



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		SHRIMATI INDIRA GANDHI COLLEGE
• Name of the Head of the institution	Dr. S.Vidhyalakshmi	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	0431 2702797	
• Mobile no	9487516089	
• Registered e-mail	sigctr@gmail.com	
• Alternate e-mail	vidhyasigc@gmail.com	
• Address	Post Box No 369, College Road, Chathram Bus Stand	
• City/Town	Tiruchirappalli	
• State/UT	Tamil Nadu	
• Pin Code	620002	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Women	
• Location	Urban	

• Financial Status	Self-financing				
• Name of the Affiliating University	Bharathidasan University				
• Name of the IQAC Coordinator	Ms. N. Vijayalakshmi				
• Phone No.	0431 2701453				
• Alternate phone No.	0431 2701453				
• Mobile	9487312199				
• IQAC e-mail address	naac.sigc@gmail.com				
• Alternate Email address	iqac.sigc@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://sigc.edu/Aqar-20-21/AQAR-Report-2019-2020.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.sigc.edu/pdf/Calendar-2020-2021				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	80	2004	08/01/2004	07/01/2009
Cycle 2	A	3.11	2009	30/09/2009	29/09/2014
Cycle 3	A	3.25	2015	01/05/2015	30/04/2020
6.Date of Establishment of IQAC			25/06/2004		
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	
NIL	NIL	NIL	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of			View File		

IQAC		
9.No. of IQAC meetings held during the year	3	
<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)		
<p>1. Improvement in ICT infrastructure for teaching and learning. 2. Upgradation of Leasedline network to 200 Mbps. 3. Improvement of communication Skills of Staff members. 4. Conversion of 42 Classrooms 2 Smart classrooms. 5. Change to online admissions through College Website. 6. Total Revamping of College Website to Current Technology including branding. 7. Conduct of more than 100 Webinars.</p>		
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	
New Certificate Programme to be Started	Certificate Course in Tailoring and Embroidery techniques approved after inspection for admission	
Improve the number of students going for internships besides curriculum	All Students of Management Studies and Social Work have undergone Internship	
Value added Courses offered online	3 Month Crash Course in Programming Skills, datastructures & algorithms	

	preparing Curriculum Vitae, Soft Skills and Personality development offered by Inlusto learning Private Limited to 215 Students of final year UG/PG Computer Science, Commerce, Mathematics and Physics. 40 Students were Shortlisted after screening and given special training for their placement.
Enrollment in SWAYAM / NPTEL Courses	I. 40 Staff members and 105 Students have enrolled for SWAYAM / NPTEL Courses. 3 members have taken up exams. II. 2063 Students enrolled in ICT Academy New India Learnathon 2021 while 65 completed 10 courses out of 12. III. 221 Students enrolled in ICT Academy Salesforce Women in Tech program. IV. 119 Students enrolled in ICT Academy Skilledge program
Infrastructure Upgradation for ICT based Learning	1. 42 Classes were remodeled to become Smart Classrooms 2. Leased line was upgraded to 200 Mbps 3. 3 blocks are Wifi enabled. 4. G-Suite was adopted for online teaching, assessment and evaluation.
Excellence in Teaching	1. Microteaching was used to screen online teaching ability of staff members and usage of online tools. Results were analyzed and further training given for improvement. 2. Communication classes were conducted for teaching faculty to improve their interaction skills.
Apply for Research grants	8 Applications sent to TNSCST.
Improve Linkage with Industries	1. Department of Fashion Technology organized a Webinar

	on
Improve Research activities and Patents	1. 79 Research articles of the teachers of our college have been published in indexed high impact journals. 2. 6 Presented papers in International Conferences that are published in the proceedings 3. 1 Book and 11 chapters for the books are published.
Soft Skills to be improved among teacher and Students	1. Regular English language practice offered through Whatsapp groups for Students and Staff members. 2. Reading Sessions analysed for Teachers.
Professional Membership renewal	Professional memberships with CII, ICTACT were renewed.
Increase in Linkages	1. MOUs for Greentech, LadyHawk, Tellable, Inlustro, BSNL, TIDITTSIA, Research Centre of Sangam Literature. 2. Primax Foundation done in 3 Programs are, I. Two Days International Webinar on Faculty Enrichment Interdisciplinary Approach in Management. II. 14 Days Virtual Faculty Development Program on Research Methodology and Data Analysis for Ph.D Research Scholars & Faculty III. 6 Days National Level Faculty Enrichment Program on Aligning to the New Educational ERA.
Awards & Recognitions	1. Ms.N.Vijayalakshmi was honored with the Eminent Teacher Award presented by Lady Hawk. 2. Mr.S. Hareesh was honored with the India Prime Award 2021 presented by Fox Clues. 3. Dr. B. Padmapriya was honored with the Kambar Viruthu presented by Kambar Ilaigner Narpani Sangam.

13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	25/02/2022
Extended Profile	
1. Programme	
1.1 Number of courses offered by the institution across all programs during the year	866
File Description	Documents
Data Template	View File
2. Student	
2.1 Number of students during the year	3815
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	900
File Description	Documents
Data Template	View File

2.3	1491
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	191
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	191
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	118
Total number of Classrooms and Seminar halls	
4.2	845
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	750
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
The College is affiliated to the Bharathidasan University and	

follows the curriculum prescribed by the University. Many of the faculty members of the college are members of the Board of Studies and Standing Committee on Academic Affairs and actively participate in design of Curriculum and revision of the syllabus for programmes as and when required to meet the challenges of the current scenario. For the effective implementation of the curriculum the college has systematic methods to ensure that the curriculum reaches the students successfully.

The Vision and Mission of the institution are:

- To enable the students to acquire an integrated personality, endowed with Character, Culture, Compassion and Discipline
- To foster Higher Education and the Upliftment of Women in Society in general and the improvement of their Economic Status and Independence in particular.

The college implements the curriculum at par with its Vision. Academic council acts as an apex body in implementation of curriculum. It collects the action plan of all the departments every year and also assesses and analyzes the activities. The library committee ensures the expansion of library resources on par with the modifications in the syllabus in consultation with the Heads of the Departments. To encourage the use of prescribed text books and learning materials, the college maintains the availability of multiple copies of the quality text books at international standards suitable for every programme. Students are motivated to utilize these facilities through peer learning, assignments, group discussions, seminar assignments, project assignments etc.,

Heads of Departments prepare the academic and activity schedule and submit it to the Principal. After Approval, it is incorporated in the action plan of every department. The college Academic calendar is planned and given to all the faculty and students. The IQAC reviews the Action plans submitted by all departments and takes necessary steps to implement them.

Every teacher also plans their classes, tests, student centric activities for participatory and experiential learning, well ahead using their Work done and Assessment Register. It contains sections to plan ahead and also records the syllabus, Workload, timetable, details of classes handled, test schedules and other classroom activities, details of meetings with their parents whenever necessary. This helps the staff members to analyze the execution of their plans and reschedule things whenever necessary. The department also appoints tutors for every class so that the Tutor-ward system

monitors the effective reach of the curriculum to all.

Students Work Done Register is provided to every class. It is used for cross-checking with WDAR of the corresponding staff members by the Head of the Department for taking corrective measures.

Co-curricular activities such as seminars/ workshops/ symposia are conducted to supplement the syllabus and help to bridge the gap between curriculum and learning beyond the class room. Many extension activities like NSS, Rotaract club, YRC, Exnora, Nature Club etc. create awareness for students on social and environmental issues. The coordinators of these activities have to plan their schedule without affecting the regular classes.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://docs.google.com/document/d/1T-XQIEMTsMSmwkJbcXPCLes93dVxAF9pCRyNy_5rAck/edit?usp=sharing

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

Every year, the academic calendar is prepared by a team of faculty members keeping the academic plan as the basis. The university calendar and list of Government Holidays is also considered before the academic calendar is prepared. The academic calendar gives the schedule for 100 working days for each semester with six day order system and five clock hours a day.

The calendar specifies the schedule for terminal tests(CIA), Mid-Semester and End Semester Examinations and also indicates the date of commencement of odd and even Semester Examinations. Last date for applying for university examinations is also provided.

The total workload distribution of the Department is prepared by the Head of the Department. The timetable for each class is also simultaneously prepared. Each teacher prepares the subjectwise teaching plan indicating the total hours required for each topic. In addition, she also plans for tests, assignments, group discussions, seminars etc. at the beginning of the semester. These are recorded in the Work Done Assessment Register of the concerned teacher. These plans are also done in accordance with the college calendar. Mid

Semester Examinations and End semester Examinations are conducted in accordance with the calendar. The teachers have to complete nearly 60% of the syllabi before the commencement of the Mid Semester examinations and the remaining 40% of the portions before the End Semester examinations. The CIA component includes marks obtained in Assignment, Seminar, Quiz, SlipTest, Two Hour Test, MidSemester and End Semester examinations. The internal assessment activities are also recorded in the Student Work done register. Deviations in the already planned schedules are also reflected in the Work Done Assessment and Student Work done registers. The Head of the Department and the Vice-Principal (Academic) monitor the implementation of the teaching plan, based on these two registers.

Long absentees, dropouts, poor performers are properly dealt with. The marks scored by the students in various activities reflect the achievement of learning outcome of students, at various levels. These are used to finally assess the students' performance and normative and summative evaluation is carried out to award internal marks to them.

After the dates for the mid-semester are announced, the date of submission of question papers is fixed by the departments concerned and prepared and printed in advance. The Principal, the examination in charge of the college, prepares the timetable, assigns invigilation duties and arranges classrooms with necessary stationery for the conduct of exams. This exam timetable along with the duty list is handed over to the department concerned.

75% attendance is a must for students to appear for their University Examinations(mentioned in Calendar). For genuine cases, 60% attendance with condonation fee is allowed for the student to appear for her examinations. Students with less than 50% attendance have to redo their semester. They cannot appear for their examinations. Extra working days help students with less attendance to achieve required working days for writing their examinations. Therefore the college is very particular in adhering to the scheduled dates for CIA.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.sigc.edu/pdf/Calendar-2020-2021

1.1.3 - Teachers of the Institution participate in A. All of the above

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 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

27

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)

1

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

0

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

The College is affiliated to the Bharathidasan University, it follows the curriculum prescribed by the University. The college ensures the students are well informed about the issues like Gender, Environment and Sustainability, Human Values and Professional Ethics., through the following methods:

- Courses in the Syllabus
- Events conducted by the college to educate the students
- Setting up of clubs and associations at institutional level
- The students of all UG programmes undergo a paper titled "Value education" during the I semester (2 hours - 2 credits). Issues relating to Human values are taught through this paper.
- "Environmental Studies" course is offered in the II semester in all UG Programmes as per the recommendation of the UGC (2 hours - 2 credits) - This paper addresses issues relevant to Environment and Sustainability.

• "Soft skills development" course is offered in the V semester in all UG Programmes(2 hours - 2 credits). Students gain an insight into Professional Ethics also through this paper.

• "Gender Studies" course is offered in the VI semester in all UG Programmes

(1 hours - 1 credit) - This paper addresses Gender issues.

Students get an all round development by undergoing these courses.

