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

   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	TRUSTBOARD 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

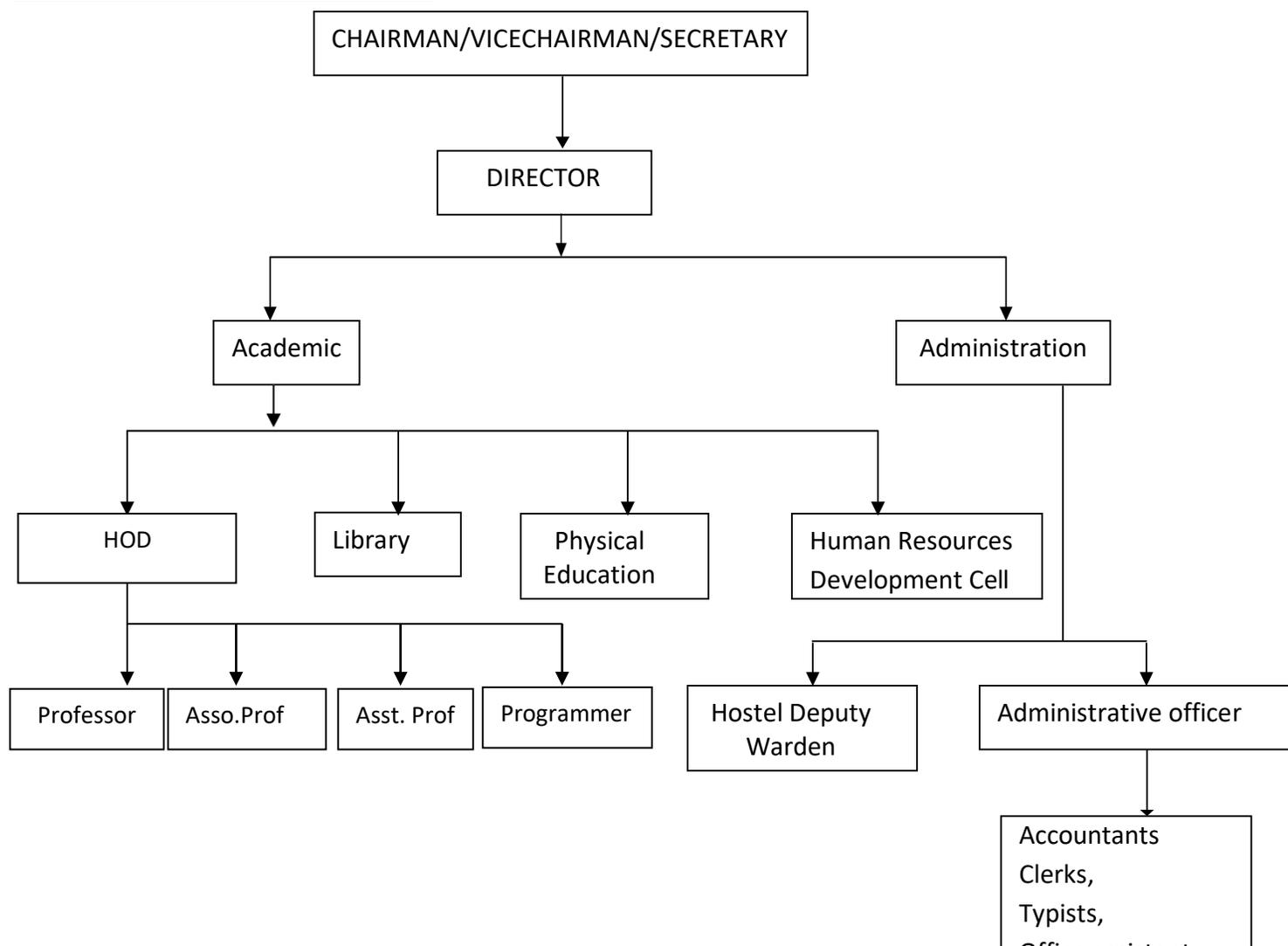| S.No	Name	Position	Professional Position
			Chennai.
7	Mr. NAGARAJAN S	INDUSTRIALIST	SENIOR PROJECT MANAGER DXC Technologies Olympia Tech Park Guindy Industrial Estate Chennai.
8	Mr.R.MURUGANANTHAN		PROJECT CONSULTANT For e-Learning and e-Commerce Maytos Thanjavur – 613004.
9	Dr.J.CHARLES SELVARAJ	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 of Arts & Science, 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 AdvisoryBody**

Once in Every Semester

Organizational Chart andProcesses

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           ┌─────────────────────────────────────┐
           │ CHAIRMAN/VICECHAIRMAN/SECRETARY      │
           └─────────────────────────────────────┘
                            │
                            ▼
                     ┌──────────────┐
                     │   DIRECTOR   │
                     └──────────────┘
                   ┌────────┴────────────────────────┐
                   ▼                                  ▼
             ┌──────────┐                    ┌────────────────┐
             │ Academic │                    │ Administration │
             └──────────┘                    └────────────────┘
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Academic				Administration	
HOD	Library	Physical Education		Human Resources Development Cell	
Professor / Asso.Prof / Asst. Prof / Programmer				Hostel Deputy Warden	Administrative officer
					Accountants Clerks, Typists, Office assistant

❖ **NATURE AND EXTEND OF INVOLVEMENT OF FACULTY AND STUDENTS INACADEMIC 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 beeffective.

