



# **SELF STUDY REPORT**

**FOR**

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

## **ST. THOMAS COLLEGE OF ENGINEERING AND TECHNOLOGY**

ST. THOMAS COLLEGE OF ENGINEERING AND TECHNOLOGY  
KOZHUVALLUR POST CHENGANNUR ALAPPUZHA DISTRICT  
689521

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

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**January 2019**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

St. Thomas College of Engineering & Technology (STC), Chengannur is pleased to present this Self Study Report (SSR) to the National Assessment and Accreditation Council (NAAC), Bengaluru. The college started during the academic year 2010-2011 and is approved by All India Council for Technical Education (AICTE)-New Delhi, Government of Kerala and affiliated to APJ Abdul Kalam Technological University. The college acquired ISO certification (ISO 9001:2008) in the year 2011. The institution is established by St. Thomas Educational Society-Adoor. The governing body of the society comprises of Mrs. Gracy Babu-President (W/o Late Er.Palazhi Babu Thomas & Former Chairperson of Caarmel Engineering College,Perunad-Ranni), Mr. Jose Thomas- Secretary (Founder Treasurer of Caarmel Engineering College, Perunad-Ranni & Chairman of Travancore International School,Adoor) and Mr. Jacob Thomas-Treasurer (Former Accounts Manager of Kwality Icecream,UAE). STC is a leading engineering institute, attracting outstanding academics and featuring world class research facilities. The institute maintains a strong commitment in delivering our programs in a personalized learning environment with a student-centered approach. The college is well known for its friendliness and 'can do' attitude. On graduation, students will be highly sought- after across many industries, known for creative thinking, problem-solving and ability to excel in team based environments. The institute runs five undergraduate courses that include Civil Engineering, Mechanical Engineering, Electrical & Electronics Engineering, Electronics & Communication Engineering and Computer Science & Engineering.

### **Vision**

To be an Institute of repute recognised for excellence in education, innovation and social contribution

### **Mission**

#### **M1: Infrastructural relevance**

Develop, maintain and manage our campus for our stakeholders.

#### **M2: Life Long Learning**

Encourage our stakeholders to participate in lifelong learning through industry and academic interactions.

#### **M3: Social Connect**

Organize socially relevant outreach programs for the benefit of humanity

### **Core Values**

**1. Liberty:** We encourage Freedom of Thought and Expression.

2. **Adaptability:** We adapt to ever changing need of the Industry.
3. **Integrity:** We ensure honesty in every transactions we do.
4. **Empathy:** We are thoughtful about Humanity and Nature.
5. **Accountability:** We ensure transparency and responsibility in our actions.

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

### Institutional Strength

1. Good governance driven by the expertise and wisdom of eminent personalities serving on the Board of Management, Academic Council and other authorities
2. Academic excellence as exemplified by excellent infrastructure and contemporary curriculum
3. Good support for Extra and Co-curricular activities
4. Dynamic and committed faculty & staff members

### Institutional Weakness

1. Located in the rural area and away from Industrial hub
2. Very Few number of research and interdisciplinary projects
3. Less consultancy work
4. Rank of students at entry level
5. Limited placements

### Institutional Opportunity

1. Research and consultancy initiatives
2. Revenue generation through resource sharing
3. Cultivate Innovation and start up culture in institution
4. Encouraging students for competitive examinations and higher studies
5. To become one of the top 10 UG Engineering institutes in Kerala State
6. To attract students from all corners of Nation

### Institutional Challenge

1. To attract high meritorious students
2. Increase placements in core industries
3. To cope up with rapidly emerging technologies
4. High cost of delivering Education
5. Execution of collaboration with foreign Institutions

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

The institute follows the curriculum designed and developed by the affiliating University (APJ Abdul Kalama Technological University). The Institute has perspective planning for effective implementation of the curriculum. Institute emphasizes on ICT based curriculum delivery. Before the commencement of the semester, for proper execution of the academic activities, proper academic planning is done. Institute academic calendar is prepared in line with University academic calendar. Also activity calendar is prepared which include curricular, co-curricular and extra-curricular activities. The Course planning is done by every faculty member which include course contents, identification of curriculum gaps based on pre defined POs and COs, keeping in line with Institute Vision and Mission. The implementation of academic calendar and proper delivery of the curriculum is regularly monitored by HODs. Academic External Audit is conducted by university which ensures the quality of the curriculum delivery, Unit tests, series test seminar, projects, practical, assignment and continuous assessments. Students attendance is also monitored by subject teacher and mentor. The academic flexibility is provided to students by offering various elective courses. For all round development of students, institute arranges guest lectures, seminars, workshops and also have initiated add-on courses. Student feedback related to teaching learning process and other issues like infrastructural facilities, laboratories, library, academic and extracurricular activities is taken regularly. A proper record of collected feedback is maintained and analyzed further for necessary actions.

