

# SRI CHANDRASEKHARENDRA SARASWATHI VISWA MAHAVIDYALAYA

Deemed to be University u/s 3 of UGC Act 1956 | Accredited by NAAC  
with 'A' Grade (Sponsored and Run by Sri Kanchi Kamakoti Peetam  
Charitable Trust) Enathur, Kanchipuram, Tamil Nadu – 631 561



**ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

**2017-2018**

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## PART – A

AQAR for the year:

July 2017 to June 2018

## 1. Details of the Institution

1.1 Name of the Institution

Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya

1.2 Address Line 1

Sri Jayendra Saraswathi Street, College Road

Address Line 2

Enathur

City/Town

Kanchipuram0

State

Tamil Nadu

Pin Code

631561

Institution e-mail address

Vice-chancellor: vc@kanchiuniv.ac.in  
Registrar: registrar@kanchiuniv.ac.in  
IQAC Cell: iqac@kanchiuniv.ac.in

Contact Nos.

Vice-chancellor 044-27264301  
Registrar 044-27264294  
IQAC Director 044-27264458

Name of the Head of the Institution:

Prof. Dr. V.S. Vishnu Potty

Tel. No. with STD Code:

044-27264301 (office)  
044-27264285 (residence)

Mobile:

9445783508

Name of the IQAC Co-ordinator:

Prof. Dr. K. V. S. N. Murty

Mobile:

9944902672

IQAC e-mail address:

iqac@kanchiuniv.ac.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. &amp; Date:

(For Example EC/32/A&amp;A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC(SC)/25/A &amp; A/24.1 dated 09.06.2017

1.5 Website address:

www.kanchiuniv.ac.in

Web-link of the AQAR:

www.kanchiuniv.ac.in/iqac/reports.html

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.53	2014	Up to 2019
2	1 <sup>st</sup> Cycle Reassessment	A	3.08	2017	Up to 2022
3	2 <sup>nd</sup> Cycle	---	---	---	---
4	3 <sup>rd</sup> Cycle	---	---	---	---
5	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

07/05/2014

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2014-15 submitted to NAAC on (06/08/2015)
- ii. AQAR 2015-16 submitted to NAAC on (26/08/2016)
- iii. AQAR 2016-17 submitted to NAAC on (19/10/2017)

1.9 Institutional Status

University      State       Central       Deemed       Private Affiliated College      Yes       No Constituent College      Yes       No Autonomous college of UGC      Yes       No Regulatory Agency approved Institution      Yes       No   
(Eg. AICTE, BCI, MCI, CCIM, NCI, NCTE)

Type of Institution	Co-education <input checked="" type="checkbox"/>	Men <input type="checkbox"/>	Women <input type="checkbox"/>
	Urban <input type="checkbox"/>	Rural <input checked="" type="checkbox"/>	Tribal <input type="checkbox"/>
Financial Status	Grant-in-aid <input type="checkbox"/>	UGC 2(f) <input type="checkbox"/>	UGC 12B <input type="checkbox"/>
	Grant-in-aid + Self Financing <input type="checkbox"/>	Totally Self-financing <input checked="" type="checkbox"/>	

## 1.10 Type of Faculty/Programme

Arts <input checked="" type="checkbox"/>	Science <input checked="" type="checkbox"/>	Commerce <input checked="" type="checkbox"/>	Law <input type="checkbox"/>	PEI (Phys Edu.) <input checked="" type="checkbox"/>
TEI (Edu) <input checked="" type="checkbox"/>	Engineering <input checked="" type="checkbox"/>	Health Science <input checked="" type="checkbox"/>	Management <input checked="" type="checkbox"/>	
Others (Specify)			Sanskrit and Indian Culture	

## 1.11 Name of the Affiliating University (for the Colleges)

NOT APPLICABLE

## 1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	NO		
University with Potential for Excellence	---	UGC-CPE	---
DST Star Scheme	---	UGC-CE	---
UGC-Special Assistance Programme	---	DST-FIST	---
UGC-Innovative PG programmes	---	any other (Specify)	---
UGC-COP Programmes	---		

**2. IOAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="12"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="04"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="---"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="19"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="8"/> Faculty <input type="text" value="5"/>
	Non-Teaching Staff <input type="text" value="1"/> Students <input type="text" value="1"/> Alumni <input type="text" value="1"/> Others <input type="text" value="---"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="---"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="5"/> International <input type="text" value="--"/> National <input type="text" value="--"/> State <input type="text" value="--"/> Institution Level <input checked="" type="checkbox"/>

(ii) Themes

1. Quality enrichment programme on „Dynamics“ to the students of Mathematics arranged on 6-4-2018 & 11-4-2018 by the Department of Mathematics.
2. A seminar on „Effective Teaching Methodology“ was organized by the Department of EEE for its members of faculty for better transaction in the classrooms held on 11-04-2018.

3. A workshop on Articles and communication skills held on 4-8-2017 organized by the Department of English.
4. A workshop on theatrical aspects of body, voice and mind held on 22-3-2018 organized by the Department of English.
5. A workshop on nuances in question tags and non-verbal communication in English held on 20-3-18 organized by the Department of English.
6. A seminar on solar energy harvesting PV cell held on 8-11-2017 organized by the Department of EEE.
7. A talk on the Role of Panchakarma in skin diseases held on 3-8-2017 organized by the Department of Ayurveda.

#### **2.14 Significant Activities and contributions made by IQAC during the year 2017-18**

The IQAC has got approved its plan of action in the first meeting of the Academic year 2017-18 held on 18-12-2017 and most of the activities were executed meticulously.

#### **I. NAAC REASSESSMENT IN CYCLE-1:**

**We are happy to state that our university was accredited with 'A' grade by NAAC on 9-6-2017 in the first cycle of reassessment.**

#### **II. PREPARATIONS FOR UGC REVIEW COMMITTEE VISIT:**

1. It is informed by the chairman of the UGC Review Committee that they are going to visit the institute for three days i.e., from 15-2-2018 to 17-2-2018.
2. A Number of Preparatory measures were taken up to meet the needs of the UGC Review Committee.
3. Continuous visits to departments were initiated through the respective Deans and checking of files and records in place were carried out.
4. PPT Presentations of all the departments were thoroughly checked and guidance was given for modifications and finalised.
5. All the formats were filled and got ready with all the documents.
6. Visit plans for the committee was prepared and submitted to the Chairman for approval.
7. The committee visited three days and thoroughly inspected all the records and visited all the departments, hostels etc. Also interacted with the members of faculty.

**IT IS HAPPY TO INFORM THAT THE UGC REVIEW COMMITTEE HAS SUBMITTED THE REPORT TO THE UGC AND RECOMMENDED FOR THE CONTINUATION OF DEEMED UNIVERSITY STATUS FOR NEXT FIVE YEARS. WE RECEIVED THE ORDERS ON 6-4-2018.**

#### **III. APPLIED FOR THE PERMISSION TO AICTE FOR OUR ENGINEERING AND OTHER COURSES TO RUN:**

1. Online application for the approval of the engineering programmes run by the university was submitted to the AICTE on 31-1-2018.
2. As per the information given by the AICTE we attended before rescrutiny committee on 24-2-2018 and all the records were scrutinized by the three member committee.
3. An Expert Visiting Team drafted for the purpose visited the university on 4-03-2018 and submitted the report to the AICTE.
4. Later we appeared before SAC and submitted all the necessary papers.

**WE ARE HAPPY TO STATE THAT WE HAVE GOT THE LETTER OF APPROVAL (LOA) ON 10 -4-2018 FROM THE AICTE.**

**IV. SUBMISSION OF AQAR:**

7. AQAR report for the academic year 2016-17 was prepared and up loaded to the NAAC on 19-10-2017.

**V. PREPARATION AND EFFECTIVE USE OF PBAS-API SCORES FOR MONITORING THE PROGRESS OF TEACHING STAFF FOR THE ACADEMIC YEAR 2017-2018:**

1. PBAS-API form was refined and Version-4 was developed based on the feedback obtained from the teaching staff during 2016-17 PBAS-API forms scrutiny.
2. During the scrutiny of PBAS forms for the year 2016-17 a number of queries were raised while finalizing the scores. Further clarifications in all the categories and sub-categories were given along with the PBAS forms for the academic year 2017-18.
3. Collected the duly filled in PBAS forms from all the members of faculty from all the departments and were scrutinized and final scores were calculated.
4. A detailed report on the PBAS scores of all the members of faculty were prepared and submitted to the vice-chancellor.

**VI. CONDUCT OF ACADEMIC AUDIT:**

Formats for Academic Audit were redesigned for objective evaluation of departments and academic audit for all the departments were conducted by the Deans. This academic year we suggested to go to keep one external member in the academic audit committee. Apart from the academic audit of individual members of faculty, the performance of the whole department along with SWOC analysis and road map also emphasized.

**VII. REWARDS & PUNIUSHMENTS:**

1. Meritorious contributions of faculty members were recognized by awarding best **teacher award** based on the PBAS scores from each department with a certificate and felicitated with Dr. S. Radhakrishnan's Mementos on eve of the Teacher's Day Celebrations.
2. Based on the PBAS scores, best department awards were also given to the Department of English and Department of Physics.
3. Certificate of appreciation along with memento was given to those members of faculty who got more than 300 API score out of 350.
4. Certificate of appreciation was given to those members of faculty who got more than 250 API score out of 350.
5. Members of faculty who got less than 125 were asked to wait for the increment till fulfilment the minimum criterion.

**VIII. DEVELOPMENT OF THE NEW TOOLS TO MEASURE THE QUALITY PARAMETERS OF DEPARTMENTS:**

A Unique tool called as "Departmental Cumulative Academic Performance Index (DCAPI)" developed for measuring all the departmental academic performance. This tool is a combination of 6 tools. The performance index is also calculated based on this tool.

