YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   Shri Shankarlal Sundarbai Shasun Jain College for Women

- Name of the Head of the institution   Dr. Sambamurthy Padmavathi

- Designation   Principal

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   04424328506

- Mobile no   8754440183

- Registered e-mail   iqac@shasuncollege.edu.in

- Alternate e-mail   gvsampad@shasuncollege.edu.in

- Address   No.3, Madley road, T. Nagar

- City/Town   Chennai

- State/UT   Tamilnadu

- Pin Code   600017

2.Institutional status

- Affiliated /Constituent   Affiliated

- Type of Institution   Women

- Location   Urban

- Financial Status **Self-financing**

- Name of the Affiliating University **University of Madras**

- Name of the IQAC Coordinator **Ms.N.M.Kavitha**

- Phone No. **04424328506**

- Alternate phone No. **04424328507**

- Mobile **9884425750**

- IQAC e-mail address **iqac@shasuncollege.edu.in**

- Alternate Email address **n.m.kavitha@shasuncollege.edu.in**

3.Website address (Web link of the AQAR (Previous Academic Year)

https://secureservercdn.net/160.1 53.138.105/y3g.244.myftpupload.co m/wp-content/uploads/2021/08/21_A QAR_2019_20_Report.pdf

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://secureservercdn.net/160.1 53.138.105/y3g.244.myftpupload.co m/wp-content/uploads/2021/08/stud ent-Hand-book-20.9.2020.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**3.03**	**2013**	**05/01/2013**	**04/01/2018**
Cycle 2	**B++**	**2.90**	**2018**	**16/08/2018**	**15/08/2023**

6.Date of Establishment of IQAC **17/11/2006**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Depa rtment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**Nil**	**0**

8.Whether composition of IQAC as per latest **Yes**

NAAC guidelines

- Upload latest notification of formation of IQAC

[View File]

9.No. of IQAC meetings held during the year **8**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report

No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

? Life skills programme as per UGC mandate Jeevan Khushal. ? Student Induction Programme (SIP) as per UGC mandate Deeksharambh. ? Formation of Expert Committee for Add-on-Courses.

? Bridge course for every semester. ? Adoption of blended learning ? Participation in NIRF and India Today ranking.

? Orientation programme on National Educational policy. ? STEP programme for communicative English to all I year students. ? Conduct of International and National conferences, seminars and FDPs. ? Launch of e-store ShasunBazzar.stores

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To prepare an academic calendar of the institution for quality enhancement.	Academic calendar prepared and programmes monitored as per schedule.
To encourage departments to organize guest lectures to get industry exposure.	No. of guest lecture organized: 60 No. of students taken up internships: 385
To prepare the mindset of the first year students to adapt to the new role and environment.	Student induction programme was conducted from 18.08.2020 to 21.08.2020 through virtual mode covering the aspects of SAGE (Socializing, Associating, Governing and Experiencing). This programme is conducted as per the UGC guidelines Deeksharambh.
To impart the basic knowledge / skills on the respective domain / discipline of the student.	Bridge course was conducted on 22.08.2020 for all the I year students to impart the basic knowledge on the subjects English, Language and core course.
To encourage the student participation in co-curricular activities.	Skill enhancement and value added courses are offered as part of SANKALP. The following courses were offered to the students: Advanced Excel, E-Filing, Mutual Funds & Security, Operations and Risk Management, STEP- Communicative English Course, Certified Industrial Accountant, Digital Marketing, Advanced Microsoft Excel, Personality Development, Principles of Auditing, Quantitative Aptitude, Research Skills with SPSS, Essential of Web Programming, Health and Fitness, After Effects, Mobile App Development Corporate Governance and Business Ethics Fundamentals Of Financial Risk

	Management, E-Banking, Cash Accounting and Working Capital, Introduction to Supply Chain Management, Basics of Python, Fashion Designing, Creative Writing - Short Story, Sound Editing and Life Skills. 3780 students were benefited out of these courses.
To identify the learners levels and special coaching for the slow learners.	Students were categorized into 3 groups (Slow learners, Average and Advanced learners). Special coaching was offered to them.
To monitor the quality of teaching.	Class observations by Senior faculty or Head of the Department were done to monitor the content delivery of staff members and suggestions were shared with them.
To conduct International and National conferences / seminar and faculty development programmes.	No. of International / National Conferences: 4 No. of Faculty Development programmes: 7 No. of International / National seminars: 4

13.Whether the AQAR was placed before statutory body?   Yes

- Name of the statutory body

Name	Date of meeting(s)
College Committee	24/12/2021

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Dr. Sambamurthy Padmavathi
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- Name of the statutory body

Name	Date of meeting(s)
College Committee	24/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	03/03/2022

15.Multidisciplinary / interdisciplinary

The vision of our college focuses on the excellence in education and holistic development of the students. The mission of our institution is to prepare the students for life and career through holistic development. The Vision and Mission is achieved through the quality policy and the same is achieved through adopting innovating teaching methods, imparting and encouraging learning of new techniques to the staff, retention of good and dedicated faculty, excellent infrastructure and conducive learning environment, commitment to comply with all legal requirements, responding to the changes both in technology and applications, associating with leading industries and research institutions, continually improvement of processes and systems, make the students ready and competitive for their career / entrepreneurship, imparting holistic education through sports, achieving a sense of appreciation for life through learning performing and non performing arts, impart value based techniques like recycling, swatchatha, acceptance and anekatvad.

The college offers an inter-disciplinary under-gradute programme B.Com(Computer Applications) is a blend of Commerce and Computer Science course with an intake of 70 students.

16. Academic bank of credits (ABC):

Our Institution is an affiliated College under University of Madras. We were unable to register for the ABC in the portal.

17. Skill development:

SANKALP aims to provide Certificate Courses and Value-Added courses which are focused towards enhancing learning and knowledge thereby leading to a holistic development of the students. It helps to empower the students with interdisciplinary skills. The college is offering various certificate courses for all II and III years. Such as

1. STEP – The STEP course was offered in association with The Hindu Group for I year UG and II year PG students is provided to enhance the students' English Language Fluency. Total 1015 UG and 156 PG students were benefited.
2. Certified Industrial Accountant- This course was offered in association with ICA Edu Skills Pvt Ltd. which is a job guaranteed and skill based accounting course. Started in 2020-2021 (One and half year course) Total 24 students were benefitted.
3. E-Filing of ITR- This course was offered in association with Intelli Expert Management Solutions- Total 37 students

were benefitted.

4. Advanced Excel- The course Advanced Excel was offered in association with Global Theoretical Services and certification by the Computer Society of India(CSI). Total 37 students were benefitted.

5. LIFE- This course was offered for Psychology students, and it was about Transactional Analysis. Total 47 students were benefitted.

6. Drafting Technology- This course was offered for home science (Interior Design and Decorum) students. Total 26 students were benefitted.

7. Bank Exam Coaching- This course was offered for all students in association with TIME Institute to coach students for all kinds of Examinations relevant to the Banking Sector. Total 43 students were benefitted.

8. Tally with GST- This course was offered in association with Shah Tax way Consultancy Pvt. Ltd. for Commerce Students. Total 134 students were benefitted.

9. E-Filing of GST Returns- This course was offered in association with Intelli Expert Management Solutions for Commerce Students. Total 42 students were benefitted.

10. Software Testing- The course Advanced Excel was offered in association with Global Theoretical Services and certification by the Computer Society of India (CSI). Total 50 students were benefitted.

ADD-ON COURSE

As a new initiative all the departments have collaborated with the Professional Bodies to offer the free courses for our students. We have associated with ASSOCHAM (Associated Chambers of Commerce and Industry of India), CSI (Computer Society of India), Pantech Academy, Amrtaspanda, Aparajitha and Ananda Vikadan. Total 2450 students were benefitted.

The college is an active member in ICT Academy- an initiative of the Government of India in collaboration Swith the state Governments and Industries. To train students on the advanced technology skill and make them industry ready, Honeywell partnered with ICT Academy to skill the graduating final year students.

A Centre of Excellence for Women Empowerment was set up in the college to train the registered students. 110 students were provided a 100-hour Skill Training programme.

"DXC - Students Transformation Program" was conducted by ICT Academy in association with DXC Technology for 100 final year Commerce students. It is 240 hours training program on BPS – Insurance (US) and Self -Management Skills as per the demands of Industry.

An initiative to nurture aspiring entrepreneurs the college collaborate with ICT Academy to implement Entrepreneurship Cluster Development Program. To empower the youth to succeed in the future of work, ICT Academy launches the fourth season of 'LEARNATHON 2021' - a self-learning initiative for higher education students to build their foundational IT skills online. 110 students had benefitted through the event.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

As part of the undergraduate curriculum the following foundation language courses were offered to the students: Tamil, Hindi and Sanskrit.

The Shasun Shakthi Cell provides training in various fine arts based on the interest of the students. We offer 16 different genre of courses for the studentns. The courses such as Classical dance, music, Theatre Arts, RJ/VJ, Cookery, Fashion Technology etc. The iconic event SHA KALAUTSAV 2022 was held in our college premises with the theme, Cosmo Carnival- Celebrations around the world. In continuation with SHA-KALAUTSAV 2022, we had another event named Kalaikondaattam.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Development of Outcome Based Education (OBE) in Teaching and learning: Outcome-Based Education (OBE) is a student-centric teaching and learning methodology in which the course plans, delivery method, assessment was planned to achieve stated objectives and outcomes. The framework of OBE is defined. Session plan for each course is prepared with session objectives and outcomes. Program Outcomes (PO) can be achieved and demonstrated through the integration of course components and Course Outcomes (CO). The mapping is done between CO and PO in order to achieve the attainment.

20.Distance education/online education:

Blended approach to Teaching and Learning: College has adopted a blend of synchronous and asynchronous learning. Synchronous learning refers to 'online' or 'face-to-face' learning using virtual platform. Asynchronous learning refers to 'offline' or 'self-paced' learning where students can learn at their own pace. Asynchronous learning happens through use of videos, materials and educational resources. The institution adopted blended model as, a mix of these two would be the future of remote learning and based on a few other concerns such as (i) availability of internet facilities, (ii) availability of devices, (iii) physical problems such as eye strain, headache etc, (iv) cognitive challengessuch as lack of attention and other issues.

The following are the considerations while adopting blended form of teaching and learning:

Synchronous Learning: Google Meet is the preferred choice of virtual platform for synchronous learning due to the ease of setting up the classes, more number of participants being allowed and cost considerations. Link for Google meet is created by subject teachers and shared with students for them to log in at the required time.

Asynchronous Learning: Google classroom is adopted to monitor and manage asynchronous learning of students. Asynchronous learning can happen by adopting any of the following techniques (not exhaustive):

a. Break out rooms

b. Assignments

c. Voice thread assignments

d. Rank sheet

e. Important questions can be given as written test

f. Flipped classroom

g. Classroom activities

h. Activity based learning

i. Workbook /worksheets/puzzles

Day Order pattern with 5 hours a day was followed wherein, first 3 hours as Synchronous Learning (SL) and the remaining 2 hours as Asynchronous Learning (ASL). However, ASL happened at the pace set by the students with limited control by teacher based on the type of technique adopted. Based on this, out of a 30 hour week, 18 hours was alloated for SL and 12 hours for ASL.

