

## ANNEXURE 10

### Mandatory Disclosures

1. **Name of the Institution** : Srinivasan College of Arts and Science-MCA Programme  
Address : Thuraiyur Road, Perambalur- 621212.  
Phone No : 04328 – 220555.  
E-mail : [principal.scas@dsgroupmail.com](mailto:principal.scas@dsgroupmail.com)  
Mobile : 7094466473
2. **Name and address of the Trust/ Society/ Company and the Trustees**  
Dhanalakshmi Srinivasan Charitable and Educational Trust, Perambalur – 621212.
3. **Name and Address of the Director** : Dr. N.VETRIVELAN  
Srinivasan College of Arts and Science  
Perambalur – 621212.
4. **Name of the affiliating University** : Bharathidasan University  
Tiruchirappalli-24.

#### 5. Governance

##### Members of the Board and their brief background

S.No	Name of the Position	Position	Professional Position
1	Shri. A.SRINIVASAN	CHAIRMAN	CHAIRMAN Dhanalakshmi Srinivasan Charitable & Educational Trust. Perambalur.
2	Shri. S.KATHIRAVAN	VICE CHAIRMAN	VICE CHAIRMAN Dhanalakshmi Srinivasan Charitable & Educational Trust. Perambalur.
3	Tmt.K.ANANTHALAKSHMI	TRUST BOARD MEMBER	BOARD MEMBER Dhanalakshmi Srinivasan Charitable & Educational Trust. Perambalur.
4	Shri.P.RAJABOOBATHI	TRUST BOARD MEMBER	BOARD MEMBER Dhanalakshmi Srinivasan Charitable & Educational Trust. Perambalur.
5	Dr.S.NICKOLAS	PROFESSOR	Department of Computer Applications National Institute of Technology Tiruchirappalli - 620 015.
6	Mr. GOKUL RAGAVAN		HR – DIRECTOR Sri Raetna Solutions Chennai.

7	Mr. NAGARAJAN S	INDUSTRIALIST	SENIOR PROJECT MANAGER DXC Technologies Olympia Tech Park Guindy Industrial Estate Chennai.
8	Mr. R.MURUGANANTHAN		PROJECT CONSULTANT For e-Learning and e-Commerce Maytos Thanjavur – 613004.
9	Dr.J.CHARLES SELVARAJ	EDUCATIONAL ADVISOR	ASSOCIATE PROFESSOR Dept. of Computer Science Aringar Anna Government Arts College Musiri.- 621 201
10	Dr.N.VETRIVELAN	DIRECTOR	DIRECTOR – M.C.A Srinivasan College of Arts & Science Perambalur- 621 212

