

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

##### VISION

"To be an Institute of eminence and to evolve disciplined and globally competent engineers and technocrats."

##### MISSION

"Generating an enabling environment for academic excellence through quality work. Moulding rural students into professionally competent and intellectually proficient employable force through curricular, co-curricular and extracurricular activities. Creating globally talented human resources with ethical outlook and moral values, for the larger benefits of the society".

#### The nature of governance, perspective plans and participation of the teachers in the decision making bodies.

Syed Ammal Engineering College-- the precursor institution of the Syed Ammal Trust -, all with an overarching humanitarian and social focus to uplift the educational standards and wellbeing of this rural region.

Conceived and executed in 1998 with a far-sighted vision to transform the socio-economic profile of the region by Dr. E.M. Abdullah, the doyen of medical fraternity of yesteryears, the college eponymously takes its name from the cherished memory of his gifted mother, the late Syed Ammal. He initiated the Syed Ammal trust in memory of his mother. Syed Ammal Engineering College is headed by our beloved correspondent Dr.Chinnadurai Abdullah.

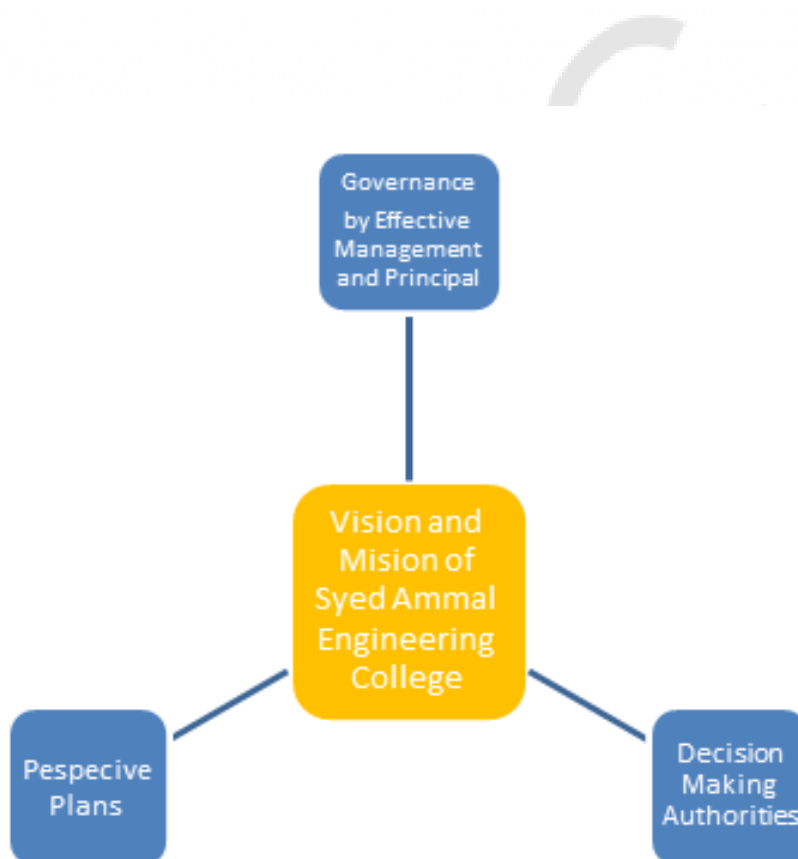
In 2017-2018, he became the governor of Rotary District of 3212 due to his divergent thinking and his service mind. He also has mission to eradicate the life threatening disease Polio.He has been recognized as one of the Top Doctors in the year 2019 by Tamil Nadu Medical Council and received the award from the Governor of Tamil Nadu.

Governance is the key activity that connects between the management, staff, students and the community. We support modern governance and proper administration and believe these should be carried out in a way that actively acknowledges diversity, that is respectful of identity and serious belief and that reflects balance. The major Administrative bodies are the Syed Ammal Trust and the Governing Council.

The academic activity of the institute is planned by the College Academic Committee for which, Principal is the Chairman and all heads of the departments and Senior Administrative Staff are members.