**IX. STRENGTHENING INFRASTRUCTURE FOR THE DEVELOPMENT OF THE UNIVERSITY:**

1. Strengthened the library resources by subscribing various e-journals.
2. Construction of a four-storeyed new block with 4 floors (G+3) consisting of 54 rooms commenced to provide adequate accommodation for teaching-learning aspects.

**X. DEVELOPMENTS IN THE HOSTEL:**

Hostel Management System (HMS) was created, successfully installed and is in operation at present to monitor the student movements and also proper intimation was given to parents time and again and got good appreciation from the parents.



**XI. DEEN DAYAL UPADHYAYA KAUSHAL KENDRA SKILL DEVELOPMENT CENTRE:**

Deena Dayal Upadhyaya Kaushal Kendra skill development centre was granted to the university and is functioning well. Two skill development programmes are being offered in collaboration with reputed organizations.

**XII. FUNCTION OF THE STUDENT GRIEVANCE REDRESSAL CELL:**

Online student feedback system was introduced. Most of the grievances of the students were redressed.

**XIII. OTHER ACTIVITIES:**

1. Most of the departments were asked to conduct at least one quality related workshop/seminar/ talk. Total number of quality related events conducted during the academic year 2017-18 is 10.
2. Department-wise individual faculty member profiles were prepared.
3. Departmental profiles were prepared.
4. Departmental research compendia were prepared.
5. A CD on the departmental performance based on the NAAC 7 categories was prepared.
6. Various guest lectures were arranged by all the departments on various subjects for the benefit of the students. Experts from the industry were invited to bridge the gap between the academia and the industry.
7. 85% of the students were placed in various companies during the campus placement.
8. Internal quality check was done by collecting feedback from the students about the academic performance of the members of faculty, self appraisal reports submitted by the teachers, feedback collected from various stake holders of the university viz., alumni, industry experts, parents, visiting faculty etc.

**XIV. Conduct of Students Satisfactory Survey (SSS):**

Student satisfactory Survey was conducted and out of 31 items students expressed their satisfaction for 27 items. Campus Wi-Fi facility, canteen facilities are to be improved. We have initiated steps to enhance the facilities up to the satisfaction of the students.

**XV. FUTURE PLANS:**

**It is planned to conduct hostel students satisfaction survey, teaching faculty satisfaction survey, non-teaching faculty satisfaction survey, alumni satisfaction survey and parent satisfaction survey.**

**2.15 PLAN OF ACTION BY IQAC/OUTCOME:**

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by end of the year is furnished below.

Plan of Action	Achievements
1. Year Plan was developed and approved in the first meeting of the IQAC held on 18-12-2017.	The execution of the activities became easier and we were able to complete most of the activities due to meticulous planning.
2. To conduct at least four meetings with all the members of IQAC.	In this academic year we could conduct 4 meetings with the members of IQAC.
3. Results of the NAAC Pear Team Visit	It is very happy to state that our university got „A“ Grade in the first cycle itself in reassessment.
4. Preparations for UGC Review Committee Visit.	The UGC Review committee visited our university on 15, 16 & 17 of February, 2018. We received report on 6-4-2018 and we are happy to announce that we were recommended to enjoy the status of Deemed to be University for 5 more years.

5. To go for AICTE recognition.	In the light of Supreme Court verdict, dt. 3-11-2017 all the Deemed to be Universities have to go for recognition by AICTE to run the programmes falling under the jurisdiction of AICTE. We applied and completed the process and happy to state that we got the LOA on 10, April, 2018.
6. to conduct Student Satisfaction Survey(SSS)	We have completed the Student Satisfaction Survey by taking a sample of 2540 students. Overall satisfaction with respect to all the 31 items together is 70. It is evident that the students of our university are satisfied with the activities of the university.
7. To scrutiny the API formats for further fine tuning and finalization of the scores.	All the members of faculty were individually called and shown the scores achieved by them. This made them to realize what is expected from them and it gave an idea to the management about the performance of each member of faculty as well as the non-teaching staff of the university. This also gave a vast scope for the faculty members to improve their quality of teaching in the coming years.
8. Academic Audit was conducted.	Dean as Chairman of each faculty conducted the academic audit of each department and graded each member of faculty on five point scale. It has developed accountability on the part of the teachers and the management got a clear idea about the performance of each faculty of the university. The revised academic audit format gave much scope for quantification of the academic performance of the members of faculty. This time an external member also included in the ACADEMIC AUDIT TEAM.
9. To evaluate Department performance in a 360 degree scale.	A new Innovation called Departmental Cumulative Academic Performance Index (DCAPI) was introduced and all the departments were asked to provide the data and comparison of scores were recorded.
10. Student feedback forms and the format for analysis were sent to all the departments. This year on-line feedback was collected from most of the engineering departments.	All the departments collected feedback from the students and analysed the responses and prepared a detailed report. It was shown to the faculty members individually to know about his/her own strengths and weaknesses. The HOD gave the suggestions for overcoming the deficiencies, if any. It helped them to improve their quality of teaching in the class room. In order to reduce the green house effect, the paper usage, on-line feedback was collected by some of the departments and it would be extended to other departments too.
11. Preparation of profiles of all the departments.	All the departments prepared Departmental profiles consisting of all the academic activities of the department during the academic year 2016-17.
12. Preparation of research compendium.	All the departments have prepared a compendium consisting of all the papers published by the members of faculty during the calendar/academic years 2012-13, to 2016-17.
13. Conduct of quality awareness programmes.	All the departments were asked to conduct quality related programmes at least one programme in a year. Most of the departments conducted the quality related events.

14. Encouragement to the meritorious faculty, departments and students through distribution of awards, prizes, scholarships etc.	16 teachers were given best teacher award with cash prize, merit cum means scholarships was given to more than 300 students, and two departments were given best department awards. (Department of English & Dept. Of Physics)
15. Continue the best practices in vogue to maintain quality.	A number of innovative and best practices were initiated during the yester years were continued along with the new additions.
16. Preparation of Faculty Members Profiles.	Profiles of all the members of faculty prepared.
17. Encouragement of the best consultations made by the Faculty Members of Dept. Of Ayurveda.	Best Consultancy Award and Best Consultancy Appreciation Certificate were issued TWO Ayurveda Teachers.
18. Initiated to establish Techno-park inside the campus.	Techno Park was established in the SJS Applied Research Centre.
19. Maintenance of files in all the departments and sections.	All the departments and various sections were supplied with a check list of files and records to be maintained. All the prepared files and records were verified by the high power teams constituted for this purpose.

2.15 Whether the AQAR was placed in statutory body

Yes  No Management Syndicate any other body 

Provide the details of the action taken

AQAR was put in the Board of Management Meeting held on **21-09-2018** and was approved.

**PART – B**  
**CRITERION – I**

**1. Curricular Aspects**

**1.1 Details about Academic Programmes**

Level of the Programme	Number of existing Programmes	Number of programmes added during the year (2017-18)	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	17	---	18	---
PG	19	01	19	---
UG	24	01	24	---
PG Diploma	---	---	---	---
Advanced Diploma	---	---	---	---
Diploma	---	---	---	---
Certificate	07	---	05	02*
(M.Phil)	09	---	09	---
<b>Total</b>	76	02	76	02*

Interdisciplinary	---	---	---	---
Innovative	---	---	---	---

Note: **The two certificate courses are being offered through Deen Dayal Upadhyaya Skill Development centre.**

- 1.2** (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options  
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	42
Trimester	1
Annual	26

Note: **Pattern of Ph.D Programmes was considered as annual. The details of the certificate courses are not included in the above table since they are 6 months and 3 months programmes.**

- 1.3** Feedback from stakeholders\* (On all aspects)
- |                    |                                     |                                     |                                     |                                     |                                     |                          |                                     |
|--------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Alumni             | <input checked="" type="checkbox"/> | Parents                             | <input checked="" type="checkbox"/> | Employers                           | <input checked="" type="checkbox"/> | Students                 | <input checked="" type="checkbox"/> |
| Mode of feedback : | Online                              | <input checked="" type="checkbox"/> | Manual                              | <input checked="" type="checkbox"/> | Co-operating schools (for PEI)      | <input type="checkbox"/> | ---                                 |

**1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.**

Syllabus revision takes place every year. The Board of Studies of each Department definitely meets at least once in a year and revision of syllabus takes place in tune with the recent developments in the

industry and society. Even though there is no drastic change in the syllabi some of the changes were made in various departments viz., Mathematics, chemistry, ECE, Physics, CSA, MBA, English and Ayurveda. The details of the revision of some departments are:

1. The whole syllabi of all the branches of Engineering were changed as per the suggestions given by the AICTE since we got recognition.
2. Proposal for the change in exam pattern for M.Phil Mathematics from annual to semester is discussed and approved by the committee.
3. Proposal for common Mathematics syllabus from I semester to V semester for B.E(Circuit and Non-circuit branches) is approved by the members for implementation with effect from the academic year 2018-19 onwards.

**1.5 Any new Department/Centre introduced during the year. If yes, give details.**

The management of the university opened two important centres and one department in the last academic year.

The centres/departments established during the academic year 2017-18 were:

**Commerce programme was running under the Department of Management Studies till 2016-17. Now the department of commerce was created under the faculty of Management Studies, HR and commerce.**

**CRITERION – II****2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
196	144	27	25	0

2.2 No. of permanent faculty with Ph.D.

81

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
21	0	0	0	0	0	13	0	34	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

6

04

48

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	Total
Attended Seminars/ Workshops	135	274	59	468
Presented papers	220	115	18	353
Resource Persons	29	80	29	138

**2.6 Innovative processes adopted by the institution in Teaching and Learning:**

Various initiatives were taken up by the departments to make the teaching and learning Process more innovative. Some of the innovative practices with regards to teaching and learning are mentioned below. ICT is being integrating at every possible place in teaching, learning and evaluation.

1. Students are encouraged to use SWAYAM platform.
2. Interactions among the students and with teachers are being taken place through MOOC platform.
3. Most of the teachers used special soft ware for teaching contents suitable to their nature.
4. Mobile app-based teaching was introduced by some of the teachers in Computer Science Department.
5. Project Melas are introduced for the students to display their innovative ideas and they are encouraged by awarding prizes.