All teaching faculty use ICT tools in their teaching learning process. College has well equipped labs for greater use of ICT provisions for teaching, learning and research. Workshops are conducted to staff members to introduce the latest ICT tools. All classrooms are enabled with WiFi and LCD Projectors. All faculty prepared video lectures using Open Broadcaster Software(OBS)and PowerPoint (Video editing / recoding). Learning assessments are done through online gamification tools such as Kahoot, Raptivity, mentimeter, quizizz, google forms, etc. All students have access to e-journals and digital libraries. All faculty are registered members of Nlist and Proquest. College subscribes Google G-Suite workspace and online classes are conducted through Gmeet. Online Integrated Development Environment tools like Google colab, C compiler, Java compiler etc are used to conduct lab sessions. The online drawing tool mind map is used for student centric activities. Google classroom platform is used to manage and post course related information, learning material, assignments and assessments. To teach problem oriented subjects the faculty use Digital tablet, ICT tools such as Whiteboard, Jamboard in Google meet. Recording of online class lectures, e-content are made available to students for future references.

Extended Profile

1.Programme

1.1   490

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1   **3795**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File]()

2.2   **1048**

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	[View File]()

2.3   **1280**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]()

3.Academic

3.1   **166**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]()

3.2   **166**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**490**

File Description	Documents
Data Template	[View File]

2.Student

2.1 Number of students during the year	**3795**

File Description	Documents
Institutional Data in Prescribed Format	[View File]

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1048**

File Description	Documents
Data Template	[View File]

2.3 Number of outgoing/ final year students during the year	**1280**

File Description	Documents
Data Template	[View File]

3.Academic

3.1 Number of full time teachers during the year	**166**

File Description	Documents
Data Template	[View File]

3.2 Number of sanctioned posts during the year	166

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	60
4.2 Total expenditure excluding salary during the year (INR in lakhs)	761.91471
4.3 Total number of computers on campus for academic purposes	488

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Semester workload allotment is made to teachers as per their preference and expertise. The academic activities begin with the preparation of class timetable. The teaching plan is prepared and recorded in the logbook. It encloses the course details, the number of sessions, planned and actual date of completion and Syllabus coverage report.

Shasun Induction Program is conducted for the first-year students to familiarize them with the learning environment and other support facilities. Classroom assignments, Open Book Tests and Class tests are conducted. Student-centric methods like seminars, group discussions, storytelling, and skits help the students in self-learning. Activity-based learning like crosswords, quizzes, video making and ad making helps to make learning interesting and creative. Our College has adopted a blend of synchronous and asynchronous learning during the pandemic situation.

Synchronous learning refers to 'online' or 'face-to-face' learning using virtual platforms. Asynchronous learning refers to 'offline' learning where students can learn at their own pace through the use of videos, materials and educational resources.

Virtual platforms are used for conducting classes and for sharing the learning resources with the students. Library e-resources like Inflibnet, Nlist are constantly utilized by staff and students for an effective teaching-learning process.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The University of Madras uploads the annual calendar at the beginning of the academic year on its website with broad details of major academic events of the year. In accordance with this, the IQAC prepares a College academic calendar, based on inputs from the academic team. Examination with its due importance becomes the focus of the activities for the semester. The Examination schedule is prepared by the Examination Committee by taking into account the minimum number of working days recommended by the University. The IQAC prepares the College 'Academic Calendar' containing relevant information regarding the teaching schedule and events to be organized during a semester.

Academic Activities: For the academic activities, each department makes its own academic calendar which is a subset of the College calendar. The calendar facilitates the faculty to plan the coverage of the syllabus. The dates of Internal exams, practical, Viva-voce, Seminar week and other assessments are specified in the academic calendar.

Co-Curricular Activities: Activities such as Conferences, Workshops and Seminars are planned in theCalendar.

Extra-Curricular Activities: The College has committees, which deal with a wide range of issues from social responsibility to language and culture. As the academic calendar is planned,

events of various committees are interspaced to optimize the holistic development of students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

21

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

25

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

3820

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Values are something that is desirable and worthy of esteem for their own sake. Human values help us to live in harmony with the world. The College addresses the various aspects of Professional Ethics, Gender, Human Values, Environment and Sustainability and integrates the same into the Curriculum through the following courses.

The course Value Education (VAE5Q) taught in all the final year UG programs includes the aspects of human values.

The course 'Environmental Studies' (ENV4B) offered to all II year students of the UG programmeaims to (a) Create awareness about environmental problems among students. (b) Impart basic knowledge about the environment and its allied problems. (c)

Develop an attitude of concern for the environment.

The courses Media Culture and Society (SAX5A), Gender and media (HAJ3C) offered in the B.Sc Viscom programme helps the students to learn media culture and analyze media from a sociological perspective.

The courses 'Business Ethics, Corporate Governance and Social responsibility (KDFXA) and 'Corporate ethics and Governance' (BPK5B) offered in M.Com Accounting and Finance and B.Com Honours help the students to understand the governance practised in companies, the board mechanism, duties and responsibilities of directors, committees etc. Also, the students will understand the corporate social responsibility of the companies and methods of promoting corporate responsiveness.

Apart from the curriculum, the college takes extra efforts in inculcating these values through the life skills programme and SHE Cell activities

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

8

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	<u>View File</u>
Institutional Data in Prescribed Format	<u>View File</u>

1.3.3 - Number of students undertaking project work/field work/ internships

385

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://shasuncollege.edu.in/wp-content/uploads/2022/04/Feedback_Report_2020_21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows   **A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://shasuncollege.edu.in/wp-content/uploads/2022/04/Feedback_Report_2020_21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1228

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

816

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college follows the bucketing system to identify the learning levels of the students by following the below guidelines.

The college follows the bucketing system to identify the learning levels of the students by following the below guidelines.

The students are categorized as slow learners, advanced learners and moderate learners based on their performance in the model exam. Bucketing levels are identified based on the class average and is calculated for all subjects except practicals, Non-major elective, Softskills and Value Education. Students identified as advanced learners in 4 or more subjects are considered as class wise advanced learners. Plan of action for slow learners is prepared by the respective subject incharge and for advanced learners is prepared by the class incharge after taking inputs from subject incharges.

Remedial classes, peer learning and mentoring sessions are organized for slow learners. Advanced learners are encouraged to participate in various activities to develop their domain skills. Also advanced learners are motivated to refer to advanced textbooks & journals, participate in seminar presentations and attend workshops. Orientation and assistance are provided to pursue professional courses in their domain expertise.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3795	166

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centric methods are adopted by departments to provide experiential and participative learning through assignments, seminars, projects,internship, lab workand online courses. 385 students underwent internship in various organizations. The departments encourage the students to undertake internship though it is not part of curriculum. Laboratory practical classes in Science departments are conducted in online mode through tools like Google Colab, Programiz online compiler for C and Java, etc. Many workshops, guest lectures, seminars and academic events are conducted to enrich the learning experience of the students. Add on courses like E- Filing, Basics of Python, Sound Editing, Personality development, etc are offered by the college to enrich the practical knowledge of students. College provides remote access to the e-resources via Inflibnet and students are encouraged to use the same. Participative learning is ensured by making students work on the online tools such as Quizz, Khaoot, Puzzlemaker, SpinWheel, etc.

To impart problem solving skills the college conducted a virtual hackathon in 3 different tracks – Technology, B-planand Creative Posters. As part of this event the college students developed a mobile application for special learning.

College encourages students to present research papers in academic conferences and seminars. Shabash- Entrepreneurial

Development cell of the college organizes ideation workshops for students and most innovative ideas are supported by the Incubation center. All the departments conduct intra and interdepartmental competitions for students which includes events to demonstrate the students' skills.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

All teaching faculty use ICT tools in their teaching learning process. College has well equipped labs for greater use of ICT provisions for teaching, learning and research. Workshops are conducted to staff members to introduce the latest ICT tools. All classrooms are enabled with WiFi and LCD Projectors. All faculty prepared video lectures using Open Broadcaster Software(OBS)and PowerPoint (Video editing / recoding). Learning assessments are done through online gamification tools such as Kahoot, Raptivity, mentimeter, quizizz, google forms, etc. All students have access to e-journals and digital libraries. All faculty are registered members of Nlist and Proquest. College subscribes Google G-Suite workspace and online classes are conducted through Gmeet. Online Integrated Development Environment tools like Google colab, C compiler, Java compiler etc are used to conduct lab sessions. The online drawing tool mind map is used for student centric activities. Google classroom platform is used to manage and post course related information, learning material, assignments and assessments. To teach problem oriented subjects the faculty use Digital tablet, ICT tools such as Whiteboard, Jamboard in Google meet. Recording of online class lectures, e-content are made available to students for future references.

File Description	Documents
Upload any additional information	[View File]()
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

161

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

166

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

58

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1197

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

In order to ensure transparency in internal assessment, the process of continuous internal assessment is communicated via handbook with the students. Continuous internal assessment includes 4 components: Unit Tests, Assignments, Attendance and Seminar Presentation.

For theory courses, the internal assessment question papers were prepared at the department level by the respective subject in-charges and the same was scrutinized by the concerned HoD. During the pandemic, the internal tests were conducted in online mode. Internal Assessment -I was conducted using Google forms. The question pattern included multiple choice questions (MCQ)/Fill in the blanks/One word answer type. Internal Assessment - II was conducted in a descriptive type pattern which included the Higher Order Thinking questions. The higher order thinking questions were made mandatory and it helped the students to learn in depth about the subject. For Model examination two sets of question papers were prepared for each

course and 50% of students were allotted randomly with set-1 and set-2.

The students uploaded the answer scripts in the online learning platform. The faculty evaluated the answer scripts by using various online evaluation tools.

File Description	Documents
Any additional information	[View File]()
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

After the completion of each internal exam, the evaluative blueprint for each subject is discussed with students by the subject in-charge. The subject in-charge evaluates the test paper within 4 days after the test and makes sure they are distributed to the students. The grievances of the students with reference to assessment are made clear by showing the evaluation blue print and their performance in the answer sheet. The answer sheet of such a student is assessed by the faculty once again in her presence. Any corrections in the total marks or assessment of answer sheets as identified by students are immediately corrected or clarified by the subject in-charge. Any student who is not satisfied with the assessment and award of marks may approach the concerned HoD who can intervene and seek the opinion of another course Teacher. If a student is not able to appear for examination due to medical or any genuine reason re-examination is conducted for that student as per norms, provided that she submits application with proper documents. The Institute follows an open evaluation system where the student performance is uploaded in the ERP and the same can be viewed by students and parents through the student portal.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

As the institution is affiliated to University of Madras, it follows the programme wise curriculum designed by the university. The course objectives and course outcomes are stated clearly by the university for all the Undergraduate and PostGraduate programmes with effect from the academic year 2020-21. Even though the COs are given by the University along with the syllabus, if necessary, the COs are modified and reframed by the course committee members for better content delivery after discussions with the teaching faculty of that course along with one subject expert. The College has its own mechanism to communicate the outcomes of the curriculum to the teachers and the students. The following measures are adopted –

• Hard copies of syllabi and learning outcomes are available in all the departments for ready reference to the teachers and students.

• COs are communicated to the students during the introduction of the course. Also the course outcomes are included in the E-Content of each course. During the commencement of each unit and after the completion of the unit, the course outcomes are reviewed

• The COs of all the courses are available on the college website for reference.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://shasuncollege.edu.in/academics/po-pso-co/
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Outcome based education model need a continuous assessment to measure the attainment of program outcomes or programme specific outcomes. The assessment of program outcomes, program specific outcomes and course outcomes is done in both direct and indirect ways. The learning outcomes of the students are observed and tested by the teacher through internal assessments, evaluation

through gamification tools, seminar, assignments and group discussion.

