MANDATORY DISCLOSURE
vvvvvvvvvvvvvvvvvvvvvvvvvvvvvvvv

I. NAME OF THE INSTITUTION

Name : **Sri Sarada College for women**

Address : Sri Sarada College for women,
Ariyakulam, Tirunelveli
Tamil Nadu
PIN : 627011
Phone : 0462 – 2520129
Fax : 0462- 2520129
Email: srisaradatvl@gmail.com

II. NAME AND ADDRESS OF THE DIRECTOR -Dr.T.Ratha Jeyalakshmi
Director & Head ,Dept. of Computer Applications ,
Sri Sarada College for women,
Tirunelveli – 11.

III. NAME OF THE AFFILIATING UNIVERSITY

Manonmaniam Sundaranar University, Tirunelveli – 12

IV. GOVERNANCE

Members of the Board and their brief background

BOARD OF GOVERNORS

1	Srimath Swami.Sadanandaji	President
2	Yatiswari Saravanabhava Priya Amba	Secretary
3	Srimath Swami Divyanandaji	Member
4	Srimath Swami Shuddhanandaji	Member
5	Srimath Swami Bhakthananda	Member
6	Yatiswari Durgapriya Amba	Member
7	Yatiswari Thavapriya Amba	Member

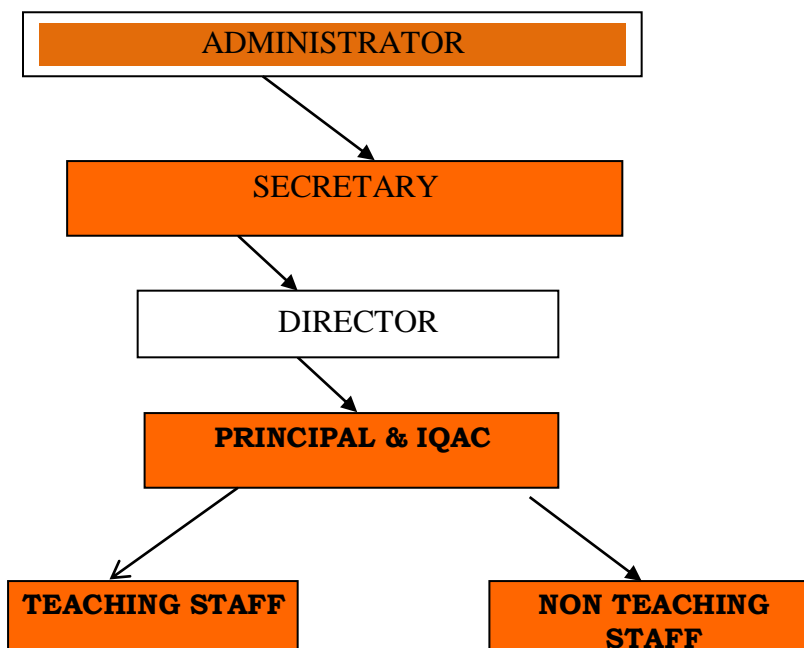| 8	Yatiswari Neelakantapriya Amba	Member
9	Prof.(Mahor).P.Chandra Sekaran	Member
10	Dr.(Smt).M.Malarvizhi	Principal
11	Dr,(Smt).R.Muthulakshmi	Vice-Principal
12	Smt.N.Renuka	IQAC- Staff Representative
13	Dr.A.Loganathan	University Representative

Members of Academic Advisory Body

Principal ,Vice Principal,Roster Vice-Principal, IQAC, Deans,Coordinators and HODs of Various Departments

Frequency of the Board Meetings and Academic Advisory Body

The board of Governors meets at least twice a year. The Academic Advisory Body meets at least once in a month.

Organizational chart and processes

```
                    ADMINISTRATOR
                          |
                          v
                     SECRETARY
                          |
                          v
                      DIRECTOR
                          |
                          v
                   PRINCIPAL & IQAC
                    /            \
                   v              v
          TEACHING STAFF    NON TEACHING
                              STAFF
```

A1. 2

Nature and Extent of involvement of faculty and students in academic affairs/improvements

The faculty members are involved in multifarious activities including teaching, seminars, research, training, administration and consultancy. They are mainly responsible for designing and delivery of programme and continuous assessment. The different academic activities are carried out by the faculty members through various committees in close coordination with the students. Some of the key committees are

- Admission Committee
- Library Advisory Cmmittee
- Sports Committee
- Hostel Committee
- Appeals and Grievance Redressal Committee
- Students Welfare & Discipline Committee
- Anti-Ragging Committee
- Women Cell
- Examination Committee
- Research Committee
- Finance Committee
- Alumnae Committee

Document Retention Policy

All the communication received from the government, scientific and academic bodies and replies sent are being stored in the secondary storage and this is a policy of the college and it is in strict practice.