6. As a consequence of organizing various orientation programmes in collaboration with NTTTR, Chandigarh, use of ICT has become well integrated into teaching & learning system of our university.

2.7 Total No. of actual teaching days during this academic year was

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, and Online Multiple Choice Questions):

We introduced External evaluation for UG Programmes apart from the existing PG programmes. Double valuation is in vogue. Results were published within 20 days after the completion of last examination. The results are also now intimated to parents through email and SMS on request. Giving back the photocopy of the answer scripts to the students in is in pipeline. Decentralization of conduct of semester examinations faculty-wise under the supervision of the respective Deans is under consideration. Preparation of question banks year by year for each subject is being planned. Recent technology is being used with respect to use of papers, markings etc., is in pipe line.

2.9 No. of faculty members involved in curriculum

Restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop:

89

All most all the members of faculty are encouraged, bearing a very few, to participate in the curriculum restructuring/revision/syllabus development. Some eligible members of faculty were nominated to BOS.

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage:

S.No.	Course	Students appeared	Students passed	First Class with distinction	First Class	II class	III Class	No Classification
1	Ph.D.	48	48				0	48
2	M.Phil.[Sanskrit]	14	14		14			
3	M.Phil.[Management Studies] (FT&PT)	17	17		17			
6	M.Phil.[Computer Science] (FT&PT)	33	33		33			
4	M.Phil.[Physics] (FT&PT)	37	37		37			
5	M.Phil.[Chemistry] (FT&PT)	32	32		32			
7	M.Phil.[Mathematics] (FT&PT)	51	51		51			
8	M.Phil.[English] (FT & PT)	42	42		41	1		
9	M.Phil.[Education] (FT&PT)	7	7		7			
10	M.A. (Navya Vyakarana)	6	6	6				
11	M.A.( Sahitya)	12	12	12				
12	B.A.(Sanskrit)	10	10	9	1			

13	M.B.A. - Master of Business Administration (FT&PT)	24	24	3	17	4		
14	B.B.A. (Bachelor of Business Administration)	12	12	1	8	3		
15	B.Com.(Bachelor of Commerce)	27	27		13	14		
16	B.A.M.S.	40	40					40
17	M.C.A. - Master of Computer Applications	22	22	9	13			
18	M.C.A.(Integrated) - Master of Computer Applications	4	4		4			
23	B.C.A.	65	65	10	47	8		
22	B.Sc.(Computer Science)	21	21	5	15	1		
19	M.Sc. (Mathematics)	1	1		1			
20	M.Sc. (Physics)	4	4	4				
24	B.Sc.(Physics)	11	11	1	10			
21	M.Sc. (Chemistry)	3	3	1	2			
25	B.Sc.(Chemistry)	32	31	11	20			
26	B.Sc.(Physical Education) / B.P.E	19	19		19			
27	B.Sc.(Optometry)	7	7		2	5		
28	M.A.(English)	2	1		1			
29	M.E.(Power System) FT/PT	5	5	1	4			
33	M.Tech.(Electronics Design and Technology)	8	8	5	3			
30	M.E.(Computer Integrated Manufacturing) PT	2	2	1	1			
31	M.E.(Thermal Engineering) FT/PT	2	2	1	1			
32	M.Tech. (Information Technology)	3	3	2	1			
34	B.E.(Computer Science Engineering)	122	116	14	98	4		
35	B.E.(Electrical & Electronics Engineering)	79	76	14	59	3		
36	B.E.(Electronics & Communication Engineering)	242	240	86	153	1		
37	B.E.(Mechanical Engineering)	262	252	62	190			
38	B.Tech.(Information Technology)	10	9	1	8			
39	B.E.(Civil and Structural Engineering)	69	61	11	50			
40	B.E.(Electronics and Instrumentation Engineering)	4	4	1	2	1		
41	B.Ed.(Bachelor of Education)	25	25	22	3			
<b>Total</b>		<b>1436</b>	<b>1404</b>	<b>293</b>	<b>978</b>	<b>45</b>	<b>0</b>	<b>88</b>

## 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

### a) Contributions of IQAC towards teaching and learning process for the academic year 2017-18:

The following are the major contributions of the IQAC for enhancement of quality in the university.

1. 360 degree evaluation of teaching –learning process is in practice.
2. API formats were refined for both teaching and non-teaching staff of the University for Objective Assessment of the performance. Version 4.0 of API formats were developed and distributed to the members of faculty.



3. Academic Audit was conducted to calculate the performance of each member of faculty quantitatively. This year we have introduced the external member as part of the Academic audit.
4. „Students feedback“ was collected through on-line as a green initiative and is being used for the development of dynamic curriculum on one hand and for the enhancement of the skills of the members of faculty on the other hand.
5. Organized EIGHT activities related to the quality improvement for stakeholders of the university..
6. IQAC initiated to establish Smart class rooms in the new building also to make the Teaching Learning process more interactive.
7. Initiatives taken to make external Ph.D. scholars to present their research work in the research colloquium of the respective departments and videography of the sessions are also initiated.

**b) Monitoring of IQAC towards teaching and learning process:**

1. The IQAC encourages ICT based teaching methods. Further, it facilitates the administration to appoint quality Guest Faculty for teaching, wherever regular faculty is inadequate.
2. Meetings are organized for the parents with class representatives.
3. Feedback is collected from the toppers, average and below average students with regard to progress of class work, teaching methodologies and examination system etc., by the Heads of Departments.
4. Academic audit is conducted at the end of each year in each department. This year we have involved external expert for academic audit.
5. PBAS-API forms were collected and checked and recorded the performance of each member of faculty of all the departments.
6. Video-graphing of the teaching lessons was initiated to evaluate the abilities and skillsets of the teachers and workshops to be organised for further improvement.
7. Dean, Head of the Department and IQAC coordinators are assigned with specific responsibilities to monitor the Teaching learning Process.

**c) Evaluation of IQAC towards teaching and learning process:**

1. API formats were scrutinized and the scores obtained by the staff were assessed and compared with the norms fixed and proper recommendations were sent to the vice-chancellor.
2. **Student feedback and academic audit reports** were analyzed and identified the contributions of the staff.
3. At the end of each workshop an examination was conducted to evaluate the performance of the staff.
4. Departmental Academic Performance Index was calculated to evaluate the overall teaching learning performance of the department.

**2.13 Initiatives undertaken towards faculty development**

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	17
UGC – Faculty Improvement Programme	26
HRD programmes	---
Orientation programmes	3
Faculty exchange programme	4
Staff training conducted by the university	28
Staff training conducted by other institutions	45
Summer / Winter schools, Workshops, etc.	70
Others	95

**2.14 Details of Administrative and Technical staff**

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	180	---	54	103
Technical Staff	47	---	07	09

**CRITERION – III****3. Research, Consultancy and Extension****3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution**

IQAC initiated a number of activities for Sensitizing/Promoting Research Climate in the institution.

1. Research awards were constituted and are being given to the eligible candidates after due scrutiny.
2. Research colloquium was established in each department and fortnightly one member of the faculty delivers a talk on a particular topic or explains about his/her presentation of paper in the recent seminar/workshop attended.
3. Compilation of the research papers published by all the members of the faculty in a year brought in the form of Compendium of research papers.
4. All the members of faculty were encouraged to participate in seminars and workshops and the university is paying the costs of registration, TA and DA to all the members for two seminars in a year and considering the absence as on duty.
5. Incentive of Rs.5, 000/3000 is given to those members of faculty whose papers were published in reputed International/National Journals.
6. Rs.50, 000 was granted to the members of faculty to undertake minor research project. Due to financial constraints this academic year no project was sanctioned even though some are approved.
7. As per the need and justification research equipment and apparatus was purchased in the Department of Physics, chemistry and some other engineering departments.

**3.2 Details regarding major projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	01	3		
Outlay in Rs. Lakhs	2,25,000	25,60,000		

**3.3 Details regarding minor projects**

	Completed	Ongoing	Sanctioned	Submitted
Number		5		1
Outlay in Rs. Lakhs		2,50,000		10000

**3.4 Details on research publications**

Details of Journals	International	National	Others	TOTAL
Peer Review Journals	276	08	02	286
Non-Peer Review Journals	31	4	0	35
e-Journals	07	1	0	08
Conference proceedings	125	71	2	198
<b>TOTAL</b>	<b>439</b>	<b>84</b>	<b>4</b>	<b>537</b>

**3.5 Details on Impact factor of publications:**

Range  Average  h-index  Nos. in SCOPUS

**3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations**

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects (1)	2015 onwards	Indian National Science Academy		4,36,000
(2)	2015, aug onwards, 3 years	UGC-DAE, CSR, Kalpakkam		4,59,600
(3)	2 years	DST	8.66 Lakhs	5.46 Lakhs
(4)	1 YEAR	DRDO	18.4 Lakhs	6.66 Lakhs
Minor Projects				
Interdisciplinary Projects	---	---	---	---
Industry sponsored	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students research projects (other than compulsory by the University)	---	---	---	---
Any other(Specify)	---	---	---	---
Total				

**3.7 No. of books published** i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

**3.8 No. of University Departments receiving funds from**

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds/others

**3.9 For colleges**

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

**3.10 Revenue generated through consultancy****3.11 No. of conferences organized by the Institution**

Level	International	National	State	University	Total
Number	05	09	03	00	17
Sponsoring agencies	SCSVMV	SCSVMV, TNSCST, NCST, IASC, AFIC,	SCSVMV, IT,GOI	SCSVMV	

**3.12 No. of faculty served as experts, chairpersons or resource persons****3.13 No. of collaborations**

International  National  Any other

**3.14 No. of linkages created during this year****3.15 Total budget for research for current year in lakhs:**

From funding agency  From Management of University/College

Total

**3.16 No. of patents received this year**

Type of Patent		Number
National	Applied	00
	Granted	---
International	Applied	---
	Granted	---
Commercialized	Applied	---
	Granted	---

**3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year**

Total	International	National	State	University	Dist	College
37	05	06	01	22	00	03

**3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them**

**3.19 No. of Ph.D. awarded by faculty from the Institution** 41

**3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)**

JRF 1      SRF 0      Project Fellows 02      Any other 4

**3.21 No. of students Participated in NSS events:**

University level 400      State level ---      National level ---      International level ---

**3.22 No. of students participated in NCC events: (There is no NCC unit in the university)**

University level ---      State level ---      National level ---      International level ---

**3.23 No. of Awards won in NSS:**

University level ---      State level ---      National level ---      International level ---

**3.24 No. of Awards won in NCC: (There is no NCC unit in the university)**

University level ---      State level ---      National level ---      International level ---

**3.25 No. of Extension activities organized**

University forum 09      College forum 18  
NCC 0      NSS 17      Any other 20

**3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility:**

A **number** of activities were conducted during the year 2017-18 in the sphere of extension and social responsibility of the university through our medical centre, NSS Units and Department of Ayurveda and other Departments. Some details are furnished below.