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

25

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

495

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.sigc.edu/pdf/STAKE-HOLDER-FEEDBACK-ON-CURRICULUM-2021
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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.sigc.edu/pdf/STAKE-HOLDER-FEEDBACK-ON-CURRICULUM-2021

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

1263

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

1216

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

The performance of the first year students are evaluated through oral interaction, group discussion, question answer session etc. during the bridge course. Motivation-cum personality development programmes are conducted after the Bridge course.

The college library has a pool of learning resources like books, journals, magazines, e-journals, e-books, access to online resources like INFLIBNET, DELNET, bibliographic databases etc. Books on NET, GMAT, GRE, TOEFL, are also available for the preparation of competitive examinations.

Specific facilities for advanced learners are:

1. Online certification course completion
2. Training of Trainers Workshops through NPTEL MOOCs & SWAYAM
3. Paper Presentation Assignments
4. In house training -
 1. Multimedia
 2. Industry Institute Interaction
 3. Internships

Teachers during class interaction identify the student's potential and then devise plans to tackle them. Teachers are available till 3.30 p.m. to clear doubts and for counsel. The College also monitors the academic progress of students with special needs. The entire teaching and non-teaching faculty are sensitive to the needs of the diversity of the disabled students.

With regard to the slow learners, their academic needs are assessed and each Department makes sure that they provide the required support to the student, be it technological or teaching in a simpler way to ensure better learning. The slow learners are given remedial coaching after class hours. Specially prepared study materials, question banks, university question papers and CD-ROMS in each subject are given to them. These are posted on the college website for easy download. The outcome of the remedial coaching is evaluated through analysis. The Tutor-ward system helps the tutors to impart special care to the slow learners through special counseling. They monitor their progress and decide on what step is to be taken for further improvement.

Advanced learners are encouraged and facilitated to read beyond the requirements of the syllabus as well as to take up additional online courses during semester holidays. They are also motivated to join innovative projects to develop their research capabilities. Participation and presentation of papers in National and International Seminars is also encouraged. The well-stocked library, the Language lab and computer center provide all students access to books, journals and e-resources. Students those who have flair to develop their language skills are motivated to undergo training at the language lab. They are allowed to use the language lab after class hours in addition to regular lab hours and improve their language skills. Special coaching is given by the Placement Cell in personality development, interview techniques, numerical ability and logical reasoning. In addition, career guidance, model interview practices, model tests, interaction with experts from industry, placement coaching etc are also given to enable students to get placed in reputed companies.

An exclusive training is given to undergo online courses in NPTEL, Swayam, Google, Coursera, Udemy and Oracle Academy to acquire in-depth knowledge in their own subject. Several prizes, scholarships and awards are given to the advanced learners

File Description	Documents
Paste link for additional information	https://www.sigc.edu/students-corner
Upload any additional information	View File

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

Number of Students	Number of Teachers
3815	191

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

The institution lays emphasis on student centric learning methods. All science subjects have practical sessions where the students practice and apply the theory they learn in their classes. Project Work in the industry helps to get a first-hand experience about things.

Departments of Social Work, Hospital Administration, Fashion Technology and Costume Designing, Management Studies and Life Science departments provide experiential learning by taking their students to visit places related to their curriculum. Field visits, industrial visits, educational tours are an integral part of these programmes. Internships are also undertaken by students of these departments to get a practical knowledge about the systems followed by the related industries for various courses of study. Department of Management Studies allows their students to perform case based analysis of management issues that currently happen in various organizations, solutions for these issues and their various dimensions. They also conduct Management Games, and Case Based Presentations to confer the Best Manager Award.

Department of Fashion Technology and Costume Designing conduct several workshops on Soft Toy Making, Bouquet Making, Artificial Jewelry Making and Garland Making. Such activities encourage creativity, innovation and adaptation of ideas. It also gives an opportunity for students to become entrepreneurs in future.

Assignments are given by the teachers to promote wholistic understanding of the concepts taught in the class.

Departments of Commerce, Business Administration, Bank Management and Economics conduct panel discussions on current issues happening in their areas of study, to enable students to acquaint themselves with them and how to analyze them. National seminars, debates, group discussions, interviews with experts from the industry, are other ways in which students are able to acquire better insight into issues under various branches of their area of study. Workshops are also conducted on learning how to use newly emerging technologies. Exhibitions and students' magazines help the students in expressing their knowledge through models and articles.

The college practices a process of generation of thought provoking discussions on the topic of the day by the teacher followed by interactions, Theory of Practicals followed by Lab experiments, Submission of Assignments and Presentation of Papers in Seminars, Student's Seminar, Case Analysis and Take Home Assignments in certain subjects, Reports on Study Tour and Industrial Visits, Project Work and Field Work.

The faculty and students make use of the Knowledge Resource Center (Libraries) and the Internet for knowledge acquisition & present their ideas through PowerPoint slides, models, charts and videos. The seminar halls and smart classrooms are used for such sessions and computer labs are used for demonstrations. Students participate in interactions and practical sessions during Soft Skill and Personality Development Programmes.

The emphasis is on helping students acquire critical thinking skills, interpersonal communication skills, listening skills, problem solving skills, knowledge management skills and team work, all of which enable life-long learning.

The annual college magazine and periodic departmental magazines encourage students to contribute articles, poems, essays and other arts, thus providing an outlet for their creative and literary expression

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sigc.edu/Aqar-20-21/2.3.1-Students-Centric-method-Photos.pdf

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

ICT enabled teaching is practised by all the teachers in the college. LCD projectors are used to project slides, content from the internet and videos for discussion during sessions. All computer laboratories, and language lab are also furnished with projectors and audio systems. Therefore teachers can demonstrate programs, use of software applications and even on line content streaming for watching how to work with a platform and practice hands-on on the computer systems during practical sessions.

Teachers also encourage advanced learners to register themselves for online certification programmes under SWAYAM, NPTEL, and ORACLE ACADEMY. The students are made to understand the concepts by projecting the videos in class for related topics. Teachers act as mentors and help them in completing the online programmes and assignments. Some teachers use WhatsApp groups for distributing instructional material, and assignments. All teachers use Learning management system-GSuite for teaching, evaluation and assessment. These results are also used to grant Internal marks for the students. LMS help the teachers to make the students work at their own pace even outside the classroom at any convenient place and time. LMS is also used for placement training, guidance for competitive examinations, and coaching for entrance exams / eligibility tests. Science teachers project content from the internet during classes to make them understand better using animations and illustrations.

Students of English Literature and Tamil Literature are shown films relating to their curriculum so that they can learn better. Short assignments, critical reviews are then presented by the student on the film and its characters. Students of management studies watch live presentations by experts, media persons and others to understand financial markets, case presentations and to discuss current trends in the industry. They also hold panel discussions and interact with experts online through video conferencing. Some teachers have their own blogs to distribute content to their

students.

Besides tutorial material for slow learners and question banks are also posted on the college website for download by the students. Power point slides on lecture topics are also available on the department page for download by students. Some students have also created short films to showcase specific topics to share their thoughts.

Teachers prepare content to be distributed during the class in advance. Special Lectures can also be recorded and shared among students. All classes are Wi-Fi enabled and are connected to the 200Mbps Leased Line Internet connection of the college through Firewall servers. Video conferencing applications are used for conducting online viva-voce for research scholars and for conducting webinars and online workshops

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

191

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

191

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

57

File Description	Documents
Any additional information	View File
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

2206

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

internal evaluation with the students in class before every assessment

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

File Description	Documents
Any additional information	View File
Link for additional information	https://sigc.edu/Agar-20-21/2.5.1-Mechanism-to-internal-assessment.pdf

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

Grievances over Continuous Internal Assessment(CIA) are rare, if not totally non-existent. Most of them are solved by the concerned faculty / class tutor. Special cases are brought to the notice of the concerned HOD. The HOD after discussion with the concerned class tutor and faculty handling the course, takes necessary action to redress the student grievances with regard to CIA. Students can also apply for improvement of their CIA scores by applying to the university.

Discrepancies in question papers are reported to the COE and moderation of valuation is requested. Students whose results are withheld or wrongly posted as absent are specially handled by the class tutor.

After the publication of results the students who feel that they have done well in the exam and deserve to be awarded more marks apply for re-totaling or revaluation. When such grievances arise on marks awarded in University Examinations(UE), the student may opt to apply for transparency of their answer scripts, re-totaling or re-evaluation of their answer scripts. Applications for Revaluation / Re-totaling / Transparency are duly processed by the college and forwarded to the University.

File Description	Documents
Any additional information	View File
Link for additional information	https://sigc.edu/Agar-20-21/2.5.2-Mechanism-to-deal-with-internal-examination.pdf

2.6 - Student Performance and Learning Outcomes

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

The Programme Outcome, Programme Specific Outcome and the Course outcomes of various courses of a Programme are very significant. The university introduces programmes based on the current needs of the society both at the local and global levels. When a programme is designed, every minute detail about the Programme specific Outcome and Course outcomes are built into it. They are also added to the beginning of the Syllabi for the programme. This ensures that any person going through the syllabi thoroughly understands the significance of the need for the programme and its courses and the methods of knowledge transaction through which students are made to achieve them, and the ways to assess the achievement of outcomes for the courses and in turn the programme. This information is displayed on the website and also communicated to the colleges and university departments through proper communication. The affiliated colleges in turn should widely circulate the syllabi and properly make the teachers concerned understand and appreciate the P.S. O and C.O of the programmes. This is done through departmental meetings and academic council meetings by the Principal.

The Programme Specific Outcome is printed on the Prospectus of the college. The P.S. O and C.Os are displayed on the college website. In addition, teachers explain the P.S.O and C.Os to the students aspiring to join the programme during the admission process. Wide

publicity is also given about the Programme in the local dailies and through admission campaigning to schools.

Once classes begin for the programme, students who have joined the programme are again given clear understanding about the purpose of the programme(P.S.O) and the need and purpose of each of the courses they are about to study(C.Os). These are also displayed on the blackboard or noticeboard inside the classrooms. They are often referred to by the teachers in the classroom during classes. This guides the students to properly utilize the tools and techniques used to teach them to learn the contents of the course properly and to self-assess themselves as to whether the course outcomes have been achieved. Any deviation from achievement of course outcomes and thereby the programme specific outcomes can thus be corrected to drive us towards the achievement of the stated outcomes.

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

Student feedback and Alumni feedback are also obtained to get information on how much of the Course outcomes and Programme specific outcomes have been achieved, any suggestions for new methods, or change in existing methods, how much the students have been able to relate to the demands of the industry, any gaps that need to be filled and so on. These feedback are analyzed by the academic council and corrections are made for proper deliverance of curriculum and further achievement of these outcomes

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.sigc.edu/pdf/course-outcomes-programme-wise
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 attainment of programme based outcome is the crux of purposeful education. Evaluation of attainment of the multi-level outcome depends on the two motives i.e., context and content based

curriculum. This is interwoven into the CIA and placement of the students. CIA is a comprehensive and continuous process carried out throughout the semester to assess the achievement of course outcomes in a phased manner. Placement drives and recruitments are indices of the actual achievement of the Programme specific outcome and Programme Outcome.

