

# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

## **SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY**

SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY, KUTTATHUPATTI  
VILLAGE, SINDALAGUNDU POST, PALANI ROAD, DINDIGUL - 624 002  
624002

[www.ssmiet.ac.in](http://www.ssmiet.ac.in)

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Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**January 2018**

# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

SSM Institute of Engineering and Technology, located on Dindigul to Palani national highway, near Akkaraipatti railway station is an academic venture of S. Chennimalai Gounder Charitable Trust. It is a self-financing engineering institution approved by AICTE and affiliated to Anna University. The institution offers 6 UG and 2 PG degree courses in the field of engineering among which 3 branches- Civil, ECE and Mechanical can admit 120 students.

Started with a noble intent of providing quality technical education to the talented youth from rural areas, SSMIET earned a niche in the academic arena when Anna University topper in Automobile Engineering emerged from the second batch of students. Besides, our students have garnered 14 University ranks. Started in 2011, its spacious smart class rooms, ergonomically designed seminar halls and auditoriums, astutely designed labs with latest state-of-the-art instruments, cozy accommodation for the hostellers, fully secure campus monitored by CCTV cameras at vital points provide perfect ambience for the execution of erudite teaching-learning process.

The institute has proved its academic excellence by producing the best results in semester examinations especially retaining the top position in the first semester results among the engineering colleges located in and around Dindigul. The college has been ranked 47th and 58th during April/May 2015, Nov/Dec 2016 semester examinations respectively. Students' placement in CTS, Accenture, Infosys, Polaris, Tech Mahindra, e Noah, Mind Tree, Smart DV, IVTL Info view is the benchmark for the multidimensional transformation of the students into prudent human assets.

### **Vision**

“To provide world class technical education to all students aspiring for Engineering profession and to occupy one among the top ten technical institutions in the country by 2020”.

### **Mission**

“To nurture the students with creativity, research orientation and finest qualities in order to excel in the corporate world and business both in National and Global arena”.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

- Structured academic calendar with continuous assessment for effective curriculum delivery
- Gender Empowerment Cell, NSS, YRC, Rotaract and Human League clubs are created to empower women, to instill human values among the students who readily involve in and to develop leadership qualities in them.

- Conduct of coaching classes and Tutorial hours for analytical subjects so as to improve the semester results.
- Mentoring provides the much needed psychological support to students overcome their personal problems and constant counseling related to academic and personal issues.
- Class strength limited to a maximum of 45 students per class to ensure close monitoring.
- Conducive atmosphere to carryout research work
- Inspire students in entrepreneurship by introducing project learning and also providing updated knowledge in their domains.
- Well-maintained, attractive buildings, hostels and grounds with growth potential
- Spacious smart class rooms in all departments
- Availability of state-of-the-art facilities in all laboratories and latest softwares
- Adequate budget and Utilization.
- Democratic and constructive work environment for faculty and staff leading to faculty and staff retention.
- College strives to inculcate moral values and professionalism amongst students.
- Encouragement and generous contribution from the management for effective implementation of vision and mission of the institution.
- Eco- friendly practices in the campus

### **Institutional Weakness**

- Less number of faculty with industry background and difficulty in getting industrial collaborations
- Rural locale
- As a six year old institution, only now it is eligible to apply for NBA and so collaboration with national level bodies for research and training including research projects, refresher courses, conferences and workshops is still in the pipe line.
- Less number of courses offered since the number can be increased only after the accreditation process.
- As initial cost involved for the production of renewable energy is exorbitant, the progress is gradual.

### **Institutional Opportunity**

- More number of value added courses can be conducted to stimulate students to undertake internship and certificate courses.
- GATE coaching and placement training provided by all the departments will guide the students for future career.
- Being one among the top higher educational institutions in this part of the state, the institution attracts talented human resources and students.
- Increased number of industry tie-ups and openings in MSME sectors.
- To attain autonomous status.
- Growth of industries both in service and manufacturing sectors, create job opportunities.
- Scope for commercialization of research outcomes
- Develop infrastructure for Research and Development to have institutional sustainability model to mitigate risk of negative trend of admission.
- Opportunities to carryout research projects and any other research initiatives
- More emphasis on renewable energy sources
- Use of power saver electrical appliances

## Institutional Challenge

- Change of academic regulation necessitates adequate training to faculty to handle subjects and to be aware of the latest technologies and industry requirement.
- Students from rural background with regional language as medium of instruction find it difficult to adapt to the medium of instruction in English.
- Competing with other higher engineering educational institutions
- Catering to and training the heterogeneous group of students.
- Obtaining research project funding, intellectual property rights and patents.
- To develop the communication skill and assertiveness among students.
- Unpredictable fortunes in terms of industry dynamics and uncertainty in future admissions
- Creating environment for R & D and consultancy gratifying industry's expectation.
- Updating laboratories with advanced technology proves to be highly expensive
- Mushrooming of educational/professional institutions in surrounding areas
- Enhancing the number of students opting for entrepreneurship.
- Mindset of students to prefer jobs after graduation rather than pursuing higher studies.
- Lack of interest among a section of students to equip themselves and involve in service activities

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

- Curriculum is provided by the Anna University, Chennai.
- Academic calendar is diligently prepared to implement the curriculum effectively.
- I BE Coordinators, class incharge, mentors are appointed for effective monitoring of academics.
- Classroom teaching by lectures, PPTs, NPTEL course materials etc., ensure better understanding.
- Unit, Internal Tests and Model Exams are conducted as per the schedule. Based on the result analysis, coaching classes are conducted for the slow learners.
- During Class Committee Meetings, students voice out academic and general grievances which are recorded and the records are maintained for future reference.
- Guest lectures, in plant training, value added courses are executed to motivate students to do innovative projects.
- Students participate in inter-collegiate symposia, workshops and enhance their knowledge base.
- Analytical and aptitude training classes are conducted to ensure better placement.
- Faculty serve as members of various bodies of other colleges
- New courses are introduced depending upon the popularity and demand among the students
- Elective courses provide academic flexibility to students
- More students enroll in the subject - related certificate courses
- Courses relevant to Gender, Environment like Environmental Science, Professional Ethics, Human Rights, etc. are offered as per Anna University curriculum.
- Awareness programmes on gender empowerment, environmental protection and service camps are conducted to groom the youngsters as better citizens.
- Grievance Redressal Cell ensures ragging free atmosphere.
- Feedback from students, parents, teachers and employers helps fine tune teaching learning process.

## Teaching-learning and Evaluation

- Students are admitted under Management Quota (35%) and TNEA single window counseling system (65%).
- Student-centric teaching learning process is followed.
- Eminent persons from premier institutes like IIT, NIT, etc. and industry are invited to deliver guest lecturers to supplement the curriculum.
- Smart class rooms help teachers utilize e-learning facilities such as NPTEL video lectures, video lectures of our members of faculty.
- Students are encouraged to use e-journals and other online facilities available in digital library.
- An effective mentoring system is followed to motivate, counsel and provide psycho-social guidance and moral support to the students to upgrade their skills and overcome their personal and family problems.
- Teachers' quality is improved by conducting faculty development programmes, workshops, and seminars by inviting eminent persons as guests.
- Faculty members and advanced learners are encouraged to attend conferences, seminars and workshops to enhance their technical knowledge.
- A transparent process is adopted in conducting three internal assessment tests and students are given a chance to verify their score after evaluation of scripts.
- Slow learners are identified based upon their performance in the internal assessment tests and counseled.
- Remedial classes are also arranged to improve their performance in the subsequent tests.
- Class committee meetings and effective feedback mechanism help us enhance teaching-learning and evaluation processes.
- Teaching learning process is monitored by organizational hierarchies such as the Principal, heads of the departments, year coordinators, class in-charges and mentors.
- Average teaching experience of full time teachers has increased over the subsequent years.

## Research, Innovations and Extension

- SSMIET has constituted a research cell involving all the UG departments to encourage research activities.
- SSM Project Incubator Cell has been functioning since 18th February 2015 cultivating entrepreneurship among the students.
- 3 Research Centres duly approved by Anna University, Chennai are established.
- Faculty's research activity includes publications, paper review, and guiding students.
- The management promotes research activities by providing registration fee, TA, etc. to the faculty who participate in seminars and conferences.
- Faculty members are encouraged to participate and present papers related to their research work in national/ international conferences.
- Incentives are provided to the highly meritorious faculty who win awards.
- Research projects worth 31 lakhs are under progress
- 16 of our faculty members are recognized as research supervisors by Anna University. Already 6 scholars are qualified for the award of Ph. D under their supervision.
- Most of the faculty members pursue research and publish their research papers in reputed national and international journals.
- So far, 13 books have been published by our faculty members.
- Some of our faculty received award from various Government and Non- government organizations.

- Several MoUs are signed for the benefit of the students.
- Field trips, industrial visits and in plant training are arranged for the students to facilitate placements.
- Social awareness is inculcated in young minds through welfare activities carried out by NCC, NSS, YRC and other social welfare outfits.
- Our extension activities include blood donation camps, awareness programmes, supplying food and clothing to orphanages and other environmental protection activities.

### **Infrastructure and Learning Resources**

- College has a vast land area of nearly 9 lakh metre square
- Well architected buildings for departments and hostels are built on 4 lakh metre square connected by well established roads.
- The ambience is attractive with lush green lawns, plants and trees.
- Separate boys and girls hostels accommodate around 120 boys and 80 girls.
- The college is accessible through road, rail and airways. The nearest junction is Dindigul and nearest airport is Madurai.
- There are 49 class rooms well equipped with LCD projectors and white boards, 40 laboratories, 553 computing systems.
- A 3000 capacity acoustically designed auditorium, 2 air conditioned and 2 non AC seminar halls and a 1500 capacity indoor auditorium are available to conduct programmes accommodating more students.
- Infrastructural development is given priority by allocating funds every year.
- All the departments have office room and rest rooms for students and staff.
- Ground floor class rooms, ramps for wheel chairs are provided to meet the requirements of the physically challenged.
- High speed Internet Connectivity is provided in the campus and hostels.
- Modern laboratory equipments, reputed journals, rare books and digital library amply support students to undertake research activities.
- Sports area includes Indoor Stadium with well furnished flooring, Gymnasium, Pavilion and Gallery. Badminton and Hand ball courts, Table Tennis Room, Sports Officer Chamber, Yoga & Meditation Room, Hockey, Football and Cricket grounds, Basket ball and Ball badminton courts are provided to groom talented sportspersons.
- Proper maintenance of all the available facilities is taken up by the designated personnel.

### **Student Support and Progression**

- The institute provides sufficient opportunity for students' interaction to augment desirable multi dimensional progress.
- Regular interaction of the students with faculty, heads of the departments is briefed to the Principal.
- Students committees and participation of students in various clubs act as an interface between the teachers and the taught.
- Students organize various co-curricular and extra-curricular activities under the guidance of the faculty advisors. These activities help them acquire organizational skills and leadership qualities.
- The students are properly guided and counseled during mentor hours to overcome psychological barriers
- Counseling helps in preventing incidents of ragging or harassment in the institution since inception.
- Bridge courses and remedial classes help the slow learners improve their performance.
- A number of students are benefitted by the scholarships provided by Government and our management.

- The institute encourages students to participate in various co-curricular and extra-curricular activities that show case their talents and mould their personality.
- During alumni meetings, our alumni offer suggestions for improvement in terms of academic progress and placement.
- Placement cell provides pre-placement guidance to students to face the interviews confidently.
- Adequate career guidance programmes motivate the students to pursue research or higher studies.
- The institute provides financial and medical support as per the needs of the students.
- More than 90 % of the total students complete the program in the stipulated time. A good number of students pursue higher studies in reputed engineering colleges.
- Around 65 % to 70 % of the total students get job offers in their final year itself.

