MANDATORY DISCLOSURE

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I. NAME OF THE INSTITUTION

Name : **Sri Sarada College for women**

Address : Sri Sarada College for women,(Autonomous)

Ariyakulam, Tirunelveli

Tamil Nadu

PIN : 627011

Phone : 0462 – 2520129

Fax : 0462- 2520129

Email: srisaradatvl@gmail.com

II. NAME AND ADDRESS OF THE DIRECTOR -Dr.B.Parvathi Devi

Director &Assistant professor ,

Dept. of Computer. Applications ,

Sri Sarada College for women,

Tirunelveli – 11.

III. NAME OF THE AFFILIATING UNIVERSITY

Manonmaniam Sundaranar University, Tirunelveli – 627012

IV. GOVERNANCE

Members of the Board and their brief background

BOARD OF GOVERNORS

1	Srimath Shudhananda, President Sri Ramakrishna Tapovanam, Tirupparaitturai-639115	Management
2	Swami Sathyananda, Secretary Sri Ramakrishna Tapovanam, Tirupparaitturai-639115	Management
3	Swami Abhedananda, Treasurer Sri Ramakrishna Tapovanam, Tirupparaitturai-639115	Management
4	Yatiswari Saravanabhavapriya, Secretary Sri Sarada College of Education for Women, Tirunelveli-627011	Management
5	Yatiswari Durgapriya, Secretary, Sri Sarada College of Education for women, Tirunelveli-627011	Management
6	Yatiswari Thavapriya Secretary, Sri Sarada schools, Ariyakulam,Tirunelveli-627011	Special Innvitee
7	Prof Geeta Singh, Director, Centre for Professional Development in Higher Education, University of Delhi, Delhi-110007	UGC

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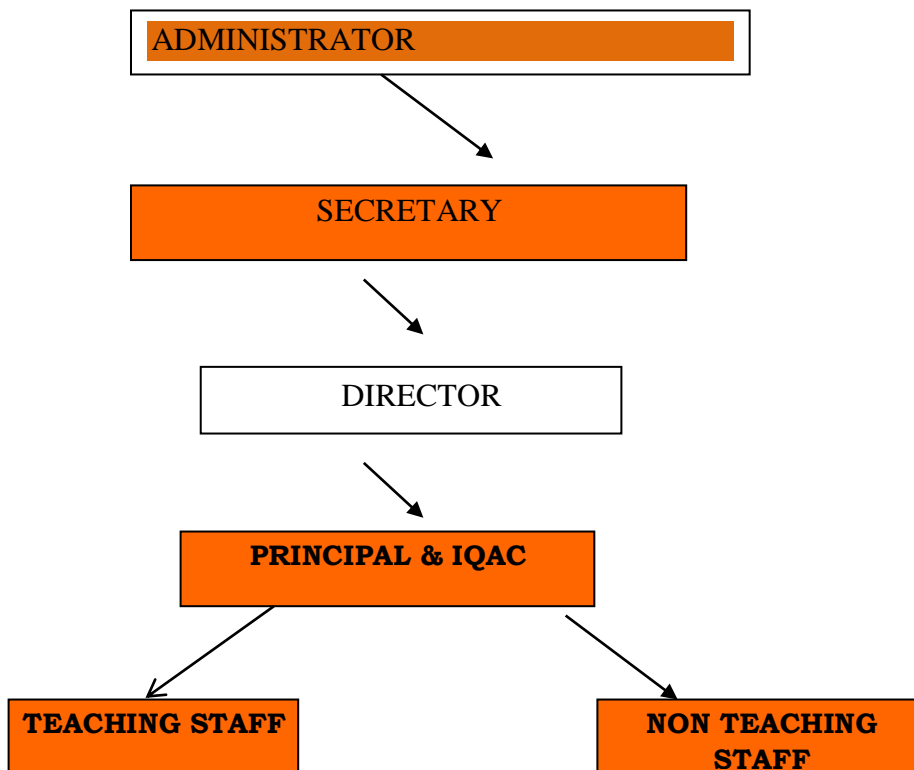|		
8	Dr. R. Kala, Professor, Department of Mathematics, ManonmaniamSundarnar University, Abishekapatti, Tirunelveli-627012	Manonmaniam Sundarnar University
9	Regional Joint Director Collegiate Education, Tirunelveli-627012	State Government
10	Prof(Major)P.Chandrasekaran, Director, Sri Sarada College for Women (Autonomous), Tirunelveli-627011	Educationist
11	Dr.(Smt).N.Kamala (from 08.10.2021 onwards)	Principal (Ex-Officio)
12	Dr.(Smt) R. Muthulakshmi, Associate Professor & Head, Department of Commerce, Sri Sarada College for Women(Autonomous), Tirunelveli-627011	Senior Faculty
13	Dr.Smt. V.Vallinayagi Associate Professor & Head, Department of Computer Science Sri Sarada College for women (Autonomous), Tirunelveli-627011	Senior Faculty

