



# SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous, NAAC Re-Accredited with A Grade, ISO 21001 2018 Certified Institution,  
Affiliated to Bharathiar University, Coimbatore. Approved by AICTE for MBA/MCA and by UGC for 2(f) & 12(B) status

Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.

Mob: 73737 66550, 99432 66008, 90951 66009



## Academic Administrative Audit (AAA)

Report for the Academic year 2021-2022



PRINCIPAL

Sree Saraswathi Thyagaraja College  
(Autonomous)  
Thippampatti, POLLACHI - 642 107.

**Academic Administrative Audit 2021-2022**

1) a) Name of the College: **SREE SARASWATHI THYAGARAJA COLLEGE (Autonomous)**

b) Name of the Parent University: **BHARATHIAR UNIVERSITY**

**2) College Information:**

a) Date of Establishment of the College: 1997

i) Govt. of Tamil Nadu sanctioned:

Letter No. : GO.no:379

Date: 23/07/1997

ii) University Approval:

Letter No. : 12475/A1/97

date: 17/10/1997

iii) Whether the College belongs to Rural / Urban Area: **Rural**

iv) Name of the trust : **V.S.V Vidyaa Mandir Trust**

v) Whether recognized by UGC under 2f & 12 B? (If Yes, Give details):  
**Yes**

vi) Students Intake Capacity: 2124

vii) Student Admitted: 1252

viii) Status of the College - Affiliated/Autonomous: **Autonomous**

ix) Whether Re-Accredited/Accredited by NAAC? Yes, Reaccredited.

Grade: **A**, Year: 2018

x) E-mail ID & Phone No.: **principal@stc.ac.in & 9344864211**

xi) College web site : [www.stc.ac.in](http://www.stc.ac.in)

xii) State the Vision, Mission and Quality Policy of the institution : **Yes**

**Vision :**

To become a Premier Institution and emerge as a university of excellence

**Mission:**

Achieve National and international recognition in the field of education and training in the area of core competency  
By ensuring the highest quality in infrastructure, technology and faculty and their continuous upgradation  
For producing students with Knowledge, Wisdom and Compassion

**Quality Policy of the institution:**

STC, as an institution of higher education, is committed to offer quality education as the way of life with competent teaching faculty and other learning resources to ensure students' holistic development and transformation required for india's human resource development

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**3) Particulars of the Principal:**

1. Name : Dr. A. SOMU
2. Academic Qualification : M.Com.,MBA.,M.Phil.,Ph.D
3. Details of Experience:  
Teaching : 32 Years
4. Date of Appointment as Principal : 22598/A3/2018/ dated :26/09/2018  
University Approval :

**1. Curricular Aspects**

**CURRICULUM DEVELOPEMENT:**

Sree Saraswathi Thyagaraja College [STC] has designed an excellent curriculum meant for all UG and PG programmes in such a way that they have high level of relevance to local, national, regional and global developmental needs. The institution has also implemented Outcome Based Education [OBE] in order to strengthen the curriculum design with the focus on graduate attributes.

*1) Multi-disciplinary / Inter-disciplinary approach :*

The Multidisciplinary Approach is to enable the institution to move towards liberal education to help the learners in HEIs to have a wider spectrum of knowledge which simultaneously would enable the students to graduate in more than one program and also facilitate them to pursue research. STC empowers students to interconnect all sorts of knowledge and inquiry to derive effective solutions. This approach helps the learner overcome learning difficulties and attain overall development. STC curricula incorporated with programs in various fields of study, offering courses from various disciplines, including multidisciplinary courses in terms of Non-Major Electives (NME), Certification Courses (CC), and promoting students to select electives and courses provided by other departments, teaching a subject in multidisciplinary perspectives, and fostering community engagement in various activities.

The courses are Web Designing, Desktop Publishing, Hardware and Networking, NGO Management, Practical Banking, Campus to Corporate, BSSI Documentation, R Programming, Tally, and so on. An interdisciplinary approach sets an ecosystem of working together with various disciplines in solving a common problem. STC is moving towards this interdisciplinary approach. STC curricula incorporated with different courses for solving problems through an interdisciplinary approach. Commerce students solve their problems with the help of computer science, Computer science students can integrate with the Psychology department, and so on.