### **Governance, Leadership and Management**

- The college establishes effective leadership in keeping with the objectives of Higher Education and reflects the quality parameters by setting values and participative decision-making process to achieve the vision, mission and goals of the institution.
- The organizational structure decentralizes and delineates power and responsibilities among the internal stakeholders for developing and drafting policies and strategic plans for academic and administrative activities.
- The process of planning human resources that includes recruitment, performance appraisal, planning professional development programmes and seeking appropriate feedback, analysis of responses form the basis for planning.
- Efforts are made to upgrade professional competency of the faculty.
- There is a well defined mechanism evolved for regular performance appraisal of faculty.
- Faculty welfare is given utmost importance and every possible effort is being made to mould them as cheerful, motivated, intellectual capital.
- Careful planning of budget for academic and administrative activities and monitoring the proper and optimal utilization of financial resources by means of internal and external audits ensure sound financial management at the college.
- The institution has developed strategies for mobilizing resources and ensures transparency in financial management.
- Income and expenditure of the institution are approved by Management and are subjected to regular audits.
- The Internal Quality Assurance Committee takes the initiative with the internal and external members aiming at continuous improvement of quality and achieving academic excellence. The institution has mechanisms for academic auditing.
- The institution adopts quality management strategies in all academic and administrative aspects.

### **Institutional Values and Best Practices**

- The institution has remained student centric since inception as the focus is on the welfare of the students.
- Students are groomed as worthy citizens of the nation as we concentrate on the comprehensive growth of the students as multi dimensional personalities.
- A number of gender equity promotion programmes, motivational lectures, awareness programmes have been organized by the institution in the past five years.

- Counselling during mentor hours is given priority as students' psychological stress is relieved to enable them concentrate on studies.
- Alternate energy initiatives have been taken by using the solar and wind power.
- Waste generated in the campus is managed by following reduce, reuse and recycle procedure.
- Rain water harvesting provisions are commissioned to raise water table in the campus.
- A number of green initiatives are taken to inculcate the practice in the young minds and to maintain an eco friendly environment especially within the campus.
- Resources like ramp and rest room facilities are available for the differently abled students and parents who visit the campus.
- To maintain human values and professional ethics in society, various initiatives are taken regularly. There are no incidents of ragging since inception.
- Institution organizes a number of programmes to increase consciousness about National identities and symbols.
- To promote mutual respect, universal values, humaneness, a number of programmes are organized by involving students who play a major role.
- Certain unique practices like limited strength in the class help in paying more attention to the students whose performance improves over the years.



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SSM Institute of Engineering and Technology
Address	SSM Institute of Engineering and Technology, Kuttathupatti Village, Sindalagundu Post, Palani Road, Dindigul - 624 002
City	Dindigul
State	Tamil Nadu
Pin	624002
Website	<a href="http://www.ssmiet.ac.in">www.ssmiet.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	M.SARAVANAN	0451-2448800	7373707003	0451-2448855	ssmietdgl@gmail.com
IQAC Coordinator	V.SHUNMUGHAVEL	0451-2448843	8667645581	-	hodcsessmiet@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	13-07-2011

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Tamil Nadu	Anna University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date
2f of UGC	30-10-2017
12B of UGC	

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	<a href="#">View Document</a>	30-03-2017	12	

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	SSM Institute of Engineering and Technology, Kuttathupatti Village, Sindalagundu Post, Palani Road, Dindigul - 624 002	Rural	25.31	44433

## 2.2 ACADEMIC INFORMATION

NAAC

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BE,Automobile Engineering	48	HSC	English	60	60
UG	BE,Civil Engineering	48	HSC	English	120	92
UG	BE,Computer Science And Engineering	48	HSC	English	60	60
UG	BE,Electrical And Electronics Engineering	48	HSC	English	60	55
UG	BE,Electronics And Communication Engineering	48	HSC	English	120	118
UG	BE,Mechanical Engineering	48	HSC	English	120	120
PG	ME,Electronics And Communication Engineering	48	BE	English	24	2
PG	ME,Mechanical Engineering	48	BE	English	24	4

### **Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	14				24				112			
Recruited	8	3	0	11	17	3	0	20	72	40	0	112
Yet to Recruit	3				4				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				13
Recruited	6	7	0	13
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				34
Recruited	30	4	0	34
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	8	3	0	7	1	0	5	0	0	24
M.Phil.	0	0	0	2	0	0	8	14	0	24
PG	0	0	0	8	2	0	60	25	0	95

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1336	0	0	0	1336
	Female	636	0	0	0	636
	Others	0	0	0	0	0
PG	Male	10	0	0	0	10
	Female	2	0	0	0	2
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	28	32	37	30
	Female	3	7	9	10
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	259	316	333	193
	Female	141	142	134	160
	Others	0	0	0	0
General	Male	3	5	3	2
	Female	3	1	0	0
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		437	503	516	395



### 3. Extended Profile

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#### 3.1 Programme

**Number of courses offered by the institution across all programs during the last five years**

**Response : 8**

**Number of self-financed Programmes offered by college**

**Response : 8**

**Number of new programmes introduced in the college during the last five years**

**Response : 3**

#### 3.2 Student

**Number of students year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
1842	1739	1507	993	567

**Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
372	372	372	290	207

**Number of outgoing / final year students year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
399	322	304	1	1

**Total number of outgoing / final year students**

**Response : 1025**

#### 3.3 Academic

**Number of teachers year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
145	133	113	80	43

**Number of full time teachers year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
144	128	108	68	40

**Number of sanctioned posts year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
144	128	108	68	40

**Total experience of full-time teachers****Response : 996.09****Number of teachers recognized as guides during the last five years****Response : 19****Number of full time teachers worked in the institution during the last 5 years****Response : 443****3.4 Institution****Total number of classrooms and seminar halls****Response : 53****Total Expenditure excluding salary year wise during the last five years ( INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
3908	2987	2825	2077	1226

**Number of computers**

**Response : 553**

**Unit cost of education including the salary component(INR in Lakhs)**

**Response : 1.36**

**Unit cost of education excluding the salary component(INR in Lakhs)**

**Response : 0.91**

NAAC

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

##### Response:

- The Institution adopts the curriculum provided by the Anna University, Chennai.
- To impart quality education, Academic planning committee develops an academic calendar based on the academic schedule of Anna University, so as to implement the curriculum effectively.

##### Action plans for effective curriculum implementation:

- Subject allocation is done by the Head of the department based on the faculty members' specialization and willingness.
- Appointment of coordinators for first year students, class in-charges, and mentors for effective monitoring of the academics are carried out for every academic year.
- Preparation of lecture plan and time table for every semester is done by the subject handling faculty and time table in charges of every department in the prescribed format.
- Classroom teaching by giving lectures with discussions, chalk & talk method, PPTs, seminars, videos, NPTEL course materials etc., are adopted to ensure better understanding of the concept by the students.
- Unit Tests, Internal Tests and Model Exams will be conducted as per the academic calendar, followed by result analysis. Based on the result analysis, corrective measures like special classes and coaching classes for the slow learners are conducted.
- Result for the individual faculty is analyzed and corrective measures are taken.
- Class Committee Meetings are conducted for addressing the academic and general grievances of students and the records are maintained for future reference.
- Conducting tutorial hours for analytical subjects so as to ease the difficulty in learning.
- Conducting Bridge course for the First Year students that ensures smooth transition from school environment to college environment.
- Arranging Guest lectures relevant to their current courses so as to motivate the students to do innovative projects.
- Arranging In-plant training for the students to have industry institute interaction so as to enhance their technical skills.
- Conducting software training and Value added courses for the students to bridge the academia and industrial gap.
- Motivating student teams to participate in conferences, symposia, workshops, paper presentations held in other institutions to enhance their exposure or knowledge base.
- Conducting tech-club activities like seminars quiz and group discussion for the students during the last 2 hours on Saturdays to improve their career skills.
- Keeping the parents informed about the attendance shortage of their wards through SMS/letters.
- Intimating the parents about the academic performance of their ward in Internal Assessments Test

and Model Exam by sending SMS/letters.

- Conducting Parent-Teachers Meeting every year so as to get the feedback from parents to improve the academic performance of their wards.
- As part of placement training programme, analytical and aptitude training programs/classes are conducted every academic year.
- Conducting mock on-line aptitude and mock interviews for the final year students who aspire for placements.
- Arranging both on-campus and off-campus placement in Core companies and IT companies for the Final Year students as a part of placement programme.

### 1.1.2 Number of certificate/diploma program introduced during the last five years

**Response:** 0

#### 1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 2.95

#### 1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
08	07	04	0	0

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of participation of teachers in various bodies	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

**Response:** 37.5

#### 1.2.1.1 How many new courses are introduced within the last five years

Response: 03

File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>

### 1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

**Response:** 100

#### 1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 8

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

**Response:** 40.65

#### 1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
929	815	618	335	177

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

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

**Response:**

*The list of core courses*

Name of the programs	Program Code	Name of the Subject	Year/ Semester
B.E-Automobile Engineering	102	GE6351-Environmental Science and Engineering	III/V
		MG6851 Principles of Management	III/VI
		GE6075 Professional Ethics in Engineering	III/VI
B.E-Civil Engineering	103	GE6351 Environmental Science and Engineering	II/III
		CE6503 Environmental Engineering I	III/V
		CE6505 Environmental Engineering II	III/VI
		MG6851 Principles of Management	VI/VIII
		GE6075 Professional Ethics in Engineering	III/VI
		GE6084 Human Rights	VI/VIII
B.E- Computer Science and Engineering	104	GE6351 Environmental Science and Engineering	II/III
		GE6075 Professional Ethics in Engineering	VI/VIII
B.E- Electrical and Electronics Engineering	105	GE6351 Environmental Science and Engineering	II/III
		GE6075 Professional Ethics in Engineering	IV/VIII
		GE6084 Human Rights	IV/VIII
		MG6851 Principles of	IV/VII

B.E- Electronics and Communication Engineering	106	Management	
		GE6351 Environmental Science and Engineering	III/V
B.E -Mechanical Engineering	114	MG6851 Principles of Management	III/VI
		GE6351 Environmental Science and Engineering	II/IV
		GE6075 Professional Ethics in Engineering	III/V
		MG6851 Principles of Management	III/VI
		GE6084 Human Rights	IV/VIII

### Gender Empowerment

In addition to interrelated courses like Environmental Science, Professional Ethics, Principles of Management, the Institute encourages the functioning of various clubs to integrate the above mentioned cross cutting issues. Gender equity is proven at all activities of the institution by means of active girl student participation. Women's Empowerment Cell has been launched to create confidence and better awareness about gender equity and to reinforce the rights of women in society.

### Environmental Education

As per the prescribed syllabus of Anna University, students of all branches get good education pertaining to ecosystems and environment through a course on Environmental Science and Engineering in the III/ IV/ V semesters. It is a comprehensive course encompassing all the aspects of environment like natural resources, biodiversity, pollution, alternate energy sources and human intervention citing the causes and effects. The course throws light on social ethics.

The "Go Green" campaign is started in our campus to make a green environment by planting trees in and around the campus, spreads awareness on the harmful effects of polythene and prohibits the usage of polythene bags inside the campus. NSS and Human league conduct various community development programmes like Ozone day celebration, adopting a village, conducting campaign on various health care issues to the rural people to enhance their standard of living.

### Human Rights

The institute has constituted Anti-Ragging committee, Grievance Redressal Cell to ensure a ragging free environment and voice their views respectively. As a result of this mechanism, the college has a pleasant atmosphere and good work culture with an inbuilt goodwill and mutual understanding among its stakeholders.



File Description	Document
Any Additional Information	<a href="#">View Document</a>

### 1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

**Response:** 47

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 47

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 46.58

1.3.3.1 Number of students undertaking field projects or internships

Response: 918

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** A. Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

<p><b>1.4.2 Feedback processes of the institution may be classified as follows:</b></p> <p><b>A. Feedback collected, analysed and action taken and feedback available on website</b></p> <p><b>B. Feedback collected, analysed and action has been taken</b></p> <p><b>C. Feedback collected and analysed</b></p> <p><b>D. Feedback collected</b></p> <p><b>Response:</b> A. Feedback collected, analysed and action taken and feedback available on website</p>	
File Description	Document
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0

##### 2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 81.1

##### 2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
410	495	469	354	248

##### 2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
576	576	576	420	300

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

**Response:** 83.35

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
300	311	312	241	177

**File Description****Document**

Institutional data in prescribed format

[View Document](#)

## 2.2 Catering to Student Diversity

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The institution assesses the learning levels of students by means of /through scheduled tests and other talents through their curricular and co-curricular activities. The following actions are initiated to enhance the skills of advanced learners and slow learners:

**Advanced Learners:**

- Advanced learners are motivated by providing cash incentives for the department toppers and given assignments, seminar topics in the fields related to the subject. This will help them in gaining more knowledge regarding latest developments in their discipline.
- Students are encouraged to attend various inter and intra collegiate workshops, conferences and symposia to expand their skills and ability.
- Advanced learners are counselled, motivated and constantly encouraged to achieve University ranks.
- Tutorial classes for analytical subjects are handled by two faculty members per class to coach both slow and fast learners.
- Aptitude classes, group discussions and communication development programs are provided to the students through placement coordinators for improvising and honing the skill sets of the students.
- GATE coaching classes are conducted to advanced learners which will provide them an opportunity to face all the competitive examinations.
- Library and internet hours have been provided in the regular timetable to help students enrich their

knowledge.