Mandatory Disclosure uploaded in the Institutional website

V. PROFILE OF DIRECTOR/PRINCIPAL WITH QUALIFICATIONS, TOTAL EXPERIENCE, AGE AND DURATION OF EMPLOYMENT AT THE INSTITUTE CONCERNED

Name	:	Dr.(Smt).T.Ratha Jeyalakshmi
Date of Birth	:	20.07.1969
Age	:	48
Sex	:	Female
Marital Status	:	Married
Address Official	:	Director cum Head, Dept. of Computer Applications Sri Sarada College for women Tirunelveli __ 627 011 , INDIA. Phone : 0462 __ 2520129 Fax No : 0462 __ 2520129 Email : srisaradatvl@gmail.com Web Site : http://www.srisaradacollege.org/
Residential	:	Plot No.2, 19th Street, Rahmath Nagar , Tirunelveli _ 627 011 INDIA. Phone:
Occupation	:	Director cum Head, Dept. of Computer Applications Sri Sarada College for women, Ariyakulam, Tirunelveli _627 011 INDIA.
Educational Qualification	:	MCA, M.Phil.(Computer Science) Ph.D. (Computer Science) SET
As Director	:	. From 14.07.2014

Details of individual faculty members

Name, Photograph, Date of Birth, Qualifications, Professional Experience, Research Interests

S.No	Name of the faculty/ Qualifications	DOB	Expr. Industrail+Teaching +Research in Yrs.	Appointment Date	Photo
01	T.Ratha Jeyalakshmi MCA MPhil.Ph.D.,	20.07.1969	2+18+6	14.7.2014	
02	P.Rajeswari	17.03.1971	17 Yrs	29.7.2000	
03	P.Anusha	21.10.1982	9 Yrs.6 Months	15.12.2008	
04	B.Parvathi Devi	12.11.1982	9 Yrs	1.7.2009	
05	K.Amutha	22.07.1983	5 Yrs.	1.7.2013	
07	C.Preethi	24.04.1989	2 yrs 7 months	16.06.2017	
08	S.Bagya Lakshmi	21.11.1990	1 yr.	16.06.2017	

VI. PROGRAMMES

Name of the Programmes approved by the AICTE - Master of Computer Applcations(MCA)

For each Programme the following details are to be given:

• Name : MCA

• Number of seats : 30

• Duration : 3 Years

• Cut off mark/rank for admission during the last three years : **TANCET / CET**

• Fee : Rs. 22,000 per Semester (GOVT. QUOTA)

Rs. 22,000 per Semester (Management QUOTA)

• Placement Facilities : Available

VII. FEE

Details of fee, as approved by State fee Committee, for the Institution. -

Time schedule for payment of fee for the entire programme.

Before the completion of the academic year

Estimated cost of Boarding and Lodging in Hostels.
Rs.37,500/year Establishment and mess

VIII. ADMISSION

CRITERIA AND WEIGHTAGES FOR ADMISSION (RESERVATION POLICY)

❖ Describe each criteria with its respective weightages i.e. Admission Test, marks in qualifying examination etc.:

Govt. Quota - **State Government Norms**
Management Quota - **Merit List Based on marks secured in**
Approved **Common Entrance Test and qualifying**
Examination with equal weightage.
Mention the minimum level of acceptance, if any.**50% of marks in UG Degree**
Number of seats sanctioned with the year of approval : 30 , 2017 -18

Number of students admitted each year in the last two years.

Course

Course	Year	No of Students Admitted
MCA	**2016-17**	**35**
	2017-18	**22**

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

Year	No. of Applications received	No. of students Admitted
2016-17	40	35
2017-18	25	22

IX. ADMISSION PROCEDURE

Mention the admission test being followed, name and address of the Test Agency and its URL.

1. TANCET for Government Quota
Secretary,
TANCET Examination Center,
Anna University,
Chennai – 25

URL : www.**anna**univ.edu

2. CET for Management Quota
By a Government Authorized Agency or Consortium
Consortium of Self Financing Arts, Science Colleges in Tamil Nadu,
AF 57, 11th MAIN ROAD,
ANNA NAGAR WEST,
Chennai - 600 040.
Website: www.tnsfconsortium.org.