The tools that help faculty assess the attainment of Program and course outcomes are:

• University Examination: At the end of each semester University conducts term end examinations. The overall results help to decide the level of program outcomes attained.

• Internal Exams: Every semester two internals and one model examination are conducted for each course. This helps the faculty to assess the attainment of Course outcomes by the students.

• Exit Survey: Student exit survey asks students to rate on a scale 1-5 the level of relevance of the curriculum with the expected skills of the industries. This also helps in assessing the overall level of attainment provided by program outcomes.

• Employer Feedback: Employer surveys are conducted for finding out whether the knowledge, skill and attitude learned from this institution is adequately satisfying their expectation.

Link for PO and PSOs: https://shasuncollege.edu.in/academics/program-outcomes-specific-outcomes/

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1280

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://shasuncollege.edu.in/wp-content/uploads/2022/04/Feedback_Report_2020_21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

SHABASH (Entrepreneur Development Cell) and SKC (Shasun knowledge centre) has taken initiatives towards developing an ecosystem for innovation and knowledge sharing.

SKC promotes research interest and improves academic performance of the teachers. A half yearly Journal knowledge economy with registration under RNI & ISSN is active since 2011. SKC conducted activities like FDPs, Research Workshops and Professional Development Programs to enhance the professional and personal skills of the faculty.

SHABASH aims to create women entrepreneurs Entrepreneurial education is offered to students by providing various self employment opportunities. It has membership at National Entrepreneuship Network. The activities under SHABASH are Shasun bazzar and skill courses. It has formulated the shasun

Innovation and Start up Policy Council (SISPC). In association with MSME and Entrepreneur Development & Institutional Innovation Cell (EDII) mentoring and motivation sessions were organized to all interested students on regular basis. College management provides entrepreneurial seed capital fund, rent free shops inside the campus, other amenities and provisions for students start ups. This year two start ups namely Aavin Parlour and Hekka Corner were initiated by alumnae inside the campus. Skill course training offered by KVIC (Khadi Village Industrial Coporations) with certification was provided to interested students.

"Shasun Bazar" provides a platform for the budding entrepreneurs to sell their products. During Pandemic shasunbazar.stores an e store was inaugurated on 11.02.2020. The e-store helped the student to explore the opportunities of online business. 551 products under the categories of arts and crafts, event management and cosmetics were posted for sales.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

18

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

9

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

7

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Shasun is committed to serve the society through extension and outreach activities. The institution has recently formalized all its activities under the Centre for Extension Activities.

During the pandemic and lockdown situation, 14 students served as tele-counselling volunteers for Greater Chennai Corporation (GCC) and engaged in Covid-19 Contact Virtual Tracing work during July and August 2020. They reached out to 10,000 COVID-19 Positive patients. The students received remuneration from GCC (total Rs 1,06,000) and a Certificate of Appreciation from Chennai Volunteers NGO.

NSS volunteers participated enthusiastically in

- Gandagi Mukt Bharat
- Swachh Bharat Mission
- Gandagi Mukt Mera Gaon
- ODF Plus declarations of villages
- Shramdan

initiatives of the Government of India. The NSS volunteers, adhering to the lockdown protocol, approached the general public, neighbours, friends and relatives in their immediate vicinity of their residence and created awareness on COVID-19 virus and safety measures to be followed. The significance of social distancing and sanitizing was explained to the public. Students were also actively engaged in activities such as temple cleaning, wall painting and various awareness programmes.

Rotaract Club organized a free makeover training session "OPPANAI" for unprivileged students. RRC students distributed food packets to the needy to commemorate World Food Day on 16th October 2020.

These activities kindled a sense of responsibility among the students to think beyond their personal struggles in times of the pandemic. It gave the students hands-on experience on how to stand up for themselves and for society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

6

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

115

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The campus spreads over 2.1 acres ideally suited for education in the heart of the Chennai city. The campus offers an environment conducive to effective teaching and learning and is under electronic surveillance. The facilities are spread over 3 Buildings with 56 classrooms, 4 seminar/conference halls and gallery rooms. The multi-purpose air-conditioned seminar hall can accommodate 150 people. The College houses an open auditorium of around 9600 sq.ft. spacious enough to accommodate around 850-900 people. All the class rooms are well ventilated, furnished, equipped with LED projectors, CCTV Cameras, Green board and are easily accessible through broad staircases, corridors and elevators. Multiple exit points in all the floors ensure smooth transit.

There are 7 Computer laboratories which are equipped with 362 computers, high bandwidth internet and 8 projectors and are updated with latest hardware and software. Other labs include Digital, Psychology, Commerce, Photography, Interior Design & Décor, Sound Recording and Editing Labs and are fully equipped with state-of-the-art facilities consisting of a shooting floor for television production, edit suite, audio recording, voice booth, photography studio with darkroom, drawing studio, graphic designing and multimedia lab. The Interior Design and Décor lab is used by students to explore their designing and creative skills.

The Fully Automated, Wi-Fi Enabled Library has around 19,000 books, 33 lakh e-books, 1750 reference books, 48 subscribed journals and access to around 10,000 e-journals. Faculty and Students can access to e-resources INFLIBNET, PROQUEST databases.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	**Nil**

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College promotes the value of physical activity and has excellent facilities and infrastructure for indoor and outdoor games, which keep the students active and in good spirit. The campus has the following facilities

1. Badminton court (15 m x 8m) in the 1200 sq.ft area in Abhayas Hall , Building 2, Ground Floor utilized since 2006.

2. Playground area of 15,480 Sq.ft utilized for games like Kho kho, Throw ball, Volleyball, Ball badminton since 2006.

3. Around 4550 sqft area in Building 3, 4th floor utilized for playing Basketball, Kabaddi, Yoga operational from the year 2018.

4. The covered area available in the playground is specifically used for Archery Training.

5. The 435 sq.ft gym is equipped with state-of-art equipments was commissioned and operational since 2018.

6. "Shasun sakthi cell'', the pride of Shasun was started in the year 2008. The cultural activities of the Shakthi cell are organized in the 8000 sqft. basement area in Building 3. Students also use the signature lounge and hangout space available outside the canteen for practicing dance and other art forms. Various cultural activities and competitions are conducted in the seminar and conference hall.The Shakti cellcourses include 7 performing arts, 5 non – performing arts and 4 instruments.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

60

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

43.3239

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

LIBRARY AUTOMATION

The College Library is Automated using Customized ERP software, RFID and OPACto enable the students and staff to utilize the library resources effectively.

S.NO

Name of the ILMS software

Nature of automation

Year

Version

Usage

1

E-Varsity

Partially

2015

Server: Linux

Web Server: Apache

Application Sever: JBoss/Tamcat

Database: PostgreSQL /IBM DB2 /Oracle

Scripting Language:JSP

Reports: Jasper(pdf) and HTML

Browser: Firefox, Internet Explorer

- **comprehensive workflow based application software solution.**
- **web based administration.**
- **Paperless work**
- **modular approach**
- **the modular data exchange between these individual systems.**

Fully

2016

2

Radio Frequency Identification(RFID):

Fully

2017

Middle ware is Hosting application.

Language based on to create .net framework 4.6.1v

Transaction works as NCIPROTOCOL

- tagging system
- decrease the time for circulation duties since more than one tag can be read at a time
- faster than from barcodes

OPAC

2017

- The online public access catalog (OPAC) was established in our college library from 2017. It is an online database of materials held by a library. This applications is to automate the purchase , catalog and circulation of books and other library materials. It is mainly used to make the book search more faster and convenient.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1472702

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

130

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

There are about 501 computers available in the campus with almost 488 used for academic purposes. There are 7 computer labs, which are equipped with 362 computers and 8 projectors with high bandwidth internet. All the computers in the laboratories are equipped with the latest hardware and software

which are updated regularly to cater to the current demands. Classrooms and labs are equipped with 60projectors. Visual communication lab consists of 27 Apple Computers with MAC OS. Visual communication department is equipped with Virtual Reality facility.Ours is a technologically adept campus with wireless computing network in place that allows faculty, staff and students to log on to the Internet at any point of time. The Internet lab powered by dedicated leased lines (with Airtel Broadband 300 Mbps, ACT Broadband 1Gbps and Act leased line 50 Mbps) is open for students even after college hours to help them spend extra time to make use of the abundant information available on the Internet.

The Media Labs under the Department of Visual Communication is fully equipped with state-of-the-art studio facilities consisting of a shooting floor for television production, edit suite, audio recording and voice booth, photography studio with darkroom lab, drawing studio, graphic designing and multimedia lab.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

501

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

335.14640

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Physical Facilities: All the classrooms are utilized for academic purposes. Seminar halls/ Multipurpose halls / Gallery rooms are utilized to conduct academic activities and cultural events by pre-booking through ERP. A booking request will be made in ERP by the concened staff, admin staff will approve the same based on the availability of the requested facility.

ITPolicy: This Policy applies to all students of the College and for all uses by the students of the IT Infrastructure whether on campus or from remote locations. The provisions of this IT Policy will also be applicable to students who use their personal computers, computer networks and internet within the College Campus. Additional policies may apply to specific computers, computer systems or network systems provided or operated by specific departments of the College.

Sports Policy: The Physical Education Department brings out the budding professionals to make them Physically, mentally, emotionally, and intellectually top in their field through intensive sporting programmers and excellent sporting facilities. The college provides an environment which facilitates the optimal efficiency and· effectiveness for the emerging dynamic students. The college provides the best sporting and coaching facilities to groom the enormous·

potential lying hidden amongst the students.

Library Policy: The department of Library has a set of policies with respect to the rules and regulations to be followed in the library. The policy specifies about the borrowing of books and periodicals by staff and students, return policy for books, behaviour inside the library etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://shasuncollege.edu.in/policies/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

31

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

303

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2412

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2412

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

369

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

241

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

7

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The student council consists of 34 members. Chairperson and Vice-Chairperson of Student Council lead and coordinate the team, initiate new ideas, plan, organize and conduct events. Cultural Secretaries organize and lead cultural events and create opportunities for students to exhibit their talents. Event Organizers plan and execute multi-faceted events. Sports Secretaries create awareness about different sports and promotes active student participation. Placement Secretaries assist the placement officer in organizing placement drives. Discipline secretaries maintain overall discipline among the students. Health Secretaries coordinate the activities in association with Apollo Shine and Sukhada for the physical and mental well-being of the students. Club secretaries coordinate with all the club coordinators and keep track of the club activities. Library secretaries assist the students by conducting awareness programs and events to encourage students in utilizing the library. Department Secretaries coordinate with their department students, addressing their grievances and encouraging them to participate in various activities.