*2) Skill Development Course:*

Bridge courses are arranged to the new entrance to fit them well in HEIs. The college offers BEC to enhance students' English communication skills -LSRW.Many NPTEL, Swayam, and MOOC courses are made compulsory for students to develop their Multi skillsets and their domain knowledge.



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Internship is compulsory related to the subject. Except first and third Saturdays all other Saturdays are book-free days. Students have enrolled their participation in 18 clubs. Many clubs like Debate Club, Music Club, Photography Club, Quiz Club, Rangoli performing Arts club, Drawing clubs, etc.,

Skill Development activities and events were conducted department-wise to enhance skills of the students in multidisciplinary. Non-major electives, Certification Courses, and Extra Departmental Courses are selected by the students according to their interest to improve their skills in other disciplinary. GLM, Student Centric Forum was conducted to gain knowledge from their Peers. Department wise EXPO were conducted for enhancing Practical Skills.

### 3) *Focus on Outcome based education (OBE):*

Programme Educational Objectives (PEOs) Programme Outcomes (POs), and Course Outcomes (COs) are identified by the departments through BoS deliberations. The PSOs are normally prepared by the programme coordinators in cooperation with the course coordinators. The BoS of each department, will discuss and approve the proposal after the approval of the Principal of the institution. The CDC fine-tunes them in line with the stated objectives of OBE. Once the POs/COs are framed, the faculty members disseminate the POs and COs among stakeholders including the students, parents, employers, and other public concerned. Likewise, the expected skills and knowledge attainable are outlined under the Programme Specific Outcomes (PSOs). These POs / COs / PSOs are disseminated through: College website, notice boards, faculty meetings, stakeholder meetings (Employer / Parents / Community leaders) Induction Programmes, Alumni meetings.

OBE attainment reports are generated for all the subjects by the faculty members for all the assessments and examinations every semester. The HODs along with the faculty members provide information to students, create awareness, and stress the importance of achieving the goals and specified skill requirements to be met by students at the micro level at the end of the programme. The POs/PSOs/COs of the programme are published on the college website.

Global Needs: The following programmes at STC have courses focusing to meet the global needs.

- UG Artificial Intelligence and Machine Learning,
- UG Digital and Cyber Forensic Science,
- UG Data Science and Analytics,
- PG Commerce with International Business,
- PG Management,
- UG and PG English,
- PG Social Work
- PG Computer Applications;
- UG Psychology & PG Applied Psychology

National Needs: The following programmes at STC have courses relevant to meet the industry and national needs.

- UG Physics,
- UG Chemistry,
- UG and PG Mathematics
- UG level - Commerce, Commerce with Computer Applications, Commerce with Professional



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Accounting, Commerce with Applied Business  
Accounting;  
UG Commerce with Business Process Services;  
PG Commerce;  
UG Level - Computer Science, Computer Applications  
and Information Technology  
Regional / Local Needs: The following programmes have courses with  
relevance to regional/local needs:  
UG Management,  
UG Commerce,  
UG Computer science

4) *Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum*

Sree Saraswathi Thyagaraja College integrates cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics, etc., by incorporating them into the curriculum and organizing sensitization programmes.

Gender: Gender studies in PG English, Seminars / Conferences / Guest lectures, via Women Empowerment and Compliant Committee

Professional ethics and Nation building:

Professional Law related courses in MBA viz., Business Ethics & MSW viz, Labour welfare, Labour legislations;

Also, co-curricular and extra-curricular units / clubs operating in the campus which include:

1. National Service Scheme
2. National Cadet Corps
3. Rotaract Club
4. Youth Red Cross Club Human Values

STC offers the following value based courses namely -

1. Value Education and Human Rights- A special subject on Ethics, Values and Human Rights for all UG students;
2. Yoga, for all first year UG students, focusing on practical exposure to the students on various asanas that improve physical health and mental stability

Environment and Sustainability:

'Environmental Studies' is offered to the first year UG students to sensitize them on ecosystem and environmental issues and train them as how to protect environment. Our institution has established an Eco club with its activities focusing on environmental protection and other related matters.

5) *Catering to Student Diversity*

For First Year UG Programs, Orientation program was conducted for 7 days to orient them to the institutional policies, culture, values, inter and intra-department wise facilities/activities, curriculum inputs, library and sports facilities which would familiarize the student with the new academic environment. The Bridge Course for English, Mathematics would facilitate the students to be assessed in their Communication, Interpersonal Skills and



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non-major mathematical students to create an awareness of current requirements in job market.

