

Governance

❖ Members of the Board and their brief background

S.No	Name	Position	Professional Position
1.	A.Srinivasan	CHAIRMAN	CHAIRMAN Dhanalakshmi Srinivasan Charitable & Educational Trust. Perambalur
2.	S.Kathiravan	VICE CHAIRMAN	VICE CHAIRMAN Dhanalakshmi Srinivasan Charitable & Educational Trust. Perambalur
3.	P.Neelaraj	SECRETARY	SECRETARY Dhanalakshmi Srinivasan Charitable & Educational Trust. Perambalur
4.	V. SARAVANAN	PROFESSOR	Hindustan College, Coimbatore.
5.	Dr.S.Thayumanavan	ADVISOR	Dhanalakshmi Srinivasan Engg College – Perambalur
6.	A. Bala Vignesh	INDUSTRIALIST	DBA, Oracle Corporation, Bangalore.
7.	R.VasuDevan		DBA, Tricom Tech, Thenur,Trichy.
8.	S.Sri Vidya		Senior project leader, CTS, Chennai.
09.	C.Venkatachalapathy	EDUCATIONAL ADVISOR	Advisor Rockport Matriculation School Trichy
10.	Dr.M. MADIAJAGAN	DIRECTOR	DIRECTOR – M.C.A Srinivasan College of Arts & Science Perambalur- 621 212