The Committee meetings are done to discuss the academic performance and to take decisions on critical academic matters. This committee is the principal policy making and advisory body on all matters related to teaching, research and development programs. It is also responsible for assuring quality including academic integrity, assessment and research output.

For redressal of grievances and complaints, the college shall adhere to the following: Grievances, if any, may be presented before the officials - Principal/ HODs/. There should be a sincere effort from the part of the members to find solutions for the problems. All matters requiring the intervention of higher authorities should be presented in person and in writing. The grievance committee members and called upon for action planning. The committee objectively and with due respect to the institutional and academic goals, looks into the grievances and takes appropriate action to remedy the situation.



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

**Response:**

**The institution practices decentralization and participative management**

**Response:**

Syed Ammal Engineering College functions with an efficient decentralized administration that has an absolute transparency in all the processes and programmes.

**Decentralization in working**

- The Various committees have been designed in our college in order to redress the problems and grievances of the students.
- For every committee, a senior faculty member is designated as a convener and a faculty from each department acts as a member of the committee.
- The convener has the responsibility to convene the meeting as frequent as possible among the members to discuss the issues focused to the responsibilities assigned to the concerned committee.
- Based on the nature of the problems arose, the necessary remedial actions will be taken by the committee concerned.
- If the remedial action requires attention of the Principal and the Management, then it will be immediately brought to the notice of them for necessary action.

**The list of various committees to decentralize the academic and administrative activities is given below.**

1. AICTE-Approval and Anna University Affiliation Committee
2. Anti-Ragging Cell
3. Academic Council
4. IQAC Cell
5. Boys & Girls Hostel Committee
6. Transport Committee
7. ISO Committee
8. Purchase Committee
9. Maintenance Committee(Power Supply, Generator Maintenance, A/C Seminar Hall Maintenance and Audio Visual arrangement)
10. Academic Calender Committee
11. Women Harrassment Redressel Cell
12. Renewable Energy sources Committee
13. ISTE Chapter
14. ICTACT Chapter
15. IEEE Chapter
16. CSI Chapter
17. NSS Cell
18. IE Chapter
19. AU-QIC Cell
20. Entrepreneur and Development cell
21. YRC and Blood Club
22. IETE Chapter

The case study for the preparation of Academic Planner

The Academic Calendar is prepared and published at the beginning of every Semester.

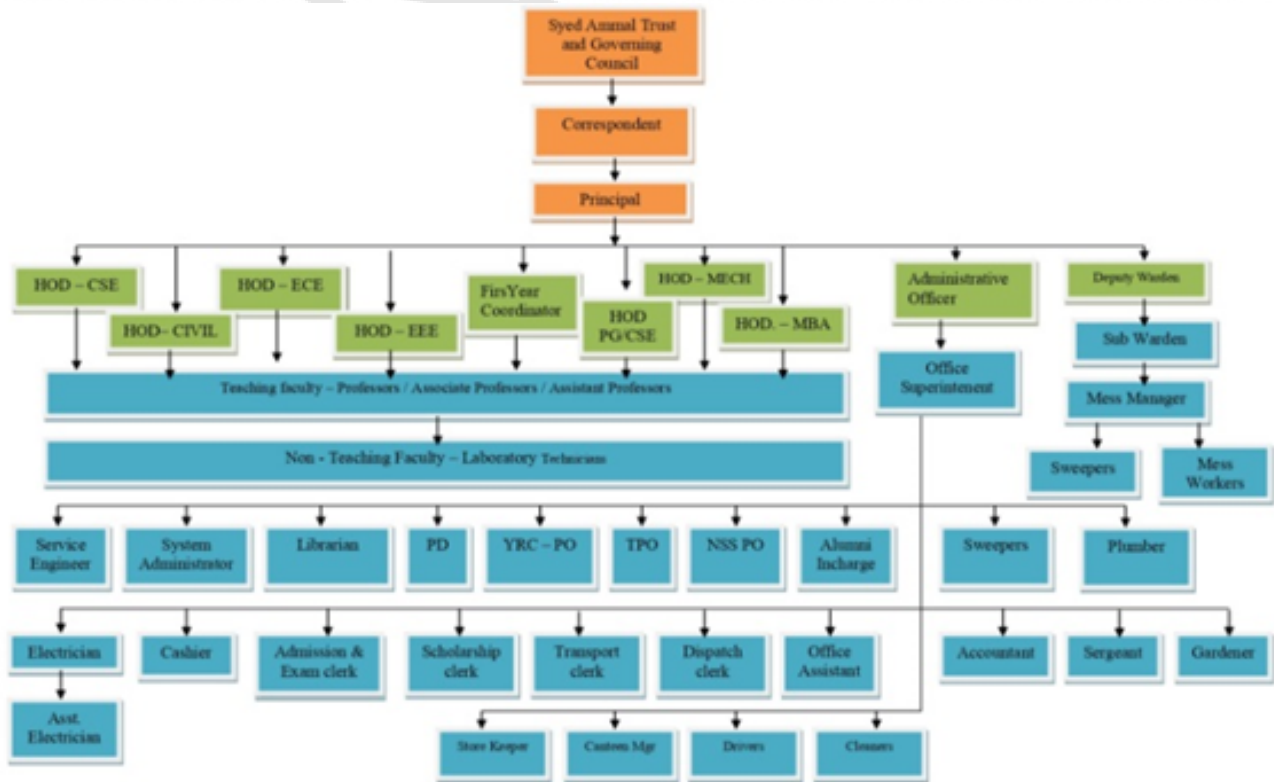
The Convener of this committee conducts meeting in the presence of the Principal with all HOD's, Placement & Training officer, Librarian and Physical Director and discuss about the schedule of the academic events. Then the committee finalizes the schedule with the approval of all HOD's followed by the Principal. The number of working days is decided with respect to the schedule given by the Anna University for each semester.