1. Swatch Bharath campaign was organized by most of the departments and cleaned Kanchipuram railway station and other places.
2. Blood donation camps were organized by NSS units and also by the Medical Centre.
3. Conducted anti-ragging campaign vigorously.
4. Mass plantation of trees in the campus.
5. A number of medial related camps were organized by the Medical Centre.
6. National, Religious and local festivals were celebrated.
7. Pollution free campaign was aimed at.
8. Visit of mentally retarded homes, old age homes, deaf and dumb schools and orphanage homes and sponsoring food and interacting with the in-mates.

9. Organizing rallies on HIV/AIDS, plastic free surroundings etc.
10. Computer workshop was conducted for teachers of schools of Kanchipuram district.
11. Dengue awareness camp was organized at Kanchipuram bus stand on 2-11-2017.
12. Eye check up programmes at university campus organized on 8-1-18 & 9-2-18.
13. NSS special camp at Voyyavur village residential programme organized for 7 days i.e. from 8-3-18 to 14-3-2018.
14. Visit to Sivananada Saraswathi ashram by our students to promote social well being.

## CRITERION – IV

## 4. Infrastructure and Learning Resources

## 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	50.4 Acres	---	Own source	50.4 Acres
Class rooms	86	01	Own source	87
Laboratories	52	02	Own source	54
Seminar Halls	11	---	Own source	11
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	36	55	Own source	91
Value of the equipment purchased during the year (Rs. in Lakhs)	34,55,794	700000	Own source	41,55,794
Others	-	-	-	-

## 4.2 Computerization of administration and library

1. **Hostel Management System:** Hostel Management system was introduced in the last academic year and many more new features were added to facilitating bar-coding, biometric attendance, e-mail and SMS facility to send the information to parents etc. Feedback also collected from parents and most of the parents were very satisfied with the monitoring system adopted in the university hostels. The same software is modified suiting to the needs of the Department of Ayurveda.
2. **Other aspects such as examinations, academic management, leave management etc.,** are already computerized. Details of the software used are given at the end of this section. Our library also digitalized.

## 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books Reference Books	60987	2,87,37,105.38	728	4,82,790.00	61,715	2,92,19,895.38
e-Books	---	---	---	---	---	---
Journals	128	98952	222	534828	350	633780
e-Journals	1615	2,38,998	1615	8,65,034	3230	1104032
Digital Database	---	---	---	---	---	---
CD & Video	3499	---	---	---	---	Free CDs
Others (specify)	---	---	---	---	---	---



**4.4 Technology up gradation (overall)**

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	713	14	383	01	10	39	37	30
Added	60	01	51	---	---	04	01	--
Total	773	15	434	01	10	43	38	30

**4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)****a) Computer and Internet access:**

1. The Central Computing Centre of the university possesses around 250 numbers of computers having Internet and intranet connectivity which is adequately supported by a campus-wide optical fibre cable network.
2. Our university has NKN connectivity with 1GB capacity, supported by MHRD.
3. Wi-Fi connectivity is given to all hostel students as well as the staff of the hostels.
4. All departments are having computers and internet facility.
5. There is an exclusive browsing centre situated in the International Library.

**b) Training to teachers and students**

1. On-line courses in collaboration with NITTTR is being offered in varies departments and most of the members of faculty were very much benefited.
2. A work shop on „computer basics“ was conducted for non-teaching staff and also another workshop was conducted for 90 teachers on „E-learning & content development“.
3. The facilities of the computing centre are used for teaching of advanced concepts in computing and conducting short term courses of other departments.
4. Courses like CCNA (Cisco Certification), Cloud Infra Structure and Services and Parallel programming are offered by the CSE department, using the facilities available in the Computing centre.
5. In most of the workshops and seminars organized, hands-on-experience was provided to students, faculty and research scholars on various advanced topics.
6. NPTEL courses have been procured and made available to students and staff in the Intranet.
7. The e-learning tool „Moodle“ has been installed on the LAN server and the Moodle learning portal is created. Faculty members and students have been given login ids and passwords to access the same. Name lists of both students and staff have been added as per the requirement of the faculty and students enrolled.

8. Advanced research labs like Wireless Lab, Router Lab, SDN Lab, Internet of Things Lab, Parallel Programming Lab and Networks Lab have been set up by the department of Computer Science and Engineering for technology up gradation.

c) **Automation of the activities of the university**

Various activities of the university have been automated.

The following are the software developed and implemented at the computing centre.

- a. Attendance Management system
- b. Academic Management System
- c. Faculty Management System
- d. Research Scholar Management System
- e. MANUS-LIB: Palm-leaf Manuscript Digital Preservation System and Library
- f. Online Entrance Examination for admission
- g. Online Tests for Internal Assessment
- h. Admission Process Automation System
- i. Department Library Management system
- j. Online tests for placements
- k. Online feedback system.

**4.6 Amount spent on maintenance in lakhs:**

i) ICT	20,23,520
ii) Campus Infrastructure and facilities	3,53,16,890
iii) Equipments	31, 40,723
iv) Others	33,04,043
<b>Total:</b>	<b>4,37, 85,176</b>

**CRITERION – V****5. Student Support and Progression:****5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

A number of initiatives have been taken by the IQAC for student support and progression.

1. IQAC has coordinated with the Head, academic calendar in the preparation of academic events for the support of the students.
2. IQAC in consultation with the placement officer enhanced the avenues for placement by providing guidance and conducting training programmes to the students. Also conducted job melas inviting prominent corporate and industry representatives.
3. IQAC also had periodic interactions with the officer supporting facilities and suggested measures for improvement.
4. IQAC organizes a series of talks for the students explaining various avenues open to them after completion of their degree programmes. And also suggested them how to prepare an action plan to reach the goals formulated.
5. **Placement & Training Centre/Library & Information Centre:** Good Library and Placement cell adds to the list of facilities extended to the students in attaining better academic standards. The lists of the students who are interested for higher studies, entrepreneurship or job are collected and accordingly the support is extended to the students. When the choice is exercised the avenues open to them is explained to them and how to apply and how to prepare for the admission or entry.
6. **Organizations such as VISTA MIND, Gate Forum etc., were invited for the student progression in their respective fields of choice.**
7. **Grievance Redressal Cell:** is constituted for the purpose of redressal of grievance of students, parents, teachers, and non-teaching staff as well as the hostel students and the issues are being monitored by the IQAC.
8. **National Service Scheme [NSS] Units are** expected to encourage students to engage in community development activities and prepare the students with the right values and virtues to the community.
9. **Student forums are established in** all the departments to nurture creativity & innovation.
10. **Insurance:** Group Medical Insurance Facility is extended to all the students of the university.
11. Multi-disciplinary Forums, Association with Professional Bodies, Alumni Scholarships, Student Forums / Clubs, Peer Learning, Cash incentive to student achievers, Language Laboratory, Foreign language courses [French & German] are some of the other student support measures in vogue for the benefit of our students.

**5.2. Efforts made by the institution for tracking the progression**

All the departments put necessary efforts in tracking the progression of the students. The efforts made by the Departments in this regard were:

1. The IQAC reviews in its meetings to track student progressions and initiatives are taken for quality education.
2. There is a continuous interaction with the alumni through the alumni portal kept in the website.
3. At department level, there is Departmental Committee which has a structured system for tracking and monitoring the student progression based on examination results. Each department is maintaining a data base of the students and tracking the progression.
4. By inviting the alumni to interact with the current batch of outgoing students. Alumni also address the students during their visit to the university or department.

UG	PG	Ph. D.	M.Phil	Total
3369	389	260	228	3986

**5.3 (a) Total Number of students**

(b) No. of students outside the state

1656(42%)
-----------

(c) No. of international students

01
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Men	No	%	Women	No	%
	2662	67		1324	33

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1510	311	16	1609	---	3446	1575	363	23	2025	---	3986

**5.4 Details of student support mechanism for coaching for competitive examinations (If any)**

Departments are taking adequate steps to make the support to the students for preparing competitive examinations such as GATE, IES, CIVIL SERVICES, TNPSC, TRB, NET, SLET, TET, BANK PROBATIONARY OFFICERS etc.

1. Coaching for GRE, TOFEL is being provided to the students.
2. All the members of the department are instructed to explain the nature of questions that appear in the competitive examinations while dealing the subject matter in the class room. Ex. Engineering faculty explaining the students about the possible objective multiple choice questions that appear in the GATE, IES , UPSC examinations while dealing with the subject matter in the class room.

3. Department of Mathematics took the responsibility of teaching of quantitative aptitude to all the students which is the base for selection in the placement of students as well as for all competitive examination.
4. GATE forum was established and coaching classes were arranged for the students in the campus itself. VISTA MIND like organizations are providing coaching to the students for competitive examinations.
5. The School of Education took the responsibility of preparing the students for TRB and TET examinations. More than 100 students selected from the School of Education for TET examinations and many of them have been working as teachers in Government schools. In the last academic year 8 students from the School of Education got selected for TET Examinations.