### Slow Learners:

- Slow learners are categorised based on the factors like lack of interest, slackness in understanding the subject, issues with language, to mention a few. Even socio-economic conditions play a major role in fixing the learning level of the students. Hence, the slow learners are classified by the respective mentors based upon the reasons specified and proper counselling is done on that basis.
- Slow learners with short of interest and slackness in understanding the subject are provided with special classes handled by the respective subject handling faculty after the completion of the regular classes. In this special class, individual attention is shown to the students to help them learn and get through in the semester exams.
- Remedial classes for the Unit tests, coaching classes for the internal exams are conducted regularly for the slow learning students.
- Improvement tests are conducted for the low scoring and slow learning students.
- Proper counselling and mentoring is done for slow learning students by their respective mentors.
- If required, parents of the slow learners are requested to meet the mentor, faculty members handling the subjects and HoD. Students are counselled in the presence of their parents.
- Question bank comprising questions and answers of the previous years University semester exam question papers is provided to the slow learning students which will help them confidently face the exams.

### 2.2.2 Student - Full time teacher ratio

**Response:** 14.18

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0.1

#### 2.2.3.1 Number of differently abled students on rolls

**Response:** 2

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any other document submitted by the Institution to a Government agency giving this information	<a href="#">View Document</a>
List of students(differently abled)	<a href="#">View Document</a>

## 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

#### Response:

The student centric method, by its very nature, allows students to shape their own learning paths and places upon them the responsibility to actively participate in making their educational process a meaningful one. Some of the student centric methods followed in our institution are as follows:

- Students are encouraged to do mini projects through which they can apply the engineering concepts practically and understand them in a better way.
- Students are updated with the models and case studies for the better understanding of the theoretical subjects. For example, the kinematics of machinery of Mechanical Engineering course is enhanced with building block models for explaining the four bar mechanisms and their inversions. Similarly, Engineering Graphics subject is handled with models. Automobile Engineering subject is explained with the prototype model of the IC engine.
- Students are appointed as members of the respective department associations through which they can arrange and participate in various programs like project expos and technical events.
- Every class room is equipped with overhead projector to ensure effective communication in the form of presentation and animated videos along side interactive lectures.
- Invited talks by experts from academia and industries are arranged periodically, so that students can get enough inputs from the experts so as to prepare themselves to meet the expectations of the industry or to plan for higher studies.
- Field trips and industrial visits are arranged for the students to enhance their industrial exposure.
- Students are encouraged to publish papers in International and National Conferences and participate in Symposia to improve their ability to share their subject knowledge with confidence.

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

#### 2.3.2.1 Number of teachers using ICT

Response: 139

File Description	Document
Any additional information	<a href="#">View Document</a>
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and stress related issues

**Response:** 14.93

#### 2.3.3.1 Number of mentors

Response: 132

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

Our faculty members use innovative ideas to attract the attention of students and make learning an interesting activity so that learning stays longer in the minds of the students.

Being brought up in an era of Information and Communication Technologies (ICT), computers and other electronic gadgets like projectors are used by our faculty members.

- Power point and video presentations are used by faculty members to explain the concepts and technologies that ensure easy understanding of the principles and concepts.
- Mobile applications are also used to distribute the assignments and question bank.
- Interactive classes are encouraged to improve the students' creativity and also for a clear understanding of the subject.
- Field trips and one day industrial visits related to the particular subject are arranged by the respective faculty member to provide practical explanation that helps them understand the concept in a better manner.
- Faculty members and students are encouraged to attend MOOC courses like NPTEL, SWAYAM through which they can learn supplementary courses and stay updated.
- Based on the nature of the subject, innovative teaching method is used by some of the faculty members. For example, models have been used to demonstrate the concepts in the Engineering Graphics subject.

- Crossword concept is used by some of the faculty members to test the understanding level of the students.
- Theoretical concepts are converted into practical sessions by some of the faculty members. For example, in TQM, management tools like affinity diagram, tree diagram, cause and effect diagram are used to represent the practice followed in industries. This actual representation of industrial scenario helps students of diverse calibre comprehend the concept effortlessly.

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 12.99

#### 2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
23	20	19	09	01

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

### 2.4.3 Teaching experience of full time teachers in number of years

**Response:** 7.17

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	<a href="#">View Document</a>

### 2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State,



**National, International level from Government, recognised bodies during the last five years****Response:** 1.4

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	6	1	0	0

**File Description****Document**

Institutional data in prescribed format

[View Document](#)

e-copies of award letters (scanned or soft copy)

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 0

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

**File Description****Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level****Response:**

- Student's performance in a particular subject is evaluated by the faculty member based on his / her score in the Internal Tests (IT) and Model Exam (ME) and if any student appeals for improvement, at least one more test of the following kinds: unit test, improvement test, home assignments, periodical quizzes, laboratory work, seminar or any other assignment that the instructor considers necessary for assessing the student's performance - may be conducted. In such cases the question

papers are scrutinised by the Head of the Department.

- Performance of the students in each subject is assessed internally by conducting atleast 3 internal tests periodically covering a part of the syllabus as mentioned in the academic calendar. However, six tests - three internal tests, two unit tests and one model exam are planned and conducted as per the academic calendar. In this, internal tests are conducted in a centralized manner whereas unit tests are conducted at the department level.
- The answer sheet evaluation is done by interchanging with the staff handling the same subject. The evaluated answer scripts are distributed to the students for their perusal, collected back with the student's signature and retained by the faculty members. These marks are entered in the provided format and the result analysis is done and submitted to the Head of the Department. Then the performance is analysed.
- The Head of the department concerned will convene a meeting of the faculty within 4 working days from the last examination to review the results. The scrutinised copy of the results will be handed over to a particular faculty member who will use it to complete the University web portal entry for the internal assessment marks of the students.
- Regarding the attendance of the students in the class, students should maintain minimum 75% attendance as per the University norms. Attendance is taken during all the hours by the faculty member handling the particular session and entered in the faculty record. After the completion of the hour, the attendance is entered in the class log book and also in the ERP software available in the college. Faculty record is duly verified and signed by the Head of the department.
- The daily attendance detail of the students is messaged to their respective parent's mobile number immediately after the first hour. Hence, parents are made aware of their ward's absence then and there.
- Students should get prior permission for their leave from the HoD through their mentor and class in-charge and the students leave form will be available with the mentors. Students taking leave on medical grounds should inform their mentor immediately through their parents and when they return to the classes they must produce the medical fitness certificate to the mentor.
- The attendance is maintained by the respective subject handling faculty and the details are entered in the University web portal during the entry dates scheduled by the University.

### **2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety**

#### **Response:**

As per Anna university guidelines, it is mandatory to conduct 3 internal tests and the marks have to be entered in the web portal of University Centre for Examination website within the stipulated time. The following actions are taken for the fair conduct of test and also for the transparent and robust evaluation of the students:

- In order to maintain the transparency and robustness of the internal assessment mechanism a detailed discussion regarding the syllabus portion coverage and schedule for the exams will be done in the HoDs meeting presided over by the Principal and it is mentioned in the academic calendar. The schedule is strictly followed.
- The syllabus, portions and schedule for the internal exams and model exams are provided to the students and faculty members well in advance i.e. on the commencement day of the Semester itself. It will be very easy for them to follow the academic calendar and frame the questions for their respective subjects. The Head of the respective department has enough time to scrutinize the question paper that helps in maintaining academic standards.
- The internal exams are conducted through the college exam cell and they are conducted as per the University rules. The question and answer booklets are provided through the college exam cell. The answer scripts are evaluated by the faculty member handling the subject or by interchanging the scripts with the other member who handles the same subject in other classes.
- The answer sheet evaluation is done by interchanging with the staff handling the same subject. The evaluated answer scripts are distributed to the students for their perusal, collected back with the student's signature and retained by the faculty members. This ensures transparency as students are given an opportunity to go through their papers, compare it with others answer scripts, check for any discrepancy and get their doubts cleared regarding the award of marks.
- The Head of the respective department will convene a faculty meeting within 4 working days from the last examination in the department to review the results. The scrutinised copy of the results will be handed over to a particular faculty member who will use it to complete the University web portal entry for the internal assessment marks of the students.
- The marks and the attendance for each subject are entered in the University web portal during the entry period provided by the University. The entered marks and attendance can be viewed by the students through their login which enables transparency and robustness of the system maintained for internal assessment of the students.

### **2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient**

#### **Response:**

- In order to have a transparent system for examination related grievances, internal and model examinations are conducted by the college exam cell. The exams are conducted based on the academic calendar.
- Timetable for the examinations and hall plan are displayed in the notice boards well in advance.
- Faculty members should set their subject question papers and all the subject question papers duly signed by the Head of the department are handed over to the exam cell four days prior to the respective exam.

- Question paper and answer booklets are provided by the exam cell to the students through the invigilators.
- Students are motivated not to indulge in any type of malpractices. If any student is found to involve in malpractice, then his/her answer booklet is handed over to the exam cell with a report from the hall invigilator. Then a fresh answer booklet is provided to that student and the candidate is allowed to write that paper. Then disciplinary actions are taken on that particular student based on the suggestions provided by the discipline committee.
- If a student couldn't attend the internal tests and model exams when he/she represents the institution in any event (on duty), owing to medical grounds or any valid reason, that student should get prior permission from the subject handling faculty, mentor and Head of the department. A retest is conducted to enable the student earn internal marks.
- Discipline committee conducts enquiry and based on the severity of the malpractice and duration taken for the receipt of proper explanation from the students and parents, the issue is closed after initiating proper action.
- The answer scripts are evaluated within two days from the date of conduct of the exam. Then the evaluated answer scripts are distributed to the respective students to know their marks. If there is any deviation in awarding marks, it will be immediately clarified and rectified if required by the subject handling faculty. Those answer scripts are acknowledged by the students then they are collected and retained by the subject handling faculty. If any changes are made then the subject handling faculty will countersign in the paper.
- If the same subject is handled by two or more faculty members, the answer scripts are interchanged and valued. The marks are entered in the exam cell and consolidated marks are sent to parents within a week through SMS.
- The result analysis of each examination will be prepared in the format provided and the same is duly submitted to the Principal by the class in charge after obtaining the approval from the Head of the department.
- Slow learners and those who score very low marks in the internal tests and model exams are allowed to appear for the re-test conducted by the faculty concerned. This provides an opportunity to improve their internal marks.
- Thus this mechanism provides transparent, time bound and efficient dealing of examination related grievances of the students.

#### **2.5.4 The institution adheres to the academic calendar for the conduct of CIE**

##### **Response:**

- The institution has a planning committee which prepares the academic calendar of the Institution well before the commencement of classes, based on the academic schedule prescribed by Anna

University and ensures that there is sufficient number of working days to cover the syllabus and to carry out the evaluation process.

- The academic calendar is prepared prior to the commencement of the forthcoming semester based on the discussions in the HoDs meeting conducted by the Principal.
- In the academic calendar, the schedule for all the activities is mentioned and hence it is easy to adhere to the academic calendar by all the stakeholders. The activities mentioned in the academic calendar include the semester commencement date, working days, holidays, test days, and the days of course material submission, class committee meeting, department staff meeting, remedial action work, parents meeting, tentative date of university practical and theory exams and last working day of the semester.
- A few additional working days, more than the number of working days prescribed by the Anna University, are planned in the academic calendar in order to include the conduct of model examinations for the lab courses.
- The finalised academic calendar is displayed in the notice boards of the departments as well as in individual class rooms.
- Any changes in the academic calendar due to the unforeseen developments are communicated to the students through circulars.
- Based on the academic calendar, all the faculty members have to prepare their lesson plan, topics to be handled, and ensure unit wise completion based on the internal exam dates. Hence, faculty members must strictly adhere to the academic calendar and if there be any deviation, proper alternate arrangements are to be done and it should also be mentioned in the class log book.