The Academic Calendar includes various information's like,

1. Re-opening date for every Semester
2. Working days / Internal Test / Model exam dates
3. Schedule for Symposium/National Conference
4. Guest Lectures
5. Industrial Visits
6. Internships & Implant training
7. Placement Training
8. FDPs / Workshops / Conferences
9. IQAC Meetings
10. Institution Functions – Sports day, Annual day,
11. Cultural and Graduation Day.

The prepared academic extract of every semester is approved by the Principal Correspondent. After approval, permission is granted for the committees concerned for the smooth planning of the scheduled activities. Every year, all the events will be conducted successfully as per the schedule in the academic calendar.

**ORGANODIAGRAM OF SYED AMMAL ENGINEERING COLLEGE**



Administrative Hierarchy of the Institution

File Description	Document
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## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

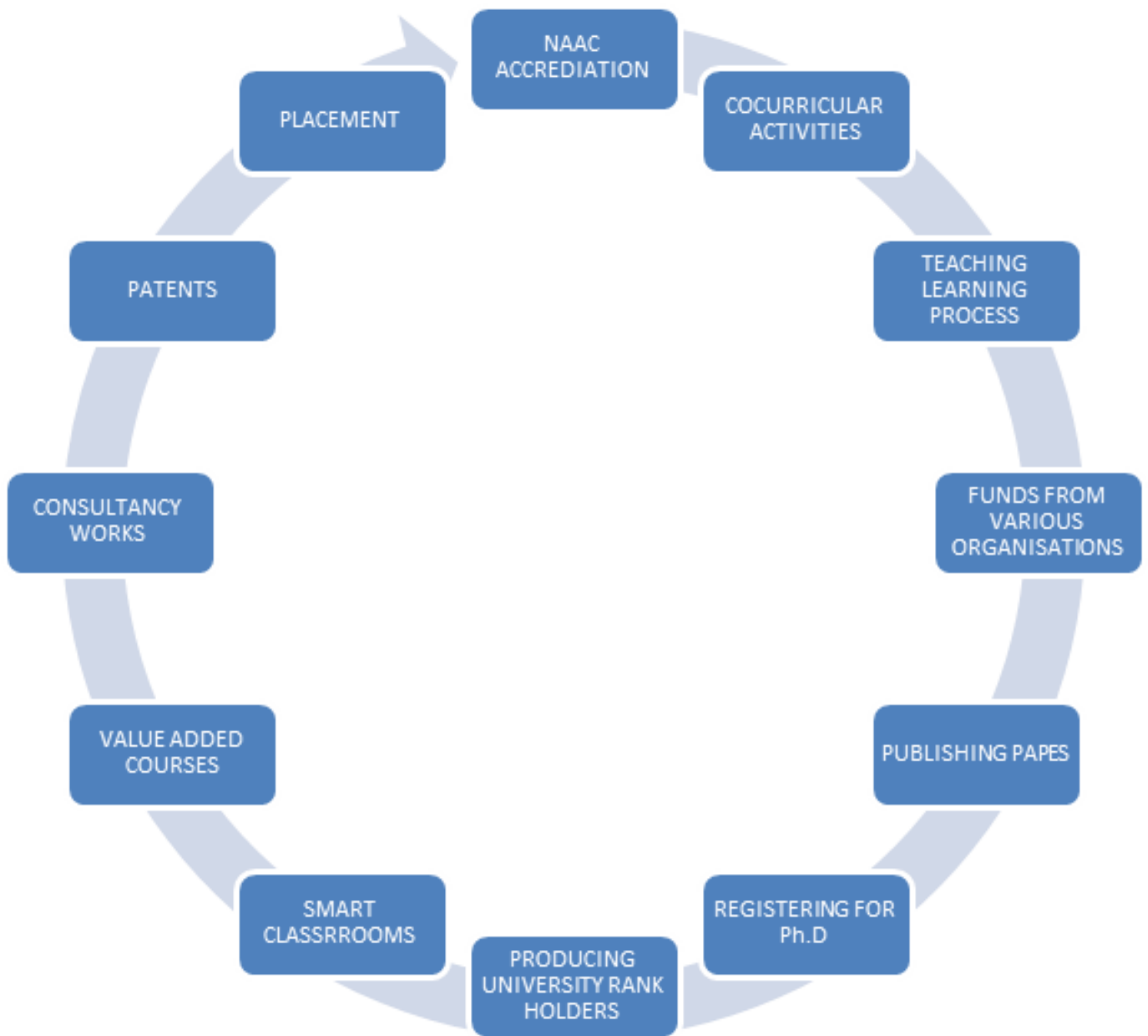
Yes. Available.

In order to enrich the quality of the programs, each department schedules their own plan. Generally after getting approval for the plans, the department works in accordance with scheduled plan for achieving the goal.

**The Institution has plans for the development of Strategic/perspective plan for the period from 2021-2026.**

Plan No.	Strategic plan	Deployment
1	To get NAAC accreditation and to become an Autonomous Institution	Separate Committee has been framed with Dr.S.Selvaperumal (HOD/EEE) for the duty to conduct periodical review on the progress of NAAC certification work. NAAC certification work is the initial step of the college in order to obtain autonomous status.
2.	To enhance the Employable skills of the students along with encouraging the Co-curricular /extracurricular activities.	Separate classes for aptitude, Technical Skills and Soft Skills were conducted during the college holidays.