Students are part of the subject expert committee in SANKALP which offers certificate and add-on courses. They represent IQAC meetings as stakeholders and share their ideas for quality improvements. The student coordinator of SHABASH creates awareness about entrepreneurial spirit among students and plan, organize and conduct events of the cell. The Sakthi cell coordinators motivates their fellow mates to showcase their talents in cultural fests & competitions. The student council organizes various events like Teachers day, Pongal, Independence Day, Republic Day, Shreyas, Talent Hunt, Festa D' Addio

(farewell), etc, and is part of the various committees of the college.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

148

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni association of Shri Shankarlal Sundarbai Shasun college for women has been functioning for many years as a supportive organ of the college. The Association is comprised of Chairperson, President, Vice President, Secretary, Joint Secretary, Treasurer, and Executive Committee Members elected on a democratic basis. Hence, the body meets regularly to plan and effectively execute the various activities of the association. The annual alumni general body meeting of the office bearers was held on 23.01.2020. All the office-bearers of the alumnae association actively participated in the meeting and shared their valuable ideas & suggestions for the welfare of the college. The Annual Alumni Meet (SHAAN) is slated for the 26th

of January every year. They enthusiastically took part in the cultural program held in the annual alumni meet -SHAAN 2020.

Alumni students were part of IQAC meetings as a stakeholder and shared their experiences on the expectations of the industry which help the institution to bring in the skill-based course and training to make the students industry-ready. They were the members of the Expert committee of SANKALP and shared their ideas on skill development.

Our alumni students keep connected with their alma mater by participating and contributing in various academic activities like serving as a resource person for guest lectures, alumni talk, judges in various intra-departmental technical events which happen throughout the academic year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)   D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Management, Principal, Vice Principal and Faculty focuses on the holistic development and career advancements of the student which is the reflection of the vision and mission of the institution. The IQAC team plays an important role in framing the institutional policies and implementation of the same. The Heads of the departments and faculty are responsible for student centric and academic activities in the department. The IQAC prepares the Plan of Action which includes the activities of teaching and learning, research, extra-curricular, co-curricular, extension and placement. Periodical review of the

activities ensures the holistic development of students. Human resource department plans the faculty enrichment programmes. The placement cell of the college plans and conducts training programmes for improving the employability skills of the students and facilitates job placements through campus interviews. The Research Director prepares the perspective plan for research oriented programmes and training programmes for faculty. The Director for SANKALP plans the value added courses and certificate courses for the skill development. The teachers actively participate in the decision-making process by acting as the members in various committee and clubs. The conveners have the freedom to plan, organize and execute the activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Principal, Vice Principal, Directors, IQAC Members, HoDs and staff are empowered to propose, design, formulate and execute their plans within the framework of governance.

The academic roles of the institution nurture leadership. Directors, Programme Coordinators, Heads of Departments are given administrative powers to execute and monitor day to day academic activities. Faculty members have leadership roles in statutory bodies, institution-level committees and clubs and associations.

The participative leadership of faculty plays a vital role in institutional development through their administrative roles. The members of the IQAC initiate, plan and supervise various activities to enhance and sustain the academic and administrative quality. The Examination committee works independently to plan and conduct the examinations. The Directors for Research, Shasun Alliance with Industry (SAI), SANKALP, Centre of Excellence - Retail, Media & Entertainment and Communication and Art & Culture, plan various professional development programmes, MoUs, Value Added courses and training programmes.

The HoDs overlook the teaching plans of the department staff members and empowered to make adjustments in the routine and to allot teaching assignments and evaluation duties. They often takes the lead in planning seminars, workshops, remedial measures, interdepartmental or/and inter-college competitions.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Student Induction Programme (SIP) helps the students to ease the transition from secondary education to higher education. The Student Induction Policy is created based on the UGC mandate Deeksharambh. SIPwill be conducted by the respective departments and monitoredby the IQAC of the institution.

This programme helped the students in the following ways:

- Accept and adapt to the new role and environment.
- Understood the culture and values of the institution.
- Learn the academic and non-academic processes of the institution.
- Understood the basic knowledge / skills on the respective domain / discipline.

The 4 days induction programme was conducted with the following aspects:

About the College and department, Placement preparedness and activities, Rules and regulation of the college, Mentoring by imparting Human Values and Ethics, Library Orientation, Orientation on Extra-Curricular activities like Sports / Clubs and Forums / SSC / COE / SHABASH / SHE CELL / SUKHADA / Competitions, Physical facilities of the institution and Self Assessment by the students through www.16personalities.com.

Student feedback was obtained after the completion of induction programme through online mode. Feedback analysis and plan of action were done by respective departments and submitted to IQAC.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Academics: The Principal and Vice-Principal govern the coordinators, Student Council, Extension Activities, Library, IQAC, Placement Officers, Director of Physical Education, Exam Cell and Samvriddhi. Separate coordinators are appointed for each School. They regulate the HODs of all the departments and the teaching staff members are under the supervision of the HOD. Student council conducts student related events. Centre of Extension Activities oversee the activities of Clubs, Forums and Professional bodies and NCC. Library team enables the access of books, journals, online books, e journals. The IQAC along with steering committee members plan and execute the quality initiatives, ranking and ISO certification. The Placement cell is in-charge for bringing campus drives for the students. Director of Physical Education is in-charge for sports activities. Exam Cell conducts internal and university exams. Shasun Samvriddhi facilitates the extra-curricular and co-curricular activities through Shakthi Cell, SKC, SAI, SANKALP, SCALE - Shasun Civil Aspirants Leadership Empowerment.

Administration: Administrative Office is divided as Head Accounts, Head HR and Facilities Manager. The Chief Innovation Officer manages the system administrators and Technical assistants. Centre of Excellence - Retail, Media, Entertainment & Communication and Art & Culture are managed by the directors of the respective units.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://shasuncollege.edu.in/academic/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Refreshment / Birthday celebration / Health Insurance / International Trip / Laptop / Ph.D(leave and On Duty)/ Provident Fund/ Gratuity/Incentive/Bonus/ Reimbursement Policy/ Training and Development/ Tenure Completion Recognition/ Apollo Shine/Maternity Leave/ Fees Concession for children of staff / Gym.

Bonus – Bonus is given to all staff during the month of November to celebrate the occasion of Diwali. The amount varies on a yearly basis and is decided by the management. A standard amount of 3000/- is given for all new staff who join during that particular year.

Tenure Completion Recognition – Staff who complete a tenure of 3, 5, 10,15 and 20 years with Shasun will receive a momento and certificate as a token of appreciation for their dedication to

the institution.

Fees Concession for children of staff - The institute provides the staff with a special fee concession for their children studying in the institute.

Gym - This facility is available with trainer to train the staff and students according to their needs and keep track of their fitness. The gym is open to all staff and students on all days from morning 7 am to evening 6 pm.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

27200

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

21

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

76

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Procedure :

- **The HR department initiates the appraisal process.**

- All staff will fill in their 1-2-1 review form and submit it to their HOD/reporting manager's for them to review.
- The reporting manager's will go through the review form and add their comments/remarks to the same.
- The reporting manager and the HR along with the staff will have a 1-2-1 review on the points filled by the staff in the form and discuss on the performance of the staff.
- The reporting manager gives feedback on the areas of staff improvement.
- The HR will give the staff a chance to express themselves during the review.
- The reporting manager gives an appropriate rating to the staff based on their performance.
- The review scores will be shared with management before proceeding with the appraisal.
- Based on the overall rating, performance will be appraised.
- All review scores are kept confidential.

If at any point in time during the review a particular staff gets a low rating consecutively and the reporting manager feels his/her performance is not improving, the manager/HOD can put the staff under PIP (Performance Improvement Plan)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Monitoring financial management practices is a significant process in the External audit. It is carried out by the College Committee, which also reviews the budget and statement of expenses every quarter. External financial audit is executed by an audit firm.

1. Financial and Audit Mechanism

1.1 The Accounts Manager is the monitoring authority for the financial management of the institution. The Principal and

Secretary of the Finance Committee assisted by the Financial Administrator, convenes a meeting bi-annually where income and expenditure account is carefully scrutinized before the annual external financial audit.

1.2 The Departments, clubs and associations submit an annual budget for their activities to the Accounts Manager at the beginning of the Financial year. After scrutiny, the consolidated annual budget of the institution was prepared which will be reviewed and approved by the committee.

1.3 The Finance manager submit an annual budget for fees collection in the way of direct of income at the beginning of the financial year

2. External Financial Audit

2.1 External audit is carried out by Sridhar, suresh & Rajagopalan Chartered Accountants and Co. ,Chennai .

2.2 The accounts section has regular interactions with the audit firm regarding the following: Monthly and quarterly TDS compliance Receipts and Payments Financial statements Statutory compliance

2.3 Audit objections raised by the audit firm, is discussed by the College committee and action taken report is submitted duly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

A well planned budget guides the mobilisation and optimal utilization of funds. The budget preparation for an academic year is initiated in the month of December of the previous year and the same is consolidated and presented for the management approval.

Mobilization of Funds:

The college is a self-financed higher educational institution since its inception. There is no financial aid from Union or State Governments. The major sources of funds are the fees collection from various programmes and the interest generated from the fixed deposits. The college does not collect any donations and capitation fee.

Utilization of Funds:

The finance committee plans, controls and monitors the utilisation of funds. The budget allocation has been optimally utilised for remuneration for faculty and staff. The funds allocated for the creation and maintenance of infrastructural facilities are utilised optimally. Budget allocation is made for staff welfare measures. Budget provisions are made to conduct various academic activities such as seminars, conferences, workshops, FDPs, training, guest lectures and other curricular activities. The funds are allocated for promotion of research, innovation and consultancy. Extension activities are effectively carried out utilising the funds provided by the institution. Adequate fund allocation is made for sports, games and cultural activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. Life skills: This programme aims at inculcating both personal and professional skills in the students. This programme is created based on Jeevan Kaushal, the UGC guidelines issued for the conduct of Life skills programme. The programme is offered for all the UG students. The objectives of the programme are:

- To augment students' ability by helping themselves to conquer and overcome their fears and insecurities.
- To increase students' knowledge on emotional competency and emotional intelligence at place of study.
- To provide opportunity for realising students' potential through practical experience.
- To develop interpersonal skills and adopt good leadership behaviour for self empowerment.
- To set appropriate goals, manage stress and time effectively.

The entire course is spread over six semesters, for each semester the modules are made as audio-visual content, activities and assessment and shared with the students.

2. Bridge Course:

This programme imparts the basic knowledge or pre requisitions required for the courses the students are going to learn on that particular semester. It was conducted before the commencement of regular classes in each semester from the academic year 2020-21. The schedule was prepared by the respective department Heads. For each course, 1 to 2 hours session was handled by the respective course instructors with pre and post assessments to ensure the effectiveness of the sessions. Feedback for the course was collected, analyzed and action taken.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Development of Outcome Based Education (OBE) in Teaching and learning:

Mapping of COs with Bloom taxonomy level and attainment of course outcomes was implemented for all the courses.

Blended approach to Teaching and Learning: College has adopted a blend of synchronous and asynchronous learning. Synchronous learning refers to 'online' or 'face-to-face' learning using virtual platform. Asynchronous learning refers to 'offline' or 'self-paced' learning where students can learn at their own pace. Asynchronous learning happens through use of videos, materials and educational resources.

Synchronous Learning: Google Meet is the preferred choice of virtual platform for synchronous learning due to the ease of setting up the classes, more number of participants being allowed and cost considerations. Link for Google meet is created by subject teachers and shared with students for them to log in at the required time.

Asynchronous Learning: Google classroom is adopted to monitor and manage asynchronous learning of students. Asynchronous learning can happen by adopting any of the following techniques (not exhaustive):

a. Break out rooms

b. Assignments

c. Voice thread assignments

d. Rank sheet

e. Important questions can be given as written test

f. Flipped classroom

g. Classroom activities

h. Activity based learning

i. Workbook /worksheets/puzzles

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

As part of the curriculum, the value education course (VAE5Q) imparts social values for all the final year students. SHECell organized the following gender sensitization programmes.