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

#### Response:

- Program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in the website and are communicated to staff and students.
- The program specific outcomes and course outcomes that bring out the objective of individual courses are given in the syllabus and can be downloaded from Anna University website.
- The faculty prepares the lesson plan which includes the mapping of program outcomes.
- The lesson plan also includes the CO-PO matrix as shown below in Table 1 and is mapped for the levels
  1. Slight (low)
  2. Moderate (Medium)
  3. Substantial (High)

The Course outcomes of ME6502 – Heat and Mass transfer are as follows

1. Understanding of the mechanisms of heat transfer under steady and transient conditions.
2. Understanding of the concepts of heat transfer through extended surfaces.
3. Understanding of the thermal analysis and sizing of heat exchangers and to understand the basics.
4. Familiarize heat transfer in condenser and evaporator.
5. Enhanced knowledge about mass transfer.
6. Apply heat and mass transfer analysis for the engineering problems.

**Table 1: CO – PO MATRIX of ME6502 – Heat and Mass Transfer**

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PS O1	PS O2
1	3	3	3	2	2	1	1	-	-	-	2	-	1	2
2	3	3	3	2	2	1	1	-	-	-	2	-	3	2
3	3	3	3	2	2	1	1	-	-	-	2	-	1	2
4	3	3	3	2	2	1	1	-	-	-	2	-	2	1
5	3	3	3	2	2	1	1	-	-	-	2	-	2	3
6	3	3	3	2	2	1	1	-	-	-	2	-	2	1

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

The institution regularly and systematically monitors and evaluates the quality of teaching in the following ways:

- Class committee meetings are conducted twice a semester to get feedback on various aspects such as syllabus completion, academic progress and the difficulties faced by students if any etc.
- Class committee comprises of a chairperson (deputed by the HoD), class in-charge, class mentor, subject faculty members and student representatives from the specific class.
- Efficiency of the teacher in delivery of content and simplifying difficult concepts for the benefit of slow learners is obtained through on-line Students feedback system once in a semester.
- Based on the feedback, the faculty members are advised by the HoDs to take corrective action by undergoing FDPs or changing the teaching methodology, if needed.
- Self-appraisal form submitted by faculty members is reviewed by the HoDs and is forwarded to the Principal along with the consolidated strength and weakness analysis of the faculty and suggestions for improvement.
- At the end of every unit test, or internal assessment the Principal meets the faculty member in a one to one meeting for improving the performance which in turn helps the faculty make the required changes in the teaching methodology.
- University examination results are also analysed which facilitate the identification of slow learners and adopt suitable strategies to improve the learning skills of these students.

Assessment procedure:

- Analysis of questions of the internal examinations, tutorials, assignments, etc. is done and it is used to map the COs and is evaluated for the attainment of COs.
- Our student participation in symposiums and conferences exhibit their knowledge which can be used for assessment of attainment of COs. For example, our students participated in National Level Contest on Hybrid Vehicle Design. They cleared design level contest, got selected for fabrication of hybrid vehicle and their participation in the final round clearly indicate the attainment of COs.

### 2.6.3 Average pass percentage of Students

**Response:** 84.59

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

Response: 867

2.6.3.2 Total number of final year students who appeared for the examination

Response: 1025

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

File Description	Document
Database of all currently enrolled students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years**

**Response:** 16.56

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
2.0	11.762	2.5	0.3	0.0

File Description	Document
List of project and grant details	<a href="#">View Document</a>
e-copies of the grant award letters for research projects sponsored by non-government	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 11.51

3.1.2.1 Number of teachers recognised as research guides

Response: 16

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years**

**Response:** 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 2



File Description	Document
List of research projects and funding details	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

#### Response:

Government of India has unveiled various policies like Make in India, Start-up Policy, Swatch-Bharat, Safety-India to foster entrepreneurship and to promote innovation by creating an ecosystem that is conducive for the growth of innovative ideas, entrepreneurship skills and start-ups in the country.

To associate themselves in the above said policies or programs, our students should be equipped with a research bent of mind to generate innovative ideas and convert those ideas into products and possess marketing skills to sell the developed products. The project incubator cell acts as a launch pad in order to enhance these qualities among the students.

The SSM Project Incubator Cell has been functioning since 18th February 2015. The Project Incubator Cell strives to cultivate entrepreneurship in those people who have a passion for knowledge generation and mentoring. Further, the cell initiates entrepreneurially-driven communication recognized as vital for supporting the sustainability of indigenous enterprises.

Through this incubator cell, top three projects from each department are identified and submitted to the project incubator cell on or before 30th March of every year. The short listed projects will be displayed during the month of April or May that year and a competition will be conducted by inviting industrial experts to select the best project and prizes will be distributed. This type of competitions leads dissemination of knowledge among students. Furthermore, through interdisciplinary activities, knowledge in various skills is gained by the students. These types of activities will pave way for employment as well as hone entrepreneurship skills among the students.

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

#### Response: 6

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

<b>3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research</b>	
Response: Yes	
File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards</b>	
Response: Yes	
File Description	Document
List of Awardees and Award details	<a href="#">View Document</a>
e- copies of the letters of awards	<a href="#">View Document</a>

<b>3.3.3 Number of Ph.D.s awarded per teacher during the last five years</b>	
Response: 0.32	
3.3.3.1 How many Ph.Ds awarded within last five years	
Response: 6	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>

<b>3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years</b>	
Response: 0.08	
3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years	

2016-17	2015-16	2014-15	2013-14	2012-13
20	13	11	2	2

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

### 3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

**Response:** 0.11

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
37	25	7	0	1

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

## 3.4 Extension Activities

### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

**Response:**

- A group of 50 students accompanied by 8 faculty members visited “Anbarasi” an old age home in Nagal Nagar, Dindigul on July 30th, 2017. Students donated dresses, food to the inmates of the old age home.
- Humane League of our institution offered Nilavembu Kashayam (a preventive medicine for Dengue fever) to the local community, to the students, faculty members, staff and the visitors inside the campus on 12th October 2017.
- The students collected funds and provided financial support to Mr.I.Sybullah, alumni of the institution, for his father’s medical treatment.
- An awareness program to senior citizens was organized at Silvarpatti village on 2nd August 2017. This program was successfully organized by 5 faculty members and 50 students.
- To create awareness on environmental issues, International Ozone Day Celebration was organized

on 16th September 2017. Around 500 participants attended this program.

- Registration for “Voluntary blood donors” was organized on 23rd March 2017 by the institution in which students were involved to campaign among the local community. Around 300 members participated in the camp and registered for blood donation.
- Tree plantation and dengue awareness program was conducted on 16th July 2017 by 4 staff members and 52 students at Lingavadi village.
- Tree plantation activity inside the campus was organized on 27th July 2017 with 9 staff members and 90 students. Again this activity was carried out on 8th October 2017.
- Blood donation camp was organized by the institution on 29th September 2016 in which the local people donated blood.
- An awareness program on “organ donation” was hosted by the institution on 1st September 2016 to create awareness among student community and local community.
- The institution initiated river cleaning in Vedasanthur on 11.10.2016. This activity involved 1 faculty member and 60 students. Similar cleaning activity was carried out with 2 faculty members and 40 students on 22.09.2015.
- Cleaning activity was carried out with 2 faculty members and 40 students to promote Clean India Scheme by cleaning the premises of Government Higher Secondary School at Kannivadi.
- The institution arranged an awareness programme for Women at Silvarpatti with 4 staff members and 50 students.
- Similar programs on Health Awareness and dengue awareness program were conducted by our students on 22nd June 2016 and 16th July 2017 respectively at Reddiyarchatram

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response:** 12

#### 3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	3	1	2

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

**Response:** 55

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
17	20	6	6	6

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years**

**Response: 0.75**

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
17	13	8	5	6

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

### 3.5 Collaboration

**3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**

**Response: 38**

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
23	4	7	1	3

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response:** 13

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	5	0	1	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

The college follows the norms provided by AICTE for establishing and enhancing the infrastructure that facilitates effective teaching and learning in proportion to the student strength in different disciplines. The college constantly expands and upgrades the required infrastructure facilities, anticipating future requirements. All the departments are fully equipped with the necessary infrastructure to meet the ever increasing requirements with adequate class rooms, seminar halls, laboratories and sufficient space for hosting all academic activities.

The college is well equipped with 49 classrooms, 40 laboratories, 553 computers, an acoustically designed auditorium with a seating capacity of 3000, 4 seminar halls out of them 2 are air conditioned, and an indoor auditorium with 1500 seating capacity. In order to promote a good teaching learning environment, all the classrooms are equipped with LCD projectors, and writing boards.

Laboratories, Internet and Library & Reading room facilities are provided beyond college hours for students and faculty to improve their competency. The state-of-the-art equipment and adequate laboratory facilities available in the departments, besides the availability of e-resources especially reputed journals and digital library services provide further support to students in undertaking research activities. Besides, facilities to enable learning through video Conferencing are also available.

The college has policies, for creation and enhancement of infrastructure in order to promote a good teaching-learning environment. The need for infrastructure is analyzed regularly, based on the departments requirements and additional intake of students. Further, the top management periodically discusses with Principal and HoDs regarding enhancement of infrastructural facilities to enable suitable climate for effective teaching learning process.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:**

The sports area includes Indoor Stadium with well furnished flooring, Gymnasium, Pavilion and Gallery. Many students have represented the college at zonal level, state level and national level tournaments. The Institution has a regular post of Physical Director. Besides him, there are part time instructors for GYM,

Yoga and athletics. The Institution has the following sports facilities: Badminton court, Table Tennis, Hand Ball courts, Seminar Hall cum Auditorium, Sports Officer Chamber, Yoga & Meditation Room, Hockey ground, Football ground, Basket ball court, Ball Badminton court, and Cricket ground.

Girl students are motivated to participate in various inter and intra collegiate competitions. Separate play hours are allotted to them to prove their mettle in Badminton, Throw Ball, Volley Ball and gymnasium. Separate selection trials are conducted for girl students to select talented players for participation in Inter Collegiate tournaments.

The Institution provides ample opportunities for sports and extra curricular activities. The Institution has sufficient equipments for athletics.

Fully acoustic Auditorium with 3000 seating capacity and 4 seminar halls out of them 2 are air-conditioned are available in the campus. An auditorium with 1500 seating capacity with audio visual resources are established to conduct cultural programmes, workshops, seminars, conferences, debates, college celebrations, various meetings and inter collegiate meet. The college conducts cultural activities periodically and our students participate in cultural competitions conducted by other educational institutions. Girl students are given opportunities to participate both in inter and intra collegiate competitions. They actively participate in various events and bring laurels to the institution.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 100

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 53

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 29.16



## 4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
650	546	427	265	1018

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

**Response:**

Yes, the library is automated using Integrated Library Management System (ILMS)

Name of the Software : AUTOLIB –Multi User Library Software

Nature of Automation : Partially

Version : 6.0

Year of Automation : 2013

The college has a separate building for library with a collection of **19,388** volumes of recent and relevant books in every subject by authors of national and international repute apart from **1000 audio-visual resources** on Aptitude and General Knowledge. A full range of service is provided in the Library, including reference, request scan and photocopy of materials, access to e-journals and browsing internet. To enhance the quality of learning and to reinforce research drive amongst the students, college subscribes to **102 National and International Journals** and outstanding **on line Journals**. All copies are made available to both the teacher and the taught. Moreover, multifarious and multi disciplinary titles are available for students to equip themselves with latest trends in technology and overall development of their personality. Competent teachers instill in the young minds the habit of reading all the dailies and magazines which transform the students into scholars.

Owing to the advent of technology and speed of process in the library system, all the functions are automated. Catalogue (**OPAC**) of the holdings is available for online access through web. For handling thousands of books and journals periodically, library automation has been evolved from the beginning. The books are classified according to Dewey Decimal Classification system. Open access system is followed in the library.

## Salient Features

- Library receives requisitions from all the departments for new books and those books are purchased during the academic year with the approval of Library Advisory Committee. New arrivals are available in the library web page for reference.
- Book Exhibitions are conducted every year for purchase of library books.
- Stock verification is usually carried out at the end of the year and after verification, further process is initiated to replace the missing books.
- Library Orientation programs are conducted for the first year students to know about the holdings and usage of the library resources. Students are motivated to develop their reading skills.
- Notice Board is kept at the entrance of the library and important news cuttings are displayed at regular intervals.
- Regular library users are appreciated with prizes.