### Teaching-learning and Evaluation

This criterion deals with teaching learning and evaluation. Institute strictly follows the admission procedure, regulations and guidelines set up by Kerala State Government. The students are admitted from all corners of state as well as from other states. The learning levels of the students are assessed regularly and corrective actions are taken. To enhance the teaching learning experience, student centric approach in teaching learning process is adopted which includes methods such as experimental learning, participative learning and problem solving methodologies. Maximum use of ICT, utilization of resources like NPTEL, YouTube and slide-share is promoted by the institute to have teaching learning more effective. Institute is always keen about providing required training and resources to the faculty members. Institute is committed to provide quality education to students, has sufficient number of well qualified, competent, teachers. The recruitment process of the staff is done as per AICTE norms and is very transparent and unbiased without having any discrimination on the basis of region, caste, religion and creed. Grievances are addressed by well defined procedure.

Outcomes of teaching learning process are evaluated on the basis of overall performance and skills acquired. The evaluations and stake holders' feedbacks are analyzed and reviewed for further planning and execution.

### Research, Innovations and Extension

The institute promotes research and development culture through various initiatives. The Institute has formed Entrepreneurship Development Cell to promote entrepreneurship, skill development and consultancy related activities. The institute has around 30 Journal publications. Institute has stated code of ethics to check malpractices and plagiarism in research. Students are encouraged to work upon industry sponsored and

innovative projects. Students are also encouraged to publish their work in peer reviewed and reputed journals. Institute has organized significant extension activities. Institute's NSS unit organizes many activities such as health checkup, tree plantation, blood donation, clean India, orphanage visit programs etc. The institute supports techno-social activities to fulfill its mission of Social Connect - Organizing Socially Relevant outreach programs for the benefit of Humanity

### **Infrastructure and Learning Resources**

The college is located in a beautiful & tranquil location with a lake side view & plenty of lush landscape. The physical facilities consists of 23 classrooms, 52 laboratories, 3 seminar halls, Auditorium, Training and Placement (T & P) cell, ample space for outdoor & indoor sports activities, related academic and administrative rooms. Ramps are provided for physically disabled students. Library comprises of 11329 books, 32 journals with 403 sq.m library area. The Library is using commercial software libsoft for automation of Library Services. Institute has a rich IT infrastructure and it is regularly updated. The institute has 241 computers with 40Mbps internet connectivity to fulfill the academic and research needs of the institute. Maintenance of the equipments, facilities is done on routine basis. For maintenance of campus facilities, the institute has various committees such as Gymkhana, Library, and Purchase committee. General civil maintenance and upkeep of civil infrastructure, landscaping is carried out regularly. Fire fighting systems are provided to counter situations like fire hazard and natural calamities. The college provides excellent, well furnished and comfortable hostel accommodation separately for outstation boys and girls with strict overall supervision of the management. Wardens of each hostel take care of adherence of discipline, academic interest etc in the hostels. The campus is spread over an area of 10.7 acres with comprising buildings of high-standard, classrooms with proper ventilation, numerous laboratories, gym center, auditorium, smart classrooms, library. Restrooms are provided at regular intervals in each corridor. To ensure hassle free and safe transportation to staff and students, the college buses are plying to and fro from Changanacherry, Thiruvalla, Chengannur, Harippad, Mavelikkara, Karunagapally, Kayamkulam, Kattanam, Charummood, Pathanamthitta, Kozhencherry, Aranmula, Pathanapuram, Adoor, Pandalam etc.

### **Student Support and Progression**

Student support and progression includes financial assistance in the form of scholarships, support facilities, academic development and students participation in different co-curricular and extracurricular activities such as Sports & Cultural. In the institute 42 % of the admitted students receives financial benefits from social welfare department of the government and institute scholarship schemes. Institute has a mentoring system. Faculty mentor looks after mentees for overall development, academics, personal counseling. The teaching-learning process is strengthened by various activities such as Industry Expert lectures, Industrial Visits, Workshops on recent technologies which provides exposure to students to real life practical aspects of engineering. Students are also made aware of various opportunities after graduation. Various training sessions are conducted for career guidance and entrepreneurship development.

Training and placement cells provide pre placement training/talk by experts. Students are motivated to progress for higher studies by arranging seminars of experts for preparation of competitive examinations. For overall development of students, the institute organizes Sports, Cultural event and Annual social gathering. The students are encouraged to participate in the events organized by other institutes.

## **Governance, Leadership and Management**

The effective governance of management helps in development of institute. Institute has a Governing body which has been constituted as per the norms of the AICTE. It plays very important role in strategic plan reflecting vision and mission of the institute. The strategic plan of the institute includes deciding policies to foster excellence in curricular, co-curricular and extra-curricular activities and ensure effective resource mobilization. The institute has a well defined code of conduct for student, faculty and Principal. The governance fosters participative management and plays significant role in the evolutionary reforms. Faculties are involved in decision making process as members of different bodies and coordinators of different committees. Institute has well designed performance appraisal system for faculty and staff. The institute motivates the faculty to attend STTP, FDP, workshops, conferences and seminars. The institute ensures welfare of the faculty through various initiatives. Internal Quality Assurance Cell (IQAC) aims at continuous improvement in quality in teaching-learning process. Before establishment of IQAC, the institute had mechanism to ensure quality assurance through the different committees and feedback process. The institute has efficient teaching learning review process. The institute has implemented incremental improvements in academic and administrative domains. The institute conducts internal and external financial audits regularly.