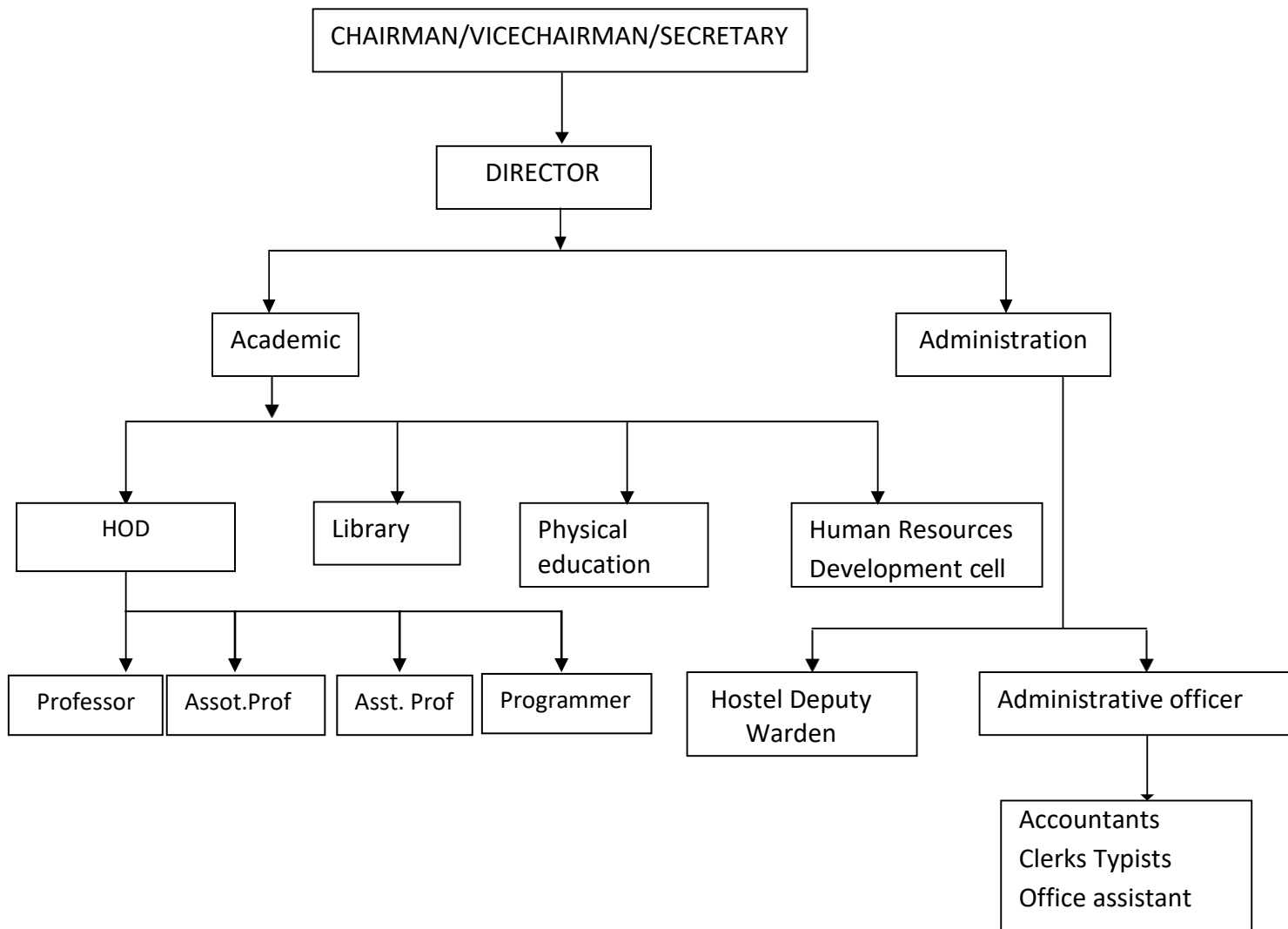
❖ **Members of Academic Advisory Body**

S.No	Name	Position	Professional Position
1	Dr.D.J.SATHEESHKUMAR	CHAIRMAN	ASSOCIATE PROFESSOR Dept. of Computer Applications Bharathiar University Coimbatore.
2	Dr. E. GEORGE DHARMA PRAKASH RAJ	MEMBERS	ASSOCIATE PROFESSOR Dept. of Computer Science & Applications Bharathidasan University Tiruchirappalli.
3	Dr.V.SARAVANAN		PROFESSOR & HEAD DEPARTMENT OF IT, Hindustan College, Coimbatore-641028
4	Dr. PARKAVI A		ASSOCIATE PROFESSOR Dept. of Computer Science Ramaiah Institute of Technology Bangalore - 560 054.
5	Mr. N RAMALINGAM		DIRECTOR Entrust Technology Services Trichy- 620001.
6	Dr.N.VETRIVELAN	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 student's counselor within 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

S.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	Director / HOD / Secretary

### Faculty members and their effectiveness of classes

- Within a month from the start of each semester, the feedback 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

Faculty Name:

Subject:

S. No	Questions	1	2	3
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?			
8	Does the teacher remind you about your responsibility to the institution?			
9	Do you find the teacher patient and considerate?			
10	Do you find in the teacher, a true friendly support with elderly affection?			
	<b>Total</b>			

1. GOOD 2. FAIR 3. POOR

## Corrective and Preventive Actions

- The statement prepared by the Student counselor on the student's feedback form is taken note of by HOD, where there are areas for the faculty to improve upon, the same is intimated to the Faculty by the HOD in the staff meeting gives necessary suggestions, guidance and advises for the areas where improvements are needed.
- In case of deficiencies of serious nature the faculty is issued with letter by HOD/Director clearly mentioning the areas where he / she have to improve. The same is monitored and reported to the Secretary for his information and action.
- 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.