3	To motivate faculty members to upgrade the Teaching – Learning process.	Faculty members are encouraged to attend workshops and to apply for research projects. A Faculty Development Committee has been framed).
4	To get more funds from various funding agencies like ICMR,	Every year, In order to

	DRDO, DST, CSIR and AICTE to organize Conferences/Seminars/Workshops/FDP etc.	Conferences/Seminars/Workshops/FDP, the faculty members are approached from various agencies	
5	To encourage more faculty members to publish papers in reputed International/National Journals with good impact factor.	In order to motivate the faculty members to publish papers in reputed journals, separate mark sheet and appraisal form.	
6	To motivate all the Faculty members to register Ph.D.	Faculty members are encouraged to register for Ph.D.	
7	To produce maximum number of university rank holders in each programme	Motivation will be given to students from the first semester onwards through counselling.	
8	To establish more number of smart class rooms and Video Theatres.	Smart class rooms are available in all departments. Steps have been taken to increase the number of video theatres.	
9	To provide more Value added certification courses in addition to the existing courses and provide coaching for competitive exams.	Steps are taken to bring value added courses and coaching for competitive exams.	
10	To offer more consultancy & Testing services	Civil Engineering department is doing consultancy services for government and private organizations. Similar services will be implemented in other departments.	
11	To get more number of patents	Some departments of our college are doing R&D. Steps are being taken for getting patents in these departments too.	
12	To increase the number of students in placement	Placement cell is taking necessary steps to approach various industries for campus placements.	