## Library Facilities

1. A separate 12226 Sq.ft building for library with
2. Air-conditioned reading room
3. Library equipped with CCTV Cameras
4. Web Online Public Access Catalogue (OPAC) for searching the availability of library resources.
5. Photocopying facilities available
6. Scanner and Printer facilities available
7. Barcode Technology is followed for Circulation and library gate entries.
8. Digital Library is available with 27 computers to access all e-resources. (e-journals, e-books, etc.)
9. Internet browsing facilities are available in the library.
10. The Audio Visual section of the library has facilities to view online video programmes like NPTEL etc.
11. Back volumes of journals have been neatly bound and categorized for reference.
12. AUTOLIB software is used for all library transactions.
13. Institution has membership with National Digital Library and DELNET for downloading e-materials.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

**Response:**

S. No	Name of the Book/Manuscript	Author	Publisher	year
<b>Civil Engineering</b>				
1	Reinforced Concrete	T.J.Macginley	E & FN Spon	1990
2	Design Theory and Examples (2nd Edition)	B.S.Choo		
3	The Nature of Design: Ecology, Culture, and Human Intention	David W. Orr	Oxford	2002
4	Reinforced Concrete Deep Beams	F.K.Kong	Blackie	2002
5	Buildings and Classical Group	Paul Garrett	Springer	1995
6	Manual of Ready-Mixed	J.D.Dewar	Blackie Academic &	1992
7	Concrete (2nd Edition)	R.Anderson	Professional	
<b>Computer Science &amp; Engineering</b>				
8	Lecture Notes in Computer Science: Algorithms and Data Structures	G.Goos and J.Hartmanis ed.	Springer-Verlag	1989
9	A Classical introduction to Cryptography	Serge Vaudenay	Springer	2006
10	Thinking on the Web	Berners Lee, Godel and Turing	Wiley Interscience	2006
11	A guide to the project management: Body of Knowledge	PMBOK Guide	An American National Standard	2004
<b>ECE &amp; EEE</b>				
12	Algorithms and complexity	Herbert S Wilf	Internet Ed. University of Pennsylvania, Philadelphia.	1994

13	Introduction to Telecommunication Networking and Engineering, (2nd Edition)	Tarmo Anttalainan	Artech House, Newyork	2003
14	Dictionary of Video and Television Technology	Keith Jack, Vladimir Tsatsulin	Newnens, London	2002
15	Pro tools for film and video	Dale Angell	Elsevier	2009
16	Electromagnetic compatibility handbook	J.I. Normal vioette and Donald R.J White	Springer Wetherlands	1987
17	Noise reduction Techniques in electronic and systems	Henry off	Wiley sons	1988
<b>Mechanical and Automobile Engineering</b>				
18	Soft Sensors for Monitoring and Control of Industrial Processes	Luigi Fortuna et al.	Springer	1953
19	Lecture Notes in Control and Information Sciences: Mechatronic Servo System Control	M. Thoma· M. Morari	Springer	1998
20	Springer Tracts in Advanced Robotics	B. Siciliano, O. Khatib, and F. Groen	Springer	2005
21	The Reaction Wheel Pendulum	Daniel J. Block	Morgan pub.	2007
22	Refrigeration and Air-Conditioning	A. R. Trott and T. Welch	Butterworth	2000
23	Mechatronic Systems Modeling and Simulation with HDLs	Georg Pelz	Wiley	2003
24	Dynamics of Mechanical Systems	Harold Josephs, Ronald L. Huston	CRC press	2002
25	Essentials of Mechatronics	John Billingsley	Wiley	2006
26	Advanced Automation Techniques in Adaptive material processing	Xiao Qi Chen	World Scientific Publishing	2002
27	Mechanics and Strength of Materials	Vitor Dias da Silva	Springer-Verlag Berlin Heidelberg	2006

<b>File Description</b>	<b>Document</b>		
Any additional information	<a href="#">View Document</a>		

**4.2.3 Does the institution have the following:**

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** C. Any 2 of the above

<b>File Description</b>	<b>Document</b>
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<a href="#">View Document</a>

**4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**

**Response:** 10.27

**4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
7.52	7.98	10.71	12.06	13.1

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** Yes

File Description	Document
Details of remote access to e-resources of the library	<a href="#">View Document</a>

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 20.14

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 425

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

All the departments are well equipped with portable equipment like laptops, LCD projectors and Wi-Fi. All the offices, Exam cell and library are provided with well equipped internet connections through Wi-Fi.

Digital Library has been created in our college and accessed through Intranet and Wi-Fi connectivity. The e-Learning resources contain NPTEL Videos, NPTEL Web courses and E-Books.

Well equipped English language lab with net facility is established for the benefit of students to develop fluency and accuracy of their communication Skills. All the Computer laboratories consist of latest softwares relevant to their discipline.

Wi-Fi connectivity is also provided in hostels for the learning assistance. All the hostels in the college are provided with Wi-Fi facilities for accessing both Internet and Intranet using their personal laptop. Several Wi-Fi units are installed in the hostels for better coverage and connectivity.

The institution is constantly upgrading both the software and hardware at par with the industry and academic standards. IT infrastructure is upgraded every year with major budget allocation. The Internet facility and Networking facility as of now available in the college can facilitate video conferencing and video streaming.

#### 4.3.2 Student - Computer ratio

**Response:** 3.56

File Description	Document
Student - Computer ratio	<a href="#">View Document</a>

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line) <5 MBPS

**5-20 MBPS**

**20-35 MBPS**

**35-50 MBPS**

**Response:**  $\geq 50$  MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Link to photographs	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

**4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years**

**Response:** 87.12

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
3279	2569	2479	1881	1071

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>

**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.**

**Response:**

The college has the policies for creation and enhancement of infrastructure in order to promote a good teaching-learning environment.

The college plans well in advance for the optimum use of physical, academic and support facilities. Every Lab, Sports and other offices have one coordinator or in charge, to take care of the resources and their maintenance. Stock book for all the departments are maintained, accordingly issue register is maintained to keep the tab on inventories. Procurement and usage is well planned by the officials concerned.

The college also ensures the availability of infrastructure facilities that meet the requirements of physically challenged students. For them, the classes are arranged in the ground floor. Ramps are provided for easy movement of wheel chairs.

The college has a beautiful, neat and well-maintained campus which is maintained with meticulous care. The college has appointed staff exclusively for maintenance and repair. Apart from them, regular trained technicians from various departments are also involved in maintenance and repair.

**Building Maintenance:**

Maintaining the College campus and buildings is the responsibility of the Work Section. This department has a very strong structure including Engineers, Supervisors, electricians, plumbers, welders and skilled workers. They take care of daily needs of all departments and meet their various requests. The up-keeping of campus and buildings is carried out by experienced labour force.

**Campus keeping and Garden development:**



The grounds and gardens are beautifully and aesthetically maintained by the gardeners in the college campus. Along with man power, sophisticated machines are used to keep the classrooms and corridors clean.

#### **Water supply and Sewage Treatment Plant:**

Mineral water is supplied to all the members of the college. Uninterrupted water supply to the campus is provided round the clock throughout the year. Treated water from the sewage treatment plant is used for farming and gardening.

#### **Power supply, Electrical and UPS Maintenance Air Conditioners Maintenance:**

Electricians under the control of Electrical Engineering Department look after the daily maintenance of electrical fittings and UPS in the campus. Supply is maintained through electricity board or captive generator sets without interruption. AC Mechanic works for the maintenance of air conditioners.

Proper earth connections are provided for all electrical installations in the campus. Lightning arresters are fixed in the buildings and their earth resistance is ensured once in 6 months.

#### **Surveillance cameras, Fire extinguishers and Transport facilities:**

In order to keep the campus secure and safe, surveillance cameras are installed at several vital locations inside the campus.

Transport facilities are available for faculty, staff and students. Our college has 18 buses, one mini bus and two vans for the benefit of students and staff coming from nearby places.

Different types of fire extinguishers are available and placed at appropriate locations in the campus & checked periodically. Fire extinguishers are periodically inspected and refilled. Safety charts and instructions are available in appropriate places in the campus.

#### **Computer Maintenance:**

All the computers and peripherals are covered under warranty or maintained by IT management team of the college. Critical Problems are solved by on-call basis.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 41.26

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
949	873	758	476	36

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 18.93

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
317	291	275	257	94

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	<a href="#">View Document</a>

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

#### 5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 7.67

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
210	177	115	91	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

#### 5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during

**the last five years****Response:** 10.67**5.1.5.1 Number of students attending VET year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
172	156	158	125	68

**File Description****Document**

Details of the students benefitted by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 78.14**5.2.1.1 Number of outgoing students placed year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
227	165	251	1	1

File Description	Document
Details of student placement during the last five years	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 12.03

#### 5.2.2.1 Number of outgoing students progressing to higher education

Response: 48

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

**Response:** 1.33

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	0	0	0	0

#### 5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
45	37	18	1	1

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

#### 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

**Response:** 158

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
63	52	43	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

#### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

**Response:**

**Student committee:**

The Institute committees are listed below.

- Class Committee
- Anti-ragging Committee
- Sports & Games Committee
- Public Awareness Committee

- Math Club
- Tamil Mandram
- Cultural Committee

### Objective of student Committee:

- Student committee is the representative body of students of the college.
- The objective is to make the students participate in the development of the institute as well as in the process of developing their personality, leadership quality, organizational skills and career through interactive programs with the faculty and society.
- The goal of the student committee is to provide a common platform to students to showcase their talents in co-curricular and extra-curricular activities. It is responsible for the successful conduct of all the major technical, cultural, literary and sports activities organized in the college premises.
- The student committee helps the students share ideas, interests, and concerns with the faculty. They often help raise funds for people in distress.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Response: 5**

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	7	9	5	0

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

**Response:**

### Alumni association contribution

SSMIET has a functional Alumni Association which was formed in academic year 2015-2016, immediately after the first batch of students graduated from the institution. It was formed to fortify the bond among the alumni, foster ties between their families and stimulate social and intellectual interests. The Alumni Association organizes frequent alumni meets to keep in touch with the alumni. Since its inception, four alumni meets have been held, among which two are conducted in the college and one each in Chennai and Bangalore. The alumni participation in the local meets were around 30% and in the metros were around 5%.

The alumni association works to bridge the gap between the industry and academics. Illustrious alumni visit the campus to share their experience with our students and faculty members during Alumni Connect Session. The sessions delivered by them are on current topics, trends or informal interactions where queries of students related to job, curriculum and career growth are answered by a number of alumni. Three such sessions have been conducted in the past academic year. Besides, alumni also help in the development of the institution. They have contributed furniture for the association. The 2011-2015 batch students have provided 10 desktop computers to the institution whereas the 2012-2016 batch students have presented valuable books to our college library.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**5.4.2 Alumni contribution during the last five years**

**<1 Lakh**

**1 Lakh - 3 Lakhs**

**3 Lakhs - 4 Lakhs**

**4 Lakhs - 5 Lakhs**

**Response: 4 Lakhs - 5 Lakhs**

File Description	Document
Any additional information	<a href="#">View Document</a>
Alumni association audited statements	<a href="#">View Document</a>



**5.4.3 Number of Alumni Association / Chapters meetings held during the last five years****Response: 2****5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

**File Description****Document**

Number of Alumni Association / Chapters meetings conducted during the last five years.

[View Document](#)

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

##### VISION

“To provide world class technical education to all students aspiring for Engineering profession and to occupy one among the top ten technical institutions in the country by 2020”.

##### MISSION

“To nurture the students with creativity, research orientation and finest qualities in order to excel in the corporate world and business both in National and Global arena”.

##### Governance

Sri Shanmugavel Mills (SSM) is one of the leading business houses in Textile Industry in Dindigul District for over 30 years. SSM Group has a strong desire to offer world class high quality Engineering Education that led to the launch of SSM Institute of Engineering and Technology in Dindigul from the academic year 2011 – 2012. The management has preempted in providing outstanding infrastructure and dynamic intellectual capital to the students.