## **Institutional Values and Best Practices**

Institute management is always keen about technical advancement with safety facilities like CCTV, fire extinguisher etc. Students residing in college hostel, feel safe and satisfied for round the clock security. Woman's grievance Cell of the institute deals with the cases of sexual harassment against girl students or staff members at the workplace. Institute has adopted eco-friendly practices as waste management, plastic free campus and paperless office to some extent. Awareness of environmental consciousness is achieved through tree plantation activity. Students are encouraged to save electricity by switching off electrical appliances when not in use. For better utilization of natural resources, solar and rain water harvesting systems are deployed in the campus. Institute campus is well developed with pedestrian friendly roads. Various activities are conducted for promotion of universal values and consciousness about National identities such as celebration of Teacher's day, Engineer's day, Independence day and Republic day. Active NSS unit organizes social activities to involve local community. The college has continuously and successfully maintained the quality of education, as is evident from various academic parameters. Since its inception, all the requisite norms of governing authorities have been implemented to see that service to the society through quality technical education is served.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	ST. THOMAS COLLEGE OF ENGINEERING AND TECHNOLOGY
Address	St. Thomas College of Engineering and Technology Kozhuvalloor Post Chengannur Alappuzha District
City	Kozhuvalloor Chengannur
State	Kerala
Pin	689521
Website	<a href="http://www.stthomascollege.ac.in">www.stthomascollege.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Santhosh Simon	0479-2369993	9895327343	-	info@stcet.net
IQAC Coordinator	Imthiyas M P	0479-2369994	9447050369	-	iqac@stthomascollege.ac.in

Status of the Institution	
Institution Status	Self Financing and Private

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	14-07-2010

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

State	University name	Document
Kerala	A.P.J. Abdul Kalam Technological University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC		
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>	04-04-2018	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	St. Thomas College of Engineering and Technology Kozhuvallur Post Chengannur Alappuzha District	Rural	10.7	24360

## 2.2 ACADEMIC INFORMATION

<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	BTech,Civil Engineering	48	Plus two	English	60	36
UG	BTech,Mechanical Engineering	48	Plus Two	English	60	37
UG	BTech,Electrical And Electronics Engineering	48	Plus Two	English	30	9
UG	BTech,Electronics And Communication Engineering	48	Plus Two	English	30	10
UG	BTech,Computer Science And Engineering	48	Plus Two	English	60	39

### 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	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	3				0				55			
Recruited	2	1	0	3	0	0	0	0	29	26	0	55
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				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				33
Recruited	20	13	0	33
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				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				16
Recruited	13	3	0	16
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>
	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.	2	1	0	0	0	0	0	1	0	4
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	29	23	0	52

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	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

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	2		0		2

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	93	0	0
	Female	38	0	0	0	38
	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	2	3	3	6
	Female	3	4	0	2
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	2	2	4
	Female	1	1	1	2
	Others	0	0	0	0
General	Male	101	106	137	121
	Female	41	26	48	47
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		148	142	191	182

### 3. Extended Profile

#### 3.1 Program

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

Response: 393

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	5	5	5

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
628	672	738	800	807

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
150	150	150	150	150

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
107	130	121	119	70

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
81	81	80	80	80

  

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
80	80	80	80	80

  

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 23**

#### Number of computers

**Response: 241**

#### Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
237.41	284.97	276.75	804.72	290.02

## 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:

University curriculum has been framed by an expert committee which consists of faculties from different institutes for fulfilling the specific needs of the industry. As per the decision of academic committee, the Vice-Chancellor gives order to constitute a Curriculum Review Committee to review the syllabus of programme. They decide the combination of various subjects required for the overall achievement of program outcomes. A draft curriculum is prepared and circulated to all faculties for suggestions/comments. The curriculum is then finalised after a number of sittings and discussions.

Features of our Educational System and academic flexibilities:

- Semester System
- Choice based credit system
- Continuous and Internal Evaluation
- Transparency in evaluation

A Faculty member is given charge of theoretical and practical subject. Work load calculation is done by department and theory and practical subjects are distributed based on faculties experiences and expertise. The course file is prepared by the faculty according to the university criteria. The institute follows an academic calendar and is framed by the IQAC and is in adherence with APJ Abdul Kalam Technological University. According to the Lecture, Tutorial, Practical session proposed by the university, time table for the academic year is prepared by department level. CO are prepared by the corresponding faculty depending upon the syllabus.

Quality of lab equipments is ensured by periodic maintenance by the technical staff and informed to the lab in-charge. The unusable equipments are given for write-off and proposal for the purchase of new equipments is given by the lab in-charge. Lab manuals are also provided in the lab for benefit of students. List of experiments and charts are displayed in each lab.

On the commencement of academic year, the following are being carried out,

- Faculty members prepare teaching plan according to the academic calendar prepared by the institute.
- After commencement, faculty gives an introduction for the subject, discuss the syllabus, give an overview about subject, and discuss about prerequisites.
- Continuous monitoring is carried out to check attendance and academic development of student.
- Faculties conduct monthly tests and series exam according to the academic calendar prepared by institute. Assignments based on the important topics from library and e-books are given to students.



- To familiarize the subject for faculties, faculty development workshops, technical seminars are conducted in the institute.
- To improve the teaching quality of the faculty feedback system is implemented in the institute with a prescribed format, students can give feedback and comments about the lectures, and rating is given by the students to each teaching faculty.

