and Cells are formed for effective functioning of the college -Exam Grievance Redressal Cell, Grievance and Redressal cell, Admission committee, SET/NET coaching committee, Calendar committee, Placement Committee, Social Outreach Committee, Eco club, Universal values cell, Anti-ragging cell, Health club, IPR cell, Career Guidance Cell, Library committee, Fine Arts club, Students Counselling Cell, Women's cell, and Students Aid Fund Committee. Office functions under Assistant, Junior Assistant, Typist, Record clerk and Office Assistant. Sweepers, Watchmen, Gardener, Driver and Scavenger contribute their service for the effective functioning of the college. The institution adheres the service rules of the UGC and Department of Higher Education, Tamil Nadu guidelines and follows UGC norms for staff recruitment and promotion.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://sbkcollegeapk.in/AOAR/AOAR-2022/Criterion%206/6.2.2.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The college has welfare mechanism for teaching and non-teaching

staff.

The welfare scheme for Teaching:

- 1.Aided College Provident Fund (ACPF) & Contributory Pension Scheme (CPS) to Aided staff
2. Twelve months Maternity leave for Staffs based on Government of Tamil Nadu norms.
- 3.Provident Fund and Contribution to ESI to Un-Aided Staff
- 4.Deepavali bonus to Un-Aided Teaching Staff
- 5.Increment in the salary every year for Un-Aided Teaching Staff
- 6.Group insurance for Aided Teaching Staff
- 7.Health card for teaching staff

Welfare Scheme for Non-teaching:

1. Twelve months Maternity leave for staffbased on Government of Tamil Nadu norms.
- 2.Contributory Provident Fund and Contribution to ESI to Un-aided staff
- 3.Group insurance for Aided Non-Teaching Staff
- 4.Deepavali bonus for Un-Aided Non-Teaching Staff
- 5.Increment in the salary every year for Un-Aided Non-Teaching Staff

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

5

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

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

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

101

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

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

The Institution has well defined procedure for Performance Appraisal System for teaching staff. The performance of the Teaching staff is monitored by the Principal based on their weekly Work Done Report. All the faculties submit their Performance Appraisal forms which indicates the academic record and administration responsibilities undertaken by the faculty every year. These appraisal forms are assessed by the Heads of the Department and the report is submitted to the Principal. Performance appraisal form includes details regarding innovative teaching method, participation/paper presentation in seminars, conferences and workshop at State, National and International levels and use of ICT in class room teaching. Faculty members are asked to involve in the activity of the committees and to organize awareness programs for the students. The performance of the Non-Teaching staff is monitored by the Principal based on their daily Work Done Report submitted by individuals through Office. Academic and Administrative Audit is conducted in the end of the Academic year to assess and evaluate the performance of the departments.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The Internal and External Audit is done regularly every year. It helps the organization to ensure its financial management and accounting practices and internal controls over those functions are implemented and maintained. The Internal financial audit is a continuous process to verify the entire income and expenditure of the institution every year. Mr.C.Baskaran, B.Com., FCA, Chartered Accountant, (Membership number 019093) has been appointed as Internal Auditor to check and verify the details of amount generated and spent during the financial year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

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

The college is a Government-Aided Institution. The college Management is the main source of funding. An indoor stadium is constructed with the magnanimous contribution of the Aruppukottai Nadargal Uravinmurai Pothu Abiviruthi Trust (ANUT), the main stakeholder of the college. The Board of Management contributes to the maintenance of the college and provides remuneration for the Resource Persons. Budget is prepared as per the requirements of the various departments. Expenditure bills for the various purchases related to the laboratories and library are maintained. The college applies for funding from various bodies like TNSCST and TANSCH. The