For First Year PG Programs, Orientation program was conducted for 6 days by the respective Departments by highlighting the strength of department and job opportunities. The department takes academic assessment strategy to categorize them into various level. They are:

Baseline Test helps to identify their level of knowledge Continuous Internal Assessment (CIA I & CIA II) to categorize the students. Student's academic performance is monitored based on internal test and attendance in priority. A mentor-mentee system in a 19:1 ratio is flexible.

### *Scaffolding reinforcement on slow learners:*

Remedial teaching and library access hours allotted for special attention. Parent-teacher support system to promote refined learning. Self-learning materials and additional course materials/links via online teaching forums like Google Classroom, WhatsApp, and Emails.

### *Scaffolding observations on Advanced Learners:*

Business English Certificate Course(BEC) conducted by English Department  
Certified Management Account(CMA)course offered by Commerce Department

Enhance Research passion through financial assistance from Tamil Nadu State Council Science and Technology(TNSCST).

Teaching- Learning Process : The college provides learning enhancement methodologies with students-centric approaches such as

### *Experiential Learning Practices:*

The various experiential learning platforms offered by the college. They are:

Hands-on laboratory experiments, Field visits and Industry visits are organized by individual departments. Internships programmes help the students to learn the concepts in a genuine professional setting. Technical Expo is a creative experiential learning platform for all students. Students are encouraged to participate in Technical Symposium organized by various institutions.

### *Participative Learning Practices:*

The participative learning activities are: Peer Teaching Skits, Story Narration Seminars, Group Discussions Webinars, Guest Lectures, Massive Open Online course(MOOC) like SWAYAM, NPTEL and Course Era, which encourage participative learning and help earn extra credits in the semester evaluation process.

### *Problem Solving Learning Practices:*

Case Study Analysis and Discussion are widely adopted by the Management and Psychology department to build critical thinking, communication, and group dynamics. Project-based Learning Programmes introduced. Aptitude skills offered by the Placement and Training cell helps students acquire problem-solving learning skills. Model-Based Learning approach nurtures indirect optimization of student's. Group Learning Method



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develops problem-solving, interpersonal, presentation and communication skills. Role-plays and Street plays stimulate students' communication and problem-solving skills.

Teachers use ICT-enabled tools including online resources for effective teaching and learning :The college strengthens a mandatory and intensive use of ICT enabled tools, including online resources and learning. ICT policy has been framed to adopt new technology, integration, and effective deployment and maintenance of ICT in academic and administrative functions.

ICT enabled systems of the College:

The Google Classroom is unique free-blended learning platform to assist the ICT-enabled sharing of knowledge. The laboratories, seminar halls, conference/board rooms are equipped with ICT facilities.

E-Resources enabled in the College:

The college has access to 111000 (One Lakh Eleven Thousand)e-journals and 799500 (Seven Lakh Ninety Nine Thousand Five Hundred) e-books through the active membership of DELNET, NLIISTand NDL.The SWAYAM learning platform supports flexible learning and earns extra credits on completing their courses. The institution has integrated and customized with examination procedures and processes and including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution.

### 6) *Student Performance and Learning Outcomes Graduate Attributes*

The outcome-based components such as: Knowledge Analysis Design

The POs and COs for the programmes are designed. The POs and COs are balanced with an ideal mapping and finalized by the BOS and approved by the Academic Council for an effective teaching-learning process and student-centric vision.The Question paper for Continuous Internal Assessment (CIA) and End Semester Examination (ESE) is prepared. OBE Component for Continuous Internal Assessment such as Class participation, Seminar, Assignments, Case studies, Group Discussion etc. The Course outcome attainment is calculated by CAMU to estimate the Programme outcomes' achievement indirectly.

### 7) *Mechanism of communication:*

The institution adopts the following mechanism to communicate the Program outcomes to all stakeholders: Students are oriented on the POs and COs by the Class Advisor and the Course handling staff respectively. The college takes initiatives towards various programs for students to reinforce the impact of OBE systemized learning. They are: Conferences, Seminars, Workshops, Industry Visits, Inter, and Intra Departmental competitions Club activities, Industrial Training, and Internships NPTEL, SWAYAM, Course era, etc. Active participation in Sports, Games and Clubs.