1. A session on Demystifying Gender Stereotypes and 48 students benefited out of this program.
2. 125 students attended a program on Gender based violence which emphazied on the types of violence's and methodsto tackle them.
3. Awareness program on Cyber Safety was conducted to provide knowledge on how to stay safe in online environments and 25 students benefited.
4. A program on Understanding Feminism was conducted on Women's day to recognize the problems related to women and 79 students involved in the program.
5. A session on Intimate hygiene and lingerie awareness was organized to create awareness on personal hygiene and 31 students benefited.

Facilities for Women: A Sanitary napkin dispenser and incinerator are installed in the restroom for easy access. The campus is well equipped with CCTV cameras, for the security purpose. There was a complaint box set up on campus for any issues encountered by students who were concerned about exposing their identities. A Grievance cell is actively working for the students to assist them in overcoming their challenges.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management:

·Biogasplant was installed in the college campus on 01.06.2018. The vegetable waste from the nearby market and the canteen wastage are used for the biogas plant. The plant is usually fed with 40—50 kg of vegetable waste per day, which gives an average of 2 to 3 kg of gas per day. The generated gas has been utilized by the college canteen (an average of 1.5 to 2 kg per day).

·MoU with ITC Ltd, for recycling the paper waste.

·Incinerator is used to disintegrate sanitary napkins

·Garden wastages are collected in a pit and used as manure for the same.

 Liquid waste management:

A Sewage Treatment Plant has been set up in the campus to reduce the water wastage. This water is utilized for gardening the plants.The waste water generated during the RO purification process is used for restroom purpose.

E-waste Management:

Shasun SWeTCH Mobile Appis developed by the college and is used to collect e-waste from various places. Provision for collecting the e-waste from staff and students is available in the campus. The College has signed a MoU with Virogreen India Pvt. Ltd to dispose the collected E-waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

C. Any 2 of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The traditional harvesting festival of Tamilnadu called "Pongal" was celebrated by the Tamil Departmenton 11.01.2021. 100 students participated in "Réciter une histoire" and "L'écrire une poème", a French literature and cultural competitionorganised by the French Department on 02.02.2021. Poetry competition was conducted by the Hindi Department to commemorate "Matrubasha Diwas"in which 15 students participated and won prizes. 22 students participated in Oratorical competition as part of Matrubasha Diwas organized by the Sanskrit Department to show the importance of Mother language. World Mother Tongue Day was celebrated on 20.02.2021 and 23 students participated in News Reading competition. COE-Art & Cultureprepared a Multilingual Poetry Model named "Vid" ('to know' in Sanskrit)to go with the right knowledge as practiced in India to fight against Covid. A two-day International Conference on 'Mythology: In Literature and Culture' (Western and Indian Approaches) was organised on 24.02.2021 & 25.02.2021through online mode. The deliberations of the conference enabled the participants and scholars to understand the influence of myth on language, literature and culture in everyday life.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

4 students won the second prize with a cash prize of Rs.15000 each in the short film contest conducted by the Indian Oil Corporation Limited as part of the annual event "Vigilance Awareness Week" on the theme "Vigilant India - Prosperous India" (For Corruption Free India) held from 27.10.2020 to 02.11.2021. Also 3 students of Leo club participated in the elocution competition of the same event.

A Special Talk on "Constitution Day" was held on 29.11.2020. The chief guest Mr. Athiveeraramapandian, practicing lawyer in High

Court of Madars addressed the NSS students and gave awareness on women to be strong in politics and in their career. The SAIL Readers' club organized a special talk on "Human Rights"on 10.12.2020 in commomeration of Human Rights Day. The chief guest, Ms.Ramapriya, practicing lawyer of High court – Madras addressed the club students. The Leo Club and the SAIL Readers' Club conducted an Essay Writing Competition on the topic "Your Vote!, Your Voice!" in both English and Tamil in the college on 03.03.2021 and 31 students participated in the event.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College takes immense efforts in celebrating the national and international days, events and festivals throughout the year. For the academic year 2020-2021 the college celebrated the following days like World Anti-Tobacco day, World Environment day, International Integration day, International Yoga Day, International Day against Drug and Illicit Trafficking, World population day, National youth awakening day, National Cancer Awareness Day, World AIDS Awareness Day, Heritage week Celebrations, World Earth Day , YRC Orientation Programme, World Immunization Day , World Human Rights day ,World Food Day, Environmental Protection, World Soil Day Celebration, International Day of Tolerance , World Fisheries Day, National Energy Conservation day, World Kindness Day

Our college celebrates the birth anniversaries of national heroes and important Days like Independence Day, Sathbhavana Diwas, Rashtriya Ektha Diwas, Gandhi Jayanthi Day, Dr.A.P.J Abdul Kalam's birthday.

College organizes all these activities throughout the academic year to foster holistic development of students. The celebration of these activities and important events, commemorative days, festivals develop moral values in the students. In addition, it promotes and maintains communal harmony.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1: Creation of Entrepreneurial Eco system and budding Women Entrepreneurs

Best practice - 2: Empathy in action

File Description	Documents
Best practices in the Institutional website	https://shasuncollege.edu.in/wp-content/uploads/2022/03/shabash-best-practices-1.pdf
Any other relevant information	https://shasuncollege.edu.in/wp-content/uploads/2022/03/Best-Practice-2-_Empathy-in-Action-2020-2021.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Institutional Distinctiveness

The Centre of Excellence for Art & Culture in partnership with the National SkillDevelopment Council, Govt of India, was launched by Shri Subhash Ghai, Eminent Filmmaker& MESC Chairman and Padma Bhushan Dr. Padma Subrahmanyam on November 14th, 2019 in Shasun College. The NSDC was represented by Mr Mohit Soni, COO, MESC & Mr SaradhiKrishna, Vice President: Academics & QA, MESC.

https://shasuncollege.edu.in/wp-content/uploads/2022/03/COE-AC-Institutional-Distinctiveness-2021-22-1.pdf

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Semester workload allotment is made to teachers as per their preference and expertise. The academic activities begin with the preparation of class timetable. The teaching plan is prepared and recorded in the logbook. It encloses the course details, the number of sessions, planned and actual date of completion and Syllabus coverage report.

Shasun Induction Program is conducted for the first-year students to familiarize them with the learning environment and other support facilities. Classroom assignments, Open Book Tests and Class tests are conducted. Student-centric methods like seminars, group discussions, storytelling, and skits help the students in self-learning. Activity-based learning like crosswords, quizzes, video making and ad making helps to make learning interesting and creative. Our College has adopted a blend of synchronous and asynchronous learning during the pandemic situation.

Synchronous learning refers to 'online' or 'face-to-face' learning using virtual platforms. Asynchronous learning refers to 'offline' learning where students can learn at their own pace through the use of videos, materials and educational resources.

Virtual platforms are used for conducting classes and for sharing the learning resources with the students. Library e-resources like Inflibnet, Nlist are constantly utilized by staff and students for an effective teaching-learning process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of

Continuous Internal Evaluation (CIE)

The University of Madras uploads the annual calendar at the beginning of the academic year on its website with broad details of major academic events of the year. In accordance with this, the IQAC prepares a College academic calendar, based on inputs from the academic team. Examination with its due importance becomes the focus of the activities for the semester. The Examination schedule is prepared by the Examination Committee by taking into account the minimum number of working days recommended by the University. The IQAC prepares the College 'Academic Calendar' containing relevant information regarding the teaching schedule and events to be organized during a semester.

Academic Activities: For the academic activities, each department makes its own academic calendar which is a subset of the College calendar. The calendar facilitates the faculty to plan the coverage of the syllabus. The dates of Internal exams, practical, Viva-voce, Seminar week and other assessments are specified in the academic calendar.

Co-Curricular Activities: Activities such as Conferences, Workshops and Seminars are planned in theCalendar.

Extra-Curricular Activities: The College has committees, which deal with a wide range of issues from social responsibility to language and culture. As the academic calendar is planned, events of various committees are interspaced to optimize the holistic development of students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

| 1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for | B. Any 3 of the above |

UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

21

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

25

File Description	Documents
Any additional information	[View File](#)
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

3820

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Values are something that is desirable and worthy of esteem for their own sake. Human values help us to live in harmony with the world. The College addresses the various aspects of Professional Ethics, Gender, Human Values, Environment and Sustainability and integrates the same into the Curriculum through the following courses.

The course Value Education (VAE5Q) taught in all the final year UG programs includes the aspects of human values.

The course 'Environmental Studies' (ENV4B) offered to all II year students of the UG programmeaims to (a) Create awareness about environmental problems among students. (b) Impart basic knowledge about the environment and its allied problems. (c) Develop an attitude of concern for the environment.

The courses Media Culture and Society (SAX5A), Gender and media (HAJ3C) offered in the B.Sc Viscom programme helps the students to learn media culture and analyze media from a sociological perspective.

The courses 'Business Ethics, Corporate Governance and Social responsibility (KDFXA) and 'Corporate ethics and Governance' (BPK5B) offered in M.Com Accounting and Finance and B.Com Honours help the students to understand the governance practised in companies, the board mechanism, duties and responsibilities of directors, committees etc. Also, the students will understand the corporate social responsibility of the companies and methods of promoting corporate responsiveness.

Apart from the curriculum, the college takes extra efforts in inculcating these values through the life skills programme and SHE Cell activities

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

8

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

385

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://shasuncollege.edu.in/wp-content/uploads/2022/04/Feedback_Report_2020_21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://shasuncollege.edu.in/wp-content/uploads/2022/04/Feedback_Report_2020_21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1228

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

816

File Description	Documents
Any additional information	<u>View File</u>
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college follows the bucketing system to identify the learning levels of the students by following the below guidelines.

The college follows the bucketing system to identify the learning levels of the students by following the below guidelines.

The students are categorized as slow learners, advanced learners and moderate learners based on their performance in the model exam. Bucketing levels are identified based on the class average and is calculated for all subjects except practicals, Non-major elective, Softskills and Value Education. Students identified as advanced learners in 4 or more subjects are considered as class wise advanced learners. Plan of action for slow learners is prepared by the respective subject incharge and for advanced learners is prepared by the class incharge after taking inputs from subject incharges.

Remedial classes, peer learning and mentoring sessions are organized for slow learners. Advanced learners are encouraged to participate in various activities to develop their domain skills. Also advanced learners are motivated to refer to advanced textbooks & journals, participate in seminar presentations and attend workshops. Orientation and assistance are provided to pursue professional courses in their domain expertise.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3795	166

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centric methods are adopted by departments to provide experiential and participative learning through assignments, seminars, projects,internship, lab workand online courses. 385 students underwent internship in various organizations. The departments encourage the students to undertake internship though it is not part of curriculum. Laboratory practical classes in Science departments are conducted in online mode through tools like Google Colab, Programiz online compiler for C and Java, etc. Many workshops, guest lectures, seminars and academic events are conducted to enrich the learning experience of the students. Add on courses like E-Filing, Basics of Python, Sound Editing, Personality development, etc are offered by the college to enrich the practical knowledge of students. College provides remote access to the e-resources via Inflibnet and students are encouraged to use the same. Participative learning is ensured

by making students work on the online tools such as Quizz, Khaoot, Puzzlemaker, SpinWheel, etc.