##### Leadership in ensuring the policy statements and action plans for fulfillment of the stated Vision and Mission

The Institution excels in academics for over six years due to the continuous review and improvement of quality policies under the effective leadership of our Management and Principal. The top management, Principal and Faculty have roles in the design and implementation of the quality policies and plans. Some of the key roles are as follows:

##### Top Management

- Provides continuous support in implementing the Vision, Mission and Values of the Institution.
- Plans for introducing new programmes, student intake, maintenance and expansion of infrastructure.
- Chalks out establishment of state of art laboratories by constantly upgrading the technologies.
- Convenes the Governing Council meeting periodically to review and enhance the academic activities and all other supporting processes.

##### Principal

- Implementing strategic plans and quality policies to achieve the Vision and Mission
- Manage and monitor overall administration and academic progress.

- Coordinate the activities related to the AICTE approval, Anna University affiliation, Admissions and Accreditation.
- Signing MoUs with industries and research organizations in the National and International level.
- Appear for Legal and Judicial matters.

### **Head of the Department**

- Assist and report the academic and administration matters of the department concerned to the Principal.
- Motivate the faculty members to provide quality education to the students and to achieve the desired results and placements.
- Organize Faculty Development Programmes (FDP), workshops, seminars, Entrepreneurship awareness programs and Alumni interaction meeting.
- Encourage the faculty members to carry out research projects, consultancy works and to publish papers in National and International Journals/Conference.
- Organize value added courses, soft skill development programmes, Industrial visits and Internship for students to enhance their employability potential.
- Organize Parent-Teachers meeting to get feed-back from the parents and to discuss their ward's performance.

### **Faculty**

- In addition to teaching, faculty members carryout various responsibilities such as mentoring, co-curricular, extra-curricular activities, research and consultancy work.
- Organize events in department and college level.

## **6.1.2 The institution practices decentralization and participative management**

### **Response:**

#### **Decentralization**

The system is effectively decentralized for a better governance and performance. The strategic plans and major decisions related to academic and administrative tasks are thoroughly discussed in the Governing Council meeting. The decisions taken are executed by the Head of the institution. The Heads of the Departments and the faculty members ensure proper implementation of the policies given by the Governing Council.

Decision making authority is well decentralized in this system. The Management gives autonomy to the Principal to execute the strategic plan in order to fulfill the Vision and Mission of the institution.

Heads of the Departments are delegated with department level authority and operational autonomy but take important decisions with Principal's endorsement. Mostly, Heads of the Departments along with faculty members actively govern and administer the department. The Heads of the Departments also conduct meetings periodically and the academic activities are planned as per the academic schedule. Also, the Principal organizes regular meeting of all faculty members with Heads of the Departments periodically to review the academic related matters. All other administrative tasks are carried out under the control of Administrative officer (AO).

**Participative Management**

- HoDs participate in the weekly meeting chaired by the Principal to review the action plan, evaluate the results achieved and take decisions related to the academic and administrative matters.
- Faculty members participate in the weekly department meetings convened by the HoD to discuss various academic activities, plan and review the action plans.
- A faculty is assigned as class in-charge and is responsible for the academic performance of the class.
- The class in-charges discuss with respective HoDs regarding the action plans to be followed for the overall improvement in the academic performance of the students.
- Every faculty is allocated with a set of 15 students for mentoring and he/she is responsible for the overall development of the students.
- All the faculty members involve in organizing various events at department level and at college level.
- In the class committee meetings students participate and give their suggestions for various kinds of assistance needed in academics, co-curricular and extra-curricular activities.

**Case Study: Remedial classes for slow learners**

- Improvement Tests and Remedial classes are conducted for those who have not performed well in the internal test as per the decision taken in the Principal – HoDs meeting conducted on 09.10.2017.
- The slow learners are identified by the subject handling faculty members and the remedial classes are conducted.
- Slow learners are given a chance to appear for a retest to improve their internal marks.
- Remedial Class schedule is prepared by each department for all the subjects after the conduct of every internal test.
- The list of slow learners is circulated to the students and displayed in the department notice board.
- The remedial classes are conducted for the slow learners after the regular hours and this helps in acquiring the subject knowledge and score better marks.

**6.2 Strategy Development and Deployment****6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution****Response:**

*Perspective/Strategic plan and deployment* - one example of activity successfully implemented based on the strategic plan

**Example of an Activity: Mentorship**

- Mentoring at our institution enables close monitoring of the progress of the students.
- For every 15 students, one faculty member is allotted during a semester.
- The mentees are counseled by the mentors every week.
- Detailed background information about the students is available with the mentors and regular updates about the individual mentee ensure close monitoring of the progress made during a particular semester.
- Mentees innate talents are identified and their participation in co-curricular, extra-curricular

activities are encouraged and monitored.

- Mentees progress in academics is periodically reported to the parents.
- The collaboration of the parents and the faculty members lead to the effective implementation of the mentoring system.
- Close monitoring strengthens the mentees' edge-competitiveness, competency, maturity, goal settings, clarity of thoughts and positive attitude.

File Description	Document
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### Response:

#### GOVERNING COUNCIL

- The Governing Council is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved.
- Governing council has the duty to adopt guidelines and take decisions necessary to enable the institution achieve and develop its mission and primary objectives for learning, teaching and research.
- It is the duty of the Governing Council to oversee the creation and delivery of the strategic vision and direction of the institution. This encompasses the purpose and mission of the institution.

#### SERVICE RULES

1. He/ She shall be on probation for a period of one year, which can be extended further, or you may be terminated earlier at the discretion of the management. He/ She shall, however, continue to be on probation till they are confirmed in writing by the management.
2. A notice of three months on faculty side is required for relief / termination of service or on payment of three months' salary in lieu thereof, and in case of failure on their part to do so, the management will be entitled to recover the requisite amount either by withholding their salary to that extent or otherwise, as may be necessary.
3. He/ She shall be eligible for increment only on completion of probation and regular increment would be on appraisal of your performance by your superiors periodically.
4. Faculty continuation in the employment will always be subject to their physical and mental fitness.
5. He/ She shall work and discharge their duties assigned to them from time to time to their superiors. They shall be accountable for placing all the eligible candidates.
6. He/ She shall not be permitted to leave the institution during the academic year/ semester.

7. The services of the faculty will be governed by the Standing Orders / Rules and Regulations of the Institution as well as regulatory bodies such as AICTE and Affiliating University.
8. The faculty shall prepare placement plan and strategic actions for placing the students with the prior approval of the Director / Principal
9. As a mentor, the faculty is required to take care of students / monitor their progress on regular basis and maintain their database for their special grooming and soft skills so that they should become employable.
10. The faculty shall involve in any other task assigned to them by the Director and the Head of the institute beyond the regular task.
11. The department shall be fully accountable for the placement proceedings in the institution and maintaining effective public relations.

### RECRUITMENT PROCESS

The recruitment and selection of staff is highly effective in terms of its rigorous adherence to the policy and procedures laid down by the college management and it ensures transparency in terms of maintenance of files and records.

### GRIEVANCE REDRESSAL MECHANISM

An organized procedure is followed for redressing grievances regarding academic matters, hostel accommodation, health services, library, transportation and other central services.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination**

**A. All 5 of the above**

**B. Any 4 of the above**

**C. Any 3 of the above**

**D. Any 2 of the above**

**Response:** D. Any 2 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>
ERP Document	<a href="#">View Document</a>

#### **6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

##### **Response:**

The institution has an integrated framework for quality assurance of the academic and administrative activities in the form of the following bodies, cells and committees. They are as follows:

- Governing Council
- Academic Council
- IQAC – Internal Quality Assurance Cell
- QIC – Quality Improvement Cell
- IIPC – Industry Institute Partnership Cell
- Women Empowerment Cell
- Anti Ragging Committee
- Grievance Redressal Committee
- Research and Development Cell
- Entrepreneurship Development Cell
- Discipline and Welfare Committee
- Class committee

##### **Example of an Activity: Class Committee Meeting (CCM)**

- A class committee consists of the Head of the Department, the Class in-charge, all the subject handling faculty members and 4 to 6 student representatives of the class.
- The HoD shall be the Chair-person of the Committee and two senior faculty members play the role of convener and observer of the meeting.
- The class committee meeting is conducted twice in a semester.
- The purpose of a class committee meeting is
  - To ensure the smooth conduct of curricular, co-curricular and extra-curricular activities.
  - To assess and monitor the academic performance of the students.
  - To receive feedback from the faculty members regarding the syllabus coverage, class control and students attendance.
  - To receive feedback from the students regarding the teaching-learning process, internal assessments, co-curricular, extra-curricular activities, student support services, and mentoring.
- The department concerned initiates necessary actions to sort out the problems discussed in the

meeting.

**Action taken:**

A Class committee meeting was conducted for III CSE students on 07.03.2016 at 4.00 pm in CSE III yr class room. Based on the comments provided by the students, Android Application Development books were purchased and kept in the college library. The Wi-Fi usage time has been extended in the hostel for the inmates to make use of it for their projects and studies.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

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

**Response:**

Various welfare schemes are provided for the benefit of teaching and non-teaching staff in the institution.

1. Promotion and increments are given to the teaching and non-teaching staff based on the performance appraisal.
2. Medical leave, winter and summer vacation leave is provided to all teaching and non teaching staff.
3. On Duty leave is provided to attend workshops, seminars, FDP's, conferences and Anna University Exam duties for all teaching and non-teaching staff.
4. Marriage leave is given to all teaching and non teaching staff.
5. Women faculty is provided with maternity leave for three months.
6. Institution provides transport facility to all the teaching and non teaching staff.
7. Faculty members opting to stay in hostel are given accommodation with fee concession.
8. Employees Provident Fund scheme (EPF) for the teaching and non-teaching staff right from the date of joining.
9. Free medical checkup camps are organized regularly by the institution to all teaching and non-teaching staff.
10. Insurance scheme for all the teaching and non-teaching staff.
11. The Institution arranges tour for the teaching and non-teaching staff every year.
12. For the admissions in SSM Group of institutions, top Priority is given to the children of teaching and non-teaching staff of our institution.
13. Assessment and Training programmes are conducted for the new faculty members to improve their communication skills and Teaching skills.
14. Sponsoring/deputing the faculty to Faculty Development Programmes organized by the University and other institutions in the region
15. Encouraging the faculty members to publish research papers in journals and offering incentives for the same
16. Sanctioning on-duty leave to attend conferences / workshops outside of the institution



17. Providing continuous Wi-Fi internet connectivity to encourage self learning and development
18. Improvement in teaching, training and learning facility by establishing new digitalized facilities like Smart Class rooms, Video Conference, Wi-Fi facility and strengthening library by online journals and e-resources.
19. Providing recreational activities for the faculty members through Yoga and music clubs.

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 18.34

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

2016-17	2015-16	2014-15	2013-14	2012-13
21	47	9	15	4

#### File Description

#### Document

Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years

[View Document](#)

### 6.3.3 Average number of professional development / administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 8.8

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	10	10	9	3

#### File Description

#### Document

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

[View Document](#)

### 6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

**Response:** 19.25

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
33	40	28	11	0

#### File Description

#### Document

Details of teachers attending professional development programs during the last five years

[View Document](#)

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

**Response:**

#### Performance Appraisal System for Teaching staff:

The institution has the practice of evaluating the performance of the faculty members by Performance Appraisal System (PAS) every year. The faculty appraisal forms are reviewed by the Campus Director and the Principal. The Principal communicates the performance of the faculty to the management and based on the findings, increment and promotion are decided. University results produced by the faculty during every semester are given more importance in the appraisal system.

The Performance appraisal system has the following components.

1. Academic results
2. Continuing education
3. Organizing value added courses
4. Organizing FDPs, seminars, workshops and conferences
5. Publications (books, journals and conferences)
6. Generation of research funds
7. Consultancy
8. Ph. D supervision
9. Reviewers in Journals
10. Patents received
11. Professional membership
12. Contribution towards
  - Student admission

- Documentation work related to NAAC,AICTE and Anna University
- Mentorship / Class in charge
- Development Cell Activities
- Training and Placement
- Industrial visit
- Internship

The Institution has the practice of evaluating the performance of the Technical Assistants every year. It is reviewed by the respective Heads of the Departments and the Principal. The staff members are encouraged to pursue higher education and contribute towards the projects taken by the respective departments.