The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through Direct Method (Result Analysis) and indirect method (Student's feedback.) which helps to improve the quality of education of the college and graduates. Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems which are evaluated with the help of University Examination and Continuous Internal Assessment. The CIA is computed from performance of the students in class tests, quiz/ seminars/ case studies/ assignments / mini projects, class room interactions, and largely from Mid-Semester Examinations conducted twice during the term. For practical courses, performance in lab experiments, and in model practical exams is taken. As per the norms of the CBCS system, 25% marks are awarded for Continuous Internal Assessment for theory and 40% marks for Practical courses. Average attainment in direct method = University Examination (75%) + Continuous Internal Assessment (25%)

Indirect assessment strategies are implemented by embedding them in Student Exit Survey and Alumni Survey. Finally, program outcomes are assessed with above mentioned data and Program Assessment Committee concludes the PO attainment level.

Average attainment in Indirect Method = Average (Alumni survey + Exit survey).

The following scoring function is used to calculate the average attainment of each PO/PSO.

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

According to the above depictions, each POs/PSOs are assessed and finally the attainments found. Based on the result published by university which is conducted at the end of each semester, the course outcomes are measured. Assignments are given at the end of each unit. .The assignments are provided to students, such that

students will refer the text books and reference books to find out the answers and understand the expected objective of the given problem. According to the performance of the student in answering each question, mapping is carried out with the respective COs for assessing the attainment level of the specific CO of the subject.

Alumni survey is an important assessment tool to find level of relevance of the curriculum with the expected skills of the industries once in a year. Student Exit survey is implemented to identify and evaluate the impact of training they have just completed in understanding the strength and weakness of various value added courses

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sigc.edu/Agar-20-21/2.6.2-analysis-of-course-out-comes.pdf

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

1895

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	https://sigc.edu/Agar-20-21/ANNUAL-REPORT-1.pdf

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://www.sigc.edu/pdf/SSS-2021>

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	
File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
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	
12	
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	
0	

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

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

2. English Language training and soft skills training provided through Google meet to all students for 1 hour everyday by Dept of English.

3. Training in Logical Reasoning, Mathematical Aptitude, and Computer Skills provided to all students keeping in view their performance inCompetitive tests.

4. Students of Tamil Major have been trained specially to appear for competitive examinations free of cost.

5. Students of English and Tamil Major are made to acquire telephone communication skills, report writing skills and poster making through special training camps.

6. Students of Microbiology, Biochemistry, and M.Sc Hospital Administration are given special training in Medical coding and Human Anatomy.

7. Students of Computer science, Information Technology and Computer Applications have been given training in several packages like Salesforce, Cisco Networking, MatLab, VMWare, Celonis, QuiK, Java Programming, UiPath etc. through ICT Academy.

8. Students of Commerce, Management Studies, Bank Management, Business Administration, English have been given training in Tally

and Digital Marketing.

9. Students of Mathematics, Physics and Computer Science, I.T and Computer Applications have been given training in Advanced Excel and Data Science Fundamentals.

10. All the above training has been provided through Google Meet / You Tube Live Streaming as mandatory training besides curriculum to enhance the skills of students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sigc.edu/placement

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

6

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://www.sigc.edu/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

79

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

18

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

On 21.06.2020 the NSS Units of Shrimati Indira Gandhi College, Tiruchirappalli, celebrated the International Yoga day at home due to the spread of Corona virus.

On 11.01.2021 the NSS units of Shrimati Indira Gandhi College, Tiruchirappalli conducted an awareness programme on Menstrual hygiene and issued pamphlets to the adopted village people (Singalanthapuram, Ammapatti, Ammapatti East, Kaalipatti and Pagalavaadi). Our NSS Programme officers went door to door and spoke to the people in groups to create Menstrual hygiene awareness.

On 11.01.2021 the NSS units of Shrimati Indira Gandhi College, Tiruchirappalli conducted an awareness programme on Waste water Management in the adopted Villages (Singalanthapuram, Ammapatti, Ammapatti East, Kaalipatti and Pagalavaadi). In this programme our NSS Programme Officer Dr.S.Karmugil, Dept. of Commerce, gave a valuable speech to the village people, and explained the importance of water and how to use the kitchen waste water for plantation

On 11.01.2021 the NSS Units of Shrimati Indira Gandhi College, Tiruchirappalli conducted a programme on the topic of Clean India Movement and gave some ideas such as how to keep the village clean in adopted villages, and also went door to door and pasted the posters at each and every house.

.On 02.03.2021, Our NSS Programme Officers Ms.V.Geetha , Dept. of Bank Management & Dr.S.Karmugil, Dept. of Commerce, along with 20 NSS Volunteers attended an awareness programme on Nutritious food for all with regard to FIT India Campaign held at Bharathidasan University, Tiruchirappalli. In this programme they explained about the importance of Nutritious food.

On 10.03.2021, Bharathidasan University, Tiruchirappalli conducted a WISH awareness programme on the topic of Menstrual Hygiene. Our NSS Programme Officers Ms.K.Kavitha , Dept. Of Commerce, and Ms.R.Vasanthi, Dept. of Computer Science, along with 25 NSS Volunteers participated in this programme.

On 16.03.2021, the NSS units of Shrimati Indira Gandhi College, Tiruchirappalli organized a programme at Posampatti on the topic of Menstrual Hygiene, Nutritious food, Personal Hygiene and Importance of Voting. In this programme our NSS Programme Officer gave awareness regarding the above topics.

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****2**

File Description	Documents
Any additional information	View File
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****10**

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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****940**

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

53

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
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

7

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
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 totally 12 buildings in the campus. Except for two, all buildings have four floors. There are totally 118 class rooms and 25 staff rooms in the college. Three buildings have lift facilities. There are five computer laboratories with a total of 512 systems connected in a LAN. All the laboratories are connected together via Ethernet Cables. The campus is connected to a 200 Mbps Leased Line Connection provided across all computer laboratories, Administrative Office, Accounts Section, and Libraries. WiFi facility is provided in two blocks. There is also a 1 Mbps broad band connection. All computer laboratories have projectors to give live demonstration of software and programming sessions.

There are three libraries, two exclusively for computer science and management studies. The other one houses books and periodicals for all other subjects. There are totally 54665 books in all the three libraries. The libraries follow international Coding (Dewey Decimal Notation) for organizing books. All the libraries are totally digitized using a Library Management Software. They subscribe to print journals, magazines, newspapers, e-journals, e-books, databases and e-resources.

There are totally 32 class rooms with projector facilities to conduct ICT based classes, deriving content from the internet or self made content. There are two air conditioned seminar / conference halls with a seating capacity of 150 and 550 respectively. They also have projector facilities with internet connection. There is an open air auditorium with a roof that can seat around 1500 people at a time. This also has projector with internet connection.

All classrooms, libraries, and laboratories are fitted with multiple lights and fans for student comfort. There is a back up power supply to supplement power supply during power cuts. All students are provided with free access to the internet. They are also provided compulsory library reading hours. Language Lab software is used to provide training in listening, speaking, reading and writing skills in English.

The Department of Fashion Technology consists of laboratories namely Quality Control Lab, Fashion Illustration Lab, and Sewing Technique Lab, that provides the students an opportunity for creating their own garments according to the present trends. AutoCAD software helps

to design the garments using software.

The Chemistry Laboratory is equipped with digital equipment pertaining to the curriculum. The instruments include Digital pH metre, Digital conductivity metre, Digital Potentiometer and Digital Spectrometer. The Physics Laboratory is equipped with sufficient number of instruments in all the three laboratories namely General Lab, Electronics Lab and PG Lab. The PG lab has 8 computer systems, latest instrumentation equipments. Dark room provision for doing Spectrum Photography Experiments in the General Physics Lab.

The Microbiology lab is equipped with many apparatus for conducting UG and PG practicals and research work, which includes Clinical Centrifuge, BOD and COD incubator, Vertical and Horizontal Gel Electrophoresis apparatus, UV Transilluminator, Soxhlet apparatus etc. It has a special inoculation chamber. Likewise the Biochemistry lab also has all equipment necessary for conducting practical for UG and PG classes like Desktop and Cooling Centrifuge, Incubator, Flame Photometer and Electrophoresis Units.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sigc.edu/infrastructure

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

The College has a 5.11 acre sports ground which is spacious enough to practice sports events. Sports tournaments can also be conducted in the ground. The ground is well maintained and has a dressing room and toilets. It is gated and guarded with security personnel. There is a roofed area at one end for taking rest and also for conducting sports day meetings. Students practice Hand-Ball, Volley Ball, Athletic events, Foot Ball etc. every day. The College has a Badminton Court and a Basket Ball Post inside the campus for short time practice. This is also used by hostelers for playing in the evening. Indoor sports facilities like Chess, Carom etc. can be played in the indoor games room. There is a sports room with adequate furniture for storage of sports equipment and awards. There is also a room for taking rest for sports students. The students are taken in the college vehicle wherever they go for practice to the stadium or to take part in competitions elsewhere.

The college offers a programme "Diploma in Yoga". Many students join the programme as an add-on. Classes for this programme are conducted in the evening session. The Open Air Auditorium and the Closed auditorium are used for practicing Yoga and meditation. Many students and faculty also practice Yoga on International Yoga Day at the open air auditorium. Special Yoga classes and Aerobics sessions are conducted for inmates of the hostel at the Open Air Auditorium. Yoga practice is also an integral part of Orientation for M.B.A students. They are given training in their classes or in their closed auditorium. The play ground is used to host Sports Day celebrations and competitions.

A special room is available in the college for practicing for events and securely storing gadgets and costumes used for cultural events. Costumes are supplied to the participants free of cost by the college. Food and miscellaneous expenses are borne by the management when students attend cultural activities outside the campus. The college also provides transport facilities for cultural events. Fine arts committee help in training, organizing, coordinating and choreographing cultural events & shows during various occasions in the college. They also motivate and accompany students when they attend cultural meets.

The students practice drama, dance, mime and songs in the open air auditorium and stage in the campus. This auditorium can accommodate around 1500 people. All cultural events are conducted in this auditorium. There are two dressing rooms on both sides of the stage of this auditorium. There is also a back stage divided by a screen on stage. The stage is fitted with focus lights, fans and other lighting facilities. There is also an inbuilt amplifier system with loud speakers on either side of the stage. The entire auditorium is fitted with powerful lamps and pedestal fans can be placed whenever required throughout the auditorium. Sound systems are available to play songs. The audience can also refresh themselves during the programmes in the adjoining cafeteria.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sigc.edu/life-at-sigc

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

67

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sigc.edu/Agar-20-21/ict-infra-with-classrooms-in-J&D.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)

242

File Description	Documents
Upload any additional information	View File
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)

There are three libraries in the college. One General Library, one exclusive library for M.B.A and M.C.A each. All the libraries are digitized and connected via LAN to a server and also to the Internet server. It is possible to access the e-Resources from any library or computer Laboratory. All e-Journals, INFLIBNET and DELNET are connected via static addresses and so it is possible to access them anywhere.