Principal monitors the dispersal of funds. The college follows a transparent accounting and audit practice. IQAC organized Faculty Development programmes funded by the Management. Department of Chemistry & Department of Zoology received Students Project Fund of Rs. 7500 each from the TNSCST. The Department of Chemistry received a grant of Rupees One lakh and 60 thousand from Tamil Nadu State Council for Science and Technology for a Major Project. National Seminar on "Meendum Manjapai" (Reviving the usage of cloth bags) was organized by Girls NSS Unit, with the fund received from TANSCH.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Internal Quality Assurance Cell has contributed significantly for institutionalizing the quality assurance strategies with Departments and 28 Committees/Cells/Clubs in different dimensions and processes through the following activities. Internal Quality Assurance Cell initiated the process of collecting, reviewing and sending the 35 proposals from all the Departments and Student Support Services to obtain partial financial assistance from TANSCH to organize Seminars / Workshops/ Conferences. To promote integration of ICT for effective teaching and to update their teaching methodology, Internal Quality Assurance Cell organized three Faculty Development Programmes, two Professional Development Programmes for Teaching Faculty and one Professional development Programme for Non-Teaching Staff. Internal Quality Assurance Cell encourages the faculty to apply for Guideship, Memorandum of Understanding and Letter of Collaboration. Internal Quality Assurance Cell encouraged the Departments to offer Certificate Courses to enhance the Employability Skills and Soft Skills of the students. Internal Quality Assurance Cell collects the Performance Appraisal Forms from the faculty. Internal Quality Assurance Cell conducts Internal Academic and Administrative Audit and collects feedback from students, parents, alumni and faculty.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The continuous process of teaching learning process, pedagogy and learning are constantly subjected to review with a view to attain excellence. IQAC adopts the following methods to review the performance in teaching and learning aspects. In the process of analyzing, the suggestions and recommendations given in Internal Academic and Administrative Audit and feedback specifically on teaching and learning are analyzed. IQAC insists on the need for ICT enabled teaching. It organized a National level webinar on "ICT Tools: A New vista in Teaching" to ensure teaching and learning effectively and Virtual Faculty Development Programme on 'Embracing New Normal in Teaching'. It gave an idea about the various techniques to enhance the interests of the students in online mode of teaching and learning. The IQAC organized a faculty development programme on 'NAAC revised Guidelines on preparation of AQAR' IQAC members who are in charge of each criterion explained in detail the revised format of AQAR. IQAC organized Professional Development Programmes on the topic 'Professional Ethics' and 'Career Advancement Scheme for College Teachers'. All the Faculty members of the college attended Faculty Development Programmes in various aspects in teaching and learning process. The quality of teaching is evaluated by students and parents feedback every semester. The achievements of the Department targets are evaluated through Internal Academic and Administrative Audit and Future Plan are discussed in the meetings with the Principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);

B. Any 3 of the above

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://sbkcollegeapk.in/AOAR/AOAR-2022/Criterion%206/6.5.3%20Annual%20Report%202021-2022.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender equity makes our environment safer and healthier by reducing violence against women and girls. The college has taken several initiatives in sensitizing the gender equity by organizing awareness programmes. Dress code, discipline and etiquette for college students were stressed. A debate on "Freedom of Women in the 21st Century" was taken up by students. "Start Up SBK" gave an opportunity to exhibit the entrepreneurial skill of students and made them aware of the equal opportunity available in the society. Programme on Higher Education Values and Opportunities emphasized the venues opened for students. Students were given awareness about hazards of mobile phones and snag of online gaming and enslavement. The need to have a good physical and mental health was stressed by the Doctor. The institution provides a safe environment for students and faculty. Bus facilities are available for the girl students. Separate rest rooms are available for the girls.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sbkcollegeapk.in/AOAR/AOAR-2022/Criterion%207/7.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above
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File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Solid waste management

Dustbins are kept to dispose the solid waste. The solid waste is taken in Malar Clean and Green Pvt. Ltd., and disposed in the area allotted by the Aruppukottai Municipality. Plastic, glass, metals and other non-biodegradable waste are segregated and disposed.

Liquid waste management

The water used for cleaning lunch boxes is diverted for watering plants and trees. Chemical effluents from the laboratories are properly disposed by dissolving them in water or disposing them in the protected zones.