File Description	Document
Upload any additional information	<a href="#">View Document</a>
strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:**

**Response:**

Syed Ammal Engineering College is functioning with a governing body and an active administrative structure.

### **Administrative Setup**

We SAEC, striving to provide quality and affordable education to the rural of people of this region. This would require committed faculty members and efficient administrators at the helm of affairs in order to attain the quality at every level. Keeping this in mind, power has been delegated to various authorities in order to handle the problems and needs at the grass root level. Also, the college has been certified by ISO 9001: 2015. We completely follow and adopt procedures mentioned in the ISO system of administration which encourages decentralization of the powers and every activity at all levels is well documented. This helps the management to administer the college with efficient system and maintains transparency at all levels. All these were manifested for well-being of the students till they complete their course.

### **Governing Council**

We strongly believe that good governance is the key element that will interconnect the management, faculty members, staff, students and the society at large. We desire that it ought to be effective, efficient and prudent in carrying out its duties. We encourage and execute modern governance and appropriate administration that should be reflected in day to day activities of the college. In such a way, the governing council of the college has been framed with distinguished experts from various cross section of the society to provide valuable guidance to the Principal and management to administer the college according to the needs of the current scenario.

### **Responsibilities of Governing Council**

- To review the academic activities of the college
- To review the administrative activities of the college
- To suggest the Principal and Management with various ideas to enhance the quality of academic and administrative system.

### **Planning and Monitoring Board**

- The objectives of this committee are to make a planning of academic/co-curricular/extra-curricular activities for the forthcoming semester/academic year. As well, this committee will review the activities of the previous semester/year and make recommendations to the Principal/Management for further improvement.
- This committee will overview the financial viability of the college in each financial year and based on the report of the auditor, it will make suggestions /recommendations to the Principal/Management about further facilities/amenities/laboratories to be included in the forthcoming semester/year.
- The committee will also overview the Research and Development activities of the college in each year and make suggestions for further improvements in this aspect.

### **HUMAN RESOURCE PLANNING**



The purpose of this procedure is to recruit faculty members keeping in view of the adequate faculty members/students ratio (1:20) for effective functioning of the institution and to explain the methodology to identify the training needs and to provide internal and external orientation/training for the faculty members of Syed Ammal Engineering College.



File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

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

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

#### Welfare Schemes

Our college enormously supports our faculty members and motivates them abundantly to perform well in all academic endeavours. Our college management provides many benefits to both teaching and non teaching staff members magnanimously. Faculty Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution.

1. For getting pass mark in NPTEL courses, they will be rewarded Rs. 1000 cash award.
2. For getting silver medal in NPTEL courses, they will be rewarded Rs. 2000 cash award.
3. For getting gold medal in NPTEL courses, they will be rewarded Rs. 3000 cash award.

Our management generously help the faculty members to pursue their higher education and based on their qualification, they will be benefited with good salary as mentioned below.

1. Faculties undergoing Full-time, higher Education (Ph.D/ME/M.TECH etc.) –50% Salary against 5 Years Service Agreement on completion of degree.
2. Faculties undergoing Part-time, higher Education (Ph.D/ME/M.TECH Etc.) –100% Salary against 3 Years Service Agreement on completion of degree.

Our college whole heartedly contributes the huge amount for the betterment of the faculty as follows

- Supporting staff members are provided with free computing skill programs.
- Faculty members/staff members undergoing part-time study can have flexi-timing and on-duties.
- Maternity leave on full pay may be granted to a woman faculty member/ staff member for period not exceeding 90 days.
- The college encourages its faculty members to undertake department wise R&D activities along with students and other faculty members.
- The college encourages the faculty members to undertake AICTE/DST/CSIR/IEI sponsored projects for the benefits of fellow teachers and students.
- The college encourages its faculty members to organise AICTE/DST/CSIR/IEI/Anna University funded seminars and workshops for the benefits of fellow teachers and students.
- Producing good results by the faculty members has been considered as a credit that can be added in their Faculty self appraisal form.
- Our faculty members are availed with free transport facilities.
- Summer and winter vacation leaves can be availed by the faculty members.
- Our Management provides tuition fees concession for children of faculty members studying in our college.
- Our college provides life insurance to the staff community.
- Our college offers 24 hours medical services in order to handle the emergency situations of the faculty and the students.