The Performance Appraisal system of the Technical Assistants has the following components.

1. Academic Up gradation
2. Laboratory Assisting Performance
3. Assistance in Value Added Courses organized
4. Assistance for Projects by the Department
5. Administrative Support

- Admission
- NBA, NAAC, AICTE, AU documentation
- Attendance
- Circular
- Industrial visits
- Placement
- Exam Cell
- Bus duty
- File maintenance

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

- The management has regulated the purchase process that mandates the approval of top officials.
- Cash in flow and expenditure are monitored using Tally software and cash collected at the counter is deposited in the account every day.
- The books of accounts, payment vouchers, bills and bank statements maintained by the institution are verified by the senior accounts officer on daily basis.
- There is a concurrent audit by the team designated for verification of transactions and entries made

in the books. The audit team is directed to meet the management once in a fortnight to report their audit findings.

- A qualified Chartered Accountant reviews the accounts/entries on quarterly basis.
- Suggestions/objections, if any, raised by the Chartered Accountant are discussed with the management for necessary action.
- Every year the accounts are further reviewed and finalised by external auditors and audited financial statements are prepared.

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III)

**Response:** 0.85

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
.55	0.3	0	0	0

File Description	Document
Annual statements of accounts	<a href="#">View Document</a>
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

- The institution is being run by a Trust formed by industrialists with a sound financial background.
- The trustees have contributed a sizable amount of their personal funds.
- Besides the capital generated from their contribution, fee collected from the students is utilized for the recurring expenditures incurred by the institution.
- The expenditure is based on the budget proposals periodically prepared by the head of the institution that is duly approved by the trustees.
- The trustees have strong conviction in offering quality education at an affordable cost without collecting any donation from the parents.
- The tuition fee that is specified by the Government of Tamil Nadu is collected from the students during the academic year. No other extra money is collected.
- In addition, students pay exam fees twice a year that is paid to Anna University towards the expenses incurred for the conduct of practical and theory examinations conducted every semester.
- The industries run by the trustees have also donated huge funds for the capital expenditure of the institution.

- All the infrastructural developments /furniture and fixtures/ major maintenance expenditures are borne by the trust.

## 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

#### Response:

Two examples of best practices institutionalized as a result of IQAC initiatives.

#### Best Practice – 1

**Title of the Practice:** Online Students Feedback System.

#### Goal:

- To bridge the communication gap between students and teachers.
- To strengthen the teaching learning process.
- To provide an opportunity to the Faculty members for enhancing their teaching skills.
- To receive suggestions from students about the various facilities provided.

#### The Context:

Even though the teacher is knowledgeable, competent and sincere, his/her efforts made for teaching becomes ineffective due to various reasons. Unless such matters are brought to the notice of the concerned teacher, he/she could not bring necessary changes in his/her teaching style. That is why the '**Students' Feedback System'** came into existence in our college.

#### The Practice:

- Feedback is conducted once a semester.
- The feedback is taken through online feedback system.
- There is a central feedback coordinator who is responsible for sending timely notices to Heads of the departments regarding the feedback activity.
- Students provide the feedback on the announced date. This is controlled by activating and deactivating the particular link through our college website. Students are provided with a questionnaire which mainly concentrates on the aspects of teaching-learning process.
- After collecting the feedback, the central feedback coordinator generates reports and submits the report to the Principal and the Heads of the Departments.
- Immediately after the feedback, the HoDs and the Principal can check the feedback reports. The Principal discusses the reports in his meeting with the HoDs.

- The Result of the feedback is intimated to the Faculty members through respective HoDs.
- Based on the feedback report, counseling is given to faculty members.

**Evidence of success:**

After receiving the feedback report the necessary corrective and preventive actions are taken by the faculty members for the refinement of their teaching methodology.

**Problems Encountered and Resources Required:**

The feedback for some cases may not be reasonable due to irrelevant answers given by the students. This can be resolved by Mentoring System.

**Best Practice - 2**

**Title of the Practice:** Remedial Classes for slow learners

**Goal:**

- To improve the academic performance of the slow learners.

**The Context:**

- To ensure better understanding of theories and concepts, remedial classes are conducted for slow learners.

**The Practice:**

- The slow learners are identified through the Result analysis of the internal assessment tests.
- Additional course material and Question Bank are provided for better understanding of the subject.
- Special counseling and care is extended to relieve stress and overcome psychological barriers.
- Hostel Study hours and mentoring are provided to the inmates who require special attention.
- Remedial classes are conducted for slow learners to help them improve their subject knowledge.
- Separate re-test schedule is prepared and conducted for slow learners to improve their score.

**Evidence of success:**

By conducting remedial classes and retest, the slow learners are able to improve their academic performance.

**Problems Encountered and Resources Required:**

Even though the remedial classes and retest are conducted, the slow learners face difficulty in understanding the concepts. Hence additional counseling and training is required.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 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

#### Response:

The mechanisms to continuously review the teaching learning process are:

- The Principal and HoD evaluate the delivery and effectiveness of teaching methods.
- The teaching–learning process is facilitated through qualified, trained and experienced faculty members and monitored by the Principal and HoD.
- Knowledge acquisition of the students is constantly monitored by their mentors.
- Course files are prepared prior to the commencement of the semester. The same will be verified / checked at different stages in accordance with syllabus.
- Review of results analysis for internal test, model Exam and University Examination enhance the effectiveness of the Teaching and Learning processes.
- The students with high caliber are constantly motivated to get university ranks.
- Academic Audit is conducted every semester and the report is submitted to the Principal for enhancing the teaching learning process.
- Encourage the students to pursue e-learning, preparation for higher education and competitive exams.

#### Example of an Activity: Academic Administrative Audit

##### Purpose

- Appreciate achievements and give suggestions for further improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities.
- The Audit committee considers the following criteria for auditing.

- 1.Syllabus completion.
- 2.Content beyond the syllabus
- 3.Extra coaching class provided
- 4.Course file
- 5.Class Record
- 6.ERP & Anna University Web Portal Entry
- 7.Alternate arrangement of classes
- 8.Value added courses conducted
- 9.Mapping of class log book with personal log book
- 10.Internal marks awarded
- 11.Mentor file
- 12.Events organized
- 13.Conferences/Workshops/Seminars/Courses participated
- 14.Contributions to the college

The AAA committee visits all the departments in the institution. The schedule will be informed well in advance to all the departments and administrative sections. The committee members will check based on the above criteria.

- Our institution has initiated the AAA in 2016 onwards.
- The AAA members are Senior Faculty/ HoD of each department.
- At the end of the semester, all the departments are audited within the stipulated time.
- The detailed report is submitted to the Principal which focuses on the areas to be improved and future developments.

### **Example of an Activity: Result Analysis Review by Academic Council**

#### **Purpose**

- To evaluate the result of all the departments.
- Appreciate achievements and give suggestions for further improvement of the pass percentage and quality of teaching.

#### **Result Analysis: Academic Council**

- After publication of results every semester, the department prepares result analysis report in the following categories
  - Class wise
  - Subject wise
  - Result before reevaluation
  - Result after reevaluation
  - Students with one arrear, two arrears and more
- The review of result analysis is carried out by the academic council which comprises of the Principal and HoDs of all departments.
- After detailed review, the corrective and preventive actions to be followed are finalized in the meeting.

### **6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year**

**Response: 0**

#### **6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0



File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

#### 6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Annual reports of institution	<a href="#">View Document</a>

#### 6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Incremental Developments	Academic Year
Establishment of Admin Block	2011 - 2012
Establishment of Main Block "A"	
Setting up of Engineering Practices Laboratory	
Establishment of Cafeteria	
Operation of Hostel block - Girls	

Operation of Hostel block - Boys	
Establishment of Dining Hall (mess)	
Operation of Auditorium (first floor)	
Started New Courses- AUTO, CIVIL, CSE, ECE, MECH	
Additional Intake(60) by the ECE department	2012 - 2013
Inauguration of Automobile Engineering Association - IAM	
Inauguration of CIVIL Association - BOYCE	
Inauguration of CSE Association - INVENIO	
Inauguration of ECE Association - ICON	
Inauguration of Mechanical Engineering Association - MECHANISSM	
Start of EEE department with an intake of (60)	2013 - 2014
Additional Intake(60) by the MECH & CIVIL departments	
Establishment of Main Block "B"	2014 - 2015
Establishment of Main Block "C"	
Operation of Canteen	
Operation of Auditorium 2	
Establishment of additional laboratories for Automobile, Mechanical and Civil Laboratories	
Inauguration of EEE Association - ELITE	
Research center was established by the ECE department.	2015 - 2016
Research center was established by the Mechanical and Physics departments.	2016 - 2017
New Library building ready for operation	

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

**7.1.1 Number of gender equity promotion programs organized by the institution during the last five years**

**Response:** 14

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	2	2	2

**File Description**

**Document**

List of gender equity promotion programs organized by the institution

[View Document](#)

**7.1.2**

**1. Institution shows gender sensitivity in providing facilities such as:**

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

**Response:**

**Safety and Security:**

- To create awareness of gender equality and to orient students on gender sensitization, awareness programmes are conducted at regular intervals.
- For the safety of the students, those with long hairs are expected to wrap it using a hair clip and were asked not to sport a loose hair inside the laboratory.
- To ensure equality among students sporting dangling jewels are prohibited on campus and also it may prove to be harmful for the students while doing experiments in the laboratory.
- To motivate students inherit leadership qualities and also to ascertain gender equality, seminars are given on health, safety and legal issues by inviting experts on these subjects.
- Every year the senior students take anti-ragging pledge.
- A special transport facility is provided to the students those who are involved in various curricular and extra curricular activities beyond the working hours.

**Counseling**

- Counseling is done to help women take up leadership roles, involve them in decision-making and become role models for the upcoming generation.
- General counseling is given to all the students during the mentor hour and to specific students whenever the need arises.
- To make students understand that women can succeed as engineers, many opportunities are given to them to interact with other successful women entrepreneurs and leaders.
- To equip the organization with talent pool of administrators, coaches and officials many programmes are conducted.
- To inculcate the values of self-reliance and motivate them to be confident and successful in all their walks of life, counseling sessions are given to the needy.

### Common Room

- A separate common room is available for the boys and girls.
- Magazines and newspapers are made available in the common room for recreation of students.
- Medical facilities like first aid box are kept for emergency.

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 36.9

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 62

7.1.3.2 Total annual power requirement (in KWH)

Response: 168

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 40

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 67.2

#### 7.1.4.2 Annual lighting power requirement (in KWH)

Response: 168

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

#### 7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

#### Response:

##### Solid waste management:

To make the environment conducive for survival and to retain the natural setting, the following procedures are followed in the campus:

- Biological waste disposal.
- Dustbins are kept at distinct spots to collect the waste.
- Proper utilization of wastes from the trees and plants by using them as manure.
- Solid wastes such as vegetable wastes from mess and canteen are collected in a separate pit and then removed.

##### Waste water management:

- There are two water treatment plants (RO) to purify drinking water and two sewage treatment plants (STP) to recycle the waste water.
- To ensure effective utilization of waste water, the lawns and saplings in the garden are watered by the recycled water.

#### Location of RO & STP

S.No	Location of the plant	Water source
1	RO- Near girls hostel & A-Block	Bore well water
2	STP- Near Canteen & girls hostel	Waste water from hostels, Mess, Canteen, Academic

**E-Waste Management:**

- The life of the electronic items is extended by doing proper maintenance.
- E-wastes from the computer hardware, and related electronic equipments, etc. which are normally weeded out by the institute periodically.
- The out dated computer mother boards, RAM, hard disks, processors are used for the demonstration purpose.
- Computer hardware is used for assembly training purposes of the students. Finally, when these become obsolete, they are disposed through the scrap vendor.
- The worn out UPS batteries are disposed through the scrap vendor.

**7.1.6 Rain water harvesting structures and utilization in the campus****Response:****1. Rain water harvesting structures and utilization in the campus**

As the institution land areas' subsoil is rich in black soil, the granules of the black soil absorb the rain water that gets stored in the harvesting pits. So this rain water harvesting enriches and nourishes the water table. The water collected from the ground and the terraces of the buildings is channeled through pipes to pre-defined storage destinations. Each department block of the institution is equipped with rain water harvesting plants and it is planned to install the harvesting pits behind hostel buildings, institution cafeteria, and other possible places. Institution's main goal is to enhance the ground water level.