S. No	Name	Category	Profession	Mobile Number	Address
1	Prof.A.Mohamed Azharudheen	Faculty Member	Assistant Professor	9994478437	Dept. of MCA, Srinivasan College of Arts & science, Perambalur
2	Prof.G.Archana	Faculty Member	Assistant Professor	8778080075	Dept. of MCA, Srinivasan College of Arts & science, Perambalur

### ❖ Grievance redressal mechanism for Faculty & Staff

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

S. No	Name	Position	Address
1	Dr.N.Vetrivelan	DIRECTOR	Dept. of MCA, Srinivasan College of Arts and Science, Perambalur
2	Prof.M.Rajakumar	HOD	Dept. of MCA, Srinivasan College of Arts and Science, Perambalur.

## 6. Programmes




Name of the Programme approved by AICTE : MCA PROGRAMME

S.No	Details	Answer
1	Name	Srinivasan College of Arts and Science (MCA Programme)
2	No. of Seats	60
3	Duration	2
4	Fee	40000
5	Placement Facilities	Yes

## 7. Faculty

Permanent Faculty : 9  
Adjunct Faculty : 2  
Permanent Faculty: Student Ratio : 1:20  
Number of Faculty employed : 4  
Left during the last three years : 4

## 8. Profile of Director/ Faculty

S.No	Name	Designation	Experience	Photos
1	Dr.N.Vetrivelan, MCA., Ph.D.,	Director	22 Yrs	
2	Mr.M.Rajakumar, MCA., M.Phil., M.Tec.,(Ph.D)	HOD	19 Yrs	
3	Dr.N.Elavarasan, MCA., M.Phil., Ph.D.,	Associate Professor	20 Yrs	

4	Mr.K.Balaji, MCA.,M.Phil.,(Ph.D)	Associate Professor	12 Yrs	
5	Mr. A.R.Ramesh Kumar, MCA.,M.Phil.,	Associate Professor	11 Yrs	
6	Mr.A.Mohamed Azharudheen, MCA., M.Phil., (Ph.D)	Assistant Professor	10 Yrs	
7	Mr.M.Suresh Raja, MCA., M.Phil.,	Assistant Professor	9 Yrs	
8	Ms. S.Lavanya, MCA., M.Phil.,	Assistant Professor	8 Yrs	
9	Mrs. G.Archana, MCA.,M.Phil.,	Assistant Professor	5 Yrs	
10	Mr.N.Ananthkumar, M.Sc.,M.Phil.,	Programmer	4 Yrs	



## 9. Fee

Details of Fee, as approved by State Fee Committee, for the Institution Time schedule for payment of fee for the entire programme : 40000/.  
Estimated cost of Boarding and Lodging in Hostels any other fee please specify : 57500/.

## 10. Admission

Number of seats sanctioned with the year of approval: 60 - 2007

### **Number of Students admitted under various categories each year in the last three years:**

2018-2019 : 27

2019-2020 : 29

2020-2021 : 36

2021-2022 : 59

Number of applications received during last two years for admission under Management Quota and number admitted:

2019-2020 : 36

2020-2021 : 44

2021-2022 : 67

## 11. Admission Procedure

### **Calendar for admission against Management/vacant seats**

Last date of request for applications : 30/07/2021

Last date of submission of applications : 13/08/2021

Dates for announcing final results : 20/08/2021

Release of admission list : 23/08/2021

Date for acceptance by the candidate : 26/08/2021

Last date for closing of admission : 20/09/2021

Starting of the Academic session : 20/09/2021

The waiting list shall be activated only on the expiry of date of main list : 08/09/2021