To improve the students quality continuous assessment is implemented which includes continuous evaluation of exams performance in assignments and oral dictations.

To improve the design skill, design projects are implemented by the university for fifth semester students and design and engineering for first year students, students prepare small projects according to their course program and according to their quality of project they appear for technical competitions and festivals. University provides credits for such a contribution by the students.

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

### 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

2017-18	2016-17	2015-16	2014-15	2013-14
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: 0**

#### 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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

## 1.2 Academic Flexibility

<p><b>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</b></p> <p><b>Response: 13.74</b></p>											
<p>1.2.1.1 How many new courses are introduced within the last five years</p> <p>Response: 54</p>											
File Description	Document										
Details of the new courses introduced	<a href="#">View Document</a>										
<p><b>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</b></p> <p><b>Response: 100</b></p>											
<p>1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.</p> <p>Response: 5</p>											
File Description	Document										
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>										
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>										
<p><b>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</b></p> <p><b>Response: 37.18</b></p>											
<p>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</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>504</td> <td>289</td> <td>309</td> <td>69</td> <td>98</td> </tr> </tbody> </table>		2017-18	2016-17	2015-16	2014-15	2013-14	504	289	309	69	98
2017-18	2016-17	2015-16	2014-15	2013-14							
504	289	309	69	98							

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:

#### Gender

In a move to create increased awareness among students towards gender issues, an awareness seminar on gender sensitization is introduced for second year students of engineering and is effectively implemented by the college. The very aim of gender sensitization program is to bring definite orientation in the thinking practices and approach of individuals concerning gender. The program deals with issues pertaining to the relationship between men and women, caste, declining sex ratio, struggles with discrimination, sexual harassment, new forums for justice. Gender equity is attained by conducting programs like seminars, debates, group discussions for both boys and girls on a single platform.

#### Environment & Sustainability

The College conducts neighborhood community activities through NSS dept. The extension activities organized by the College, enhance the students' academic learning experiences and inculcate the values and skills in them. The expected impact from these activities can be summarized as below -

Through these activities the students get socialized and learn to think beyond individual interests and for social welfare. · The theoretical knowledge got in the classroom can be applied for the benefit of society. Teamwork, Leadership Skills, Effective Communication Skills, and Effective Decision Making are just a few things students learn while participating and organizing various Projects and programmes under extension activities. · The students get a wonderful platform to mingle with each other and learn about culture, traditions and values of people. Extension activities help the students to contribute in national development and social integration. The Extension activity also inculcates value of male –female equality, humanity and notion of equal rights. Some of the extension activities also create awareness about bad social practices in a society and prepares them for eradication of it. Extension activities also impart the students expected new social values and norms. The Extension activities are very useful for creating mentally structured.

The subject INTRODUCTION TO SUSTAINABLE ENGINEERING addresses Environment and Sustainability. This enables the students to learn about the ecosystem and other environmental factors. They also learn measures to protect the environment and are made aware of global warming and other related issues.

#### Human Values & Professional ethics

### Courses on Human values and Professional Ethics

The courses under the title Human Relations and Professional Ethics have been there in the curriculum of APJ Abdul Kalam Kerala Technological University. In the KTU, the name of the papers are Life Skills as HS210 and Business Economics as HS200. The papers discuss the details on how a professional should behave while he is there with the organization. It also teaches the transition from personal ethics to professional ethics and details about morals and values and how they contribute to professional ethics. These papers also discuss the role of human relations and values as well.

LIFESKILLS deals with human values, social commitment, peace and justice.

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

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

**Response: 1**

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

Response: 1

<b>File Description</b>	<b>Document</b>
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Brochure or any other document relating to value added courses.	<a href="#">View Document</a>

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

**Response: 50.64**

1.3.3.1 Number of students undertaking field projects or internships

Response: 318

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

## 1.4 Feedback System

**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 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
Any additional information	<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	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback processes of the institution may be classified as follows:**

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

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

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

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:** 0.42

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	4	1	4

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 57.07

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

2017-18	2016-17	2015-16	2014-15	2013-14
148	143	191	182	192

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

2017-18	2016-17	2015-16	2014-15	2013-14
300	300	300	300	300

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

#### 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:** 35.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
33	41	50	64	76

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

**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 college organizes orientation program for the parents and the students at the commencement of new batch every year. The program would help students and parents to get familiarized with the institution, curricular and co-curricular activities, facilities, rules and regulations etc. During the course of study, group of students are assigned to a faculty for counselling. The counsellors monitor academic performance and interact frequently to understand and assist any student with issues that affect their ability to learn or impeding their academic success. Set of 20 students are assigned for a faculty as mentor, and personal and academic care is completely taken by the corresponding mentor. Mentor communicate regularly with parents and sent sms alert regarding performance of students.

Advanced learners and slow learners are identified on the basis of involvement in classroom , performance in previous university exam and first internal test. Students who scored marks below 50% are categorized as slow learners and who scored above 70 % are categorized as advanced learners. Departments conduct remedial classes for slow learners beyond the regular class hours. Care is taken by faculty in monitoring the performance of slow learners. faculty members revise the tough topics as per the students requisition and provide university question bank and discuss the way of presenting the answers in the exam to score marks.