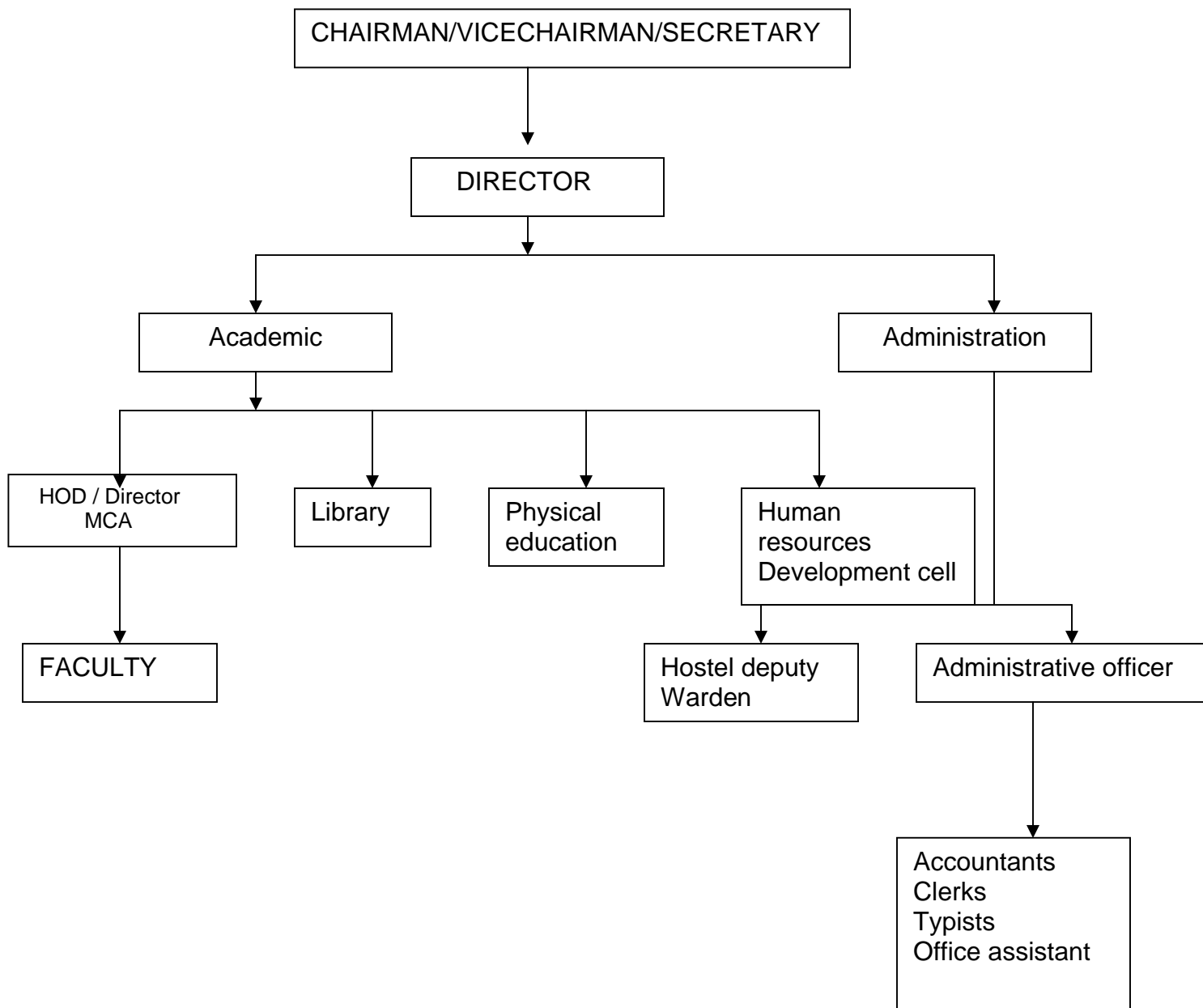
❖ Members of Academic Advisory Body

SNo	Name	Position	Professional Position
1.	Dr.M.Selvam	CHAIRMAN	Reader and Head of Commerce and Management Studies Bharathidasan University Trichy - 23
2.	V.SARAVANAN	MEMBERS	ASSOCIATE PROFESSOR, DEPARTMENT OF MCA, Hindustan College, Coimbatore.
4.	Dr.S.Thayumanavan		Adviser Dhanalakshmi Srinivasan Engg. College, Perambalur
5.	Ms.R.Rajalakshmi		Vice President Software Tech.Park of India , 22/2 First Floor , Sardar Patel Road , Kasturibai Nagar ,Chennai – 600 020
5.	Dr.C.Chellappan		CHAIRMAN, Ramanujam Computer Centre , Anna University , Chennai
7.	C.Venkatachalapathy		Advisor Rockport Matriculation School Trichy
8.	Dr.M.MADIAJAGAN	DIRECTOR	DIRECTOR-M.C.A Srinivasan College of Arts & Science Perambalur- 621 212

❖ Frequency of the Board Meetings and Academic Advisory Body

Once in Every Semester

❖ Organizational Chart and Processes



❖ NATURE AND EXTEND OF INVOLVEMENT OF FACULTY AND STUDENTS IN ACADEMIC AFFAIRS/IMPROVEMENTS

1. Each faculty member is requested to submit her choice of subject for the theory as well as practical classes, where she feels confident of handling the subject. HOD hands over the Personal logbook to the faculty after subject allocation.
2. A detailed lesson plan is prepared for both the theory and practical subjects by the faculty in-charge for topics of each unit of the syllabus. The faculty in-charge plans special classes, if required with prior permission of HOD and Principal.
3. It is necessary that the faculty should go to the class well prepared with the subject material to deliver the lecture, take tutorial, or conduct class seminars. Faculty in-charge is advised to use teaching aids like O.H.P, and L.C.D to be effective.
4. In case, the guest lectures are planned which are intended to support the subject taught, the same might be included in academic programme and provision made accordingly.
5. In case, any industrial visits are planned, provision for the same shall also be made in advance in the academic programme
6. Regarding fulfillment of the lesson plan HOD should do periodical scrutiny.
7. HOD prepares the schedule for special classes for students who are either failed or absent in the theory class and inform the members of the staff to conduct the classes.
8. The faculty in-charge submits the course file to the HOD during the staff meeting for review. The HOD reviews the course files and its effectiveness.
9. The number of periodic tests / model examinations to be conducted in a semester for the theory subject at regular intervals are planned and the tentative dates are informed to the students at the start of the academic year / semester.
10. For all the students two periodic tests and one model examination is conducted and the syllabus is decided by the HOD.
11. The respective teaching faculty evaluates the answer sheets for the periodic test / model examinations. The marks obtained are recorded by the respective teaching staff in the mark sheet / logbook maintained.
12. The student's counselor gets the marks from the respective staff member and sends the Progress reports to the parents within ten days after completion of the exam.