The Library is automized using a Software called "NIRMALSPRO®" purchased in 2002 from Nirmal Institute of Computer Expertise, Trichy. Then an upgraded version "NIRMALSPRO® 5.2.0 STANDARD

PACKAGE" was purchased in 2009. A further upgraded version "NIRMALSPRO® 2013 STANDARD PACKAGE" was purchased in 2014. The software is a client/ server library management package, which is user friendly, fully integrated, multi-use library automation software, the package designed and developed using visual basic as Front- end tool and oracle Relational Database Management System (RDBMS) as Back-end and it is available on various platforms like Windows 95, Windows NT and LAN versions.

This software helps to maintain acquisition register, stock register, reports etc. Students and staff can register, create profiles and access their account information easily. It also enables students and staff to navigate the system easily. Users can search books, e-books, E-journals by name (or) published details with a single click.

This software includes facilities like

- Acquisition Control System - helps to order for and purchase books
- Bibliographic Control System - helps to enter the purchased books in the database with all details like accession no, classification code, book number, title of the book, author names, publisher name, year of publication, department name, serial no., no. of pages, no. of copies, volume details, ISBN No. etc.
- Circulation Control System - helps in issue and return of books to students.

A bar coding system is used to identify all books and students. The accession number is bar coded, printed and pasted on books by the library staff. A bar code printer is used to print the generated bar codes for books. Unique student identity numbers are bar coded on students' identity cards soon after admission. Using these bar codes books are issued to students using the Circulation Control System.

- Serials Control System - helps to enter details about journals and magazines purchased by the library.
- Online public access catalogue(OPAC) - This helps the students to search for the required books among the database using details like accession number, ISBN no., author, title, publisher and any word. The results give details on

availability of the book, no. of copies available to borrow, no. of copies already issued etc.

- **Nirmals' General Utilities** - helps to take backup copies of the other details.
- **Self Charge and Self discharge systems** - helps the students to serve themselves. However this service is not provided.

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

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.sigc.edu/library#

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)

1.5

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

250

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

Yes. The institution frequently updates its IT facilities including WiFi.

1. The leasedline circuit was upgraded from 50 Mbps to 100 Mbps and further to 200 Mbps for want of bandwidth for handling online classes.
2. HPE ProliantML 350 GEN10 4210 server was installed for performance upgradation and backup purposes. It has warranty for 3 years.
3. SONICWALL NSA 2650 firewall was installed to block unnecessary websites and spam. It supports 300 users for the entire campus and has a warranty for 3 years.
4. L3 SWITCH: ARUBA 2930 F 24G 4SKP SWL JL 253A was purchased to support increased Leased Line bandwidth
5. KASPERSKY END POINT SECURITY FOR BUSNINEESS: 300 NO'S was purchased to support antivirus requirements for systems in the campus.
6. Structural cabling for entire college campus and Hostel was

done. Older cables had worn off and there was loss of connectivity within labs and inside other areas of campus. As a part of the process, OFC cables were used to connect LANs between blocks. New switches were purchased to connect these cables. 19 WiFi access points have been installed across three blocks (J&D block, M.C.A & M.B.A blocks) for access to Leased Line for taking classes online and office room for access to internet for accessing government websites and normal activity. WiFi access points were also installed inside seminar hall, library and auditorium.

7. 12 Interactive Flat Panels were purchased for ICT based teaching and learning.
8. The institution embraced GSuite for Learning Management during pandemic. One license for educational purposes was procured for the domain sigc.edu.
9. 10 additional licenses to support more than 100 users upto 250 users was also purchased for conducting add on courses, placement training, webinars and conferences. Live streaming, user rooms is also supported for these licenses.
10. You Tube livestreaming was also used to handle communication classes for about 750 students.
11. 15 licenses for Office 365 were purchased to support official purposes.
12. 25 web cameras and 60 headphones were newly purchased to support webinars and online classes.
13. 19 new printers (some with scanners) were purchased for various purposes.
14. Language lab was upgraded to support server based functioning.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1xw2p2wx17Do4aLEVya9RZ20usSxKhPlG/view?usp=sharing

4.3.2 - Number of Computers**750**

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)****320**

File Description	Documents
Upload any additional information	View File
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.

The college ensures regular maintenance and upkeep of all infrastructural facilities. The maintenance work is carried out by trained in-house experts as well as outsourced appropriate outside agencies. A full-time care-taker is appointed by the college to

ensure the cleanliness, hygiene, sanitation, water supply, electricity and security. The above mentioned duties are updated to the Head of the institution regarding the current/daily state of affairs.

Furniture and equipment are purchased on regular basis as per the requirement. The college has its own fulltime plumber, electrician, sweepers and a gardener. All classrooms and blocks are swept clean after college hours every day. Support staff goes for rounds to check if the blocks are properly cleaned, rooms are locked and labs are closed. The college has appointed a Senior Technical Assistant and a computer Network Assistant to provide regular support services relating to computer hardware and software round the clock. The college campus annual maintenance contracts (AMC) is given to external agencies or private company people for the maintenance of computers, LAN, server, printers, projector, scanners, laptops and the biometric attendance system.

There is a provision for an ample parking space for Two-Wheelers and if necessary Four-wheelers for both staff and students. Separate Bays are provided for the stationing of the college bus and vans for the usage of the students. Transport facility are monitored and maintained by the college authority annually. Fire-fighting equipment is placed at vantage points in the campus including the hostel. Rainwater harvesting pits are structured around the campus. An Incinerator is placed in the Garden near the hostel for the disposal of sanitary napkins.

Generator, General Lighting of Lamps, Power Supply Distribution and Solar Panel are all maintained by the electrician. A Contractor and an Architect are available round the clock in the campus for the maintenance of all the buildings.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**338**

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 benefited 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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year****100**

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://www.sigc.edu/placement
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

2291

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

2291

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

5.1.5 - The Institution has a transparent 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

A. All of the above

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	View File

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

193

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

450

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

25

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	View File
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)

In our college every year our college outstanding performers in III year UG and I & II year PG are identified based on their leadership skills and nominated as contestants for the post of office bearers

of the students council by the faculty. Out of the nominees, the students of III UG and PG, elect 5 candidates 3 UG & 2 PG as the office bearers. These students are then officially announced as the Secretary, Joint Secretary & Treasurer from UG & President & Vice President from PG. This Student Council is a representative structure working in association with the Management, Staff and Students for the benefit of the college students. The purpose of having student's council is to give student representative an opportunity to develop managerial and leadership skills by giving chances to play significant roles like organizers and coordinators in carrying out academic and cultural activities. The student council helps share ideas, interest and concern with faculty and the Principal.

The students are also nominated as members of IQAC, Library Advisory Committee, Alumni Association, SC/ST Committee, Anti Ragging Committee, Internal Complaints Committee, Test Committee, Sports Committee, Fine Arts Committee & Students counselling Centre. The Principal addressess the student's council member and explains their role and responsibility respectively during the installation of office bearers. The President of the Council heads all the meetings, acts as facilitators during programmes. They also maintain frequent contact with faculty and administration. Vice President works closely with the President and assists the President in preparing meeting agendas. The treasurer oversees Council expenses. The Association is guided and monitored by the senior faculty members who are responsible for the smooth conduct of association activities every year.

The student council other than organizing all student activities of the college also act as representatives to voice out student grievances and suggestions to the Principal. They participate in important meetings convened by the Governing Body and Academic Council. The various Academic and Co-curricular activities organized by the Association includes Special Lectures by Experts, Seminar, Workshop, Symposium, International and National Level Conferences & Inter Collegiate Meets to develop the personality and skills of the students. The student council members also help in observing important days, National Festivals, Birth and Death Anniversaries of Eminent National Leaders, International Women's Day, International Yoga Day, College Day, Teachers' Day, Sports Day, Freshers' Day and Farewell Day.

The college also has an exclusive committee for the hostel inmates. They address the grievances voiced out by the hostellers if any to the warden and thereby to the management. The college frames the

calendar for student events within the annual cycle. These events are led by the students and conceptualized in consultation with the staff. These events broaden the scope of education besides providing students to show-case their talents & learn managerial and organizational competencies.

File Description	Documents
Paste link for additional information	https://www.sigc.edu/pdf/Calendar-2020-2021
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

19

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

The Alumni association of the college is a point of contact between the college and its old students. The college maintains a database of all its alumni. The association frequently conducts Alumnae meets, helping the alumni to share their views, about the college and give valuable suggestions for the improvement of the college. A healthy exchange of expert opinion and help is the star aspect of the association.

The alumni of the college who are occupying eminent positions in

India and abroad have close links with the college and are contributing to the growth and development of the college in a substantial way.

Every year Alumnae meets are conducted on graduation day, when the fresh graduates come together to receive their degrees. The respective faculty members of each department interact with them and elicit information on what they are currently doing. Some of them are employed, some may already have been placed through on-campus or off-campus placement, some may be pursuing higher studies while others are seeking jobs. Whichever the case may be, details regarding the students are entered into a database for future reference.

Special 'Alumnae Meets' are also convened once in a while to invite old graduates who may find it convenient to attend the meet. Alumnae who have risen to remarkable positions in their fields are awarded with 'Best Alumnae Awards' during such meets. Information on our old students is passed on by faculty to the Alumnae Association. Some students meet faculty when they visit places. Others visit the college, whenever possible to talk to their teachers. Nowadays we have WhatsApp groups of alumnae students and faculty. We identify students who have really done something to our society and nation, who are entrepreneurs or who occupy prominent or high positions in organizations. These persons are nominated by the respective Head of the Department as recipients of the "Best Alumnae Award".

The recipients of the award are invited in person to attend the meet and an open invitation is published in the local dailies inviting all alumnae to attend the meet. A special chief guest is also arranged to address the alumnae. The recipients of the award interact with others and address the gathering. A grand lunch / dinner is also arranged for the participants on that day.

It is usual for the Alumni Association to meet on the Graduation Day to felicitate the students passing out besides other occasions. The members offer academic advice and vocational guidance:

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

- Helping the students past and present with placement opportunities.
- Providing scholarships to needy students.

- Creating a fixed deposit as Prize Endowment Fund.
- Donating sewing machines to SHG Women.
- Assisting in Institutional growth by enriching infrastructural facilities by donating Sewing Machine, Camera, LCD Projectors, Cupboards, Inkjet Printer, Microphone with Amplifier, Library Books, Computer Accessories, etc.
- Organizing interactive sessions with the students by visiting alumnae like Business Women, Professionals, Officials, Researchers and Sportspersons to share their expertise.

File Description	Documents
Paste link for additional information	https://www.sigc.edu/alumnae
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	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision of the Institution :

To enable the students to acquire an integrated personality, endowed with Character, Culture, Compassion and Discipline.

Mission of the Institution:

To foster Higher Education and the Upliftment of Women in Society in general and the improvement of their Economic Status and independence in particular.

The Institution was established for providing higher education to the women of the country. Educating the women folk naturally results in not only their empowerment through knowledge and employment, but also in the upliftment of their families and in turn the society. Imparting value education that nurtures good virtues in students transforms the society into higher level of living. The Institution continuously strives to improve the standards of knowledge imparted to enable students to compete in the global arena and offer their support in emerging areas of the economy, thereby contributing to national development.