**EPF benefits**

Our college provides EPF to all employees who come under the employees provident fund legislation. They will be enrolled as members. The fund will be credited after the completion of a one year service in our college. The employees of our college lead their life satisfactorily as the management is ready to do these types of concerning of the faculty.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**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:** 70.12

**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**

2020-21	2019-20	2018-19	2017-18	2016-17
92	146	62	43	36

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

**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:** 17.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
21	20	16	17	14

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Reports of Academic Staff College or similar centers	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

#### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).

**Response:** 57.54

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

2020-21	2019-20	2018-19	2017-18	2016-17
61	74	66	74	58

File Description	Document
Upload any additional information	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

**Response:**

The Faculty Self Evaluation (FSE) helps to motivate the faculty and support them in understanding the changing needs of students as well as the society. All faculty members are insisted to fill the prescribed Proforma for self-appraisal. FSE system encourages the faculty members to provide excellent performance in teaching –learning and research activities. The institution has faculty self evaluation system for the

Assessment of teaching and non-teaching staff. The Appraisal report is based on the Annual performance of the faculty and that is based on their academic, research and other curricular activities. The views of the employee filled in the prescribed proforma are reviewed by HOD's and Principal. The overall report is further reviewed by the chairman of the governing body and the governing body has the authority to take decisions based on the report. The records of the self appraisal will be kept confidential.

The faculty self evaluation report reflects the continuous improvement of the individuals for ensuring the accomplishments of the overall organisational mission and vision. An effective and energetic performance of the employee plays a crucial role in managing the organisation in an efficient manner. The institution has designed a proforma to evaluate the performance of the faculty as mentioned below:

1. Teaching, Learning and Evaluation related activities
2. Research Publications and Academic Contributions
3. Professional and Personal Development related activities

At the end of each academic year, the data pertaining to the above stated categories are collected from each faculty member. Based on the data collected, Academic Performance Indices (API) scores are calculated for each of the above mentioned categories. The Principal, in consultation with senior Professors fix certain minimum API scores to be achieved by the faculty members in the three categories. These scores are obtained for the award of career advancements and needed training to faculty members and for the promotion to next higher position in the institution level. Further, at the end of each semester, the institution conducts the feedback sessions to the students for each of the courses attended by them. The feedback forms in the form of questionnaire are collected to get the information about the teacher and different aspects pertaining to the teaching process. A team consisting of the Principal, Head of the Departments go through the feedback forms that are collected from the students and suggest most suitable and useful measures to improve the teaching-learning process in the institution and lead the institution to reach the level of the centre of excellence.

File Description	Document
Upload 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:

Monthly regular account has been verified and submitted by the audit assistant Mr.K.R.K. Nagarajan and an external audit is directly conducted during the closing of every financial year. No big findings / objections have been made so far. Any minor contradictions pointed out by the external audit team are immediately rectified and necessary steps are taken to avoid repetition of such errors in future. The main key aspect of the audit is Budgeting for optimum utilization of finance, including mobilization of resources. Planning and allocation of financial resources are done only by following

established procedures and processes.

Syed Ammal Engineering College is a self-financing institution. The fund of this institution is generated through the fees paid by the students. In addition, Faculty members of this institution have received funds from different funding agencies like AICTE, IEEE, ISTE etc. To escalate research and laboratory facilities are made through these funding agencies. The institute sharply monitors the effective and efficient utilization of financial resources for the academic processes and infrastructure development. The Institutional budget is prepared by Principal every year through collecting the proposed budget from different departments and functional heads. Recurring and non-recurring expenditures are taken into consideration.

Correspondingly, all the administrative heads, academic heads and conveners of different cells are requested to submit the requirement for the financial year.

