

## 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:

Syed Ammal Engineering College always strives to provide quality education for the students. Our College is affiliated to Anna University, Chennai; we effectively follow the curriculum prescribed by Anna University. The institution meticulously develops and organizes various plans for effective implementation of the curriculum. At the outset, the academic council of the college, comprising all stack-holders, conducts protracted meetings with various department heads and members to develop strategies for implementing the curriculum. Academic Council Meeting is conducted every year before the commencement of the classes to identify and discuss the curriculum and curriculum gaps. Based on the meeting minutes teachers are instructed to prepare their Action Plans.

Time Tables are prepared according to Anna University rules by all respective departments. The time table contains well distributed allocation of classes for each course. It also reflects the hours for tutorial, practical courses and Co/Extra-curricular activities.

The courses are allocated to the faculty by conducting meeting by the respective Head of the Department. The courses are allocated to the faculty members based on the competency and preference given by them. Each faculty seamlessly follows the time table and department academic schedule to prepare the lesson plan for each course. Our teaching faculty updates knowledge by attending refresher courses, workshops, Faculty development programs, orientation programs, NPTEL courses, conferences and seminars organized by various colleges & Universities which help them for accomplishment of their subject delivery & curriculum more effectively.

The faculty members use various teaching methodology to make learning process more effective. They use the ICT tools such as Laptops, LCD projectors, Smart white boards, Reference books in Library, Online Journals, DELNET, and J-GATE from Digital Library, Language Labs, and Audio Visual aids for teaching the curriculum. The industrial knowledge is inculcated to the students by organizing Field Visit, Industrial Visit, In-Plant Training and Internship.

Through effective Curriculum delivery and to fulfill the curricular gap our institution has developed a structured and effective implementation of the Broad curriculum including Extra Curricular and Co-curricular activities

###### Regular Department Heads Meeting:

A regular meeting for heads of various departments is conducted once in a week. The meeting agenda will be fully based on development of the students through curriculum and there will be the discussion on forth

coming programs in the department.

### Class Committee:

Class committees are formed for each section of class as per the Anna University norms. The meeting will be conducted thrice in a semester in the presence of faculty and students, discussing the inputs on the progress of the course, issues in learning by the students. The points discussed in the meeting will be recorded and shared with concerned faculty and HODs.

### Feedback:

To know the opinion of the students on courses feedback are collected from the students twice in a semester. The Principal is provided with copy of the minutes of the class committee meetings and students feedback for information and corrective action (If required).

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

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

#### Response:

The academic calendar of the Institution prepared by the IQAC in consultation with Principal and Program Coordinators before commencement of every semester. The calendar consists of;

- Commencement of Teaching.
- Schedule for internal exams
- Last working day
- Date of practical University examination
- Co curricular and extra curricular activities

Based on the Institution academic calendar, department academic calendar is prepared by the HOD in consultation with faculty members. The department academic calendar consists of

- Schedule of internal exams
- Departmental activities Seminars/ workshops
- Value added courses and Conferences

- Co curricular and extra curricular activities

Based on the academic calendar each continuous internal exam is well planned by the exam cell of each department governed by the exam cell of the institution. Three Internal exams are conducted per semester. Syllabus for each internal exam is clearly defined at the beginning of the semester. The examination committee meets periodically to discuss all the examination related matters. Apart from this additional test for weak students are conducted.. The students can see their evaluated answer sheets and discuss the same with concerned faculty.

The policies are revised in general meeting & flexibility is given to higher authority to make run time changes for conduction of internal examination. The Principal, IQAC coordinator, HOD and examination coordinators of departments make sure that;

1. Completion of term work
2. Conduction of mock practical and theory examinations
3. Submission of Internal assessment marks based on continuous evaluation scheme

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

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

<b>1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
Response: 100	
<b>1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.</b>	
Response: 13	
File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

<b>1.2.2 Number of Add on /Certificate programs offered during the last five years</b>											
Response: 90											
<b>1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.</b>											
<table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>30</td> <td>19</td> <td>19</td> <td>12</td> </tr> </tbody> </table>		2020-21	2019-20	2018-19	2017-18	2016-17	10	30	19	19	12
2020-21	2019-20	2018-19	2017-18	2016-17							
10	30	19	19	12							
File Description	Document										
List of Add on /Certificate programs	<a href="#">View Document</a>										
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>										
Link for Additional information	<a href="#">View Document</a>										

**1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years****Response:** 94.53**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
413	1596	1059	1298	1055

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

**1.3 Curriculum Enrichment****1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum****Response:**

We believe in giving healthy environment for all our students. The cross-cutting issues like Gender, Environmental sustainability, Human Values and Professional Ethics etc., finds plenty of space when it comes to applying them positively into the curriculum. The curriculum is by the university and it does include many of these aspects in the curriculum. There are various committees which take care of the students such as:

**1. Women Development Cell (Gender Equality):**

This cell is formed by one senior female faculty as coordinator and all other female faculty members in the institution. Many programmes have been conducted by our institution such as International Women's day, mother's day, etc. In order to bring awareness to the Girl students about opportunities and challenges, legal issues and to train the girls mind on social issues various awareness programs were conducted like "Awareness on Entrepreneurship opportunities for Woman – Challenges and Stategies", "Seminar on Health and legal issues", "Awareness program on Counter Trafficking", "Yoga for Life", "Woman Harassment and Legal Proceedings".

**1. Women Harassment and Redressal Committee:**

It is formed only by female faculty members consisting of one coordinator and five members and also four

student representative from the institution. This is our privilege to state that in our college the problems related to women students like Sexual nuisance, eve teasing are completely nil as we have a very good discipline system in the institution. This committee will have regular interactions with women students at regular intervals of times to identify any sort of issues existing and handles the issues with ease and confidentially.

### **1.Environment and Sustainability:**

The link between Human and the Nature cannot be broken. It should be continued. To attain this context the students of our institution were striving to protect our environment. The environment club of our institution creates the awareness on environment and nature to students. This enables the students to learn about the eco-system and other environmental factors.

#### **1.Human Values (Club Activities):**

Our institution conducts many programmes on Human Rights to provide awareness among students in the form of club activities. Blood Donation Programmes Health Awareness Programmes Coastal Cleaning Tree Plantation Tamizh Sangam

#### **1.Professional Ethics:**

It describes professionally accepted standards of personal, business behaviour, values and guiding principles. Codes of professional ethics are often established by professional organizations to help, guide members in performing their job functions according to sound and consistent ethical principles.

#### **1.Add-On Programs:**

We conducted various add-on programs in our college to get better excellence of students and to motivate the team work ability. The students were participated in various programs, Professional development course (C, C++, Python, JAVA, Scilab, Oracle Certification, etc ) Yoga class

#### **1.Communication Skills:**

Communication skill plays a vital role in the industries. The communication skills of our students are improved with the help of Communication Lab. The students will utilize the lab for developing their Reading, listening and Speaking skills.

<b>File Description</b>	<b>Document</b>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>

### **1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years**

**Response:** 51.84

**1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
59	69	75	81	80

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>

**1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year**

**Response:** 100

**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 862

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

**Response:** A. All of the above

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

#### 1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>