To impart problem solving skills the college conducted a virtual hackathon in 3 different tracks – Technology, B-planand Creative Posters. As part of this event the college students developed a mobile application for special learning.

College encourages students to present research papers in academic conferences and seminars. Shabash- Entrepreneurial Development cell of the college organizes ideation workshops for students and most innovative ideas are supported by the Incubation center. All the departments conduct intra and interdepartmental competitions for students which includes events to demonstrate the students' skills.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

All teaching faculty use ICT tools in their teaching learning process. College has well equipped labs for greater use of ICT provisions for teaching, learning and research. Workshops are conducted to staff members to introduce the latest ICT tools. All classrooms are enabled with WiFi and LCD Projectors. All faculty prepared video lectures using Open Broadcaster Software(OBS)and PowerPoint (Video editing / recoding). Learning assessments are done through online gamification tools such as Kahoot, Raptivity, mentimeter, quizizz, google forms, etc. All students have access to e-journals and digital libraries. All faculty are registered members of Nlist and Proquest. College subscribes Google G-Suite workspace and online classes are conducted through Gmeet. Online Integrated Development Environment tools like Google colab, C compiler, Java compiler etc are used to conduct lab sessions. The online drawing tool mind map is used for student centric activities. Google classroom platform is used to manage and post course related information, learning material, assignments and assessments. To teach problem oriented subjects the faculty use Digital

tablet, ICT tools such as Whiteboard, Jamboard in Google meet. Recording of online class lectures, e-content are made available to students for future references.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

161

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

166

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

58

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1197

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

In order to ensure transparency in internal assessment, the process of continuous internal assessment is communicated via handbook with the students. Continuous internal assessment includes 4 components: Unit Tests, Assignments, Attendance and Seminar Presentation.

For theory courses, the internal assessment question papers were prepared at the department level by the respective subject in-charges and the same was scrutinized by the concerned HoD. During the pandemic, the internal tests were conducted in online mode. Internal Assessment -I was conducted using Google forms. The question pattern included multiple choice questions (MCQ)/Fill in the blanks/One word

answer type. Internal Assessment - II was conducted in a descriptive type pattern which included the Higher Order Thinking questions. The higher order thinking questions were made mandatory and it helped the students to learn in depth about the subject. For Model examination two sets of question papers were prepared for each course and 50% of students were allotted randomly with set-1 and set-2.

The students uploaded the answer scripts in the online learning platform. The faculty evaluated the answer scripts by using various online evaluation tools.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

After the completion of each internal exam, the evaluative blueprint for each subject is discussed with students by the subject in-charge. The subject in-charge evaluates the test paper within 4 days after the test and makes sure they are distributed to the students. The grievances of the students with reference to assessment are made clear by showing the evaluation blue print and their performance in the answer sheet. The answer sheet of such a student is assessed by the faculty once again in her presence. Any corrections in the total marks or assessment of answer sheets as identified by students are immediately corrected or clarified by the subject in-charge. Any student who is not satisfied with the assessment and award of marks may approach the concerned HoD who can intervene and seek the opinion of another course Teacher. If a student is not able to appear for examination due to medical or any genuine reason re-examination is conducted for that student as per norms, provided that she submits application with proper documents. The Institute follows an open evaluation system where the student performance is uploaded in the ERP and the same can be viewed by students and parents through the student portal.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

As the institution is affiliated to University of Madras, it follows the programme wise curriculum designed by the university. The course objectives and course outcomes are stated clearly by the university for all the Undergraduate and PostGraduate programmes with effect from the academic year 2020-21. Even though the COs are given by the University along with the syllabus, if necessary, the COs are modified and reframed by the course committee members for better content delivery after discussions with the teaching faculty of that course along with one subject expert. The College has its own mechanism to communicate the outcomes of the curriculum to the teachers and the students. The following measures are adopted –

• Hard copies of syllabi and learning outcomes are available in all the departments for ready reference to the teachers and students.

• COs are communicated to the students during the introduction of the course. Also the course outcomes are included in the E-Content of each course. During the commencement of each unit and after the completion of the unit, the course outcomes are reviewed

• The COs of all the courses are available on the college website for reference.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://shasuncollege.edu.in/academics/po-pso-co/
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Outcome based education model need a continuous assessment to measure the attainment of program outcomes or programme specific outcomes. The assessment of program outcomes, program specific outcomes and course outcomes is done in both direct and indirect ways. The learning outcomes of the students are observed and tested by the teacher through internal assessments, evaluation through gamification tools, seminar, assignments and group discussion.

The tools that help faculty assess the attainment of Program and course outcomes are:

• University Examination: At the end of each semester University conducts term end examinations. The overall results help to decide the level of program outcomes attained.

• Internal Exams: Every semester two internals and one model examination are conducted for each course. This helps the faculty to assess the attainment of Course outcomes by the students.

• Exit Survey: Student exit survey asks students to rate on a scale 1-5 the level of relevance of the curriculum with the expected skills of the industries. This also helps in assessing the overall level of attainment provided by program outcomes.

• Employer Feedback: Employer surveys are conducted for finding out whether the knowledge, skill and attitude learned from this institution is adequately satisfying their expectation.

Link for PO and PSOs: https://shasuncollege.edu.in/academics/program-outcomes-specific-outcomes/

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1280

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://shasuncollege.edu.in/wp-content/uploads/2022/04/Feedback_Report_2020_21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

SHABASH (Entrepreneur Development Cell) and SKC (Shasun knowledge centre) has taken initiatives towards developing an ecosystem for innovation and knowledge sharing.

SKC promotes research interest and improves academic performance of the teachers. A half yearly Journal knowledge economy with registration under RNI & ISSN is active since 2011. SKC conducted activities like FDPs, Research Workshops and Professional Development Programs to enhance the professional and personal skills of the faculty.

SHABASH aims to create women entrepreneurs Entrepreneurial education is offered to students by providing various self employment opportunities. It has membership at National Entrepreneuship Network. The activities under SHABASH are Shasun bazzar and skill courses. It has formulated the shasun Innovation and Start up Policy Council (SISPC). In association with MSME and Entrepreneur Development & Institutional Innovation Cell (EDII) mentoring and motivation sessions were organized to all interested students on regular basis. College management provides entrepreneurial seed capital fund, rent free shops inside the campus, other amenities and provisions for students start ups. This year two start ups namely Aavin Parlour and Hekka Corner were initiated by alumnae inside the campus. Skill course training offered by KVIC (Khadi Village Industrial Coporations) with certification was provided to interested students.

"Shasun Bazar" provides a platform for the budding entrepreneurs to sell their products. During Pandemic shasunbazar.stores an e store was inaugurated on 11.02.2020. The e-store helped the student to explore the opportunities of online business. 551 products under the categories of arts and crafts, event management and cosmetics were posted for sales.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

18

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

9

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

7

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Shasun is committed to serve the society through extension and outreach activities. The institution has recently formalized all its activities under the Centre for Extension Activities.

During the pandemic and lockdown situation, 14 students served as tele-counselling volunteers for Greater Chennai Corporation (GCC) and engaged in Covid-19 Contact Virtual Tracing work during July and August 2020. They reached out to 10,000 COVID-19 Positive patients. The students received remuneration from GCC (total Rs 1,06,000) and a Certificate of Appreciation from Chennai Volunteers NGO.

NSS volunteers participated enthusiastically in

- Gandagi Mukt Bharat
- Swachh Bharat Mission
- Gandagi Mukt Mera Gaon
- ODF Plus declarations of villages
- Shramdan

initiatives of the Government of India. The NSS volunteers, adhering to the lockdown protocol, approached the general public, neighbours, friends and relatives in their immediate vicinity of their residence and created awareness on COVID-19 virus and safety measures to be followed. The significance of

social distancing and sanitizing was explained to the public. Students were also actively engaged in activities such as temple cleaning, wall painting and various awareness programmes.

Rotaract Club organized a free makeover training session "OPPANAI" for unprivileged students. RRC students distributed food packets to the needy to commemorate World Food Day on 16th October 2020.

These activities kindled a sense of responsibility among the students to think beyond their personal struggles in times of the pandemic. It gave the students hands-on experience on how to stand up for themselves and for society.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	[View File](#)
Number of awards for extension activities in last 5 year (Data Template)	[View File](#)
e-copy of the award letters	[View File](#)

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

6

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

115

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

The campus spreads over 2.1 acres ideally suited for education in the heart of the Chennai city. The campus offers an environment conducive to effective teaching and learning and is under electronic surveillance. The facilities are spread over 3 Buildings with 56 classrooms, 4 seminar/conference halls and gallery rooms. The multi-purpose air-conditioned seminar hall can accommodate 150 people. The College houses an open auditorium of around 9600 sq.ft. spacious enough to accommodate around 850-900 people. All the class rooms are well ventilated, furnished, equipped with LED

projectors, CCTV Cameras, Green board and are easily accessible through broad staircases, corridors and elevators. Multiple exit points in all the floors ensure smooth transit.

There are 7 Computer laboratories which are equipped with 362 computers, high bandwidth internet and 8 projectors and are updated with latest hardware and software. Other labs include Digital, Psychology, Commerce, Photography, Interior Design & Décor, Sound Recording and Editing Labs and are fully equipped with state-of-the-art facilities consisting of a shooting floor for television production, edit suite, audio recording, voice booth, photography studio with darkroom, drawing studio, graphic designing and multimedia lab. The Interior Design and Décor lab is used by students to explore their designing and creative skills.

The Fully Automated, Wi-Fi Enabled Library has around 19,000 books, 33 lakh e-books, 1750 reference books, 48 subscribed journals and access to around 10,000 e-journals. Faculty and Students can access to e-resources INFLIBNET, PROQUEST databases.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College promotes the value of physical activity and has excellent facilities and infrastructure for indoor and outdoor games, which keep the students active and in good spirit. The campus has the following facilities

1. Badminton court (15 m x 8m) in the 1200 sq.ft area in Abhayas Hall , Building 2, Ground Floor utilized since 2006.

2. Playground area of 15,480 Sq.ft utilized for games like Kho kho, Throw ball, Volleyball, Ball badminton since 2006.

3. Around 4550 sqft area in Building 3, 4th floor utilized for playing Basketball, Kabaddi, Yoga operational from the year 2018.

4. The covered area available in the playground is specifically used for Archery Training.

5. The 435 sq.ft gym is equipped with state-of-art equipments was commissioned and operational since 2018.

6. "Shasun sakthi cell'', the pride of Shasun was started in the year 2008. The cultural activities of the Shakthi cell are organized in the 8000 sqft. basement area in Building 3. Students also use the signature lounge and hangout space available outside the canteen for practicing dance and other art forms. Various cultural activities and competitions are conducted in the seminar and conference hall.The Shakti cellcourses include 7 performing arts, 5 non – performing arts and 4 instruments.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

60

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

43.3239

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

LIBRARY AUTOMATION

The College Library is Automated using Customized ERP software, RFID and OPACto enable the students and staff to utilize the library resources effectively.

S.NO

Name of the ILMS software

Nature of automation

Year

Version

Usage

1

E-Varsity

Partially

2015

Server: Linux

Web Server: Apache

Application Sever: JBoss/Tamcat

Database: PostgreSQL /IBM DB2 /Oracle

Scripting Language:JSP

Reports: Jasper(pdf) and HTML

Browser: Firefox, Internet Explorer

- comprehensive workflow based application software solution.
- web based administration.
- Paperless work
- modular approach
- the modular data exchange between these individual systems.