No. of students beneficiaries 824

#### 5.5 No. of students qualified in these examinations

NET	03	SET/SLET	---	GATE	03	CAT	0
IAS/IPS etc	---	State PSC	0	TET	08	GRE	02

#### 5.6 Details of student counselling and career guidance

The responsibility of student counselling and career guidance was taken up by the placement cell.

1. Lectures were arranged regarding the information, preparation for career Development.
2. The relevant information was depicted in the Notice Board of placement and training cell.
3. Information regarding career guidance was given in the form of CDs so that students can go through the CD in their convenient times.
4. Class teachers have been taking the care of personal guidance and counselling of the students.
5. Guidance and counselling cell was established in the department of Education. Students visit the cell for personal, social and academic issues with which they are not able to cope up. A separate cell is formed with three members and has been organizing various activities to help the students.

No. of students benefitted 924

#### 5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
72	602	152	43

**5.8 Details of gender sensitization programmes**

- Developing zero tolerance against gender bias has been an important agenda in recruitments, membership in committees, extending opportunities etc. A number of programmes were organized by the Women's Cell both at student level and at public level.
- International women's Day was celebrated with zeal and various competitions were conducted.
- Four local women entrepreneurs were honoured by the Department of Management Studies in the university campus.
- Sexual Harassment to Women employees and girl students of SCSVMV was constituted as a wing in the women's Cell and has been functioning well.
- HIV/AIDS awareness camps were organized in the Department of Education and also rally was organized.
- CONFEB and workshop programme on women for quality life was organized.

**5.9 Students Activities**

## 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

## 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

**5.10 Scholarships and Financial Support**

	Number of students	Amount
Financial support from institution	52	22,12,000
Financial support from government		
Financial support from other sources	04	6,82,000
Number of students who received International/ National recognitions	---	---

**5.11 Student organized / initiatives**

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

**5.12 No. of social initiatives undertaken by the students**

92

**5.13 Major grievances of students (if any) redressed:**

There is a grievance redressal mechanism in the university for both students as well as staff and committees were constituted to probe into the issues. The committees met every month to redress the grievances. The details of the redressal of grievances for the calendar year 2017 were documented with complete analysis. A link was provided in our website to express the grievances of the students. In fact there were no major grievances from the students. Most of them are petty requests and had been redressed immediately.

**CRITERION – VI****6. Governance, Leadership and Management****6.1 State the Vision and Mission of the institution****VISION**

The vision is to provide “quality higher education coupled with Indian Value system and at the same time make it affordable to all sections of the society irrespective of their social or economic standing”. It is to identify innate talents of students and bring out their hidden potentialities and help in development of their all round personality with embedded values.

**MISSION**

The mission is to create opportunity for the acquisition of quality higher education by all in a conducive and pleasant environment, through varieties of academic programmes of choice with flexible and outcome oriented curriculum, embedded with values and skills.

**GUIDING VALUES**

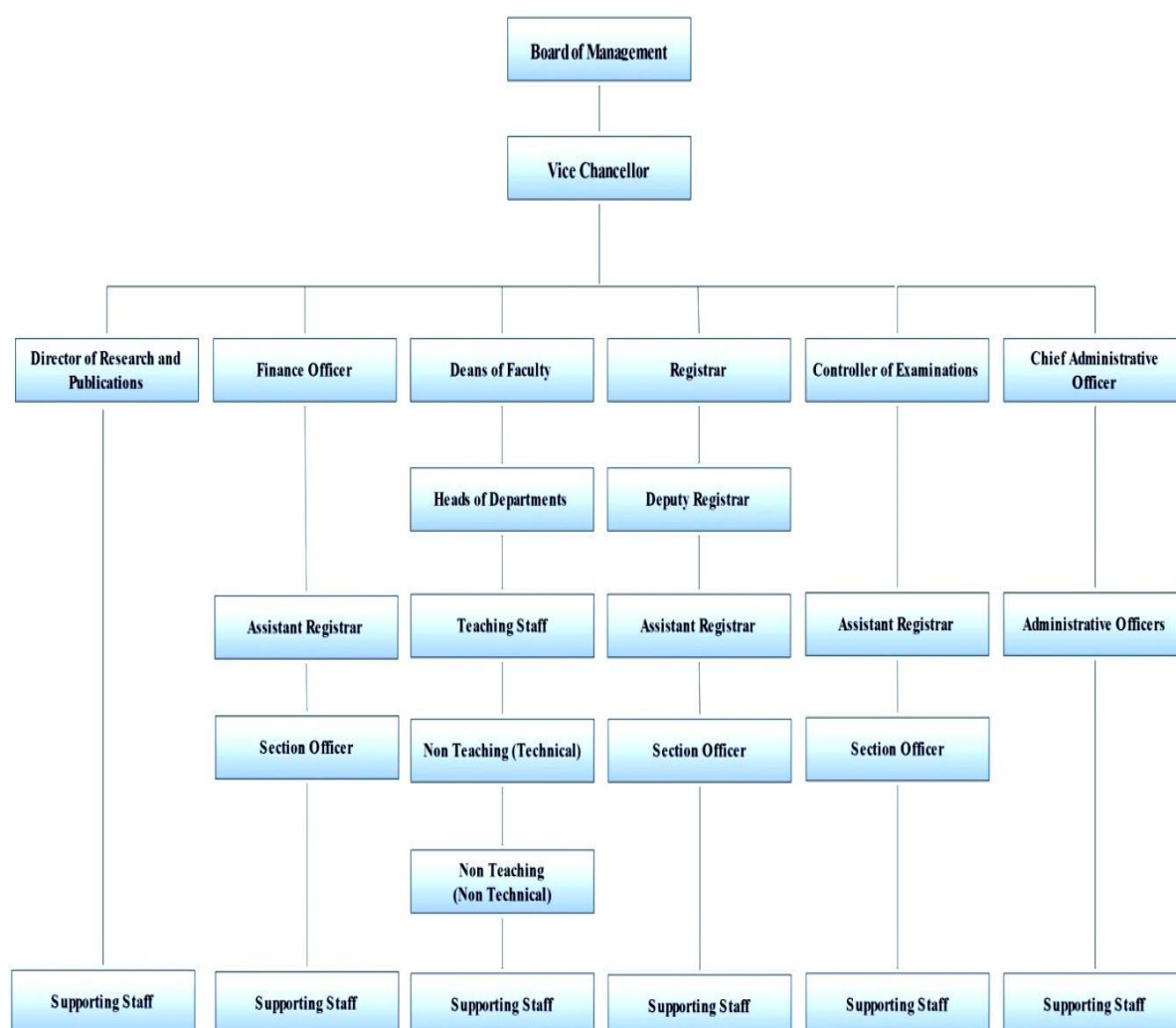
The primary guiding value of the University is to contribute to the public good through dissemination of knowledge, research, human development and instilling social responsibility. In line with this, we desire the University to be modern and up to date on the content and technology aspects, human approach & values would be no less important for us. However global our ambitions are, we wish to remain regionally and locally rooted.

**CULTURE**

The university envisages a culture that is characterized by excellent faculty-student interaction and prevalence of „one family“ atmosphere. The emphasis is not on mere acquisition of knowledge and its application but on the all-round personality development of the student and his/her value system. Education is viewed not as accumulation of ideas, but as a process of channelizing them to perfection, leading to proper development of the faculties of the student and hence life-making.



## 6.2 Does the Institution has a management Information System



## 6.3 Quality improvement strategies adopted by the institution for each of the following:

### 6.3.1 Curriculum Development

The curriculum design and updation is routinely carried out according to the requirement of students and industries. Every academic department design and redesign the curriculum, syllabi monitoring through academic, industrial experts and alumni. While designing and re-designing the curriculum due importance is given for availability of source materials, coverage, and ability of students to understand the theoretical backgrounds, construction of questions and viability of applications. The designed and redesigned curricula are forwarded to the concerned Dean of Academics, Academic Council and Board of Management for approval. The feedback taken from the stakeholders viz., students, alumni, exit questionnaires, parents, industry personnel, visiting faculty etc. is being incorporated. CBCS is initiated and utmost priority is being given to value based education coupled with greater scope for employability. The new curriculum proposed by the AICTE was implemented in all the branches of Engineering.

### 6.3.2 Teaching and Learning

During the academic year 2017-18 the academic schedule and teaching plans were prepared in advance and executed meticulously as per the schedule.

1. The methodology followed by the faculty is a sandwich of both modern and traditional on the foundations of ethics and morality.
2. Interactive pedagogy was adopted by using participatory learning, case study based learning, projects, field works, seminars, assignments, internships etc. The advanced learners are encouraged to take partnership in research projects with the faculty members. The students are provided with interactions beyond the college timings with their respective mentors and guides.
3. All the departments encourage the students to undertake minor and major real time projects on their field of interest. In addition to that it has become a mandatory process for students to undertake group based and individual projects. The students are attached with the mentor for discussion to undertake real time projects. The outcomes of projects are evaluated through the panel of experts in the concerned departments.
4. The needs of the slow learners and advanced learners are taken care of.
5. Academic schedule is strictly adhered to.
6. Monotony of the teaching and learning is broken by organizing guest lectures by experts in the respective fields of industry.
7. ICT is integrated with teaching by all the members of faculty in all the departments in the university.
8. Mentor and mentee rapport is well established and the interaction between the mentor and mentee is very often takes place.
9. NPTEL/MIT video classes for advanced topics are being used for teaching.
10. Videography of the lessons was done and suggestions were given to individual faculty members regarding their strengths and limitations.
11. Innovation was given due importance in the curriculum.
12. Outcome based curriculum is encouraged.