### 8) *Promotion of Research and Facilities*

STC has created Research Policy is to create a vibrant atmosphere of research among faculty and inculcate research aptitude among the students. The policy shall serve as an overall framework within which research activities

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may be carried out. It also aims to identify thrust areas of research having social relevance and thereby supplementing the Vision and mission of the college.

### Salient Features

1. Seed Money amounting to Rs. 4.48 lakhs encourage to undertake a research project.
2. Faculty Improvement Programme provides opportunities to faculty to pursue research degrees and 4 faculty benefitted (4 PhD) with Salary increment is awarded.
3. 50 research articles has been published (5 articles indexed in web of science, 4 articles in Scopus, and 41 articles in UGC care list Journals).
4. The Consultancy amount was earned Rs.1.95 lakhs generated through sharing of academic expertise with industry.
5. Incentives Rs. 1.3 lakhs were gives to the faculty members for research paper publications. An incentive of Rs.2,500 for Scopus-indexed/ Web of Science/UGC care listed journals publications is awarded.
6. Research Programmes offered in various disciplines (3 M.Phil. and 7 Ph.D.).
7. Workshops and FDP's conducted on Research methodology and IPR.
8. 8 books and 72 chapters were published with ISBN.

### 9. Resource Mobilization for Research

Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs) Rs - 2,02,500/

### 10. Innovation eco system

Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc. Sree Saraswathi Thyagaraja College has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centers for research, entrepreneurship and community orientation. STC has created an ecosystem for Research and Innovation by establishing a separate centre for Research, Development and Consultancy Services. The college has:

### 11. Centre for Research and Development


Centre for Training, Placement and Corporate Relations Centre for Counseling and Guidance

Centre for Faculty Development Centre for Rural Development Centre for Consultancy Services

The institutions has provided seed money of Rs.4,48,000/- (2021-22). A research grants of Rs.1,45,000/- was received from BG & Co, Rs. Rs.50,000/- was received from Coco Lagoon by Great Mount and Rs.7500 was received from Tamilnadu State Council for Science and Technology (TNSCST), Chennai. The college has conducted research methodology workshops and IPR workshops to enhance the research related knowledge of the faculty. Adjunct Professors from industry and academia regularly visit the college. The Entrepreneur cell of the college proposes to set up an incubation centre with the support of the COCOMAN. The CRD Director guides the prospective researchers to prepare and submit proposals. He also coordinates the M.Phil, Ph.D level research and joint research activities.

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*12. Extension Activities*

Programmes on awareness Adolescents girls on Food & Nutrition, Child Line, Good & Bad Habits- Skill based Activities, Community Support Group Meeting, Importance of Education, Child Marriage, Ensuring Mental Health, Protection and care, End Child Marriage, Empowering Adolescents to End child Marriage, Farmers Producer Organizations, Cleaning Campaign, Orientation on Bullying and Plastic Awareness Rally, Career guidance has been provided to various schools for developing career aspirations. An Interaction with Transgender on their Issues & Cultural Programme. Center for Rural Development has organized Eye Camp at pathapampatti, Eye camp at Lallapuram Panchayat and Eye camp at Mayliapuram. NSS has organized various extension activities such as The Corona SOP, School Wall Painting, Cleaning Campaign, The Corona SOP, Corona vaccination camp, LLR Camp and Blood Donation camp.

Further, the MSW department and other departments also carry out extension activities and outreach programmes.

Awards and Honors for extension activities,

Certificate of Appreciation for YRC Student volunteer during 2021-2022,

Certificate of Appreciation for NSS Student volunteer during 2021-2022

Achievements

Extension Activities : 58 Beneficiaries : 24 village

Students/general public Sensitized : 5342

Agencies : Government schools, Panchayat Union, NGOs, Municipality and Villages

*13. Infrastructure and Learning Resources*

Number of classrooms and seminar halls with ICT-enabled facilities : 85

*14. Expenditure for infrastructure augmentation, excluding salary, during the year (INR in lakhs) : Rs:- 9,81,93.261/-*

*15. Library as a Learning Resource :*

The Library Automation Software: The College has two libraries with huge collection of books, journals and back volumes. The library processes are automated with library software database namely Modern Lib. The Online Public Access Catalogue (OPAC) is available to students and faculty members.