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

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              ADMINISTRATOR
                    │
                    ▼
               SECRETARY
                    │
                    ▼
               DIRECTOR
                    │
                    ▼
            PRINCIPAL & IQAC
              ╱           ╲
             ▼             ▼
    TEACHING STAFF    NON TEACHING
                         STAFF
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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

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- Admission Committee

- Library Advisory Committee

- Sports Committee

- Hostel Committee

- Internal complaints committee

- Students Welfare & Discipline Committee

- Anti-Ragging Committee

- Women Cell

- Examination Committee

- Research Committee

- Finance Committee

- SaradaSutaAlumnae Committee

- Planning Development and Maintaining Board

- Placement Training & Development cell

- Sexual Harassment Presentation Committee

- Co-curricular and Extra-Curricular Committee

- Academic Affairs 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.

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

Details of individual faculty members

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

Name	:	Dr.B.Parvathi Devi
Date of Birth	:	12/11/1982
Age	:	41
Sex	:	Female
Marital Status	:	Married
Address Official	:	Director & Assistant professor , Dept. of Computer Applications Sri Sarada College for women Tirunelveli __ 627 011 , INDIA. Office Number : 8903004534 Email : srisaradatvl@gmail.com Web Site : http://www.srisaradacollege.org/
Residential	:	1244 N,Arunachalanagar B Colony, KTC Nagar, Palayamkottai Tirunelveli-627011 INDIA.
Occupation	:	Director & Assistant professor , Dept. of Computer Applications Sri Sarada College for women, Ariyakulam, Tirunelveli _627 011 INDIA.
Educational Qualification	:	MCA., M.Phil., P.hD (Computer Networking)
As Director	:	. From 30/04/2023

Research Interests :Computer Networking, Artificial Intelligence, Data Science

S.No	Name of the faculty/ Qualifications	DOB	Expr. Industrial+Teaching +Research in Yrs.	Appointment Date	Photo
01	M.Malini	12/11/1982	14 yrs 7 months	01.07.2009	
02	P. Anusha	21/10/1982	15 Yrs.02 Months	15.12.2008	
03	G.Ramani	29/08/1976	20 Yrs.6 Months	19.11.2020	

VI. PROGRAMMES

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

For each Programme the following details are to be given:

• Name   :   MCA

• Number of seats   :   27

• Duration   :   2 Years

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

• Fee   :   Rs. 25,000 per Semester (GOVT. QUOTA)

                                             Rs. 25,000 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   :   27 , 2023 -24

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

Course

Course	Year	No of Students Admitted
MCA	2019-20	18
	2020-21	15
	2021-22	19
	2022-23	15
	2023-24	21

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
2019-20	23	18
2020-21	18	15
2021-22	34	19
2022-23	22	15
2023-24	25	21

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
List of online National/International   : 12
Journals subscribed

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: ---------

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Number of Computer Centres with capacity of each: -   **1 Room 60**
Central Examination Facility, Number of rooms.:   C**ollege 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.