The policy of refund of the fee, in case of withdrawal,

Shall be clearly notified : Yes

## 12. Information of Infrastructure and Other Resources Available

Number of Class Rooms and size of each : 3 – 70 Sqm

Number of Tutorial rooms and size of each : 2 – 70 Sqm

Number of Computer Centers with capacity of each : 2 – 132 Sqm

Barrier Free Built Environment for disabled and elderly persons : Yes

(Elevator & Ramp Available)

Occupancy Certificate : Yes

Fire and Safety Certificate : Yes

Hostel Facilities : Available

**Library**

Number of Library books/Titles/Journals available (Programme-wise) : 6715

List of online National/ International Journals subscribed : 105

E-Library facilities : DEL NET

National Digital Library (NDL) subscription details : scaslibrary@gmail.com

### **Laboratory and Workshop**

List of Major Equipment/Facilities in each Laboratory/Workshop : Desktop Computers  
Printers  
24 Port Switch – 6 No's

List of Experimental Setup in each Laboratory/Workshop : Ms-Office, C, C++,  
Weka, WampServer,  
Pycharm, Java,  
Éclair 2.0 for Android  
Visual Studio 2008.

### **Computing Facilities**

Internet Bandwidth : 64 Mbps

Number and configuration of System : 120

Total number of system connected by LAN : 120

Major software packages available : Yes

Special purpose facilities available : Yes

Conduct of online Meetings/Webinars/Workshops, etc. : 02

Facilities for conduct of classes/courses in online mode  
(Theory & Practical) : Yes

Innovation Cell : Yes

### **13. Enrolment and placement details of students in the last 3years**

S.No	Year	No. of Companies Visited	No. of Students Enrolled	No. of Students Selected
1	2019 – 2020	4	27	07
2	2020 - 2021	3	23	04
3	2021 - 2022	07	25	10

#### 14. Best Practices adopted, if any

- ❖ **Provide Regular And Well-Timed Feedback.** Enough can't be said about the importance of sharing feedback with students during the learning process. Setting up checkpoints, offering a variety of formative assessments, and discussing learning in real time are all essential.
- ❖ **Value Parental/Ancestral Contribution.** Students have an entire life outside of school and hopefully a solid support system. Bridging a connection between these two worlds helps everyone stay informed and makes it easier for parents to reinforce and support what's happening in the classroom.
- ❖ **Sidestep The Comfort Zone.** Innovations and new strategies are occurring all the time. This doesn't mean that every bandwagon should be boarded, but in trying something new and unfamiliar, teachers can find additional ways to impact students, and students can see an exemplar of risk taking.
- ❖ **Offer Succeeding Chances/Clean Slates.** Rather than focusing on what can't be changed from the past, let the focus be on making the best future. Some students will push limits, but when they are in your presence, they should be getting the best and most positive version of you.
- ❖ **Be Resourceful.** Whether this means thinking outside of the box for procuring supplies or adding a little DIY spin to what seemed to be an unattainable resource, teachers can always seem to find a way to get it done.
- ❖ **Make Learning Active.** Students are going to find more impactful takeaways from doing rather than simply listening or viewing. Offer opportunities for students to be actively engaged in their learning journeys.
- ❖ **Be a Promoter.** This is twofold. Teachers need to advocate for themselves and for their students. This can involve advocating for supplies, services, training, etc.
- ❖ **Pursue Lifelong Learning.** Staying up-to-date on movements and developments in the field allows teachers to help students prepare for an ever-changing world. Pursuing personal passions outside of education also benefits learners because teachers can reflect on what it is like to be in the shoes of their students.
- ❖ **Encourage Discussion.** Through discussion, students are exposed to a variety of opinions and ideas that may or may not be similar to their own. Classrooms offer a perfect forum for teaching students to respect others and learn to share information, agree, and disagree in a productive and nonthreatening fashion.
- ❖ **Keep a Positive Point of View.** Don't get caught up with the naysayers. When (not if) this negative attitude trickles over to the students, it can have detrimental effects on the learning environment as a whole. Be mindful and always remember that adding a positive spin to necessary or mundane tasks goes a long way.

**15. LoA and subsequent EoA till the current Academic Year**

<https://www.scasmca.com/ea.htm>