Students are trained to acquire employable skills that are demanded by the employment sectors, through Industry-Institute-Interaction activities. The spirit of services, Camaraderie, Cooperation, team-work are nurtured and promoted through NSS and other extension activities. The Entrepreneurship Development-cell helps students to become budding business-women, good administrators and managers. Gender club removes the basic apprehension of women and makes them self-assertive and independent.

Perspective Plan :

The institution plans to achieve autonomy. in keeping with this, the institution has also made it a policy to recruit only Ph.D holders or NET qualified candidates as teachers. This has enabled the institution in progressing on its perspective plan. The quality of teachers also determines the quality of teaching and research in the institution. Frequent meetings of the faculty with the management to emphasize the achievement of the perspective plan, has also been practiced.

Governance and participation of teachers in management:

The governing body is the executive authority and exercises general supervision and control of the affairs of the college. The Principal and Vice Principal are on the governing body. Next level of management is Academic staff council which constitutes Principal, Vice-Principal, IQAC Co-ordinator and all the Heads of the Department of the college. The Academic Staff Council holds regular meetings for planning mandated tasks of the college. The Principal also meets the co-ordinators of various clubs and committees of the college for planning co-curricular and extra-curricular activities in the college.

The departments and the committees form the basic level bodies for the smooth implementation of the staff council direction and content

specific curriculum transaction. The Principal occupies the helm of affairs at the top of the academic hierarchy. The departments and the Association Secretaries consult with the Principal in planning department related activities planned to support and supplement the curriculum transacted during classes. This is in turn is submitted for management approval. The management extends moral and financial support to the plan of activities. The Principal through the Academic council also provides informal feedback to the management on various affairs of the college.

File Description	Documents
Paste link for additional information	https://www.sigc.edu
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 defines decentralization in working through delegation of authority. Persons at different levels implement the decisions. The top-level authorities are responsible for controlling and overseeing the entire institution. It includes Governing Council and the Academic Council. They frame the broad guidelines, policies and framework for the improvement of the quality of education in the institution.

The management through the Principal involves the faculty members in various activities related to the development of the institution. The Principal heads the academic and administrative activities of the college. She also forms the various committees and appoints the staff Co-ordinators.

The next level acts as an intermediary between the Principal and the faculty. This includes the Vice-Principal, Head of the Departments, Librarian and Physical Education Director. They help in the coordination and implementation of the institutional plans. The third level includes faculty, non-teaching staff and support staff. They help the HOD's and others by executing the activities delegated to them.

The IQAC of the college comprises of the Secretary, Management Representative, Members from the Society, Principal, Vice-Principal, Member Co-ordinator, All Heads of Department, Office Superintendent, and Students at Post Graduate Level. They periodically meet to

assess the activities of the college in terms of quality culture and take decisions to nurture and sustain quality in various academic and administrative activities of the college.

The College does promote a culture of participative management in all academic and non-academic activities. All college activities are managed by committees constituted for the academic and non-academic matters that comprise of teachers and students as well. The college has created a decentralized structure for decision making where departmental committees interface their decision with college committees of the staff council.

Various committees are constituted by the principal for managing various functions of the college. The Heads are responsible for college timetable, allocation of curricular and co-curricular work, organizing admission, looking after the welfare of students, preparing working guidelines for effective functioning of the college. The committees are formed under the guidance of the principal and they have the freedom to formulate the plan and decide execution strategies. Activities and decisions of these committees are discussed in the Academic staff council meeting as and when required. The committees have freedom to get their decisions ratified from the Management. A report of the activities is presented to the management at the end of the session.

The HODs take decisions in consultation with the Principal and management and implement the action plan. The department faculty is involved in the implementation of the policies of the department. They are also responsible for the day to day affairs of the college like taking class, arranging for any extracurricular activities like competition, conferences, internships, Industrial visits etc. So also the faculty who are given additional responsibilities like the coordinators of Extension and Association activities also work in tune with the management. They get the prior permission through the Principal from the management and Co-ordinate all the activities. Hence at all levels there is participative management.

File Description	Documents
Paste link for additional information	https://www.sigc.edu/pdf/Calendar-2020-2021
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Yes. The Institution has a perspective plan for the overall development of the college. The IQAC in consultation with the college council reflects the views of the staff on particular aspects of curricula, programmes, and the Teaching Learning Process draws it up. The Management is also alive to the student's aspirations on issues like New Programmes, Additional Sections, Civic Amenities, etc. The plan is based on the Institutional Vision and Mission and the goals. It is evolved with a focus on the introduction of Skill Oriented and Value Added Programmes and upgrading of the UG Departments into PG Departments and PG Departments into Research Departments. The perspective plan includes the plan for suitable infrastructural development. The plan also aims at linking all the Extension activities through Socially Outreach Programmes to reach the unreached. The activities towards the institutional development are planned with a quest for quality.

The aim of the college is to achieve autonomy. Therefore staff qualified with Ph.D / NET / SET are recruited and those who are not yet qualified are motivated to get themselves qualified. Those who are approved are used to get permanent affiliation for programmes or additional sections of programmes. Other developmental activities like infrastructure augmentation, remodeling and maintenance are also carried out. Digital infrastructure is being strengthened to support ICT based learning and blended learning. Special action is taken to improve research. Sports and extra curricular activities are given special impetus. Website of the college has been freshly designed to support branding and provide complete information. Staff members are also being trained in specific areas needing improvement.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.sigc.edu
Upload any additional information	View File

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.

Governing Body: This consists of the Secretary, members of the management council, Principal and Vice-Principal. The body meets

every three months to discuss about the affairs of the college, perspective plan and policies and procedures for the effective functioning of the institution. Financial issues, standard operating procedures as per statutory organizations, policy decisions are discussed during council meetings and resolutions are passed based on decisions made. The Principal acts as an intermediary between the staff members of the college and the management and is instrumental in informing about key issues of the college and getting approval for strategic plans of the college.

Administrative Setup: Principal is the academic head of the institution. She is supported by the Chief Administrative Officer in managing the administrative office and the finance section of the institution. The campus co-ordinator is incharge of facilitating the conduct of various activities of the college. She co-ordinates with various section heads of the college. She is assisted by the support staff in house-keeping functions. The Principal also manages the hostel with the assistance of the wardens and hostel staff. Librarian, Physical Directors, and Technical staff are managed by the Principal.

Functions Of Various Bodies: The Principal along with the Vice-Principal and Heads of Department form the Academic Council. This body plans, executes and monitors all regular and mandatory academic functions of the college, as per the rules and regulations of the university to which it is affiliated and the statutory bodies that govern the assessment and accreditation of the college. All the departments come under the purview of the Academic council. Departmental Associations function under the direction of the department heads. All extracurricular and co-curricular activities are carried out by various clubs, committees headed by respective co-ordinators under the supervision of the Principal. Student council functions under the guidance of the committees and in co-ordination with them.

Service Rules: All staff members are governed by the service rules framed by the state government for self financing colleges.

Procedures: All staff members report to their respective section / department heads. The heads in turn report to the Principal and take instructions from her for further action. The Principal reports to the Secretary, and takes important decisions after discussions with him. The Secretary is the executive Head of the Institution.

Recruitment: Recruitment is always done during April - May in keeping with staff requirements identified at the end of the year

for the workload identified for the forthcoming year. Staff members who wish to leave the college can apply for the same only at the end of March, when the academic activities come to a close.

Grievance Redressal Mechanism: Grievances of staff members are voiced first to the Head of the Department or the Co-ordinator of the Grievance Redressal Committee. They in turn carry it to the Vice-Principal. The Vice-Principal discusses the matter with the Principal. The Principal tries to resolve the issues.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://sigc.edu/Agar-20-21/6.2.2-INSTITUTIONAL-ORGANOGRAM-OF-SIGC.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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
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 institution believes in professional development of staff members for Academic Enrichment. Institution invites the renowned Entrepreneurs, Professionals, Educationists to interact with the staff members with a view to enhance their professional skills.

The College Authorities encourage staff members to enhance their Research and Professional Abilities. The professional development of Non-Teaching staff is enhanced by deputing them to attend skill development workshop. Laboratory staff are instructed in the usage of any particular instrument or how to overcome any disaster they come across, The members of the Teaching and Non-Teaching are encouraged to pursue higher education for further qualification. Several members have completed their UG/PG and other professional education during their service tenure.

The college makes arrangements for the credit co-operative society to display and sell their merchandise for credit to all teaching and non-teaching staff during Diwali. Management policy is to offer 50% concession in tuition fees for the wards of the teaching and non-teaching staff admitted in any institution of their council. Group insurance scheme covers all the Teaching and Non-Teaching faculty. They are also given a Uniform Saree to wear on official occasions.

Care is taken to ensure that congenial and cordial atmosphere is maintained in the college. The Management assesses the activities both curricular and co-curricular, result analysis and number of prizes won by all the Department at the end of an academic year. Then a panel is formed to adjudge the best Department by analyzing the benchmarks quoted and the award is given to The Best Department who excel in all the criteria. Mementos are distributed on special occasions to all the teaching and Non-teaching faculty. Health Awareness Camps are held for the benefit of the staff. Specialized Doctors are invited to speak about the chronic diseases like Diabetes, Heart care, Bone density, Anemia and Obesity. Canteen facility is made available for all the Teaching and Non-Teaching Faculty at subsidized rates. Many matches like Throw ball, Basket ball and competitions in many other games are held in connection with Sports Day, So also inter-departmental competitions in fine arts are held annually in lieu with the International Women's Day. Attractive prizes are awarded on both the occasions. Even the faculty who do not get a prize are given a consolation prize

The wards of the Non-Teaching faculty are given preference during admission if required and a concession in the fees payable for the course they have opted for. The Non-Teaching staff are also provided with free transport facility and food throughout the working hours. They are also provided with bonus during Diwali and new clothes on all festivals. They can also avail leave when necessity arises, sometimes even with pay depending on the severity of the health condition. College has made efforts to provide safe work Environment in all the places especially laboratories-First aid boxes, fire

extinguishers, exhaust fans etc. Elevator facility is available for all the faculty.

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

26

File Description	Documents
Upload any additional information	View File
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

11

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
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

118

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
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 Performance Appraisal of the Teaching Faculty is under the guidelines of the Bharathidasan University. All teachers fill a comprehensive Self-Assessment Performa. The teachers maintain records of teaching, examination, research, tests and assignment given to the students in the Assessment record. This also contains a record of the teacher ward meetings. So also the Tutor-Parents

Meetings are also recorded in a separate page.

The staff appraisal forms are filled so as to give an opportunity for the faculty to carry out self-assessment which helps them to identify where they stand, and what skills they possess. Research publications by the faculty members play a key role in the appraisal of the staff.

A well-structured feedback form is designed to collect the feedback of students on various aspects of the teacher such as the preparedness of the teacher for the class, completion of the portion, effective teaching methodology, usage of ICT enabled teaching methods, innovative methods of teaching, punctuality and discipline of the teacher in the classroom. This feedback is collected twice from the students. One each for the two semester in a year. This feedback collected from the students is evaluated by the senior teachers and the Principal to rate the quality of the teachers.