All the major financial decisions are monitored by the Institute's governing Body council. Major financial transactions are analyzed and verified by the governing body under different heads like

- Research & Development
- Training & Placement
- Software & Internet charges
- Library Books / Journals
- Repair & maintenance
- Printing & stationary
- Equipment & Consumables
- Furniture & Fixtures

After the final approval of budget, the purchase process is initiated by purchase committee which includes a purchase officer, all head of departments and administrative officer. After due analyses of different quotations the confirmations of the quotations are fixed after the negotiations. The payments are released after delivery of the respective goods it is done as per the terms and conditions mentioned in the Purchase order. All transactions have been maintained through bills and vouchers. The bill payments are passed after testing & verification of items. Only authorized person can operate the transaction through the bank. Respective faculty member will be testing the purchased suitable equipment/machinery with correct specification have been purchased. That purchased item will be included in the stock register of the department and the bill along with the register goes for permission of payment. The entire process of the procurement of the material is monitored by the Purchase committee and the Principal at the institute level. Following the procurement the maintenance is carried out as per the instructions and regulations. Financial audit is conducted by chartered accountant every financial year to verify the compliance.

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

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

##### Response:

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

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers 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:

An appropriate system has been followed by the Syed Ammal Engineering College for the usage of available financial resources in an effective and well-organized way. The Governing Body constantly monitors the proper utilization of allocated funds as per the need based on which the decision related to finance was made. Each department was allocated for the fund during the preparation of yearly budget. This budget is generally for the requirement or up-gradations. The Administrative officer will monitor the financial matters intimately. Based on the financial need, the respective departments will be receiving the grant through a proper requisition. For example, in case of any requirement, the details of the requirement of the equipments, maintenance and expansion of infrastructures etc are prepared by the concerned heads and through the proper requisition followed by the approval further procedures for purchase are adopted. During the end of the financial year, a statement of accounts containing details of income and expenditure, including budgetary is made ready by means of an external audit.

##### Admission fee

Admissions of students are made through Anna University Counseling (TNEA) under Government Quota (50%) and Management seats are admitted through Consortium of Self Financing Professional Colleges in Tamil Nadu (50%) with the collection of fees as prescribed by the Tamil Nadu Government higher education regulation.

### Grants from Government Organizations

Grants through proposals from various Government Organizations such as AICTE, ISTE, IEEE, etc are cautiously utilized to meet the recurring and non recurring cost of institutions.

#### Trust Contributions

Syed Ammal Engineering College is functioning under the Syed Ammal Trust which contribute fund to develop construction of buildings, Procurement of equipments, furniture's and consumables such as books, chemicals and glassware's. Scholarship is also provided for the meritorious, poor and needy students by the trust

#### Optimal Utilization

The Institution purchases transport vehicles (buses) according to student strength and a reasonable transport charges collected from the students.

#### Recurring Expenses:

Fees collected from students are utilized for the salary to Teaching faculty and non teaching staff, academic activities and for the other expenses.

#### Research and project activities:

Grants received from Government bodies like AICTE, IEEE are effectively utilized to conduct seminars, workshops, FDP, etc., In addition, Institution management contributes from their budget to conduct technical symposiums.

In order to cover the research excellence among academicians, many research projects are encouraged for students and faculty to enhance the recent socio-economic strategies. Similarly our institution strives hard to receive grants from Government Organizations for Research and Development through proposals.

#### Renewable energy resources

Our institution strives to be an eco-friendly environment hence has installed Solar power plant generating 160 KW.

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

## 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:

**Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 500 words**



## 1. Feedback System

IQAC has created an online student feedback form to collect information from students about their courses of study, learning tools availability, teaching methodology, and so on. This online feedback system has been introduced and implemented as a quality initiative to make the student feedback system more effective and successful, as it includes all the students for assessing and improving the quality of teaching and learning process. Students' feedback for every subject that they taught is given to all teachers on the flair database so that they can develop and enhance their teaching. However, the teachers are unaware of the students' names.