### 6.3.3 Examination and Evaluation

1. Students are consistently monitored through class tests, review tests, internal assessment tests and end semester tests. During the time of every assessment test, the questions are covered in every aspect of their syllabus by giving a normal distribution of choices. The assessment pattern also cover the aspects of proficiency, learning interest, involvement in classes, participation in class exercises, percentage of prescribed attendance, application, skill and behaviour patterns. The component-based evaluation pattern help the students to enrich their contribution on every subject.
2. Student performance is evaluated through Continuous Assessment by conducting internal tests, assignments, seminars, objective type tests, case studies and quiz for 40 marks in addition to the end semester evaluation for 60 marks. Weaker students who score low marks are given privilege of writing re-tests to improve their performance. The system of letter grading is adopted and statements of marks are printed accordingly.
3. Open Book system was introduced for some courses in engineering stream. Invigilation-free examinations are being conducted for all internal tests in the School of Education.
4. Apart from the above, double valuation for all PG courses, revaluation of papers, if demanded, by the student, publication of result within the stipulated dates and online publication of results are in vogue in the university.
5. Marks sheet is prepared with six security features with photograph.
6. Results are published within 20 days from the last date of examination.
7. Examination section is transforming into technology based system.

### 6.3.4 Research and Development

1. A separate centre by name **SRI JAYENDRA SARASWATHI CENTRE FOR APPLIED RESEARCH** was established and so far 3 proposals were sent to the funding agencies were approved.
2. The university encourages researchers to carry out their research in the field of engineering, Sanskrit and Indian Culture, Management, Education, Health Science and languages. The university adopts the changes that are made by the UGC time and again.
3. Interdisciplinary research is encouraged. So far 12Ph.Ds of inter disciplinary nature were produced.
4. All formalities prescribed by the UGC are being strictly adhered to.
5. Plagiarism Check is being done at various levels before submission of thesis by the scholars.

6. The entire research process is continuously monitored and regulated by the Director (Research and Publications).
7. Minor projects with financial assistance up to 50,000 were sanctioned by the university to encourage faculty to do research.
8. At present there are 235 part-time Ph.D scholars doing research in the university of which 172 are external scholars and 63 are internal scholars. There are 69 members of faculty working in the university are having Ph.D Degrees.

### **6.3.5 Library, ICT and physical infrastructure / instrumentation**

The university possesses a central library with international standards well stacked with collection of books with recent updation. There are more than 1, 80,000 books in the library. It also encourages the students to use on line learning resources both at central library and department library. Every academic department has equipped laboratories which includes research equipment. Periodic updating of instruments is being done to provide the theoretical understanding to students. There is a browsing centre with internal facility available in the library. The library building is an infrastructure marvel. 100 feet monolithic statue of Jagatguru Sri Adi Sankaracharya in front of the library building is a unique feature of this university. The university is having an adequate well equipped classrooms, laboratories, seminar halls etc. Various amenities such as medical centre, post office, hostels, staff quarters, play grounds, common halls, fitness centres, canteen, banks etc., are inside the campus. Equipment such as UV, florescence and CV worth of 60 lakhs is available for characterization,

### **6.3.6 Human Resource Management**

The SCSVMV University is having its own strategy to train its human resources according its general and specific needs. Members of faculty are being trained by organizing various FDPs, workshops, seminars/conferences through **Centre for Development of Teaching and Learning**. All staff at departmental level also encouraged to participate in seminars/conferences and workshops in other universities to develop their teaching skills. Non-teaching members are also trained in need-specific areas. Faculty and other staff are encouraged by felicitating them by giving awards and prizes.

### **Recruitment Process**

The advertisement for recruitment will be given in news papers on All India basis as per the requirements of the vacancy in the departments. Selection of the candidates will be done by the duly constituted Selection Committee comprising the Vice-Chancellor as its Chairman, nominees of the Chancellor, the Dean / Head of the department concerned and expert members as per the guide lines suggested by the UGC. Ad-hoc faculty and guest faculty also being recruited as per the need though transparent process and selected by the duly constituted university internal committee. Non-teaching vacancies are also being filled through interview of the eligible candidates.

**Performance Assessment of faculties and Staff**

The performance of the faculty is assessed by the following means-

- a. By the self appraisals submitted by them.
- b. By scrutinizing the API formats submitted by them.
- c. On the basis of analysis of students feedback.
- d. On the gradations and recommendations made by the Academic Audit Committee.
- e. On the baiss of the DCAPI.

**Retention of Staff**

On the basis of the reports and other academic activities the staffs are recommended for promotion/higher pay. The pay is fixed as per the UGC norms. Staff members are encouraged to update their skills by doing higher studies, research work, attending workshops etc. Very congenial and competitive atmosphere is maintained in the campus for the retention of Staff. A number of staff welfare measures were introduced to reduce the rate of attrition. SCSVMV has recorded a very low rate of attrition due to its congenial atmosphere and working conditions.

**6.3.7 Faculty and Staff recruitment**

The University/Department recruits faculty with required qualifications, knowledge and skills as per the vacancy position. The staff members are appointed by the duly constituted University Selection Committee. Career advancement scheme is implemented and eligible members of faculty were promoted through this scheme following the guidelines of the UGC.

**6.3.8 Industry Interaction / Collaboration**

In the last academic year an industry-academia meet (3<sup>rd</sup> meet) was organized in the university and representatives from 38 companies participated.

The SCSVMV is having interaction and collaborations with reputed organizations, institutes and industries in India. The university also providing consultancy services to the local municipal administration. The departments are constantly organizing industrial visits to students to renowned organizations. The package of industrial visit covers minimum of two organizations engaged in manufacturing, processing and service. The prior schedules are prepared by the Departments and got due approval from the Deans of faculty and the Vice- Chancellor. Every year the location of visit and organizations are decided based on the requirements of students according to their academic backgrounds. During the time of industrial visits, the university encourages students to interact with top officials of visiting organizations that helps them in gaining experience by knowledge sharing. At the end of every visit, the students are instructed to provide a detailed report about the learning aspects on the visits. The Industry-University partnership is useful on reciprocal basis. The industry personal are being

invited as guest lecturers and involved in BOS meetings for curriculum development. The feedback given by them on various aspects of the academics was well received by the University.

### 6.3.9 Admission of Students

Admission is done on all India bases. Every year students from 10 to 15 states join the university. The university has a well organized and transparent system. All India basis advertisement will be given for admissions. Admissions to various courses are based purely on merit by normalizing the marks obtained in the qualifying examination and marks obtained in the entrance examination conducted by the University. The admission is finalized by the committee headed by the Chairman of Admissions. Preference is given to JEE rank students. No Capitation fee in any form is collected. The rule of reservation is also being followed. The University has an inclusive admission policy. The entire admission process is computerized. On-line applications are being received and also on-line entrance test is also conducted. Meritorious students were offered scholarships. Girl students are given priority in the admission process.

### 6.4 Welfare schemes: A number of welfare schemes were in vogue in the University for teaching, non-teaching staff as well as the students.

#### a) Teaching staff:

S.No	WELFARE MEASURES
1	Medical insurance for self and family.
2	Tuition fee waiver up to 25% for the study of wards of the employees in the university in any programme.
3	Ex-gratia for Pongal.
4	Financial help for family members in the event of demise of the staff members.
5	Gratuity and pension scheme.
6	Personal- interest free loan up to Rs.1, 00,000.
7	Faculty Development Programmes.
8	Financial assistance to attend the seminars.
9	Sabbatical leave.

#### b) Non-teaching staff

S.No	WELFARE MEASURES
1	Medical insurance for self and family.
2	Tuition fee waiver up to 50% for the study of wards of the employees in the university in any course.
3	Ex-gratia for Pongal.
4	Financial help for family members in the event of demise of the staff members.
5	Gratuity and pension scheme.
6	Personal- interest free loan up to Rs.50,000.
7	Uniform for some specific category employees.

## c) Students

S.No	WELFARE MEASURES
1	Medical insurance for all the students.
2	Accommodation in hostels.
3	Transport facility.
4	Medical centre, ambulance.
5	Wi-Fi facility in both campus as well as in colleges.
6	Fitness centre.
7	Gym in both men's and women's hostels.
8	Beauty parlour in women's hostels.
9	Merit cum Means scholarships.
10	Endowment scholarships.
11	Stipend for PG students.
12	Guidance and counselling centre
13	Free Boarding and Lodging for Sanskrit students, sports students, and some meritorious students.

## 6.5 Total corpus fund generated

19.31 Crores

## 6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	---	---	✓	Dean
Administrative	---	---	✓	Registrar

At the end of this academic year we conducted academic audit by including the external experts.

## 6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

## 6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

University has implemented CBCS and conducts two midterm and one semester-end examinations. For PG courses double valuation is in place. The entire process of examination is computerised and results also announced on-line.

It is proposed to generate question papers for end semester examinations using question Bank (compiled by respective departments and to be scrutinized by external experts.)

A five member committee is suggested for question paper scrutiny committee where the Dean of the faculty serves as Chairman and the controller of Examinations will be the convener.

Automation of valuation process is being initiated by adopting complete outsource model or outright model.

#### **6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?**

**NOT APPLICABLE SINCE WE HAVE NO AFFILIATED COLLEGES.**

#### **6.11 Activities and support from the Alumni Association**

Alumni association was formed and separate portal was dedicated for alumni interaction. In the earlier years the alumni meets are being held in the university campus itself once in a year. But last year we have conducted alumni meets in Chennai and Bangalore. A number of alumni attended and promised to help the upliftment of the university in all respects. They have been working as brand ambassadors for our admissions. Alumni interaction is done through online to improve the departmental activities. Alumni web portal was created in our website too. Alumni are associated with designing and updating curriculum. Visiting lectures by eminent alumni are arranged. Feed back on academic and non-academic activities is provided. The School of Education organizes alumni meet every year and so far 8 meets were held. Alumni meets are also held at department level. Official face book account and official twitter is also in the pipeline to have meaningful interaction with the alumni.