The institution has various committees such as Anti- Ragging committee, Grievance Redressal Committee and Sexual Harassment Committee etc. The College conducts various events such as Graduation Day, College Day, Association Day, Sports Day for which committees are formed. All the faculty members are assigned a significant role in these committees with various responsibilities. Faculty members are evaluated on these aspects such as execution of the responsibilities and their leadership effectiveness in heading these committees. Likewise after the announcement of the University exam results the percentage of pass is prepared together with the graph denoting the variations in the results published the previous year. Then a meeting is held with the management to note the pass percentage. The faculty who have produced good results are appreciated and the classes where in the results are below the expected level, the faculty are questioned the reason and asked to better it in future by the conduct of remedial classes.

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 institution uses financial software for maintaining the accounts. The software was developed by an organization after analysing the requirements of the college, various account heads used, and also the various kinds of reports needed to be submitted by them. The software has been in use for the past 15 year. All transactions are entered in the respective account folio as and when they are carried out. Payments are usually made using cheque / Pay order. Online banking and online payments have been followed for the past 5 years. Similarly fees collections were mostly done directly at the bank or sometimes at temporary fees collection centres improvised at the college by the banker. Tuition fees, hostel fees and all other fees are collected through direct mode. But all these things have been computerized. Our bank has developed a special online portal to collect fees online through debit cards or internet banking facilities. Now this has been made mandatory. All fees receipts are made online and payments are also made online. The bank provides a report of total receipts and payments at the end of every week and whenever the college demands through e-mail. This is used to find out how much of fees has been collected and how much is pending.

As transactions are made, they are entered into the accounting software. At the end of every month a monthly statement is generated and checked for any mistakes or left out transactions. Then these are scrutinized by a certified auditor. The finalized accounts are scrutinized by a registered Auditing Company. Periodical audits are conducted once in three months. Six staff members are employed to take care of the financial transactions, book keeping and financial management using the software. This forms the financial section of the college. At the end of every month two staff members from the auditing office visit the finance section and conduct internal audit on the monthly accounts. They scrutinize all books of accounts and also the entries in the software. They also go through all bill, invoices and receipts and check if all transactions are posted in the correct heads of accounts. Certain doubtful postings are clarified during such internal audit sessions. Any deviation in accounts are subsequently corrected as per their instructions.

The overall accounts are submitted to the auditing office at the end of the year for further scrutiny. The auditing office goes through the accounts and may raise any queries about the account heads and the details. This will be further clarified by the finance officer and changes carried out if required. This may happen in many

sessions before the end of the financial year. Most of the time there are not much audit objections as all the accounts are already scrutinized by internal auditors. This forms the external audit. The finalized accounts are submitted for income tax returns.

The finance section also takes care of payroll, online payments for Employee Provident fund, E.S.I, and processing of papers for employees who may leave the organization during the end of the year. Salary statements of employees are also issued for loan purposes. Similarly pending fees collections, processing of papers relating to E.S.I claims and disbursements are also taken care of by the finance section. These details are also scrutinized for errors during internal audit.

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)

2

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
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 main source of income for the management is the fees collected from students. Besides this Jagadhguru Sadhaphi Medical and Educational Charitable Trust offers 1 lakh rupees for distributing scholarships every year. City Union Bank offers scholarships worth Rupees 1lakh every year for deserving students. Besides these there are no other sources of revenue.

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

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

PRACTICE I: UPGRADING THE AMOUNT AND QUALITY OF RESEARCH

The IQAC has set up certain benchmarks to improve the quality of Research in the institution. In keeping with this the following strategies were followed:

1. An overall Research Committee was formed to oversee the research activities in the college. This committee meets three times a year.
2. The things that come under the ambit of the research committee were set to be the following:
 1. The number of teachers registering for Ph.D and pursuing research
 2. The number of teachers completing their Ph.D programmes in time
 3. The number of research papers published by teachers
 4. The quality of journals in which the research papers were published
 5. Creating awareness on quality metrics for research among teachers who publish
 6. Creating awareness on how to assess the h-index, citation index and other such metrics for each individual publisher
 7. Emphasis on seeking funds for minor and major projects for research

8. Increase in the number of students who pursue research after Post Graduation

9. Motivating students to apply for funded research projects

3. In keeping with the above criteria, more teachers have been motivated to pursue research. The percentage of teachers who had completed research during 2015 was 11%. Now we have increased this to 33%
4. Teachers who have been publishing in refereed peer reviewed journals were constantly stressed to look out for journals which are indexed by UGC, Scopus, Web of Science etc. with high impact factor before publishing their papers. This has resulted in almost 90% of publications being made in UGC approved journals during 2018-19. A few have also been indexed by Scopus and Web of Science. Average impact factor of publications has also increased to a great extent. Similarly the number of research articles published has also increased manifold.
5. However h-index and citation index are yet to be improved.
6. Even though many minor research projects have been submitted to UGC, DST, TNSCST, ICSSR, NCW, BIRAC etc. the faculty are yet to tap funds.
7. Two research programmes M.Phil and Ph.D in Microbiology were started in 2016. The number of students who are pursuing M.Phil and Ph.D in the college has increased. 15 students completed their Ph.D during the last 5 years.
8. A compendium of all research articles published by the teachers during an year is published every year. A journal named SIGARIA that contains the abstracts of all the research articles published during the year is also published for internal circulation to promote research.

PRACTICE II : INSTITUTIONALIZING THE BEST DEPARTMENT AWARD

In order to motivate the staff members to achieve more and to sustain quality, a Best Department Award is given to the best performing department every year during the Annual College Day. This Award is given to the highest scoring department based on the

following parameters:

- Number of International, National, regional conferences / workshops / seminars organized
- Number of guest lectures, outreach programmes, exhibitions, fairs, awareness programmes organized
- Number of inter-departmental, inter-collegiate contests organized
- Number of awards, prizes won by teachers and students
- Number of FDP, orientation, refresher, programmes organized and attended
- Number of participations in conferences, workshops, training programmes by staff / students
- Number of internships, industrial visits, field visits organized

This practice has produced very good results. Separate awards are given for Arts& Commerce and Science Departments.

File Description	Documents
Paste link for additional information	https://sigc.edu/pdf/Plan_Actions_2021.pdf
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 following activities are carried out periodically:

Example I - Structured Feedback on Teaching from students

The IQAC uses a structured feedback form to elicit feedback on teaching from students. The feedback form has been programmed and feedback is obtained over the Intranet of the institution. Once the workload has been assigned to all teachers and finalized, it is fed into the feedback software. Then students from each class are made

to submit their feedback on six parameters for every teacher who handles classes for them. They select the Programme, major, batch, year and semester and class. Based on this the course names and teachers who handle the course are displayed immediately. Students grade their feedback on teaching based on Syllabus completion, teaching methods followed, relationship with the students, Timely evaluation of answer scripts and assessment, Study materials provided for learning and Extra inputs on concepts taught related to real time applications. These are explained to the students before they submit their feedback so that correct feedback is obtained on the quality of teaching. The submitted answers are consolidated, analyzed and a summary report on the teaching grades of each teacher on the six parameters for each course handled and in total are produced. This can also be seen by the individual teachers. The same is submitted to the respective Heads of Department and the Academic council for further action. The feedback obtained across semesters is also compared to check if the staff concerned has improved herself over the semesters in low scoring areas. This is also communicated to the Principal and Heads of Department to take corrective action. This practice has highly improved the quality of teaching methods adopted by teachers and their interaction with students.

Example 2: Structured feedback on Learning Support provided to students by teachers

The IQAC has time and again stressed the need for student centric learning and ICT based learning among teachers. Feedback is obtained from students in class by tutors, teachers and by IQAC through feedback forms, and also by mentors when they interact with their mentees individually. Sometimes students also give their feedback as grievances to the GRC. These collective feedback help in giving the students the much needed support for learning outside the classroom. To enable the students to have easy access to relevant materials for study, the syllabi for all programmes has been posted on the website along with the Programme specific outcomes and Course Outcomes. In addition, all teachers have been given orientation on preparation of digital study materials for slow learners, question banks with answers to short questions, University Question Papers for the last three years, since the last revision in 2016, and PPT slides for important topics . These are posted on the website for each department. Students can save time and also can access the same 24X7 anytime, anywhere, so that they are quickly accessible for studying. Recently the teachers were also given a demonstration and training on preparing video tutorials / e-learning modules to supplement class room teaching. They are in the process of preparing the same.

The IQAC proposes to upload these videos also on the website to enable students to quickly grasp the concepts by downloading them on smart phones/ laptops and viewing them at their own pace.

Students can also access e- books and e-journals through INFLIBNET and DELNET, and can also access video tutorials from SWAYAM, E-Shodhsindhu etc. The college provides free access to the internet after college hours (for UG and PG) and during college hours for M.Phil / Ph.D research scholars to access e-resources for study. Students also avail online certification courses through Oracle Academy and ICT Academy of Tamilnadu. Free courses on Google, Coursera etc. are also availed by students. The entire campus has access to internet.

File Description	Documents
Paste link for additional information	https://sigc.edu/students-corner
Upload any additional information	View File

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sigc.edu/Agar-20-21/ANNUAL-REPORT-1.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
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

The institution caters to women students only. More than 70% of the students studying in the institution hail from neighbouring rural areas. The institution enjoys the goodwill and reputation for the safety provided to students studying here, especially the inmates of the hostel. Many parents enroll their daughters here after being satisfied by the facilities enjoyed by their other daughters or relatives or friends who had already studied here. The vision and mission of the college is based on women empowerment through education and placement after education. The perspective plan of the college is also based on this. Teachers nurture women equality and gender sensitization during their classes and also through special events conducted in the college. The UG curriculum also includes a course on gender studies. The college has a Gender Club that conducts talks, debates, essay and poster competitions to bring out and nurture gender sensitization among students. Dr. Muthulakshmi Reddy's Women Empowerment and Study Circle conducts competitions relating to Women Empowerment and Life Skills. Women's day celebrations span a period of more than a month to sensitize the students to the importance of women in society. Women leaders and freedom fighters' biographies are retold and screened to sensitize the role women have played in the development of the nation. These also help in inspiring and motivating the girls to become leaders and fight for a cause in their lives. The result of these activities can be seen from the way students express themselves in the college magazines, elocution, essay writing and poster presentation contests held inside and outside college. The NSS volunteers also spread the message of women equality among rural women through skits, mime, drama and songs. The college has conducted many activities in association with WISH (Women In Sanitation and Hygiene) scheme of the Bharathidasan University and the MHMC (Menstrual Hygiene Management Consortium) in creating awareness among women students and rural women folk about sanitization, women health and hygiene, preparation and use of sanitary pads for menstrual hygiene and safe disposal of the pads using incinerators. The college also has donated incinerators to other schools. Classes for learning to prepare sanitary pads are also conducted by our students. Students completing UG are counselled to complete PG and even research and procure placement to achieve economic independence. Parents are also counseled to change their conservative views on women's role in society. Our Former Principal has been an aggressive reformer of women in society and has been awarded with many accolades for her incessant service for the cause of women. We continue her services

with her guidance and counsel.