X. INFORMATION ON INFRASTRUCTURE AND OTHER RESOURCES AVAILABLE

LIBRARY:

Number of Library books/Titles/Journals available (programme-wise)
   MCA:

No. of Titles of the Books   : 13541
             Journals
List of online National/International   : 12
Journals subscribed

LABORATORY:

For each Laboratory
- List of Major Equipment/Facilities
- List of Experimental Setup

COMPUTING FACILITIES:

- Number of Systems   : 194
- Total number of systems connected by LAN: 194
- Internet bandwidth   : 32 Mbps
- Major software packages available   : 25
- Special purpose facilities available   :Seminar Hall,
   Centralised Smart Classroom(5131 Sq.ft,500 seating,Internet,LCD,Air
   Conditioners)

GAMES AND SPORTS FACILITIES :

**A 400 metres track & field, Ball Badminton court,
Volley Ball court, Basket Ball court, Hand Ball court &
FootBall court are available. Chess & Table Tennis are
provided for indoor game**

Extra Curriculum Activities   :   ---------
Soft Skill Development Facilities   :   Smart Classroom
Number of Classrooms and size of each   :   **3 Rooms   126 .09 Sq.M.
                                                 (each)**

Number of Tutorial rooms and size of each :   1 Room
Number of laboratories and size of each: **1 Room 61.84 Sq.M.**
Number of drawing halls and size of each: ---------
Number of Computer Centres with capacity of each: - **1 Room 60**
Central Examination Facility, Number of rooms.: **College Auditorium** and
                                                 Seats Capacity 1000

.

TEACHING LEARNING PROCESS:

Along with the traditional method, the LCD Projector is used for papers which need visual presentation and demonstration. Seminars and assignments are also given on the current papers and also on the subjects. A Modern Classroom(Smart Classroom with ICT facility).

According to the Internal Continuous Evaluation system that is followed according to the University regulations Assessment is made for a maximum of 25 % marks. The various components for internal assessment are Tests with a maximum of 15 marks Seminar with a maximum of 5 marks and Assignments with 5 marks. Marks of 2 best tests out of 3 are considered for marks under Tests. There is no passing minimum for internal assessment.

STUDENTS' ASSESSMENT OF FACULTY, SYSTEM IN PLACE.

The final year students at the end of the course study make an evaluation of the

Faculty, although not in a structured format.

Mechanism/Norms & Procedure for democratic/good Governance

A student representative is nominated from each class of the MCA course. The students' representative brings to the notice of the faculty and the Principal, matters of academic interest that relate to the students. There is a departmental association for the students with the Principal as President and the Faculty member as Vice-President and students as Secretary and Joint Secretaries. They help in arranging the conduct of seminars, workshops and conferences(State/National/International).

Student Feedback on Institutional Governance/faculty performance

Students' feedback regarding institutional governance and faculty performance is collected at the end of the year from the final year students. The Principal holds discussion with the Faculty regarding the feedback and appropriate action is taken.

❖ Grievance redressal mechanism for faculty, staff and students

Staff who feel aggrieved are free to meet the Principal and represent their grievances, which are sympathetically considered and necessary action are being taken.

The grievance cell has been formed in our College each cell contains 20 wards with a counsellor. Students can share their inner feelings freely to the counsellor and necessary actions are being taken immediately.

❖ Squad with enough no. of members should be formed with the Principal's approval. They have to make surprise visits to the class rooms and the hostel. On the spot enquiry must be conducted on receiving complaints from any person. Evidences should be produced.
Ombudsman Related Deficiency
1.a) A Grievance Redressal Committee should be established.
   b) Ombudsman should be appointed, This should be uploaded in the college website and also put up in the notice board. Students or parents can approach the committee and if not satisfied they can approach the Ombudsman.

Appeal & Grievance redressal mechanism for faculty, staff and students

Composition of the Grievance committee.
Principal – Chairman
IQAC coordinator
Cell Coordinator
Senior Faculty –Arts By rotation
Senior Faculty-Science
Senior Faculty-Commerce
PG & UG Student(Arts,Science,Commerce)

Functions :

1. To deal with the appeals and complaints of the students regarding the conduct of internal and external assessment tests and evaluation

2. To conduct confidential enquires on any written complaint from a student / parent or a teacher

3. To give a retest in case of internal assessment test and order for revaluation in case of any complaint from a student regarding teaching.

4. To take decisions on mal practices and such decisions shall be final.