**Reading Room:** Reading room is well furnished to accommodate students and provides conducive environment for study. Visitors' Record for students and faculty members is maintained, New Arrivals are displayed on racks / through online catalogues. The library is under CCTV surveillance.

**OPAC:** The library has developed the database of its own collection through the library software. Library is fully computerized with barcode-based issue and return system, Online Public Access Catalogue (OPAC) facility is made available in the library. OPAC is used by students and faculty member for the search of books by Title, Author, Subject name, etc.

**E-Resources:** The library is a member of N-list (INFLIBNET) under the consortium and it provides access to more than 31,35,000+ e- books and 6000+ e-journals to students and faculty member. Internet and reprography facility with computer system, PC for digital library, barcode scanner, printer, audio-video units etc., are available. Separate library facilities for IAS Academy and Centre for Counseling and Guidance with reference books and journals.



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*16.IT Infrastructure :*

Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities. The college provides our staff and students with the state of the art, well-furnished computer labs, with 766 systems; The Labs / Computing Centers with internet enabled computers serve the day-to-day computing needs of the students. Language labs with software available to develop language skills. Internet access at a speed of 60 mbps for internet browsing requirements and the entire campus is Wi-Fi enabled. The college is connected to INFLIBNET / DELNET, which provides access to a large number of libraries, online lectures, archived lectures of various IITs, virtual classrooms and many more facilities. ERP-CAMU implementation ensures all the processes within the college are computerized and information is readily accessible to authorized users (administrators, faculty and students)

Details of Existing IT facilities SN Contents Availability / Remark

- 1 . Desktop Computer – 766
- 2 . Legal system Software – All systems
- 3 . Legal Application Software – All systems
- 4 . Internet Bandwidth in Mbps – 60 Mbps
- 5 . Internet Connection Ratio – 100 %
- 6 . Wi-Fi facility – 100%
- 7 . Number of Smart board classrooms / WI-FI – 19

*17.Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution*

The Greatest mantra of Sree Saraswathi Thyagaraja College is that " This Institution is established to offer higher education to rural and urban students at affordable cost". In this regard, the Management offers its full support for the benefit of the students in various ways. To bring out the talents of students, various clubs /Associations have been established. To instill the leadership quality, every department has its own Associations. Through Associations, the students are empowered to select the President, Vice-President, Secretary, Joint Secretary and Treasurer. The office bearers of the associations inculcate the organizing skills by conducting various events like conducting Expert Lecture on the needed topic, conducting workshops for their peer groups, organizing Industry Visits etc.,. Through various clubs the students explore their talents by participating and winning medals in various events organized in different colleges.

The Students either along with the department or along with the clubs extends the services to the public through extension activities programs. The students involve and perform either in academic bodies or administrative bodies of the institution. In each class , the representatives channelize the information to be shared between the peer team and the department. For inculcating administrative skills, the students are given representation in statutory or non-statutory committees. The students take the responsibility in organizing different festivals like Pongal, Onam, Christmas etc., to develop the organizing skills and leadership skills.



*18. Alumni Engagement:*

The STC College Alumni Association hosts an annual meeting every year on the Sunday adjoining Christmas. During the meeting, the updated alumni directory is released, and awards are presented to the outstanding alumni. The directory includes contact information of all the alumni, making it easier for them to stay in touch with each other through networking. The awards ceremony recognizes the accomplishments and contributions of the alumni and serves as a source of inspiration for current students. In addition to the annual meeting, the alumni association publishes a newsletter on the day of the meeting. The newsletter contains updates on the activities of the association, news about alumni achievements and contributions, and information on the upcoming events. It serves as a way to keep the alumni community connected and engaged with the college.

*19. Institutional Vision and Leadership*

Being accountable for the effective functioning of the institution, the top management demonstrates its visionary leadership and commitment which is reflective in:

- a) Framing the policies and objectives in line with its Mission, Vision and Values,
- b) Understanding and analyzing the actual needs of the stakeholders,

Determining and providing adequate resources and infrastructure, including ICT tools that are necessary for the effective academic administration and for better teaching learning process.

- d) Monitoring, measuring, reviewing and sustaining the implementation of the process through the Board of Management meeting conducted on every Tuesday and in the Management Review Meeting (MRM) convened twice in an academic year,
- e) Upholding the principles of NAAC towards quality sustenance.