Fully

2016

2

Radio Frequency Identification(RFID):

Fully

2017

Middle ware is Hosting application.

Language based on to create .net framework 4.6.1v

Transaction works as NCIPROTOCOL

- tagging system
- decrease the time for circulation duties since more than one tag can be read at a time
- faster than from barcodes

OPAC

2017

- ○ **The online public access catalog (OPAC) was established in our college library from 2017. It is an online database of materials held by a library. This applications is to automate the purchase , catalog and circulation of books and other library materials. It is mainly used to make the book search more faster and convenient.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

1472702

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

130

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

There are about 501 computers available in the campus with almost 488 used for academic purposes. There are 7 computer labs, which are equipped with 362 computers and 8 projectors with high bandwidth internet. All the computers in the laboratories are equipped with the latest hardware and software which are updated regularly to cater to the current demands. Classrooms and labs are equipped with 60projectors. Visual communication lab consists of 27 Apple Computers with MAC OS. Visual communication department is equipped with Virtual Reality facility.Ours is a technologically adept campus with wireless computing network in place that allows faculty, staff and students to log on to the Internet at any point of time. The Internet lab powered by dedicated leased lines (with Airtel Broadband 300 Mbps, ACT Broadband 1Gbps and Act leased line 50 Mbps) is open for students even after college hours to help them spend extra time to make use of the abundant information available on the Internet.

The Media Labs under the Department of Visual Communication

is fully equipped with state-of-the-art studio facilities consisting of a shooting floor for television production, edit suite, audio recording and voice booth, photography studio with darkroom lab, drawing studio, graphic designing and multimedia lab.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

501

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

335.14640

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Physical Facilities: All the classrooms are utilized for academic purposes. Seminar halls/ Multipurpose halls / Gallery rooms are utilized to conduct academic activities and cultural events by pre-booking through ERP. A booking request will be made in ERP by the concened staff, admin staff will approve the same based on the availability of the requested facility.

ITPolicy: This Policy applies to all students of the College and for all uses by the students of the IT Infrastructure whether on campus or from remote locations. The provisions of this IT Policy will also be applicable to students who use their personal computers, computer networks and internet within the College Campus. Additional policies may apply to specific computers, computer systems or network systems provided or operated by specific departments of the College.

Sports Policy: The Physical Education Department brings out the budding professionals to make them Physically, mentally, emotionally, and intellectually top in their field through intensive sporting programmers and excellent sporting facilities. The college provides an environment which facilitates the optimal efficiency and· effectiveness for the emerging dynamic students. The college provides the best sporting and coaching facilities to groom the enormous· potential lying hidden amongst the students.

Library Policy: The department of Library has a set of policies with respect to the rules and regulations to be followed in the library. The policy specifies about the

borrowing of books and periodicals by staff and students, return policy for books, behaviour inside the library etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://shasuncollege.edu.in/policies/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

31

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

303

File Description	Documents
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills — A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2412

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2412

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student — A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

369

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

241

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

7

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The student council consists of 34 members. Chairperson and Vice-Chairperson of Student Council lead and coordinate the team, initiate new ideas, plan, organize and conduct events. Cultural Secretaries organize and lead cultural events and create opportunities for students to exhibit their talents. Event Organizers plan and execute multi-faceted events. Sports Secretaries create awareness about different sports and promotes active student participation. Placement Secretaries assist the placement officer in organizing placement drives. Discipline secretaries maintain overall discipline among the students. Health Secretaries coordinate the activities in association with Apollo Shine and Sukhada for the physical and mental well-being of the students. Club secretaries coordinate with all the club coordinators and keep track of the club activities. Library secretaries assist the students by conducting awareness programs and events to encourage students in utilizing the library. Department Secretaries coordinate with their department students, addressing their grievances and encouraging them to participate in various activities.

Students are part of the subject expert committee in SANKALP which offers certificate and add-on courses. They represent IQAC meetings as stakeholders and share their ideas for quality improvements. The student coordinator of SHABASH creates awareness about entrepreneurial spirit among students and plan, organize and conduct events of the cell. The Sakthi cell coordinators motivates their fellow mates to showcase their talents in cultural fests & competitions. The student council organizes various events like Teachers day, Pongal,

Independence Day, Republic Day, Shreyas, Talent Hunt, Festa D' Addio (farewell), etc, and is part of the various committees of the college.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

148

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni association of Shri Shankarlal Sundarbai Shasun college for women has been functioning for many years as a supportive organ of the college. The Association is comprised of Chairperson, President, Vice President, Secretary, Joint Secretary, Treasurer, and Executive Committee Members elected on a democratic basis. Hence, the body meets regularly to plan and effectively execute the various activities of the association. The annual alumni general body meeting of the office bearers was held on 23.01.2020. All the office-bearers of the alumnae association actively participated in the meeting and shared their valuable ideas & suggestions for the

welfare of the college. The Annual Alumni Meet (SHAAN) is slated for the 26th of January every year. They enthusiastically took part in the cultural program held in the annual alumni meet -SHAAN 2020.

Alumni students were part of IQAC meetings as a stakeholder and shared their experiences on the expectations of the industry which help the institution to bring in the skill-based course and training to make the students industry-ready. They were the members of the Expert committee of SANKALP and shared their ideas on skill development.

Our alumni students keep connected with their alma mater by participating and contributing in various academic activities like serving as a resource person for guest lectures, alumni talk, judges in various intra-departmental technical events which happen throughout the academic year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Management, Principal, Vice Principal and Faculty focuses on the holistic development and career advancements of the student which is the reflection of the vision and mission of the institution. The IQAC team plays an important role in framing the institutional policies and implementation of the same. The Heads of the departments and faculty are responsible for student centric and academic activities in the department. The IQAC prepares the Plan of Action which

includes the activities of teaching and learning, research, extra-curricular, co-curricular, extension and placement. Periodical review of the activities ensures the holistic development of students. Human resource department plans the faculty enrichment programmes. The placement cell of the college plans and conducts training programmes for improving the employability skills of the students and facilitates job placements through campus interviews. The Research Director prepares the perspective plan for research oriented programmes and training programmes for faculty. The Director for SANKALP plans the value added courses and certificate courses for the skill development. The teachers actively participate in the decision-making process by acting as the members in various committee and clubs. The conveners have the freedom to plan, organize and execute the activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Principal, Vice Principal, Directors, IQAC Members, HoDs and staff are empowered to propose, design, formulate and execute their plans within the framework of governance.

The academic roles of the institution nurture leadership. Directors, Programme Coordinators, Heads of Departments are given administrative powers to execute and monitor day to day academic activities. Faculty members have leadership roles in statutory bodies, institution-level committees and clubs and associations.

The participative leadership of faculty plays a vital role in institutional development through their administrative roles. The members of the IQAC initiate, plan and supervise various activities to enhance and sustain the academic and administrative quality. The Examination committee works independently to plan and conduct the examinations. The Directors for Research, Shasun Alliance with Industry (SAI), SANKALP, Centre of Excellence - Retail, Media & Entertainment and Communication and Art & Culture, plan various

professional development programmes, MoUs, Value Added courses and training programmes.

The HoDs overlook the teaching plans of the department staff members and empowered to make adjustments in the routine and to allot teaching assignments and evaluation duties. They often takes the lead in planning seminars, workshops, remedial measures, interdepartmental or/and inter-college competitions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Student Induction Programme (SIP) helps the students to ease the transition from secondary education to higher education. The Student Induction Policy is created based on the UGC mandate Deeksharambh. SIPwill be conducted by the respective departments and monitoredby the IQAC of the institution.

This programme helped the students in the following ways:

- Accept and adapt to the new role and environment.
- Understood the culture and values of the institution.
- Learn the academic and non-academic processes of the institution.
- Understood the basic knowledge / skills on the respective domain / discipline.

The 4 days induction programme was conducted with the following aspects:

About the College and department, Placement preparedness and activities, Rules and regulation of the college, Mentoring by imparting Human Values and Ethics, Library Orientation, Orientation on Extra-Curricular activities like Sports / Clubs and Forums / SSC / COE / SHABASH / SHE CELL / SUKHADA / Competitions, Physical facilities of the institution and Self Assessment by the students through www.16personalities.com.

Student feedback was obtained after the completion of induction programme through online mode. Feedback analysis and plan of action were done by respective departments and submitted to IQAC.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Academics: The Principal and Vice-Principal govern the coordinators, Student Council, Extension Activities, Library, IQAC, Placement Officers, Director of Physical Education, Exam Cell and Samvriddhi. Separate coordinators are appointed for each School. They regulate the HODs of all the departments and the teaching staff members are under the supervision of the HOD. Student council conducts student related events. Centre of Extension Activities oversee the activities of Clubs, Forums and Professional bodies and NCC. Library team enables the access of books, journals, online books, e journals. The IQAC along with steering committee members plan and execute the quality initiatives, ranking and ISO certification. The Placement cell is in-charge for bringing campus drives for the students. Director of Physical Education is in-charge for sports activities. Exam Cell conducts internal and university exams. Shasun Samvriddhi facilitates the extra-curricular and co-curricular activities through Shakthi Cell, SKC, SAI, SANKALP, SCALE - Shasun Civil Aspirants Leadership Empowerment.

Administration: Administrative Office is divided as Head Accounts, Head HR and Facilities Manager. The Chief Innovation Officer manages the system administrators and Technical assistants. Centre of Excellence - Retail, Media, Entertainment & Communication and Art & Culture are managed by the directors of the respective units.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://shasuncollege.edu.in/academic/
Upload any additional information	[View File](#)

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	[View File](#)
Screen shots of user inter faces	[View File](#)
Any additional information	[View File](#)
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Refreshment / Birthday celebration / Health Insurance / International Trip / Laptop / Ph.D(leave and On Duty)/ Provident Fund/ Gratuity/Incentive/Bonus/ Reimbursement Policy/ Training and Development/ Tenure Completion Recognition/ Apollo Shine/Maternity Leave/ Fees Concession for children of staff / Gym.

Bonus – Bonus is given to all staff during the month of November to celebrate the occasion of Diwali. The amount varies on a yearly basis and is decided by the management. A standard amount of 3000/- is given for all new staff who join during that particular year.

Tenure Completion Recognition – Staff who complete a tenure of 3, 5, 10,15 and 20 years with Shasun will receive a

momento and certificate as a token of appreciation for their dedication to the institution.

Fees Concession for children of staff - The institute provides the staff with a special fee concession for their children studying in the institute.

Gym - This facility is available with trainer to train the staff and students according to their needs and keep track of their fitness. The gym is open to all staff and students on all days from morning 7 am to evening 6 pm.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

27200

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

21

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

76

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Procedure :

- **The HR department initiates the appraisal process.**

- **All staff will fill in their 1-2-1 review form and submit it to their HOD/reporting manager's for them to review.**
- **The reporting manager's will go through the review form and add their comments/remarks to the same.**
- **The reporting manager and the HR along with the staff will have a 1-2-1 review on the points filled by the staff in the form and discuss on the performance of the staff.**
- **The reporting manager gives feedback on the areas of staff improvement.**
- **The HR will give the staff a chance to express themselves during the review.**
- **The reporting manager gives an appropriate rating to the staff based on their performance.**
- **The review scores will be shared with management before proceeding with the appraisal.**
- **Based on the overall rating, performance will be appraised.**
- **All review scores are kept confidential.**

If at any point in time during the review a particular staff gets a low rating consecutively and the reporting manager feels his/her performance is not improving, the manager/HOD can put the staff under PIP (Performance Improvement Plan)

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Monitoring financial management practices is a significant process in the External audit. It is carried out by the College Committee, which also reviews the budget and statement of expenses every quarter. External financial audit is executed by an audit firm.