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 theexam.

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 attendthe/ retest as per the detailed schedule prepared ByHOD 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 FEEDBACKSYSTEM

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

-      Teaching andlearning.
-      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

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 bystudents.

➤ 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 byothers.

➤ 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 thestudents.

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 insubject?			
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?			
	Total			

1. POOR   2. FAIR   3.GOOD
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 HOD 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 promptlyrecorded.

❖ **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	Associate 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 / PRINCIPAL	Dept. of CA, Srinivasan College of Arts and Science, Perambalur
2	Prof.G.Archana	PROF & HOD	Dept.of MCA, Srinivasan College of Arts and Science, Perambalur.

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/YEAR
5	Placement Facilities	Yes

7. Faculty

Permanent Faculty	: 9
Adjunct Faculty	: 2
Permanent Faculty: Student Ratio	: 1:20
Number of Faculty employed	: 9
Left during the last three years	: 5

8. Profile of Director/ Faculty

S.No	Name	Designation	Experience	Photos
1	Dr.N.Vetrivelan, MCA., Ph.D.,(NIT.T)	DIRECTOR / PRINCIPAL	25 Yrs	
2	Mrs. G.Archana,MCA., M.Phil., (Ph.D)	PROF. & HOD	14 Yrs	
3	Mr.A.Mohamed Azharudheen, MCA., M.Phil., (Ph.D)	Associate Professor	13 Yrs	

4	Mr.P.Manivel MCA., M.Phil., (Ph.D)	Associate Professor	14 Yrs	
5	Ms. S.Lavanya, MCA., M.Phil.,	Assistant Professor	11 Yrs	
6	Mrs. J.Kalpana, MCA.,	Assistant Professor	3 Yrs	
7	Mrs. M.Senthamilarasi, MCA.,	Assistant Professor	3 Yrs	
8	Mr.N.Mutharasan, MCA.,	Programmer	3Yrs	

9. **Fee**

Details of Fee, as approved by State Fee Committee, for the Institution Time schedule for payment of fee for the entire programme : 45,000/.

Estimated cost of Boarding and Lodging in Hostels any other fee please specify : 75,000/.

10. **Admission**

Number of seats sanctioned with the year of approval: 40 - 2007

Number of Students admitted under various categories each year inthe last three years:

2022-2023 : 60

2023-2024 : 60

2024-2025 : 60

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

2022-2023   : 70
2023-2024   : 75
2024-2025   : 67

11. **Admission Procedure**

    Calendar for admission against Management/vacant seats

    Last date of request for applications   : 26/07/2025
    Last date of submission of applications   : 21/08/2025
    Dates for announcing final results   : 19/08/2025
    Release of admission list   : 23/08/2025
    Date for acceptance by the candidate   : 29/08/2025
    Last date for closing of admission   : 05/09/2025
    Starting of the Academic session   : 16/09/2025
    The waiting list shall be activated only on the expiry of date of main list : 10/09/2025
    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)   : 6950
    List of online National/ International Journals subscribed   : 105
    E-Library facilities   : DEL NET
    National Digital Library (NDL) subscription details   : poopriya003@gmail.com

    Laboratory andWorkshop

    List of Major Equipment/Facilities in each Laboratory/Workshop   : Desktop Computers
                                                                               Printers

List of Experimental Setup in each Laboratory/Workshop	24 Port Switch – 6 No's :Ms-Office, C, C++, Weka, Wamp Server,Pycharm, Java, Photoshop, Éclair 2.0 for Android Visual Studio 2008.

Computing Facilities

Internet Bandwidth	: 300 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.	: 03
Facilities for conduct of classes/courses in online mode (Theory &Practical)	: Yes
InnovationCell	: Yes

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

S.No	Year	No. of Companies Visited	No. of Students Enrolled	No. of Students Selected
1	2023 - 2024	05	45	23
2	2024 - 2025	09	100	65
3	2025 - 2026	10	120	50

Programmes

Name of the Programme approved by AICTE   : BCA PROGRAMME

S.No	Details	Answer
1	Name	Srinivasan College of Arts and Science Department of Computer Applications
2	No. of Seats	180
3	Duration	3 Years
4	Fee	42000/- Year
5	Placement Facilities	Yes

14. Faculty

Permanent Faculty	: 12
Adjunct Faculty	: 2
Permanent Faculty: Student Ratio	: 1:25
Number of Faculty employed	: 12
Left during the last three years	: 6