*Vision*

“To become a Premier Institution and emerge as a University of Excellence”

*Mission*

Achieve national and international recognition in the field of education and training in the areas of core competency by ensuring the highest quality infrastructure, technology and faculty and their continuous up-gradation, for producing students with Knowledge, Wisdom and Compassion.

*Values :* Knowledge, Wisdom and Compassion

To improve upon the three core areas of competencies – the Schools of Computing, Commerce and Management in School of Commerce two new UG programmes namely B.Com (Business Analytics) and B.Com.,(Banking and Insurance) have been proposed to be introduced from the academic year 2022-2023 onwards. Effective leadership is reflected in various institutional practices such as decentralization and participative management. The institution practices decentralization and participative management to achieve its mission, vision and values by involving teaching, non-teaching staff and all stakeholders. Deans,

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Directors, HoDs and faculty members are given full freedom and responsibility to discuss and upgrade the curriculum frame work as suggested by IQAC, Curriculum Development Cell and the recommendations of the Board of Studies, in consultation with the Principal.

The institution has constituted different committees for the successful conduct of Freshers Day, College Day, Sports day, Graduation Day etc., Regular meetings are convened amongst the Deans, Directors, HoD and faculty members through which matters of strategic importance are discussed with equal opportunities to express their opinions and suggestions. Departments have the liberty of preparing the Academic Plan with Budget on annual basis. The Skill Training, Placement Preparedness, Invited talks, Industry Visits, Workshops, Alumni Connect, Internships, Field Practicum etc., are identified by the department concerned in consultation with the office bearers of students association. After the department level healthy deliberations, the Deans, Directors and HoDs concerned finalize the departmental needs, and accordingly Academic Plan with Budget is prepared to obtain approval from the Principal and the Secretary. Action taken on the above plan is also reviewed in the Management Review Meeting. There are more than 20 clubs wherein the students are actively participating in its activities duly guided by a staff in charge. The overall maintenance budgets are approved in the beginning of the year itself and accordingly executed by the administrative office.

### 20. Strategy Development and Deployment

Keeping in mind the vision of becoming a premier institution and emerge as a University of Excellence, the following institutional strategic perspective plans are effectively deployed. Obtained ISO-21001-2018 (Educational Organizations Management Systems) Certificate, Digital campus is established by implementing ERP software, Curriculum Design and Development Cell (CDC) is established, Outcome Based Education (OBE) is implemented effectively. Initiatives to go for additional infrastructure is completed, 19 smart boards are installed to enhance technology enabled teaching and learning, Participation in NIRF (National Institutional Ranking Framework), Established National Digital Library of India Club and various events are organized. MoUs are signed to improve upon Industry-Institute Interface.

Under the auspicious of IQAC, Faculty Development Programmes are conducted to up- bring better teaching-learning process. Quality sustenance through IQAC, Events through functional MoUs Research promotion through seed money, Placement Preparedness Training for students Services through Support Centres. Wi-Fi campus with 75 locations CC TV coverage with 92 cameras. In accordance with the feedback received from the stakeholders and to meet the industry needs, two new UG programmes, namely B.Com., (Banking and Insurance) and B.Com.. (Business Analytics) have been proposed to be introduced from the Academic year 2022-2023 onwards. The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The Secretary and the Principal form the nucleus of the overall administration with the former being the final authority in all financial matters and the later in all academic matters. The Principal is vested with the responsibility of effective functioning of the College with due support from the Director General, Deans, Directors, Centre Heads, Heads of Departments, the IQAC Coordinator, Curriculum Development Cell, Controller of Examinations, and the Administrative Officer. An organogram furnished below depicts the structure of the institution and the relationships and relative ranks and positions or jobs of the functionaries. It graphically illustrates the concept of chain of commands and the hierarchy, flow of authority, responsibility and communication. It clearly indicates the academic

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relations between the teaching and non-teaching staff within the institution. The order in which the authority and power is exercised and delegated is important for executing the related activities and for achieving the targeted goals and objectives successfully. It also defines how the activities, such as, delegating tasks, coordination and supervision are directed towards achieving the mission and vision of an institution.