13. The student ensures that the parent / guardian respond to the intimation by signing and returning the relevant acknowledgement in time.
14. All the students who have either failed or were absent in periodic test / model exams have to attend the / retest as per the detailed schedule prepared by HOD in consultation with the concerned faculty
15. If a student has failed in more than two subjects, the parent is called for a meeting, with HOD and concerned faculty members and students counselor with in a week after the receipt of the progress report and guidance is given to the student.

❖ STUDENT FEEDBACK SYSTEM

The following functional areas of the college where students are directly involved as customers are evaluated by them:

- Teaching and learning.
- Hostel
- Library

RESPONSIBILITY

Sl. No.	Activity	Responsibility
1.	Action Initiation	Staff counselor/Deputy Warden/Librarian
2.	Distribution and collection of feed back	HOD/Deputy Warden/Librarian
3.	Co-ordination with the HOD & Faculty members	Staff counselor/Deputy Warden/Librarian
4.	Corrective measures	Principal / HOD / Secretary

Faculty members and their effectiveness of classes

- Within a month from the start of each semester, the feed back is gathered from students of each class. Students having a minimum of 90% attendance are given the opportunity, to avoid biased reporting.

- The questionnaire is prepared covering all areas of faculty's ability of teaching, quality of learning, class-handling attitude, and acceptance authority by students.
- Students are not to make any entry in the form which may lead to give any clue of his / her identity. It is ensured that the students fill the form immediately without getting any chance to interact with other students to avoid being influenced by others.
- The collected feedbacks are under the safe custody of the HOD. The HOD goes through the feedback and makes an assessment of strength and weakness of the faculty as opined by the students.

SURVEY SHEET ON FACULTY

Dear Student,

Here are some questions for which we expect your unbiased impartial open-minded answer. This is to know your individual opinion on the effectiveness of the classes handled by your teacher and also her readiness to help you in developing your career and personality.

Sl. No	Questions	Subject&Faculty Name						
		1.	2.	3.	4.	5.	6.	7.
1	Does the teacher come prepared on lessons?							
2	Does the teacher present the lessons clearly and orderly?							
3	Does the teacher speak with the voice clarity and effective body language?							
4	Is the teacher capable of keeping the class under discipline and control?							
5	Does the teacher command students' attention and give response to students' doubts and questions?							
6	Does the teacher possess depth of knowledge in subject?							
7	Is the teacher regular and punctual?							

- Where the weakness is due to the deficiency in the system or is of general nature, the same is discussed in the staff meeting and a consensus arrived at regarding the solution and the suggestions are implemented.
- Where serious complaints are received from the students regarding other facilities like Library, Hostel, mess, and transport etc, management takes suitable corrective action immediately and the same is promptly recorded.

❖ Grievance redressal mechanism for students

The following committee for redressing the grievances is functioning in our college.

Sl. No	Name	Category	Profession	Telephone numbers	Address
1	R.Usha Devi	Faculty Member	ASSOCIATE PROFESSOR	04328-220672	Srinivasan College of Arts & science, Perambalur
2	R.karthikeyan	Faculty Member	ASSOCIATE PROFESSOR	04328-220672	Srinivasan College of Arts & science, Perambalur

❖ Grievance redressal mechanism for Faculty & Staff

The following committee for redressing the grievances is functioning in our college

Sl. No	Name	Position	Address
1	Dr.M. MADIAJAGAN	DIRECTOR & PROFESSOR	Director of MCA Srinivasan College of Arts and Science, Perambalur
2	R.ARUN KUMAR	ASSOCIATE PROFESSOR	Dept.of MCA, Srinivasan College of Arts and Science, Perambalur.