#### **6.12 Activities and support from the Parent–Teacher Association**

There is a system prevalent in the Departments in which the parents of various students meet the Head of Department and other class in-charges to know about the progress of their wards and initiate corrective measures like Student's Attendance Percentage and their Internal Marks are sent to their parents to improve their academic performance. Parents are informed about the progress of their wards. As on date there is no other significant contribution from the parent's side for the growth and development of the university. Most of the students are outside the state. This is one of the main reason for not having a regular and intensive interaction with parents on one hand and mobilization of resources from the parents on the other hand. This is the area where we have to take measures to attract the parents to visit University very often and contribute their mite.

#### **6.13 Development programmes for support staff**

The Institution organizes training programmes for non-teaching staff members. The non-teaching staffs are also deputed to various training programmes. TWENTY non-teaching staff members participated in various training programmes, conducted in the year 2017-18. Spoken English classes were also conducted for the benefit of the supporting staff in the last academic year.



**6.14 Initiatives taken by the institution to make the campus eco-friendly**

The following activities are being taken up by the institution to make the campus eco-friendly

1. Rain water harvesting.
2. Solar energy usage.
3. In order to reduce pollution, the campus has been made completely smoke free.
4. Restricted entry of motored vehicles inside the campus with most parking areas being made available at the gates.
5. Every semester, with the help of green Brigade /NSS volunteers tree plantation is carried out in the campus.
6. Energy audit and green audit is being done every year.
7. Future buildings are made eco-friendly.
8. Awareness programmes were conducted for the students.
9. Moving towards paperless correspondence.

**CRITERION – VII****7. Innovations and Best Practices****7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.**

1. API formats were further revised and more clarifications were given to fill the formats.
2. Academic audit formats were revised and an attempt was made to quantify the performance.
3. Techno Park was established in the university.
4. PBAS-API format for the Non-teaching staff was developed in Tamil for the benefit of our employees.
5. A format with explanations for the calculation of Departmental Academic Performance Index (DAPI) was developed by the IQAC for the assessment of overall performance of each Department.
6. A format based on the NAAC parameters with explanations was developed by IQAC for self-assessment of the departments.
7. Calculation of Departmental Cumulative Academic Performance Index.
8. Virtual Labs are created by some of the faculty members from Dept. of ECE and is being offered to our students through intranet.

**7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year**

Plan of action was formulated at the beginning of the year 2016-17 and got it approved in the first meeting of the IQAC. The following actions were taken up by the IQAC during the academic year 2016-17 for imparting quality.

1. University applied for the NAAC reassessment process for which SSR was prepared and LOI was applied and approved and SSR was sent to NAAC.
2. Mock visit to departments by Deans was taken up for the verification of records and presentation.
3. Mock visit with external experts was also organised before the NAAC Peer Team Visit. Their comments were taken up seriously and fine tuning was done before the NAAC Visit.
4. Upon finalisation of NAAC Peer Team Visit, the entire process was taken up by IQAC and various teams were formed for various purposes and supported the NAAC Peer Team headed by Prof. Pankaj Chande and others for their 3 days Visit in the campus.
5. API format was developed with further clarifications to fill the formats and a meeting of the HODs was conducted and explained each and every point and copies of the format were supplied to them and asked them to conduct a meeting at department level and explain all the points to all the members of faculty. All the members of faculty were supplied with the formats and asked to update every month.

6. Collected all the formats with due enclosures and signatures at the end of June and were scrutinised by the members of the IQAC and in the final round of verification, each faculty was called and the scores were shown to them for approval and necessary changes were made where necessary. Category-wise scores of the members of faculty of all the departments were handed over to the honourable vice-chancellor for further action.
7. API formats for non-teaching staff was also translated into Tamil and the above procedure was adopted before finalizing the scores of the supporting staff.
8. Academic Audit format was supplied to all the HODs to conduct the audit. Deans of the faculty along with two other Heads of Departments conducted the Academic Audit of each Department and reports were collected by the IQAC.
9. All CAS promotions were subjected to the approval of the IQAC based on the PBAS-API Scores.
10. IQAC sub-committee, Departmental IQAC committees were constituted to decentralise the activities of the IQAC and necessary meetings were conducted.
11. A workshop was conducted for the Faculty Development through CDTL.
12. Each department is asked to conduct at least one quality related workshop in a year and we were able to conduct 5 workshops during the year 2016-17.
13. Student feedback, alumni feed-back forms were developed and supplied to the Departments for collecting feedback and analysing the performance of the members of faculty. This academic year on-line feedback from the students collected.
14. Department Academic Performance Index was created and calculated to measure the performance of the departments on a 360 degree evaluation process.

### **7.3 Give two Innovative/Best Practices of the institution (please see the format in the NAAC Self-study Manuals)**

A number of Best Practices are in vogue in various Departments of the University. The details of the innovative/ best practices are:

1. Carbon Foot print in the University was calculated.
2. Mobile App based teaching for learning Computer Languages was established.
3. Picture prompt practices for enhancing spoken English skills were established.
4. Learning through Google groups.
5. Software-based collaborative cloud applications.
6. Experiment-based chemistry teaching commenced.
7. Spoken tutorials, an initiative from IIT Bombay, another initiative from National Mission on Education undertaken to promote IT literacy through OSS.
9. Study material preparation was undertaken for the curriculum of the 1<sup>st</sup> year engineering students.
10. In this IT era, utilising the power of social networking, many departments have a separate Facebook Page to connect with their Alumni, sharing the activities of the departments regularly..

**Other best practices in vogue are:**

1. Research colloquium conducted in all the departments.
2. Preparation of lecture schedules by all the members of faculty.
3. Preparation of handouts for each course taken up by the members of faculty.
4. Release of quarterly / half-yearly newsletters by some departments.
5. Organization of guest lectures by subject experts in almost all the departments.
6. Organization of workshops / seminars / conferences / Symposia by all the departments.
7. Attending of faculty to various seminars / Workshops / Symposia / Conferences.
8. Encourage faculty to undergo Certification programmes and refresher courses in UGC-Academic Staff Colleges.
9. Conduct of Academic Audit at the end of each academic year.
10. Establishment of CDTL, SGRC and various other important centres in the university.
11. Staff welfare activities such as Medical insurance to the staff and all family members, Personal Interest free loan up to Rs. 1,00,000, festival advance once in a year, Pongal bonus for all staff members etc.
12. Sabbatical leave, provision to attend seminars etc.
13. Organizing Industrial Visits / Educational Tour by most of the departments.
14. Celebrating important days such as International Women's Day, Teachers Day, National Science Day, National Education Day, Good Governance Day etc.
15. Organizing Monthly Departmental Committee Meetings.
16. Students' election / Class council/student cabinets were established.
17. Integrating ICT in Education.
18. Preparing Power Point Presentations by the members of faculty for all the topics of all the courses.
19. Establishment of smart classrooms in most of the departments.
20. First-Aid service with emergency medicines.
21. Guidance and Counselling Cell was established in the university.
22. Corporate internship programs and rural internship programmes are introduced in MBA department.
23. Effective mentoring network and career guidance to students.
24. Offering value education course through Sanskrit and Indian Culture to all students.

**The following are the TWO Best Practices which we would like to highlight:**

**BEST PRACTICE – 1**

**Title: CALCULATION OF DEPARTMENTAL CUMULATIVE ACADEMIC PERFORMANCE INDEX**

**Objectives of the practice:**

- To calculate the Departmental Academic Performance Index.
- To calculate the self assessment of performance by the departments based on NAAC parameters.
- To calculate the average API score of the departments.
- To calculate the points awarded to the department by the Academic Audit Committee.
- To assess the SWOC of departments.
- To assess the ROAD MAP of the departments for the succeeding three years.
- To calculate the Departmental Cumulative Academic Performance Index.
- To compare the DCAPI of departments in each faculty.
- To calculate University Cumulative Academic Performance Index.

**Underlying principles involved in the above practice:**

By calculating the PBAS-API scores we are able to find out the overall performance of the members of faculty. We have been using only the academic audit as the base to assess the performance of the department. However, it appeared to be incomplete and inadequate to assess the department by using just the Academic Audit Report.

So the IQAC of the SCSVMV University planned to assess the academic performance of the departments convincingly and comprehensively for which six parameters have been finalized. By using the results of the six tools we will be able to find out the Departmental Cumulative Academic Performance Index.

The results certainly make the members of the departments to assess what is expected of a department and where it stands. Based on the outcome, measures can be undertaken by each department to enhance its performance in the consequent years and accordingly more effective academic activities can be planned. All faculty members will be aware of all aspects which are expected from them. So DCAPI works as a tool for promoting awareness among the faculty members and also serves as a yard stick to measure the performance of each department. A very healthy competition among the departments will be developed.

It is very useful for the management to reward and encourage the departments that do well and motivate other departments to perform better. A comparison of different departments in each faculty can be made and also the management can compare academic performance of different faculties.

On the whole, the sum total of the score of all the departments will be the university cumulative academic performance. In all respects, development of this tool is a unique feature of our university and it serves as tool for motivation to both staff members of all departments as well the management. After due discussions and refinement, DCAPI can be included in finding out the Evaluative Reports of the Departments by the NAAC too.

**The context:** There are challenges involved in the calculation of DCAPI since six tools are to be administered and assessed in a very objective and transparent manner. The following are the challenges faced by the IQAC in implementing the tool.

1. The concept of the tool, its uses, execution, assessment etc., were explained in the IQAC meeting and the latter faced a number of queries from the members and we could convince all the members with great difficulty.
2. The tool was discussed in the meeting of the Dean's Council and got its approval for implementation.
3. It is a very laborious and an intellectual exercise for the development of the six tools and each tool was subjected to various tests and the suggestions given by the faculty were incorporated and then the final shape was brought to each tool.
4. An orientation regarding answering tools was given to all the Heads of Departments and also to the IQAC Departmental Coordinators. All the doubts were clarified.
5. The scores of the departments are checked by a three-member committee of Deans. It is also a time consuming process and it being the first time, a lot of doubts were raised by the Heads of Departments. This problem was solved and expected to be not found in the forthcoming years.