Students are encouraged to be members of professional bodies and organize technical events. They are advised to participate in group discussions, technical quizzes to develop analytical and problem-solving abilities in them and thereby, to improve their presentation skills. Opportunities are providing to develop their creativity by participating and organizing intercollegiate technical fest. Semester Toppers and University rank holders are encouraged with certificates and cash prizes by management.

In order to motivate both the slow learners and advanced learners, workshops are organized to enhance



their skills. With the active participation of advanced learners as coordinators both set of students get benefited. Guest Lectures are arranged for the students as to gain the knowledge about the experts to follow.

### 2.2.2 Student - Full time teacher ratio

**Response:** 7.75

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

**Response:** 0

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

File Description	Document
Institutional data in prescribed format	<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:**

Lab sessions helps in experimental learning and permit the students to widen their knowledge and skills. Faculty members apply teaching methods such as group discussions, seminars/ student presentation for better understanding of concepts/ technologies

Tutorial classes are conducted which supplement regular teaching learning process. Multimedia teaching like PPTs are incorporated in the day-to-day teaching learning process that enhances the students' understanding of the subject.

Lectures by experts are organized by the respective departments, to provide knowledge beyond the prescribed syllabus.

Students are encouraged to organize and to participate in Inter-collegiate events, project. contests to bring out the potential of the students.

Industrial visits and value added courses are arranged to give hands-on experience to the students. Our campus is enabled with Wi-Fi facility that allows students to access technical resources.

In addition to academics, to be a socially responsible citizen, our college encourages the students to participate in NSS activities with equal enthusiasm to develop their overall personality.

The college has a central library well equipped with books & e-books, technical magazines, journals & e-journals.



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

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

**Response:** 83.95

#### 2.3.2.1 Number of teachers using ICT

Response: 68

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

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

**Response:** 15.7

#### 2.3.3.1 Number of mentors

Response: 40

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

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

Education is a light that shows the mankind the right direction to surge. The purpose of education is not just making a student literate but adds rationale thinking, knowledge ability and self sufficiency. When there is a willingness to change, there is hope for progress in any field. In engineering education, new technological and practice requirements necessitate curriculum innovation, while innovation in educational practice can improve students' learning and faculty productivity. Innovation in engineering education ensures that degree programs attract students and transform them into graduates who are well prepared for future engineering practice that exploits new science and technology, and is responsive to changing socio-economic and environmental contexts.

Academics are being encouraged to provide students with guides to the ever-increasing internet-accessible range of relevant material, rather than create their own. Laboratory experiments remain

important to demonstrate theoretical concepts and high quality internet-accessible laboratory experiments are now available that allow students to do the required experiment when they want to.

In curriculum innovation includes increasing use of problem and project-based learning, group learning (and assessment) etc supported by engineering education research and staff development. Multimedia teaching like PPTs are incorporated in the day-to-day teaching learning process that enhances the students' understanding of the subject.

Industrial visits and value added courses are arranged to give hands-on experience to the students. Campus enabled with Wi-Fi facility that allows students to access technical resources. Lectures by experts are organized by the respective departments, to provide knowledge beyond the prescribed syllabus.

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

## 2.4 Teacher Profile and Quality

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

**Response:** 100.5

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:** 4.97

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	5	4	4	3

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 per full time teacher in number of years

**Response:** 4.59**2.4.3.1 Total experience of full-time teachers****Response:** 371.6**2.4.4 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:** 0**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**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 34.25**2.4.5.1 Number of full time teachers from other states year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
28	29	27	27	26

**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:**

The flowcharts specifying the internal evaluation procedure of all the following courses are mentioned in the link for additional information

**a) For theory courses**

- Two series tests are conducted based on the completion of module.
- Retests are conducted for the students who have missed either 1st or 2nd series test.
- Those who have missed both tests are not eligible to appear for the end semester examination.
- If one misses both tests due to medical reasons or other personal exigencies, based on genuine evidences, a single test conducts covering the whole syllabus.

**b) For Practical Courses**

- Practical evaluations are conducted internally by the college.
- If the practical's are not completed in the semester, grade **I** (incomplete) awards against the course and the final grade will be given only after the completion of the course.

**c) Comprehensive Examination**

- As students appear for placements from seventh semester onwards, comprehensive examination is to be completed in the sixth semester
- Oral test is conducted by a board comprises two faculty members and external expert.
- Results are published along with the university results.

**d) Seminar**

- Each student has to give a seminar on a professional topic of current interest.
- The seminar topic should be approved by the concerned guide and seminar coordinator.
- Student has to be ready with presentation slides and abstract at the time of seminar presentation, which should be approved by the concerned guide.
- Once the presentation is completed, submit report as per the KTU scheme on the given date.

**e) Design Project**

- The HOD nominates Evaluation Board comprises project coordinator and faculty members.
- Each student has to select three topics on simple product/processes/techniques related to their core of study and present it before the Evaluation Board as the program progress evaluation 1.
- The evaluation board forms a group of maximum 3 students and finalizes a product from one of the topics they have presented.
- The group should collect necessary details and present it before the evaluation board as project progress evaluation 2.
- In their final presentation, students must complete all the work and report including the result analysis.