In the student feedback system, the following points have been verified

1. Preparation by the faculty members for the concerned subjects
2. Clarity and audibility on the subject taught
3. Visibility of the content written on the board
4. Interest in teaching by the faculty members
5. Interactions and clarifying doubts about the subject
6. Completion of syllabus before the prescribed time
7. Concern about student progress and their continuous improvement
8. Controlling the class and maintaining their discipline
9. Understanding lectures given by the faculty members
10. Teaching moral and ethical conduct

With the above points, the questionnaire was developed. The feedback from the students received and score by the particular faculty member for the particular subject has been received. With this score, the positive and negative points of the faculty members were identified. The same was informed to the faculty members personally. Also, suggestions will be provided for their further improvement. The faculty members who are scoring high marks will be appreciated.

### 1. Academic Audit through IQAC :

Academic and Administrative Audit is a peer review process that includes a self-study and also a site visit by experts from both inside and outside the institution. An academic audit's objective is to support programmes, departments, and the organization to review their quality processes and standards towards predetermined criteria, and to encourage activities to develop, assure, and continuously enhance the quality of the entire system in place, including curricular and co-curricular programmes and activities, and also infrastructure and supporting programs. Quality has become an important requirement in today's digital world. Higher education is a well known tool for social and personal improvement. Leading educational institutions around the world have made it a priority to engage in ongoing and continuous self-evaluation and up-gradation.

Hence, every year the college uses IQAC to conduct an academic audit for each department and various committees in order to improve and sustain the standard of education. The committee gathers academic plans at the start of each academic session, including publications, extension activities, cooperation, creative and best practices, assignments, ICT-based activities etc., The committee monitored academic progress and reviewed plans submitted by departments. Corrective actions were made based on the committees audit report. Following the implementation of such an academic audit, it was noticed that all departments and committees have been continuously strengthening their curricular, co-curricular, and extra-

curricular results.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
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**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

#### **ACADEMIC REVIEW THROUGH CLASS COMMITTEE MEETING AND STUDENT COUNSELING:**

The institute's teaching and learning process is student-centered and results-oriented, taking into account the needs of a range of learners. The students' learning levels are determined and taken into account when creating learning materials and evaluating them. Class committee meeting in our college is conducted as per the regulation of Anna University. After reopening of the college, within 15 days the first meeting will be conducted. Continued with the second after periodical test I. The third periodical meeting between 2nd and the 3rd periodicals. Chairperson will be the faculty who is one not going to that class. Around 6 students will be selected. One from hostel and the remaining from the same class with students of slow, average and high in studies along with equal number of girls and boys. All the points are freely discussed and the chair person consolidates the points and submits the same to the Head of the Department. These points are usually discussed in the HODs meeting and the suggestions will be carried out for verifications.

In all institutions of higher education, establishing a "students counseling system" is required. The system should address all of a student's common concerns, including anxiety, stress, and fear of failure, as well as homesickness and other academic issues. The system should involve students, teachers and parents, and should be target oriented and interactive. The student counseling system should bridge both communicative and formal gaps between the students and the institution. When necessary; the system may employ the services of a trained psychologist. A batch of 20 students will be allotted to each counselor trained to act as a guardian throughout the year. They will address their intellectual and emotional needs, and provide them with career guidance. Teacher counselors can collaborate with hostel wardens in order to get information on students regarding their personal details, behavior patterns and academic records, for future measures and corrective actions.

#### **DEPARTMENT ADVISORY COMMITTEE**

- The Department Advisory Committee is chaired by the HOD, who receives the Department Advisory Committee's report and keeps track of the program's progress.
- The committee creates and recommends new or altered programme goals and objectives.
- The committee also examines and analyses the discrepancy between the curriculum and industry requirements, providing required feedback or recommendations.
- NPTEL, Spoken tutorial , FDP, STTP / Guest lecturers monitoring
- Verification of Faculty Dairy for the following:
  - a. Attendance Entry,
  - b. Class and Series Test Marks,
  - c. Syllabus Coverage,
  - d. Identification of Slow Learners and above average performers
  - e. HOD Authentication.
- Verification of Assessment & Tutorial Sheets.
- Checking Course plan and delivery
- Submission of report to the IQAC in the prescribed format.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
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### 6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

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

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