E-waste management

Electronic goods are put to optimum use. Minor repairs are set right

by the Laboratory Assistants. Major repairs are handled by the Technical Assistants. The waste compact disc and other disposable nonhazardous items are used by students for Art from waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio-economic other diversity. Different cultural activities organized inside the college promote harmony towards each other. Students are encouraged to participate in extra curricular activities during pongal celebrations. "Cultura 2022" was organized by the Fine Arts Association and it promoted sense of unity among the students. The IQAC, NSS and NCC Units conduct programmes regularly to build tolerance and to bring students together. Universal Values Cell aims at awakening in the youth the values of brotherhood. The activities of NSS and NCC promote harmonious living.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The College takes initiatives in organizing various events and programmes for moulding the students and faculty to become responsible citizens by sensitizing them to the constitutional obligations. IQAC, NSS, NCC and Universal Values Cell organized programmes and activities to motivate the students to adopt practices that promote their sense of Unity, patriotism and brotherhood. Elocution and Verse Writing Competitions were organized during Independence Day and Republic Day celebration. Participation in these competitions instill patriotism and National Integration among the students. "Vigilance and Anti-Corruption Awareness Week" was observed. Students were given awareness about the problems caused by corruption and competitions regarding anti-corruption were conducted. The citizen's rights to cast their votes in the election was stressed and the new voters were enrolled in a camp organized by NCC. NSS volunteers took pledge on National Constitutional Day. NSS organized a National Seminar sponsored by TANSICHE on "Meendum Manjappai" which made the students aware of the problems caused by the usage of plastic bags and the need to go back to the usage of

cloth bags.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://sbkcollegeapk.in/AOAR/AOAR-2022/Criterion%207/7.1.9.pdf
Any other relevant information	Nil

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	No File Uploaded

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

The Institution celebrates the National and International Commemorative days, events and festivals. The celebration of these activities promotes moral values in the students and help in spreading and maintaining communal harmony. The institution organizes Guest Lecture programmes, exhibition and competitions to commemorate the birth anniversaries of great National Leaders and writers like Bharathiyar, Ramanujan, Shakespeare, T.S. Eliot and Walt Whitman. International Yoga Day, Programmer Day, Health Coverage Day, Youth Day, Women's Day, Backup Day, Sparrow Day were

celebrated. National Science Day was celebrated with Science Exhibition. Awareness programmes on Earth Day, Deworming Day, Voters Day, Google Day, Vigilance and Anti-corruption Week and National Constitution Day were conducted. The college Library celebrated World Book and Copyright Day. NCC cadets went on a Bicycle rally to celebrate the World Bicycle Day-Fit India, Freedom Cycle Rally 2022. National NSS Day was celebrated by NSS units. Independence Day and Republic Day were celebrated. These days are celebrated to remember and pay homage to great eminent personalities and great events and to inculcate values in students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best practice: 1

Title of the practice

Certificate courses

Objectives

1. To provide necessary skills to equip the students to employability
2. To provide skill oriented technical training
3. To develop inter-disciplinary knowledge

The context

Due to increase in competition in various fields, getting a certification course has become necessary for a person to stand ahead of others in competition. Certificate courses help an individual to showcase his competency, commitment for the profession, build expertise in his professional subject area and

help with job advancement.

Best practice: 2

Title of the practice

Extension Activities

Objectives

1. The main aim is to give platform for students to develop their skill and technique to address social problems and issues using integrated social work practice.
2. To provide social dimension to the educational system of the college and inculcate social responsibility and commitment in students.
3. To bring forth the team spirit and leadership qualities of the students and broaden their social outlook that will help them work for the welfare of the community.
4. To restore gender equity to avail equal opportunities, to emerge full- fledged and to take up new ventures.

The context

In this context it is important to help students understand the social issues and problems which will further help them in creating awareness in the society. Today's students bear the responsibility of bringing about social change. Social work strongly believes that it is important to work with the marginalized and weaker sections of the society.

File Description	Documents
Best practices in the Institutional website	https://sbkcollegeapk.in/AOAR/AOAR-2022/Criterion%207/7.2.1.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

200 words

The college aims to bring the rural mass into main stream and make them responsible citizens of India. Socio economically weaker students are enrolled and most of them are first generation scholars. The College is dedicated to the students community to promote discipline, education, spirit of love, cooperation and character. The college instills virtues in their minds for making them worthy citizens of India. To develop holistic integrated individual, the college offers many certificate courses and also organizes webinars, workshops and seminars. Eminent experts from various fields are invited to deliver lecture and interact with students.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To organize Faculty Development Programme.
2. To organize National and International Seminars / Webinars.
3. To organize Skill Development Programme and Awareness Programme for students.
4. To organize Professional Development Programme for Non Teaching Staff.
5. To apply for Minor Project.
6. To increase the number of MoU with other Institutions, Industries and NGOs.
7. To conduct 'D' Zone Inter-collegiate Cricket for men.