**f) Final Year Project**

**Project Preliminary**

- Students form a group of maximum 4.
- The HOD nominates Project Coordinator.
- The group present different topics related to their core of study and also on the basis of current scenario for the zeroth review.
- Based on the topics presented, the Project coordinator assigns faculty supervisor to each group.
- The faculty supervisor along with project coordinator finalize one topic based on students satisfaction and also by considering its relevance.

### Final semester Project

- The project assessment analysis is done by the faculty supervisor.
- The final evaluation and viva is done by the Assessment Board.
- Student submit report before the Assessment board soon after the completion of project.If the project work is incomplete, the student has to appear again for assessment. If the student fails in the project, a fresh registration for the project for one semester is mandatory.

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

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

#### Response:

Institute appoints Chief Examination Superintendent for the smooth functioning of internal assessment procedure by the examination cell. The main aim of this internal assessment is to ensure the complete understanding of each topic. The flowchart specifying the internal assessment procedure is mentioned in the additional information.

- The internal tests are conducted as per mentioned in the academic calendar.
- The timetable is displayed on the all notice boards including class notice boards. In case of any unexpected holidays, the days are compensated by working on Saturdays.
- Subject teachers prepare three sets of question paper, which is then verified by the respective Head of the Department and forwarded to the examination cell.

- Chief Examination Superintendent selects one set of question paper, one hour before the commencement of the examination. The question paper distribute to the respective departments ten minutes before the examination commence.
- Seating arrangement is displayed on the notice board on the day of examination.
- After the examination, the subject teacher discuss question paper along with the scheme of evaluation in the class room.
- The evaluation of these examinations is done by the subject teachers as per the guidelines and scheme of evaluation and it is completed within 2-3 days.
- The evaluated answer scripts are distributed to students for ensuring about their mistakes and corrections. In addition to this, the concerned faculties point out the mistakes done in the answer script personally to the corresponding students so as to improve themselves in the upcoming examinations.
- The answer scripts are kept in the Department examination cell once all the queries finalized.
- Final marks are displayed on the notice board of respective departments, once the verification by the teachers and students is done.
- Subject analysis is done based on the feedback collected from the students.

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

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

#### Response:

- The institute conducts internal and external examination for the students as per the prescribed syllabus and norms by the University.
- The internal examination will be based on the prescribed course plan. The respective subject faculties prepare question papers of three different sets based on the covered course plan, which are then verified by the concerned Head of the department. Out of the three question papers, Chief Examination Superintendent picks one of the question papers on the day of examination
- Based on the internal examinations conducted by the college, internal marks generate. These internal marks publish on the concerned department notice board so that the students can check their marks and can clarify any queries regarding their internal marks with the concerned subject faculties. Once the queries are solved, the internal marks upload to the university portal.
- Students should attain a minimum of 75 percentage attendance on each theory paper, then only he/she can appear for the University Examination. Monthly attendance of each theory papers publish by the concerned staff advisors on the concerned department notice boards, in order to aware the students about the same.
- End semester examination conducts by the University in all lecture based courses offered in the semester. The end semester examination will normally be of three hours duration, unless otherwise specified.
- Once the university examination results are declared, the credit details of each subject is available in

the students login. To nullify the grievances related to valuation procedure, the University informs student to apply for the revaluation or scrutiny process through the University portal. A special fee is collected for the same by the University. Students are advised to go through the procedure before the last day of application.

- Supplementary examinations conduct by the University during summer vacation only. Students, who have completed a course but could not write the end semester examination for valid reasons like illness or personal exigencies, are allowed to write the supplementary examination or the end semester examination at the next opportunity provided they meet other eligibility criteria. Grades awarded in the supplementary examination will be taken as the end semester grades in these courses
- The details regarding the supplementary examination will announce later in the University Portal.

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

##### **Response:**

- The University prepares academic calendar before the commencement of each semester and publish in the University website. Based on the academic calendar prepared by the university, institutes prepares an institutional level academic calendar for the smooth functioning of academic as well as extracurricular activities planned in the current semester. This displays in the notice board of all departments.
- The academic calendar highlights the course registration and enrollment details.
- Each subject teachers prepare their own course material based on the prescribed syllabus given by the university, which distributes to the students for reference.
- The starting and completion dates of internal tests are mentioned in the academic calendar, which yields proper planning and preparation by the teachers. This ensures successful completion of all modules within the allotted time span.
- Students can appear for the university examination, only if he/she attains a minimum of 75 percentage attendance on each subject. Monthly attendances publish as per the scheduled date in the academic calendar in order to aware the students about their attendance status.
- The Institute conducts extracurricular activities include technical fest in accordance with the scheduled date in the academic calendar which provides platform for the students to perform as well as to improve their talents.
- Based on the academic tests conducted, assignments given; internal marks calculate by every subject faculties. The generated internals as well as the attendance percentage upload to the university portal by the corresponding subject faculties prior to the University Examination. The date for final submission of internal marks and attendance percentage is clearly mentioned in the academic calendar.
- The university examination dates, result declaration as well as approved holidays falling within the semester are also mentioned in the academic calendar.
- Schedules for the supplementary examinations and result declaration dates will be included in the calendar.
- The schedule of summer courses is also mentioned in the calendar.