Thermal laboratory needs water as a coolant for engines. Behind the thermal laboratory, there is a ground level water storage tank, which is filled up with rainwater that is used as the cooling jacket for IC engines. The size of the storage tank, that is length, breadth and height are 10, 6 and 12 feet respectively. Civil engineering department also makes use of this rain water for mixing the concrete. As the rain water is pure from salts, chemistry department also makes use of the collected rain water for the preparation of solutions required for the experiments.

The collected rain water is chlorinated every week to clean the harmful bacteria and also to avoid algae

formation. The rain water storage tank is covered with a lid to prevent the formation of mosquito larvae and to keep the environment mosquito free.

The institution is sensitive to the use of natural resources, and believes that sustainability is possible with planning. Rainwater harvesting is a natural extension of the commitment and contribution to the community.

#### **7.1.7 Green Practices**

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### **Response:**

- **Students, staff using**
  - a) **Bicycles**
    - Students are encouraged to commute to the institution by bicycles.
  - b) **Pedestrian friendly roads**
    - The passage that leads to the main building from the entrance is properly laid to enable pedestrians easily reach the campus.
  - c) **Plastic-free campus**
    - Stringent steps are being taken to make it a plastic free campus.
- **Paperless office**
  - Though paper is being used as of now, efforts are being taken to prepare and maintain paperless documents.
- **Green landscaping with trees and plants**
  - Trees and plants are the identities of the institution.

## Green Initiatives

- The institution is located in a sprawling 25-acre campus with greenery in and around the campus.
- The institution has different associations like NSS, YRC and Humane League etc. which organize tree plantation on and off the campus from time to time.
- Institution has developed botanical and herbal garden also.
- Recycled water is also used for maintaining green campus.
- Nurturing plants is one of the non-academic pursuits that develop eco-concern among the students.
- Generators of the institution are located in a separate power house and they are provided with enclosures to eliminate noise pollution.
- Usage of renewable energy sources makes the environment ecofriendly.

### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 0.25

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
8.32	2.5	3.0	2.5	9.18

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

### 7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

**A. 7 and more of the above**



**B. At least 6 of the above**

**C. At least 4 of the above**

**D. At least 2 of the above**

**Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

#### **7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**

**Response:** 8

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	3	2	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### **7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**

**Response:** 9

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of initiatives taken to engage with local community during the last five years	<a href="#">View Document</a>

<b>7.1.12</b>	
<b>Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff</b>	
<b>Response: Yes</b>	
<b>File Description</b>	<b>Document</b>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

<b>7.1.13 Display of core values in the institution and on its website</b>	
<b>Response: Yes</b>	
<b>File Description</b>	<b>Document</b>
Provide URL of website that displays core values	<a href="#">View Document</a>

<b>7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations</b>	
<b>Response: Yes</b>	
<b>File Description</b>	<b>Document</b>
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

<b>7.1.15 The institution offers a course on Human Values and professional ethics</b>	
<b>Response: Yes</b>	
<b>File Description</b>	<b>Document</b>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions****Response:** Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years****Response:** 4

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities****Response:**

National Festivals are celebrated with enthusiasm. Our students are on a mission towards better India. They come together breaking the boundaries of religion and caste. Thoughts of great Indian personalities sowed into the young minds through the exhibitions and programmes conducted on these days. Every year our institute organizes the national festivals and birth / death anniversaries of the great Indian personalities. Institution commemorates National festivals like Independence Day, Republic day and Women's day every year. To give tribute to our former President Dr. Sarvepalli Radhakrishnan's birthday 5th September is celebrated as Teacher's day that celebrated in the institution regularly. To honor our great Indian personalities birth and death anniversaries are celebrated by the institution. Every year our institution organizes functions for Swami Vivekananda Birth Anniversary considered as Youth Day on 12th January, 23rd January Netaji SubhashChandra Bose's Birth Anniversary, 26th February International Maths Day, 28th February National Science Day, 14th April BharatRatn Dr.Babasaheb Ambedkar Birth Anniversary, 21st June International Yoga Day, 2nd October Mahatma Gandhi Birth Anniversary, 15th October Dr. APJ Abdul Kalam Birth Anniversary.

**7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions****Response:**

To maintain transparency in financial matters, requirements related to infrastructure and equipments are finalized with proper approval of the HoD, Principal and Campus Director. The request is forwarded to the management and the purchase is made after drawing quotations from the suppliers. Audited financial statements are available for review.

Regarding academics, award of marks is purely based on the performance of the students in the tests conducted during the course of the semester. After impartial valuation, the papers are distributed to the students to enable them raise queries and get their doubts clarified. Students sign in the papers acknowledging the marks awarded to them. Internal marks are uploaded in the Anna University web portal which can be viewed by the students and parents. Anomalies if any that arise due to similar names and initials are rectified immediately.

Notifications related to competitions are circulated and displayed on the notice board. The contestants are selected based upon their merit. Selection rounds are conducted to select the competitors, when more students would like to take part in a competition.

Regarding administration, the decisions taken during the HoDs meeting after detailed discussion are communicated through minutes of the meeting. Feed back and suggestions are expressed by the faculty during the faculty meeting held in the departments. Faculty meeting at the college level is conducted at regular intervals to take a final decision on vital policy matters and implementation of new sets of rules and regulations. Self appraisal forms are collected from the faculty every year to decide promotion and increment for the forthcoming academic year.

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

#### Response:

#### 1. Title of the Practice: Moderate class size.(30/40)

#### Goal

- To pay more attention to their peers and become more confident and comfortable when it comes to sharing their ideas and perspectives.
- To identify the individuals talents and flaws.
- To pay more attention to the individuals, help every student understand the materials, provide the help he/she needs and to make them realize his/her potential.
- To ensure proper understanding of the concepts and thus obtaining better grades that help the students score better CGPA.

#### Context

- The way of learning in a school is very much different from that of an professional institution. Learning new concepts within the specific time limit here may pose the students some difficulty initially, but they would be assured in due course they would get used to it.

- Need to be strong in fundamental core technical knowledge during the first year itself is emphatically stressed. The smaller group size in classes enables faculty to pay more attention on individual students and help them gain core fundamental knowledge.

### **Practice**

- Though the affiliating body says there could be 60/70 per class, the institution has taken up a decision to have smaller groups of 30/40 students in a class for better class control and effective delivery.

### **Evidence of Success:**

- Individuals' talents are identified.
- Academic progress is achieved.
- Numbers of graduates has increased.

### **Problems Encountered & Resources Required**

- Require more faculty members and class rooms to handle additional sections.

## **2. Title of the practice: Skill Development for Enhancing Employability and to promote entrepreneur Ecosystem.**

### **Goal**

- To organize value added and career guidance programs to the students, Placement & Training department and Entrepreneur cell are functioning in the campus.
- To enhance quantitative and aptitude ability of the students training programs are conducted.
- To enable students to have a sound technical knowledge in their area of study all online and offline resources are provided.
- To provide ample practice to the students for diverse components of selection process such as presentation skills, group discussions and one to one interviews.
- To boost the confidence level of the students - soft skills training is given.
- All necessary steps are taken to make all the students eligible for employment or to become an entrepreneur by the time they leave the institution.

### **Context**

- Initially the recruiting companies gave a feedback that students were technically good but need to be trained in (communication) soft skills. Many training programs are conducted for enriching soft skills.
- Students are informed that the companies expect them to be productive from day one and whatever may be the stream of study; the students are expected to possess some basic skillsets like good programming ability, communication skills etc.

### **Practice**

- During the first year of study, an orientation program is conducted to all the students to make them acquainted with engineering education.
- They are introduced to various essential life skills that need to be possessed by an engineer. Students are given detailed introduction about the scope and opportunities available in their field of specialization.
- Motivational programmes are conducted every year to help them get rejuvenated and ignite their thinking ability. Conferences, Symposia and Workshops conducted during their stay in the campus sharpen their wit and provide exposure to latest trends in technology to make them remain innovative. Both written and oral communication skill development trainings are scheduled and conducted to all the students regularly.

#### Evidence of success

- Some of the students have become successful entrepreneurs.
- More number of students got placed in well reputed companies.

#### Problems Encountered and Resources Required

- Making the students communicate in English was a hard task.
- Making the students realize the importance of the training programs
- Making them participate in training programmes with full involvement.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.3 Institutional Distinctiveness

#### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

##### Response:

The vision of the institution is “To provide world class technical education to all students aspiring for engineering profession and to occupy one among the top ten technical institutions in the country by 2020”. The educational philosophy followed in this campus aims at producing students who could meet the challenges at the international technical job market. World class engineering professionals groomed in this campus would be nurtured to outsmart any competitor from any part of the world. Keeping this objective in mind, all the teaching community remains student friendly and laboratories are kept open beyond regular working hours to help students excel in their respective branch of study. To provide world class technical education, all the classes in the campus are furnished with LCD projectors. Considering engineering as a 24 hr programme, the campus is enabled with Wi-Fi facility. To exhibit their technical talents, students can make use of all the seminar halls available in the campus. To reach one among the top ten technical institutions, the institution is producing good results every semester. To emerge as successful engineers and responsible leaders, the students are trained to be skillful in all walks of life. Teaching them professional values and ethics ensures the practice of ethical values in their profession. True to the

institutional vision, all the youth of rural and semi-urban areas are transformed into workforce. Institution invites many reputed companies to the campus to select students.

The goals of the institution are:

- Uncompromising punctuality and sincerity
- Excellence in educational quality
- Suitable placement or higher education or entrepreneurship
- Research and development activities
- Good communication skills
- Professional ethics and moral values
- Being smart and Energetic
- Leadership qualities
- Sense of belongingness to the society and country
- Respect for fellow human beings and nature

Being true to the vision of the institution, providing world class education is evident from the increase in the percentage of graduates annually.

The institution takes pride in serving the society and country in all possible ways i.e., it provides trained human resource to the job market in the field of engineering, produces research scholars and knowledgeable entrepreneurs, generates many new innovative projects, organizes academic oriented training programs, serves as a center for conducting even national level on-line examinations, houses a lot of resourceful individuals who could shape and create a better future of the nation.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

SSMIETians keep abreast of technological advancements, compete and win prizes in competitions conducted by premier institutions. Dr. Kalam's Young Achiever Award, Smart India Hackathon 2017 and numerous prizes for fabrication of hybrid bikes and winning coveted positions in Zonal level games and sports affirm the institute's conviction in bringing out the latent talents of the students. Our institution serves as Zonal sports coordinating centre for Anna University Zone XVII in 2017.

Mentoring is one of the unique practices that helps teenagers share their grievances, shortcomings with the mentors. The teenage students are counseled every week and additional sessions are provided to the needy.

Constant support from the Management extends beyond funding as the executives frequently visit the campus, suggest best practices that augment uniqueness of the institution. The idea of limiting the strength to a maximum of 30 per class in first year was implemented in 2014. This has enabled focused attention on students that ensures supporting the slow learners and fine tunes the toppers who attain top grades as well.

Social responsibility is instilled in students. They participate in camps and programmes organized by NSS, YRC, etc. Awareness programmes on Dengue, Cleanliness, etc. are conducted in the villages. Approximately 300 units of blood have been donated to the patients. A number of our students have registered their names for organ donation. The young minds are moulded to serve the people in distress. They learn interpersonal skills, respect elders and in turn are respected by the society.

### **Concluding Remarks :**

The student centric, vibrant, techno savvy institution which believes in ethical, culture specific practices is run by a benevolent management who are inclined to transform the college to match global standards. The institution has several feats to its credit in the short span of time. As quality technical education is offered at an affordable cost, the institution has attracted the attention of the people in and around Dindigul. Its success in academics, sports, placements, technical events, etc. has widened its popularity as admissions have started pouring from various parts of the state. Our illustrious alumni serve as brand ambassadors helping us expand our services. Our talented faculty who keep themselves abreast of latest technical advancements provide the precise blend of academics, virtuosity and proper conduct to help the students emerge as socially responsible citizens. NAAC is the first step towards the accreditation process which can help us continue our best services in a more systematic manner. NAAC process helps us refine our practices and widen our scope. With the support of the generous management and systematic leadership, the institution will move from strength to strength to accomplish the dream of the founders to become a leading centre of knowledge at the national level.