The institution has made it a policy to provide opportunities for the upliftment of rural women through employment. Except for jobs like driving, gardening, electrician, plumbing, building repairs and maintenance, women are only employed as workers in the institution. Even very few male teachers are engaged if required for their experience and services.

Being a women's institution, all facilities are provided for women like safety and security through CCTV surveillance, special staff for monitoring visitors and others who move around in the college campus, special monitors accompanying students in buses and vans during commutation, antiragging squads, student monitors and representatives who help in these causes are also engaged. Rest rooms, common rooms are also provided. These can also be used by young mothers for nursing their children

File Description	Documents
Annual gender sensitization action plan	https://sigc.edu/Aqar-20-21/7.1.1-GEN-SENS-ACTION-PLAN.pdf
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://sigc.edu/Aqar-20-21/7.1.1-View-Document.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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Waste management is required to manage solid, liquid, and e-wastes from its advent till its final disposal. Proper removal of waste helps to maintain the aesthetic quality of the campus. Our institution is settling its effort for maintaining the environment. Extension activities have been carried out to manage/dispose of the wastes in the campus.

Solid Waste Management

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

Liquid Waste Management

Liquid waste generated in the campus is disposed systematically through a proper drainage system to drain out the wastewater.

Biomedical waste management - Not much biomedical waste is produced

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

Hazardous chemicals and radioactive waste management

Laminar Air Flow is used while handling microorganisms, and autoclaves are used to kill the microorganism which are cultured for the experiments. Exhaust fans in the laboratories help to remove fumes of chemicals. The experiments involving toxic chemicals are alternated to other protocols where less toxic chemicals are used. The disposal of hazardous solutions is done after dilution. Before disposal, the concentrations of the hazardous substances in the

solutions are monitored to be at the minimum level using Volumetry and Potentiometry Techniques.

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

C. Any 2 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	No File Uploaded

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	View File
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

B. Any 3 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	View File
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).

The college is highly diverse in having students belonging to different regions, cultures, languages, community, social groups and economic strata. However they all exist in harmony without any differences and exhibit tolerance towards other groups. In fact, the college celebrates all festivals irrespective of region. Pongal the harvest festival of Tamilnadu is celebrated in equal grandeur and zest like Onam, the festival of Kerala, and Holi, the festival of northern regions. Diwali, Navratri, Ramzan, Id, Christmas, and New Years' Eve are celebrated by all. Staff members are given holidays on important festivals belonging to different religions. Telugu New Year is celebrated similar to Tamil New Year. People speaking other languages coexist with those speaking Tamil. English acts as a bridge for communication when Tamil fails. All students are treated alike without any thought about the community they hail from. However they enjoy the reservation quota, government scholarships and such benefits entitled to them through the college office. Economically backwards students are motivated to continue their studies through management scholarships and other endowment scholarships. Similarly specially endowed students are provided with support by fellow students and teachers and are given special scholarships by the management. The college promotes unity and harmony among the students irrespective of their differences without any bias, and even strives to sensitize students to such tolerance and support to the fellow students through awareness programs, orientation programmes, contests and other such events. The management treats all employees uniformly irrespective of their differences in community, socioeconomic levels and other differences.

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

- Fundamental Duties and Rights of Indian citizens and other constitutional obligations are learnt by students in a common course for all UG programmes titled "Value Education".
- Besides the college also conducts poster contests on voter's rights, women's rights, consumer rights through various clubs like Gender club, Citizens Consumer Club, and NSS.
- Students also participate in debates conducted on Vigilance Awareness Week organized by the college every year.
- Students also attend essay writing, poster making and elocution competitions on voters rights, Women rights, Safety and Security for women by the municipal corporation, other colleges and Rotaract Club.
- They learn about Constitutional rights of women in a common paper under the UG curriculum named "Gender Studies"
- There is also a Spiritual and Moral Club in the college to sensitize students about our cultural and social values, spiritual values and general life skills to confront difficult situations in life.
- The Entrepreneurship Development Cell organizes many workshops and events to create awareness about how to start one's own startup, different ways to become Entrepreneur, Government schemes to fund Entrepreneurship, and also invites some of our Alumni who are Entrepreneurs to motivate and orient them towards Entrepreneurship.
- The Rotaract Club organizes orientation programs on Youth Entrepreneurship and every year.
- The college has a MoU with TIDITSSIA (Tiruchirappalli District Tiny and Small Scale Industries Association) for providing orientation on Entrepreneurship Development to students.
- The college being a nodal centre for the Institute for Entrepreneurship Development of the Bharathidasan University also conducts many Entrepreneurship related activities for students.
- Students of NSS units of the college are given regular orientation on duties and responsibilities of citizens. They are also sensitized to the social problems faced by people of

the country and how they can be supported.

- NSS students in turn create awareness among other students of the college through activities conducted in the college like fine arts, speech competition, essay writing competitions, Awareness rallies and slogan writing contests during several occasions.
- Consciousness on national identities and symbols is created through National Day Celebrations and related activities.
- Faculty members address the students on Republic Day, Independence Day, Gandhi Jayanthi, International Yoga Day and Anti-Terrorism Day and give them awareness and sensitization on Patriotism, Unity and Harmony, Making India Great through participation in National Development, role of every citizen to improve the country etc.
- Students and staff take oath on Gandhi Jayanthi Day, Anti-terrorism Day and International Yoga day to promote Peace, Harmony, Good Health and Progress.
- Students of commerce learn about Company Law, Income Tax Law and Practice, Consumer Rights, besides other courses in their curriculum.
- Besides there are other courses in the curriculum of specific Programmes to promote professional ethics among students.

The other courses offering Professional Ethics are:

- Microbial biotechnology and bioethics
- Ethics, Legal Aspects of Hospital Administration
- Instrumentation And Ethics

Major Based Elective I- Bioethics

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

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

C. Any 2 of the above

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

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

Yes, the college celebrates with fervor the national festivals, birth anniversaries and Death Anniversaries of Great Indian Personalities.

The national festivals like Pongal, Diwali and Onam festival of South India, Particularly in the Tamil speaking Community. We celebrate this festival by making the sweetened Pongal in an earthen pot by the students dressed in the traditional attire. We bring in a cow considered as a sacred animal for this occasion and serve the sweet Pongal, sugarcane and fruits to it. The students also dance

around singing the tradition harvest folk songs. For Diwali, the lamps are lit and girls dressed in their finery gather around and dance. They later burst crackers and enjoy the snacks distributed. Likewise Onam festival is observed by arranging a big Kolam with the flowers, by the girls dressed in the off-White traditional dress of the Keralite. A flower Kolam competition is also held for all the students. The students dance around the Kolam to the music of the traditional Kerala folk songs. We celebrate KarthigaiDeepam by preparing beautiful Diyas and distributing them to teachers and outsiders for a price, the proceeds of which are used as scholarship to needy students.

The birth anniversary of Mahatma Gandhi is observed beneath the 'Gandhi Tree'. This tree is significant because it was under this auspicious tree that Mahatma Gandhi sat and addressed the students in the year 1934, when he visited Tiruchirappalli. The days are marked with Bhajans and talks by eminent personalities. The college named after our former Prime Minister Shrimati Indira Gandhi also observes her birth and death anniversaries by garlanding the statue placed in the garden of our campus. An Inter-Collegiate oratorical competition both in English and Tamil is held every year in the memory of this great leader. Attractive cash prizes and a shield is awarded to the winners. Likewise, the birth anniversary of Dr. S. Radhakrishnan, the former President of India is celebrated in the form of Teacher's Day. The students celebrate it to show their gratitude and to acknowledge the role of Teachers in their life. Many competitions are also held and the teachers, both teaching and Non-teaching are honored with mementos.

The International Women's Day is celebrated on 8th March every year in association with all the Ladies Clubs of our city. The event is marked with a rally by all and competitions for all the members of ladies clubs, College and school teachers. All the winners are awarded with attractive prizes on that day. Well known personalities from all walks of life are invited as Chief Guests. Women achievers in different walks of life are also honored.

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

Yoga demonstrations and meditation are practiced on International Yoga Day every year. Students are extolled about the benefits of practicing Yoga for Good health. Students are given lectures on Cleanliness on Global Hand Washing Day. The NSS also observe the

National Youth Day, Global Hand Washing Day, International Yoga Day, Sadhbhavana Day, etc either by arranging for rally or by taking a pledge. The Independence Day and Republic Day are celebrated every year by the hoisting of our National Flag by an eminent guest, followed by their address. The students also give speeches in Tamil and English, as a motivation to all, to follow the paths of great leaders.

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	No File Uploaded

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 PRACTICES I - ECO-FRIENDLY INITIATIVES

Goal: To promote eco-friendly practices in the institution

The Context: With global warming, environmental pollution, ozone layer depletion, climatic changes leading to drought, floods, cyclones, natural disasters like earthquakes and volcanic eruptions occurring often in different parts of the world, even several species of flora and fauna becoming extinct or changing their habitat, it is high time, we brought awareness among people about what is right and what is wrong with respect to human environment relationships and intrusions. Anything that is communicated to the youth of today bears multifold benefits if communicated well and wisely. Even children of today have realized the dangers of ecological imbalance and pollution and are fighting for a greener planet where they could live in peace. With this idea in mind, the members of the institution have taken many steps to curb harmful practices and encourage and promote eco-friendly activities.

The Practice: Many activities were begun and continued for the past five years:

1. Awareness about the benefits of using herbal products as food and medicine was created among students by conducting herbal fair, herbal food fair contests, contests promoting the use of millets and other food grains for eating healthy diet, awareness on preparing healthy food without cooking, contests on best recipes for nutritious diet, books or booklets prepared on healthy food recipes and so on.
2. World environment day, International week celebrations on pollution control, Hand washing day, were celebrated to create awareness about clean and green environment.
3. Rallies were conducted by the Departments of Biochemistry, Microbiology, Nature Club and Exnora Club to create awareness on healthy practices like Saving Water, Growing plants and trees, Deforestation, use of reusable, recyclable, and reduced use of plastic, pollution control and use of environmental friendly products.
4. Green walk was organized to promote the use of herbs and herbal products among people.
5. Awareness of environmental preservation and conservation was promoted through visit to Butterfly garden, visit to nurseries, visit to kolli hills, Yercaud gardens and conservatories, Kumily hills, and several such natural tourist spots with the support of the Tourism club.
6. Students were engaged in cleaning the river beds of the Cauvery and removing junk from the Uyyakondal canal and other water bodies under the Save Uyyakondan project. Awareness on maintaining our water bodies was also conducted.
7. Students also learnt how to control dust and pollution in air by growing special kinds of plants that produce more oxygen. These plants were grown in the college and home by students.
8. Hanging flower pots were installed throughout the campus to inculcate the habit of growing plants.
9. Saplings were also distributed on special occasions like teacher's day, women's day etc. to promote the cultivation of plants at home and in terraces.
10. Terrace gardens were installed by students in the roof of the blocks

11. Rain water harvesting pits were installed to collect rain water in the ground.
12. Incinerators were installed to safely dispose used sanitary pads.
13. Tiles were laid throughout the college grounds to prevent dust and pollution
14. Eco-friendly airconditioners were installed instead of window A/Cs and slit A/Cs.
15. Solar Panels were installed to generate power from solar energy.
16. Green landscaping was done to create a nice environment in the college for students.
17. Vermicompost pits were installed for production of vermicompost from vegetable and other food wastes. The initiative was highly successful and the compost was sold to staff and students at a small price to nurture their fields and gardens.
18. Vermiwash was prepared as an equivalent liquid substitute to Vermicompost.
19. Students were given training in preparing Vermicompost and Vermiwash by taking them to visit the Vermicompost pits installed in our college garden and at Santhanam Vidyalaya and giving them demonstrations.
20. Some students still prepare their own vermiwashat home and use it in their gardens.
21. Students of NSS are given training in the use of renewable energy, sanitation and hygiene and ecofriendly practices during orientation camps. They carry these messages to people in the form of skits, mime, drama and songs to promote ecofriendly practices
22. Distribution of pamphlets to prevent the use of plastic in everyday life was organized.
23. Workshops on preparing seed balls to improve green foliage was conducted.