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

## 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:

- The Program Outcomes are displayed on the website and efforts are made to attain all the POs to the maximum extent with University syllabus and additional activities.
- The PSOs are defined and they are made available on the website.
- The faculty creates course outcomes (CO) and lesson plan of the concerned course.
- The course outcomes of all the programme offered by the institution are displayed on the institute website, through this way the course outcomes are communicated to students and teachers.
- Course outcomes are also displayed on the class notice boards.
- Based on the course outcomes defined, the faculty maps the CO with the program outcomes (PO) and define levels.
- Finally, the faculty creates course file and delivers lectures.
- The flowchart defining CO's are mentioned in the additional information.
- The CO-PO and PSO attainment is calculated at the end of every semester and corrective measures are discussed to increase the attainment further.

### File Description

#### Paste link for Additional Information

- **Department of Civil Engineering:** [https://www.stthomascollege.ac.in/dept\\_ce/civil.php](https://www.stthomascollege.ac.in/dept_ce/civil.php)
- **Department of Mechanical Engineering:** [https://www.stthomascollege.ac.in/dept\\_me/mechanical.php](https://www.stthomascollege.ac.in/dept_me/mechanical.php)
- **Department of Electrical and Electronics Engineering:** [https://www.stthomascollege.ac.in/dept\\_eee/eee.php](https://www.stthomascollege.ac.in/dept_eee/eee.php)
- **Department of Electronics & Communication Engineering:** [https://www.stthomascollege.ac.in/dept\\_ece/ece.php](https://www.stthomascollege.ac.in/dept_ece/ece.php)
- **Department of Computer Science and Engineering:** [https://www.stthomascollege.ac.in/dept\\_cse/cse.php](https://www.stthomascollege.ac.in/dept_cse/cse.php)



File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

#### Response:

#### CO-PO Attainment

- The Programme outcomes, Programme specific outcomes, course outcome attainment are measured on the basis of direct and indirect attainment achieved.
- The direct attainment is calculated from
  1. internal tests conducted internally by the college
  2. continuous assessment which is considered from various assignments given by the subject experts and
  3. finally end semester examination conducted by the University.
- For the above said three cases, 70% of the end semester examination, 20% of internal tests and 10% of continuous assessment is formulated for the calculation of direct attainment. A weightage is given to each course outcomes based on the attained value.
- Based on the student satisfaction survey of each course, indirect attainment is calculated.
- Once both the direct and indirect attainment are achieved, the total attainment of each course outcomes are generated by considering 80% of direct attainment weightage and 20% of indirect attainment weightage.
- A target level for each course outcomes is set by the subject experts; then attainment is compared with the target value. If the total attainment is greater than equal to the target value, then we can conclude that the attainment of that course outcome is successfully achieved.
- The PO's, PSO's are correlated with COs by the subject experts at the beginning of the semester. Once the total attainment of CO is achieved, it is used for measuring the level of attainment of PO's and PSOs. If the compared value is either equal to or near to the correlated value, we can conclude that attainment is achieved successfully.
- The flowchart specifying the the details of co po attainment is mentioned on the excel sheet given in the additional information.

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

**2.6.3 Average pass percentage of Students****Response:** 67.3

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 107

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

Response: 159

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

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.69

## 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 (INR in Lakhs)**

**Response:** 0.25

3.1.1.1 Total Grants for research projects sponsored by the 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)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0.25	0	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 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0

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

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

### 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:**

**Entrepreneurship Development Cell:**

**Aim:** To promote Entrepreneurship activities of college.

**Objectives:**

- The institution is having a well-established Eco Systems for development, innovation & incubation activities.
- The institution is having a very active Entrepreneurship Development Cell (IEDC) since many years funded by Kerala startup mission of about Rs.4 Lakhs.
- The activities like entrepreneurship development, skill development are carried under this cell.
- The Research and development culture is inculcated in the students through mini projects, Project Work, Case Study as a regular part of curriculum.
- The students are encouraged to undertake design, fabrication & development projects in place of study projects.
- Various activities are conducted through departmental student associations like National Level technical event “YVIDH” for students and for faculties to promote innovation, creativity & incubation.
- Creation and transfer of knowledge wealth is focused through activities like, publications of research papers, Industrial project work, innovation, consultancy and development activities
- Financial assistance is given to faculties and students for research publications.

## EDC club Committee Members

SI No.	Name of Faculty	Designation	Position
1	Prof. Anish George	Associate Professor CSE	Nodal Officer
2	Jerrin Shaji	Student	CEO
3	Jewel R	Student	CTO
4	Georgy S Samuel	Student	COO
5	Geethu Nandan	Student	CFO
6	Alan Shaji	Student	CCO
7	Srihari S	Student	CMO
8	RusselSain	Student	CSO

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

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

**Response:** 47

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

2017-18	2016-17	2015-16	2014-15	2013-14
13	9	21	3	1

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

### 3.3 Research Publications and Awards

#### 3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

**Response:** Yes

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

#### 3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

**Response:** No

#### 3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

**Response:** 0.07

##### 3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
19	7	0	0	4

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

#### 3.3.4 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:** 0.02

3.3.4.1 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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

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

- Faculty and students actively participate in Swachh Bharat Campaign in railway stations. The aim of campaign was to create awareness on cleanliness for a healthy environment under “Swachh Bharat” Mission. The volunteers of UNAI ASPIRE STC CHAPTER had identified to conduct the campaign at Chengannur Railway Station, as part of upcoming Sabarimala pilgrim season. Student volunteers attended in the Cleanliness Campaign were aware about their role in our society. Through this campaign people came to know the importance for keeping the station environment clean and healthy.
- College has an active National Service Scheme cell through which different social activities are planned for each year.
- Faculties and students actively participate in the flood related rehabilitation activities in response to the big calamity affected to the state.
- The faculties and students have conducted the flood related digital survey to collect the details of loss sustained by the shops and establishments functioning in the Venmony Panchayath.