### *Faculty Empowerment Strategies:*

1. All staff members are regularly covered under Provident Fund.
2. Eligible staff members are covered under ESIC,
3. Coverage under Group Personal Accident Insurance Policy
4. A cultural extravaganza is organized for staff members on annual basis.
5. An orientation programme is being organized for all staff members in a picturesque tourist resort with flora and fauna.
6. Faculty members who publish research papers in impact factor journals are given incentives.
7. Institution bears 50% of membership fees in professional organizations.
8. Additional leave with pay (On Official Duty) for the faculty to pursue PhD programme and attending Conferences / Workshop.
9. Deputes senior faculty members to top ranking institutions like IIM- Indore, IIM-Ahmadabad, IIM-Calicut etc.,
10. A special increment of Rs.5,000/- is extended to faculty on award of PhD
11. A special increment of Rs.5,000/- on completion ten years of service.
12. Special grant of Rs.9,000/-per annum is offered to HoDs and PCs
13. Provision for Maternity Leave with pay and free personal and family counseling
14. Free medical consultation by a visiting doctor on regular intervals.
15. A fitness Centre (Gymnasium) is made available for the use of students and staff.
16. Seed Money is provided to undertake research for the faculty.
17. Special incentives for faculty to promote publications in reputed journals
18. Provision to avail Maternity Leave.

### *21. Financial Management and Resource Mobilization*

The Finance Committee is constituted as per the guidelines of UGC and meets twice in a year. Principal is the Chairman of the Committee. The institution has established a foolproof mechanism for conducting internal and external audits on all the financial transactions in every financial year to ensure fool-proof financial management system. Internal audits are conducted on half yearly basis by a finance expert. Internal Audit for I half (Apr'20 to Sep'20) was conducted on 27.10.2021 & 28.10.2020. Inter Audit for the II half (Oct'20 to Mar.'21) was conducted on 22.04.2022 and 23.04.2022.

A chartered accountant performs the external audits during every financial year. The budget includes recurring expenditures such as salary, electricity, maintenance cost, stationery, other consumable charges etc., and non – recurring expenditures like purchase of lab equipment, furniture and other infrastructure development expenditures. The expenses are closely monitored by the accounts department against the budget allocated by the management. The institution has not so far come across any audit objections, either major or minor during the assessment periods. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline of the institution.



22. *Institutional strategies for mobilisation of funds and the optimal utilisation of resources*

The college gets resources from the parent trust and funds collected through tuition fees, which are utilized optimally. Institution also avails loan facilities from banks based on its needs, especially for infrastructural developments and for long term planning and spending. From the academic point of view, optimum utilization of resources is ensured through budget allocation, periodical auditing and complying with the proposals on time as proposed in the academic and administrative plans. Institution also accepts the voluntary contributions from the philanthropists for providing free ships and scholarships to the deserving students. Institution offers merit, economically backward and sports scholarships to the deserving students based on the mark scored in the qualifying examination, economic status and achievements in sports and games respectively. Alumni and sibling scholarships are offered to promote progression of our students to pursue higher education.

The college offers free education to five students every year as per parent university directions. At present the institution has eight Endowment Awards instituted by the well wishers of the institution to help the deserving and meritorious students as per the guidelines prescribed by the donors.

23. *Internal Quality Assurance System*

The central body of the institution, IQAC, frequently supervises and reviews the teaching-learning process. The college plans its timetable based on the academic calendar well in advance at the beginning of the year, providing adequate time for both the normal teaching and learning process and the various activities planned, such as seminars, guest lectures, workshops, FDPs, hands-on series, and more. All the newly admitted students are required to attend the mandatory orientation programme, where they would learn about the rules and regulations, the distinctiveness of the educational system of the college, the teaching and learning process, the continuous evaluation system, the mandatory core courses, various co-curricular activities, discipline, and culture of the college. Teaching pedagogy has been used by the faculty members such as Group Learning Method, Student Centric Forum etc, and the reports of those events will be submitted to IQAC. All the Department Associations of the various departments are inaugurated and encouraged to conduct various activities to enhance student skills. The centre for faculty development organized 49 faculty development programmes on various topics as per the requirements of the faculty to enhance the Teaching & Learning Process. Faculty Orientation Programmes conducted are: 20.09.2021- Outcome Based Education 23.09.2021-New Education Policy

24. *Institutional Values and Best Practices : Gender based Activity*

- Gender equity plays an important role in the development of a society.
- To nurture gender equity among the students, the college conducts various programmes on gender equality and gender sensitization.

As a feather to the cap WECC-Women Empowerment and Complaints Committee and ICC-Internal Complaints Committee, function exclusively for the welfare of female students and faculty.