Profile of Director/ Faculty

S.No	Name	Designation	Experience	Photos
1	Mr.M.SURIYANARAYANAN.,MCA.,M.Phil,.PGDCA	Professor	15 Yrs	
2	Dr.R.KUMAR., M.Com.,B.Ed.,M.Phil.,Ph.D.,	Professor	13 Yrs	
3	Mrs.,E.KIRUTHIKA ,M.SC., M.Phil.,	Associate Professor	15 Yrs	
4	Dr.S.ANANTHI.,M.Com.,M.Phil.,B.Ed.,P.hD	Associate Professor	9yrs	
5	Dr.S.SELVI M.A.,B.Ed.,M.Phil.,Ph.D.,	Associate Professor	4 Yrs	

6	Mr.S.MURUGAN.,M.A.,M.Phil.,	Assistant Professor	2 Yrs
7	Mr.N.ANANTHKUMAR, M.SC.,M.Phil.,B.Ed.,	Assistant Professor	7 Yrs
8	Mrs.M.VIDHYA, M.SC.,M.Phil.,	Assistant Professor	2Yr
9	Mrs.P.SUDHA, M.SC.,M.Phil., B.Ed.,	Assistant Professor	1Yr
10	Mr.R.MANIBALAN MCA	Assistant Professor	1Yr
11	Mrs.M.KEERTHANA MCA	Assistant Professor	1Yr
12	Dr.E.SRIDEVI, M.COM.,Ph.D.,	Assistant Professor	4Yrs

13	Dr.R.MATHANRAJ MA.,B.Ed.,Ph.D., NET.,SET	Assistant Professor	4 Yrs	
14	Mrs.D.LALITHA ., M.Sc., B.Ed., M.Phil.,	Assistant Professor	3 Yrs	
15	Mr.A.AKILAN., M.Sc.,M.Phil.,	Assistant Professor	2 Yrs	
16	Mrs.K.ANITHA., MCA.,B.Ed.,M.Phil.,	Assistant Professor	2 Yrs	
17	Ms.K.KASTHURI M.Sc.,M.Phil.,	Assistant Professor	2 Yrs	
18	Mr.S.KAVIBHARATHI., MCA	Assistant Professor	2 Yrs	
19	Ms.R.SRIVIDHYA., MCA	Assistant Professor	2 Yrs	

20	Mrs. C.ARUNTHATHI, MCA.,	Assistant Professor	3 Yrs	
21	Ms. P. BANUMATHI, MCA.,	Assistant Professor	1 Yr	
22	Ms. M. GANGA DEVI, MCA.,	Assistant Professor	1 Yr	
23	Mrs. K. MOUNIKA, MCA.,	Assistant Professor	1 Yr	
24	Mrs. R. MADHUMITHA, MCA.,	Assistant Professor	1 Yr	
25	Ms. S. AKALYA, MCA.,	Assistant Professor	1 Yr	
26	Mr. S. KRITHICK ROCH, MCA.,	Assistant Professor	1 Yr	

27	Mr. S. VELMURUGAN, MCA.,	Assistant Professor	1 Yr	
28	Mr. V.K KATHIRAVAN, MCA.,	Assistant Professor	1 Yr	
29	Mr. P. MAHADEVAN, M.Sc.,	Programmer	1 Yr	

15.Fees

Details of Fee, as approved by State Fee Committee, for the Institution Time schedule for payment of fee for the entire programme   :42,000/- Year

Estimated cost of Boarding and Lodging in Hostels any other fee please specify   :75,000/. Year

16.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:

2021-2022   : 92
2022-2023   : 223
2023-2024   : 218

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

2021-2022   : 125
2022-2023   : 248
2023-2024   : 259

17. Admission Procedure

Calendar for admission against Management/vacant seats

Last date of request for applications	:26/06/2024
Last date of submission of applications	:03/07/2024
Dates for announcing final results	:12/07/2024
Release of admission list	: 26/07/2024
Date for acceptance by the candidate	:12/08/2024
Last date for closing of admission	:21/08/2024
Starting of the Academic session	:11/09/2024
The waiting list shall be activated only on the expiry of date of main list	:09/09/2024
The policy of refund of the fee, in case of withdrawal,	
Shall be clearly notified	: Yes

18. Information of Infrastructure and Other Resources Available

Number of Class Rooms and size of each	: 10 – 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)	:6950
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, Wamp Server, Pycharm, Java, Photoshop, Éclair 2.0 for Android Visual Studio 2008.

Computing Facilities

Internet Bandwidth	: 300 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

19. 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	2021 - 2022	07	65	45
2	2022 - 2023	10	80	23
3	2023 - 2024	8	50	26
4	2024 – 2025	6	160	75

20. 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 a adding a positive spin to necessary or mundane tasks goes a long way.

21.LOA and subsequent EOA till the current Academic Year

https://scasmca.com/pdf/Mandatory-Disclosure-2024-25-FINAL.pdf