**The practice:** This practice is a unique practice started in the SCSVMV University and to the best of our knowledge we did not come across this kind of comprehensive approach in any university to calculate the DCAPI. Some of the tools might have been used in some universities and no attempt has been made to evaluate the academic performance of the department so comprehensively which we attempted to do. If all universities follow this tool it will give a very good picture about the academic performance of each department in the whole university.

DCAPI is a combination of six tools. Each tool is developed and administered in the departments and sum total of the score has been taken as final score. The details of all the six tools are described below.

**a) Departmental Academic Performance Index tool:**

It took almost one month to prepare the tool with all its explanations suiting to the needs of the university. Later it was discussed in the Council of Deans and got its approval. A meeting was convened and Heads of Department were explained how to fill up the tools. It took almost one and half months to collect the data from the Heads. Deans' committee took 20 days to verify the details of the tools and then final score was arrived. The weightage of the four parameters is 1600. The weightage of the obtained score in this tool is 30 in DCAPI.

**DEPARTMENTAL ACADEMIC PERFORMANCE INDEX (DAPI)**

S. No.	CATEGORY DESCRIPTION	Max. Score	Score obtained	weightage	Final score
1	Category-I ( Faculty Academic Performance Index)-FAPI	500		30	
2	Category-II (Student Achievement performance Index)-SAPI	300		30	
3	Category-III(Departmental Activity Performance Index)DAPI	500		25	
4	Category-IV (Department Infrastructure Development Index)-DIDI	300		15	
TOTAL SCORE FOR ALL THE FOUR CATEGORIES		1600		100	
Academic Performance Index = final score/41,000*100					

**b) Self-assessment and accreditation tool:**

All the 205 parameters enumerated by NAAC under 7 criteria were taken and each parameter score is determined and explanations to fill up each parameter were supplied to all the departments. A model format was also sent. HODs felt a little bit difficulty in filling up the formats. It took a lot of time by them. Later the details were scrutinized by the council of Deans and the final CGPA was calculated. The weightage for this tool in the DCAPI is 35.

**c) Average PBAS-API score:**

We have refined the PBAS forms and explanations were given to each point asked in the format. All the members of faculty were asked to fill the points and also must enclose necessary evidences. Each application was scrutinized twice and at the end, the finalized form was shown to the concerned member of faculty and after his consent with due signature on the form his/her scores were finalized. Then the average score of the department was calculated. The weightage given in DCAPI for this score is 20.

**d) Academic audit Score:** The Deans Council audited all the departments and the performance of the departments was quantified for 10 points. Weightage given to this score in the DCAPI is 10.

**e) SWOC score:**

Each department is asked to submit the SWOC. The points were assessed by the Deans' Committee and the weightage given to this in DCAPI is 5.

**f) Road map for 3 years:**

Each department is asked to submit the Road map for 3 years. The points were assessed by the Deans' Committee and the weightage given to this in DCAPI is 5.

Now based on the above 6 parameters Departmental Cumulative Academic Performance Index are being calculated.

#### DEPARTMENTAL CUMULATIVE ACADEMIC PERFORMANCE INDEX (DCAPI)

S. No.	Category Description	Max. Score	Score obtained	weightage	Weighted Score	Awarded score (so x ws)
1	Category-I ( Departmental self-accreditation tool)	1000	-	35	0.035	-
2	Category-II (Departmental Academic Performance Index)	1600	-	30	0.0187	-
3	Category-III( Departmental PBAS-API Average Score)	350	214	15	0.0428	9.1592
4	Category-IV (Academic Audit score)	10	-	10	1	-
5	Road Map of the Department	5	-	5	1	-
6	SWOC Analysis of the Department	5	-	5	1	-
TOTAL SCORE FOR ALL THE SIX CATEGORIES		2970	-	100	-	-

#### BEST PRACTICE-II

**Title of the practice:** **ACADEMIC AUDIT**

**Objectives of the practice:**

1. To assess the academic performance of individual faculty in a department.
2. To assess the academic performance of the department as a whole.
3. To identify the strengths and limitations of the department.
4. To make the individual faculty and the department accountable.

**Underlying Principles involved in this Practice:** Academic audit is a best practice to be continued in any organization for better results. The main aim of conducting academic audit is to assess the academic performance of both individual faculty and the whole department. This practice develops accountability of the individual members with regards to their academic performance. By conducting academic audit, the strength and weakness of the department can be assessed. The quantification of the academic performance helps us to compare the academic performance of departments and members of faculty. The respective Dean for onward transmission to the Management will be well informed about the performance of each department in the University. This practice develops a healthy competition among the members of faculty of each department and also among the departments.



**The Content:**

The conceptualized features and challenges in implementing this practice are:

1. There is a need to develop a format in such a way to quantify this academic performance of the individual faculty as well as the whole department.
2. It consumes a lot of time to complete the whole process.
3. Academic audit is being conducted at the end of semester / year when teachers are busy in conducting practical exams.
4. Teachers feel a bit of difficulty since they do not prepare necessary records throughout the year but make preparations just before the academic audit dates.

**The Practice:**

1. Academic audit committee is being constituted with three members headed by the Dean of the respective faculty supported by two Heads of department.
2. Once the committee is constituted, the date and time of the academic audit will be informed to the respective departments well in advance.
3. Each faculty is expected to get ready with the following documents and display them before the Academic Audit Committee.
  - a. Teaching Record
  - b. Publications
  - c. Curriculum Details
  - d. Student Details
4. The members of academic audit interact with each member of faculty with regards to subject matter; various concepts of the courses taught and also go through all their records and credentials. The performance of each faculty is quantified.
5. At the end, the committee calculates the whole departments' academic performance.
6. A report is prepared with the significant contribution of the members of faculty as well as the department.
7. Hard copies of the reports duly signed are being sent to the IQAC.
8. IQAC after due verification sends the reports to the honorable Vice-Chancellor for perusal.
9. Based on the performance, each faculty is graded and the details will be sent to the Head of the Department.

**Evidence of Success:**

After conducting the academic audit regularly, we found a significant improvement of the individual faculty with regard to attending seminars, publishing papers, undertaking consultancy, organizing seminars / workshops, maintaining records etc.

**Faculty Achievements:**

<b>Publications</b>	<b>Workshop / Seminars / Conferences Attended</b>	<b>Seminars / workshop / conference organized</b>
1170	2644	262

Departments'' academic performance quantification too is also an evidence of the practice. Apart from this, there is a weight-age of 10% to the Academic audit score in calculating the Departmental Cumulative Academic Performance Index.

### **Problems Encountered and Resources Required**

It is advisable to prepare the records for academic audit right from the first month of the academic year. It is a continuous process. There is need to give direction to all the members of faculty to prepare the records ready to display before the committee.

There is a need to give directions to the Heads of department for making very objective and impartial qualitative assessment.

**Notes:** The formats developed by us can be adopted by other institutions who qualify the academic performance of the teachers

### **7.4 Contribution to environmental awareness / protection**

A number of measures were taken up by the University towards Environmental Awareness and environmental protection.

1. Awareness lectures were organized for the students regarding the importance of environment.
2. Greenery was developed in the university in the form of lawns and planting of trees. Students were encouraged for this purpose.
3. Sewage plant was in operation and being maintained well.
4. University was declared as tobacco-free campus.
5. Solar lights were erected in the campus.
6. Solar plant was erected on the administration building.
7. Green Cell was constituted and Green audit was conducted.
8. Conducting experiments in chemistry with low concentrate chemicals.

**7.5** Whether environmental audit was conducted? Yes  No

### **7.6 Any other relevant information the institution wishes to add:**

All the steps initiated by the university to address the suggestions given by the peer team during the time of visit. There is a good deal of improvement in all the seven categories mentioned by NAAC. The university has academic and planning bodies which meet regularly and review its activities and policies. Board of Studies of each department meets at least once in a year. Guest lecturers, visiting professors, industry experts and alumni are invited to interact with the students as well as members of faculty. All the departments made SWOC analysis of their own and the SWOC analysis of the university was done and necessary steps are being taken to overcome the weaknesses. In order to decentralize the administration

of the university authorities constituted the Council of Deans and the council regularly meets to address various issues related to academic matter. Various committees such as anti-ragging committee, Disciplinary Committee, Students' Grievance Redressal Committee meets every month and minutes of the resolutions are recorded.

Because of this exercise we took for the NAAC reassessment process. There is a good vibrant energy in all the employees, and their commitment to the growth of the University is widely visible leading us to get the Higher Rank in NAAC Accreditation Process which is „A“ .

#### 8. Plans of institution for next year

1. A New building with 48 rooms is being constructed for the purpose of class rooms. The construction of the building was completed and the building will be utilised from January 2018. Internal work is going on right now.
2. A Two-Day National Conference on “Quality Improvement Parameters for Higher Education Institutions” is at the planning stage for which funding support from NAAC is also to be sought.
3. A number of workshops/seminars are to be organized through CDTL for the improvement of quality in Teaching, Learning and Research.
4. Revision of API formats and Academic Audit formats in tune with the changing trends in the system.
5. Encouraging faculty to publish more papers and guiding them to get extended funded projects.
6. To form 3 to 4 teams of faculty in each department on the basis of their interest and specialization to work in synergy with regards to planning of the activities, teaching as well as Research.
7. To analyse the quality of semester examination question paper of each programme of each department.
8. To develop course delivery graphs of each course taught by the members of faculty.
9. To work on integrating the software tools developed by the University for various administrative purposes.
10. To develop 5 more smart class rooms.
11. To take energy conservation measures.
12. To conduct satisfaction survey for students, teachers, non-teaching staff, alumni and parents.

Name Prof. Dr. K.V.S.N. MURTY

Signature of the Coordinator, IQAC

Name Prof. Dr. VISHNU POTTY. V.S.

Signature of the Chairperson, IQAC

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