- The college promotes and ensures gender equity by conducting various



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activities throughout the year. Departments have also organized various expert talks on gender equity. Due importance is also given to health care and skill sets.

- Legal awareness is one of the inherent programmes conducted by the college to educate the girl students and female faculty members on the legal aids they have. The college has more enrollment of girl students.

25. *Facilities in the institution for the management of the following types of degradable and non-degradable waste.*

The institution has a well-planned waste management system that is designed to deal with both degradable and non-degradable waste.

Solid Waste :

- Paper wastes are burned down or disposed to the local markets.
- Food waste is collected by the near by farm.
- Septic tank is cleaned once in a semester.
- Sanitary pads are burned with proper precaution.
- Academic and administrative blocks have bins for waste collection E-WASTE e-waste is well managed by the lab admin section and disposed once in a year. All the computer, printers and other technical gadgets are checked now and then.
- Refurbishment of e-waste for reuse
- Outdated computers are exchanged with latest configuration
- Computer labs are monitored by lab admin and his team GREEN CAMPUS
- LED bulbs used for energy conservation
- Through 100 solar panel 17894 unit of current is generated

Green auditing

The college always adheres to the secular and multilingual aspects of our country. All the programmes conducted revolve around Indian integrity. Festivals like Pongal, Ramzan, Christmas and Onam are celebrated with utmost care and sincerity. The college has never failed to exhibit solidarity towards Indian spirituality. Unity amidst Diversity has always been presented in all the activities of the college. Through the grievance redressal cell, students can voice their thoughts. Code of ethics and dress code are strictly monitored by the college. As Compassion is one of the mottos of the college, much priority is given to integrity and unity. The college has emphasized road safety and drug awareness through various programmes. Multicultural environment is promoted by admitting students from other states. STC Scholarship has benefited 1250 students in the academic year 2021-22. Centre for Training and Placement functions well in training the students on soft skills. Kaya kalpa class was conducted by the teachers of Arivu Thiru Koil.

26. *Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens*

STC inculcates the philosophy of the institution to the students also. "When an institution becomes very important to the society, it no longer belongs only to its founders but to the whole society". Thus each and every student of the college is nurtured, trained and motivated towards this elite philosophy.

- The college aims not only in producing graduates but also responsible citizens for this great nation. This is done by incorporating the required changes in the curriculum and by promoting various society oriented activities.



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- By organizing eye camps and blood donation camps, students are trained to develop care and concern for fellow human beings.

The college also commemorates Flag Day, Voter Day Pledge, Drug Awareness Pledge and Social Justice Day pledge through NSS.

- To ensure Covid free campus, the college has conducted Covid Vaccination Camp. "Cleanliness is the mother of Godliness" to incorporate this in the minds of students. "Campus Cleaning Day" was organized by NSS.

### *SENSITIZATION OF CONSTITUTIONAL OBLIGATIONS*

- Courses like Environmental studies and Value education offered to emphasise constitutional obligations
- Clubs/ Centers help students to comprehend the values, rights and ethics of the nation\

- WECC addresses gender sensitization issues and promote gender equity

Centre for rural Development takes forward the development of villages- Institution celebrates / organizes national and international commemorative days, events and festivals

Sree Saraswathi Thyagaraja College has well imbibed the preamble of the Indian Constitution. The college functions with Justice, Liberty, Equality and Fraternity. This is well achieved by celebrating the festivals of various religions.

- Commemoration, celebration and all other activities are planned in advance and conducted as per the academic calendar

- Departments plan and organise the events for the academic year as mentioned in the approved Academic Plan with Budget

• College events are popularised through social media  
INTERNATIONAL/NATIONAL DAYS OBSERVED

- Birthdays of national leaders are celebrated in a zealous way.
- Independence Day and Republic Day are celebrated religiously.
- Students belonging to various religious backgrounds celebrate all festivals with unity and involvement.

- Teacher's Day is celebrated every year by honouring the renowned school teachers

- Regional festivals like Pongal and Onam are celebrated

### DAYS ON HEALTH AWARENESS


World suicide prevention day, Mental Health Awareness day, AIDS awareness day are observed


### Remarks from Committee:

Concentrate the funded projects from government and non-government sectors


Conduct activities in collaboration with other universities

Increase Industry Academic Connect

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Date  
16-05-2022