Evidence of Success:

- It was found that students have taken back the message of cleanliness and eco-friendly practices home. Many students are successfully growing their own terrace gardens, and hanging gardens at home.
- They even grow pollution controlling plants at home.
- Some even prepare seed balls and distribute them to people around them during festivals.
- Students use bark plates and leaves in the place of plastics. Paper covers were even used instead of plastic bags.
- Some students have produced a multifold yield of flowers and fruits in their garden by using Vermiwash prepared at home.
- Even wasted drinking water is used to water plants in the herbal garden.
- Many students have taken saplings and planted in their garden
- Students regularly buy vermicompost to use in their gardens and fields.

Problems encountered and Resources Required:

- No problems were encountered in conducting awareness programmes or rallies.
- Even visits to natural habitat and herbal gardens was a form of entertainment.
- The required resources were time and space. Saturdays were fixed for such outings and activities.
- The open space in the college is limited as we are located in the centre of the city. However we overcome space requirements by making use of available spaces like terraces, balconies and gateways to place plants and flower pots.

- We regularly conduct workshops on eco-friendly practices as a part of Saturday activities or Festival celebrations or National Day celebrations.

Therefore any limitations encountered in the process were eliminated through alternative arrangements. As students and teachers were very serious and enthusiastic about the cause of environment preservation, they found a way to make things work. When there is a will there is a way. The management also provides all support for conduct of such events by providing transport facilities, associating with other organizations to promote such activities, and even providing financial support to procure saplings and flower pots.

BEST PRACTICE - II

TITLE OF THE PRACTICE: ACTIVITY DAY ON SATURDAYS GOAL:

- To encourage all departments to carry out special activities to engage students in a novel and interesting way
- To bring out the talents and potential of students and teachers from a creative perspective
- To allot a time for activities, so that departments can plan ahead
- To concentrate on academic pursuits on other days without hindrance
- To make students happy to work on Saturdays and expectant to showcase their potential and enjoy the activity with team and class mates.
- To practice activity based learning

The context:

The college practices activity based learning and student centric learning through conduct of training programmes, workshops, seminars, exhibitions, debates, group discussions, competitions, skill training, outreach and extension, industrial visits, field visits, and inter and intra collegiate competitions for sports, finearts, literary events and subject based events. These programmes

are normally planned on any working day, based on availability of resource persons, venue, students and other related things. The departments plan for big events at the beginning of the year while small events are planned at short notice. This may result in clashes in conduct of activities, disarray in planning or execution, etc. The hidden talent is brought from the student since all Saturdays are Activity days enabling them to "Learn Beyond the class room". Students enjoy involving in various activities.

The Practice:

All departments submit their plans on Mondays and Tuesdays to the Vice-Principal. They also interact with each other to avoid clashes. Some departments plan for Outreach, some for serious activity like seminar, workshop, debates etc., some plan for field visits or industrial visits and others plan for class room activity. A meeting of all Heads of department with the Principal and Vice Principal is convened to discuss about the feasibility of the activity, any other problems in execution etc. to confirm about the implementation of the activity on the Saturday. If there are any hurdles, some activities may be postponed to the next Saturday.

Evidence of Success:

This practice has been really successful in planning, and execution of activities. Moreover, it has become a routine to conduct some useful activity every week. Students enjoy their Saturdays and come out with more ideas, suggestions to conduct novel events. They also seem to learn better and tell us so. They give teachers new ideas to teach certain concepts, which when followed encourage them and also engage them. So they thoroughly welcome these activity Saturdays. The dynamism of students has increased in the classes. Many students have now been recognized for their skills and talents, this has made them more self confident and earned them a good recognition in class. So they totally enjoy this practice. Performance of students in tests has also improved. Most of the events are organized, planned and executed by students themselves. So they are able to learn even more. Leadership skills are promoted. Teamwork has got a boost. This will go a long way in earning them placements.

Problems Encountered and Resources Required:

Initially it was a little difficult to plan for activities. Even the kind of activities to be organized was not quite clear. But now after conducting events for some time, we have grown accustomed to

this practice. The enthusiasm of students has really given a boost to such a practice. Students also join with teachers in planning, and execution. Even though we have only 1 seminar hall and 2 auditoriums, some activities are conducted in the classes, some in smart classes and computer laboratories, outreach, field visits are conducted outside. So with a little co-ordination among departments, it has become highly feasible to conduct activities on Saturdays. Moreover no department is idle. This has really taken up the activities in the College. (623 words)

Key Indicator- 7.3 Institutional Distinctiveness (20)

QLM 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words (20)

Describe the institutional performance in one area distinctive to its vision, priority and thrust within a maximum of 1000 words

Expected Marks:17

The vision of the institution is to enable the students to acquire an integrated personality, endowed with Character, Culture, Compassion and Discipline. The mission of the institution is to foster Higher Education and the Upliftment of Women in Society in general and the improvement of their Economic Status and Independence in particular.

The College was established with the objective of providing opportunities for Higher Education to Girls in General and to rural girls in particular and to promote the empowerment of women through Education, Employment and Economic Independence. The College aims to contribute to national development by producing skilled and virtuous graduates, with a thirst for knowledge and excellence.

With this vision and mission in mind, the college offers a number of job oriented courses specially suited for women. Even though programmes in Tamil, English, Physics, Chemistry, Mathematics, Commerce, Economics, are offered from UG to Ph.D level, many other programmes in Computer Science, Computer Applications, Information Technology, Bio-Chemistry, Microbiology, Fashion Technology, Hospital Administration, Business Administration, Social Work, Bank Management, Commerce and Commerce with Specialization in Computer Applications that focus on Employability of Graduates is also being offered by the college.

The perspective plan of the college is to promote the employability of women through higher education. Keeping this in mind, the students are given training in employable skills and empowered to pursue higher education and thereby achieve a career of their interest. Students from rural areas in and around Trichy join the college for higher studies. Many of the parents are farmers / labourers with very low income. Most of the students have studied in rural schools with Tamil as medium of instruction. Therefore, it becomes imperative that these students be given an orientation in English as soon as they enter college. A Motivation cum Personality Development Programme is arranged for about a week for I year Undergraduate students as soon as they enter college. This is used to boost their confidence, and acquaint them of the academic set up in the college in contrast to that in school. Students are also made to participate in group activities to bring out their hidden talents, alleviate their fears, and nurture team spirit and co-ordination among peer groups. They are also constantly guided by their tutor and mentors, so that they get used to them and the college setup. PG students are also given orientation for a period of 2 weeks as soon as they enter college. More sophisticated exercises like personality development, career enhancement talks, aptitude and skill oriented training are given to these students, catering to a more mature student population.

As a next step, students are assessed by their performance in class room activities, slip tests and assignments by the class tutors. Based on this, they are segregated into advanced, average and slow learners. Similarly physically challenged students are also identified. Economically weaker students are also identified by the class tutors and they are recommended to avail scholarships from the management.

Advanced learners are motivated to pursue higher goals like participating in conferences, workshops and presenting papers in them. This nurtures life long learning and research attitude in them. They are motivated to pursue higher education, learn concepts deeply and apply them to real time data. Therefore they are able to relate to use of subject related concepts. Such students not only complete their M.Phil or Ph.D degrees but also get placed in high positions. Besides learning, students are also motivated to excel in fine arts, sports or in other activities. Students who show more enthusiasm in learning are encouraged to join in online certification courses, short term courses, internships, project works, field visits etc. They are capable of excelling in many activities.

Average learners are motivated to excel in studies through special coaching classes and instructional materials. Peer learning practices help average learners to improve themselves in studies. Poor learners are given support by tutors, and mentors by constant supervision and guidance. Repetitive tests, coaching classes and counseling help them to improve themselves.

In addition to academic performance and performance in extra-curricular activities, students are also made to participate in extension and outreach activities to understand societal issues, develop the fortitude to deal with them, to help other fellow beings and develop the virtues in becoming good natured citizens, add value to lives, to contribute to development of the Nation.

The Training and Placement Cell of the college arranges placement drives besides giving pre-placement training for final year students of the college. The Entrepreneurship Development cell of the college also guides the students in becoming entrepreneurs. Those students who hail from rural areas, inspite of learning in Tamil, inspite of scoring low marks are still able to improve themselves to score high marks at the end of graduation / post graduation through different methods. Moreover they are trained in employable skills to make a good career or a good entrepreneur. Therefore the institution empowers students to pursue higher education and finally get good placement.

It has been found that 40% of students pursue PG after UG, while 15% are placed immediately after graduation. 30% of students are placed after an year. Many students get placed in companies and organizations where they undergo internship or project work. Some of the students who have joined Diploma in Fashion Technology have started their own Fashion design centres, boutiques and shops. 90% of Students of Fashion technology, Social Work and Hospital Administration are placed in lucrative jobs. Students of M.B.A, Microbiology, and Biochemistry also get placed in their respective fields. Students of Mathematics and Commerce take part time jobs even when they are studying. Students of computer science take up higher studies to become teachers and are placed in lucrative jobs in the IT Sector.

The management takes every measure to ensure placement for students after higher studies. We even take up pre-placement training and placement drives for our alumni. Recently 44 students were given training and placement through ICT Academy. Many of our Alumni also help in empowering our students through career guidance. Some even help current students in getting placed. In order to help poor

students, the management even receives fees in installments. Students from our own college are given preference and fees discounts when they join PG or M.Phil.

File Description	Documents
Best practices in the Institutional website	https://sigc.edu/sigc/pdf/BEST%20PRACTICES%20OOF%20THE%20INSTITUTION.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

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

7.3.2 - Plan of action for the next academic year

1. New Certificate courses to be provided to students in keeping with industry demand.
2. Video Tutorials to be developed for teaching students.
3. Research funds from external funding agencies and industries to be tapped.
4. More numbers of MoUs to be signed and linkages to be developed.
5. Industry - Institute- Interaction to be strengthened.
6. More number of sports and extracurricular activities to be organized.
7. Students Exchange Programmes may be envisaged.
8. Placement to be improved.
9. More students to be encouraged to clear competitive exams.
10. Communication skills to be given thrust among students.