1. Financial and Audit Mechanism

1.1 The Accounts Manager is the monitoring authority for the financial management of the institution. The Principal and Secretary of the Finance Committee assisted by the Financial Administrator, convenes a meeting bi-annually where income and expenditure account is carefully scrutinized before the annual external financial audit.

1.2 The Departments, clubs and associations submit an annual budget for their activities to the Accounts Manager at the beginning of the Financial year. After scrutiny, the consolidated annual budget of the institution was prepared which will be reviewed and approved by the committee.

1.3 The Finance manager submit an annual budget for fees collection in the way of direct of income at the beginning of the financial year

2. External Financial Audit

2.1 External audit is carried out by Sridhar, suresh & Rajagopalan Chartered Accountants and Co. ,Chennai .

2.2 The accounts section has regular interactions with the audit firm regarding the following: Monthly and quarterly TDS compliance Receipts and Payments Financial statements Statutory compliance

2.3 Audit objections raised by the audit firm, is discussed by the College committee and action taken report is submitted duly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

A well planned budget guides the mobilisation and optimal utilization of funds. The budget preparation for an academic year is initiated in the month of December of the previous year and the same is consolidated and presented for the management approval.

Mobilization of Funds:

The college is a self-financed higher educational institution since its inception. There is no financial aid from Union or State Governments. The major sources of funds are the fees collection from various programmes and the interest generated from the fixed deposits. The college does not collect any donations and capitation fee.

Utilization of Funds:

The finance committee plans, controls and monitors the utilisation of funds. The budget allocation has been optimally utilised for remuneration for faculty and staff. The funds allocated for the creation and maintenance of infrastructural facilities are utilised optimally. Budget allocation is made for staff welfare measures. Budget provisions are made to conduct various academic activities such as seminars, conferences, workshops, FDPs, training, guest lectures and other curricular activities. The funds are allocated for promotion of research, innovation and consultancy. Extension activities are effectively carried out utilising the funds provided by the institution. Adequate fund allocation is made for sports, games and cultural activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. Life skills: This programme aims at inculcating both personal and professional skills in the students. This programme is created based on Jeevan Kaushal, the UGC guidelines issued for the conduct of Life skills programme. The programme is offered for all the UG students. The objectives of the programme are:

- To augment students' ability by helping themselves to conquer and overcome their fears and insecurities.
- To increase students' knowledge on emotional competency and emotional intelligence at place of study.
- To provide opportunity for realising students' potential through practical experience.
- To develop interpersonal skills and adopt good leadership behaviour for self empowerment.
- To set appropriate goals, manage stress and time effectively.

The entire course is spread over six semesters, for each semester the modules are made as audio-visual content, activities and assessment and shared with the students.

2. Bridge Course:

This programme imparts the basic knowledge or pre requisitions required for the courses the students are going to learn on that particular semester. It was conducted before the commencement of regular classes in each semester from the academic year 2020-21. The schedule was prepared by the respective department Heads. For each course, 1 to 2 hours session was handled by the respective course instructors with pre and post assessments to ensure the effectiveness of the sessions. Feedback for the course was collected, analyzed and action taken.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Development of Outcome Based Education (OBE) in Teaching and learning:

Mapping of COs with Bloom taxonomy level and attainment of course outcomes was implemented for all the courses.

Blended approach to Teaching and Learning: College has adopted a blend of synchronous and asynchronous learning. Synchronous learning refers to 'online' or 'face-to-face' learning using virtual platform. Asynchronous learning refers to 'offline' or 'self-paced' learning where students can learn at their own pace. Asynchronous learning happens through use of videos, materials and educational resources.

Synchronous Learning: Google Meet is the preferred choice of virtual platform for synchronous learning due to the ease of setting up the classes, more number of participants being allowed and cost considerations. Link for Google meet is created by subject teachers and shared with students for them to log in at the required time.

Asynchronous Learning: Google classroom is adopted to monitor and manage asynchronous learning of students. Asynchronous learning can happen by adopting any of the following techniques (not exhaustive):

a. Break out rooms

b. Assignments

c. Voice thread assignments

d. Rank sheet

e. Important questions can be given as written test

f. Flipped classroom

g. Classroom activities

h. Activity based learning

i. Workbook /worksheets/puzzles

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the

year

As part of the curriculum, the value education course (VAE5Q) imparts social values for all the final year students. SHECell organized the following gender sensitization programmes.

1. A session on Demystifying Gender Stereotypes and 48 students benefited out of this program.
2. 125 students attended a program on Gender based violence which emphazied on the types of violence's and methodsto tackle them.
3. Awareness program on Cyber Safety was conducted to provide knowledge on how to stay safe in online environments and 25 students benefited.
4. A program on Understanding Feminism was conducted on Women's day to recognize the problems related to women and 79 students involved in the program.
5. A session on Intimate hygiene and lingerie awareness was organized to create awareness on personal hygiene and 31 students benefited.

Facilities for Women: A Sanitary napkin dispenser and incinerator are installed in the restroom for easy access. The campus is well equipped with CCTV cameras, for the security purpose. There was a complaint box set up on campus for any issues encountered by students who were concerned about exposing their identities. A Grievance cell is actively working for the students to assist them in overcoming their challenges.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar	B. Any 3 of the above

energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management:

·Biogasplant was installed in the college campus on 01.06.2018. The vegetable waste from the nearby market and the canteen wastage are used for the biogas plant. The plant is usually fed with 40—50 kg of vegetable waste per day, which gives an average of 2 to 3 kg of gas per day. The generated gas has been utilized by the college canteen (an average of 1.5 to 2 kg per day).

·MoU with ITC Ltd, for recycling the paper waste.

·Incinerator is used to disintegrate sanitary napkins

·Garden wastages are collected in a pit and used as manure for the same.

 Liquid waste management:

A Sewage Treatment Plant has been set up in the campus to reduce the water wastage. This water is utilized for gardening the plants.The waste water generated during the RO purification process is used for restroom purpose.

E-waste Management:

Shasun SWeTCH Mobile Appis developed by the college and is used to collect e-waste from various places. Provision for collecting the e-waste from staff and students is available in the campus. The College has signed a MoU with Virogreen

India Pvt. Ltd to dispose the collected E-waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include	

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**C. Any 2 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The traditional harvesting festival of Tamilnadu called "Pongal" was celebrated by the Tamil Departmenton 11.01.2021. 100 students participated in "Réciter une histoire" and "L'écrire une poème", a French literature and cultural competitionorganised by the French Department on 02.02.2021. Poetry competition was conducted by the Hindi Department to commemorate "Matrubasha Diwas"in which 15 students participated and won prizes. 22 students participated in Oratorical competition as part of Matrubasha Diwas organized by the Sanskrit Department to show the importance of Mother language. World Mother Tongue Day was celebrated on 20.02.2021 and 23 students participated in News Reading competition. COE-Art & Cultureprepared a Multilingual Poetry Model named "Vid" ('to know' in Sanskrit)to go with the right knowledge as practiced in India to fight against Covid. A two-day International Conference on 'Mythology: In Literature and Culture' (Western and Indian Approaches) was organised on 24.02.2021 & 25.02.2021through online mode. The deliberations of the conference enabled the participants and scholars to understand the influence of myth on language, literature and culture in everyday life.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

4 students won the second prize with a cash prize of Rs.15000 each in the short film contest conducted by the Indian Oil Corporation Limited as part of the annual event "Vigilance Awareness Week" on the theme "Vigilant India - Prosperous India" (For Corruption Free India) held from 27.10.2020 to 02.11.2021. Also 3 students of Leo club participated in the elocution competition of the same event.

A Special Talk on "Constitution Day" was held on 29.11.2020. The chief guest Mr. Athiveeraramapandian, practicing lawyer in High Court of Madars addressed the NSS students and gave awareness on women to be strong in politics and in their career. The SAIL Readers' club organized a special talk on "Human Rights"on 10.12.2020 in commomeration of Human Rights Day. The chief guest, Ms.Ramapriya, practicing lawyer of High court – Madras addressed the club students. The Leo Club and the SAIL Readers' Club conducted an Essay Writing Competition on the topic "Your Vote!, Your Voice!" in both English and Tamil in the college on 03.03.2021 and 31 students participated in the event.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed | **D. Any 1 of the above**

code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College takes immense efforts in celebrating the national and international days, events and festivals throughout the year. For the academic year 2020-2021 the college celebrated the following days like World Anti-Tobacco day, World Environment day, International Integration day, International Yoga Day, International Day against Drug and Illicit Trafficking, World population day, National youth awakening day, National Cancer Awareness Day, World AIDS Awareness Day, Heritage week Celebrations, World Earth Day , YRC Orientation Programme, World Immunization Day , World Human Rights day ,World Food Day, Environmental Protection, World Soil Day Celebration, International Day of Tolerance , World Fisheries Day, National Energy Conservation day, World Kindness Day

Our college celebrates the birth anniversaries of national heroes and important Days like Independence Day, Sathbhavana Diwas, Rashtriya Ektha Diwas, Gandhi Jayanthi Day, Dr.A.P.J

Abdul Kalam's birthday.

College organizes all these activities throughout the academic year to foster holistic development of students. The celebration of these activities and important events, commemorative days, festivals develop moral values in the students. In addition, it promotes and maintains communal harmony.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1: Creation of Entrepreneurial Eco system and budding Women Entrepreneurs

Best practice - 2: Empathy in action

File Description	Documents
Best practices in the Institutional website	https://shasuncollege.edu.in/wp-content/uploads/2022/03/shabash-best-practices-1.pdf
Any other relevant information	https://shasuncollege.edu.in/wp-content/uploads/2022/03/Best-Practice-2-_Empathy-in-Action-2020-2021.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Institutional Distinctiveness

The Centre of Excellence for Art & Culture in partnership with the National SkillDevelopment Council, Govt of India, was launched by Shri Subhash Ghai, Eminent Filmmaker& MESC Chairman and Padma Bhushan Dr. Padma Subrahmanyam on November 14th, 2019 in Shasun College. The NSDC was represented by Mr Mohit Soni, COO, MESC & Mr SaradhiKrishna, Vice President: Academics & QA, MESC.

https://shasuncollege.edu.in/wp-content/uploads/2022/03/COE-AC-Institutional-Distinctiveness-2021-22-1.pdf

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- Participation in National rankings.
- Programmes on National Educational Policy.
- To conduct International / National Conferences / FDPs / Seminars.
- Development of Learning Management System (LMS) module in ERP.
- To conduct collaborative seminar with NAAC.
- To apply for Innovation Patents.
- Psychometric analysis for staff and students.
- Training on Gamification tools for faculty.
- Preparation of Programme and course handbook.
- To conduct workshops / FDPs on Students centric methods.
- To obtain 2f status from UGC.
- To provided add-on courses in collaboration with industries and other institutions.
- Revamping of college website.
- To prepare Vision 2040 document for the college.
- To conduct Green / Energy / Environment audits.
- Establishment of students learning support centre.