Name of the activity	Organising unit/ agency/ collaborating agency

MANAVEEYAM: GENDER EQUALITY AWARENESS	NSS
Anti ragging campaign	NSS
Gandhi jayanthi program	NSS
Teacher's day celebration	NSS
Planting saplings	NSS
Oldage Home Visit- MARTHOMA EPISCOPAL JUBLIEE MANDIRAM, KOTTARAKARA	RedCross
Swatch bharat abhiyan district level program at Adoor	NSS
Swatch Bharat: cleaning activity	NSS
Gender equality	NSS
Personality Development by Mr Thomas Abraham	NSS
Basic philosophy of NSS: Orientation by Joseph Samuel (former state resource person)	NSS
Anti Drug Addiction Awareness Class by M K Sreekumar (Excise officer Chengannur)	NSS
NSS PRE-CAMP ORIENTATION by ARM Nasseem Hashmi and NACT team.	NSS
Orphanage visit- GANDHI BHAVAN at Pathanapuram ,Adoor	NSS
Health Survey on the adopted 2nd ward of Venmony Grama panchayath.	NSS
Cleaning activity and maintenance of road in the adopted ward	NSS
Children's day celebration	NSS
HARITAKERALAM	NSS
e-Conservation& protection campaign	NSS
Cleaning activity at STCET	NSS
APJ ABDUL KALAM REMEMBRANCE	NSS
Tiranga day celebration	NSS
NSS DAY CELEBRATION	NSS
Free Dental camp	NSS
Cleaning Program in Chengannur Railway Station for Sabarimala Pilgrims	STC-UNAI Chapter
Institutional Planting and awareness class by Mr.M. Shanavas Khan (Range officer ,Social Forestry Chengannur range)	NSS
Vimukhthi:Anti drug awareness program	NSS

Road safety awareness program	NSS
Leadership Quality Enhancement	NSS
Waste management need and necessity awareness in the ward	NSS
Haritha Kerala Mission	NSS
Independence Day Celebration	NSS
Anganvadi visit	NSS
Green Carpet.	NSS
Navajeevan Project	NSS
Communicable disease awareness	NSS
Punnarjjani	NSS
Republic Day Celebration	NSS
old age home visit	NSS
Cleaning of campus	NSS
Planting in campus	NSS
Biodiversity Park set up	NSS
National Science Day celebration	NSS
International Women's day celebration	NSS
Water Conservation Day Observation	NSS
Road safety campaign	NSS
Oldage Home Visit- PRATEEKSHA BHAVAN OLD AGE HOME, PATHANAMTHITTA	RedCross
Flood Related Digital Survey	Dept. of CSE, STCET
Flood Relief Camp	NSS

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

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

**Response: 1**

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



2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

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 Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

**Response:** 24

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	13	0	0	0

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>
Any additional information	<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:** 45.35

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

2017-18	2016-17	2015-16	2014-15	2013-14
628	647	225	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>
Any additional information	<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:** 128

##### 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

2017-18	2016-17	2015-16	2014-15	2013-14
52	32	16	20	8

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 Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

**Response:** 11

##### 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 (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
5	1	3	2	0

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

NAAC

## 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 vision is *'To be an Institute of repute recognized for excellence in education, innovation and social contribution.* The college is located in a beautiful & tranquil location with a lake side view & plenty of lush landscape. The college provides excellent, well furnished and comfortable hostel accommodation separately for outstation boys and girls with strict overall supervision of the management. Wardens of each hostel take care of adherence of discipline, academic interest etc in the hostels. College has excellent messing facilities at reasonable cost to suit variety food habits of students. The college has a digital library which provides a serene atmosphere for deeper and concentrated study. The library has been fully automated and has a growing collection of 11329 volumes 2919 titles. The college also organizes several seminars, talks, workshops, faculty development programs related to emerging technologies to keep everyone in college updated in their respective fields. Institute provides language lab where students are able to listen, practice and learn at their own pace and get individual attention from the teacher who monitors each one's progress. The campus is spread over an area of 12 acres with comprising buildings of high-standard, classrooms with proper ventilation, numerous laboratories, auditorium, smart classrooms, and library. The college has well equipped gym and is strictly for college students and staff. Restrooms are provided at regular intervals in each corridor. The students and faculty can avail the First Aid and Sick Room facility and college has kept a SUV in standby in case of any emergency situation. To ensure hassle free and safe transportation to staff and students, the college buses are plying to and fro from Changanacherry, Thiruvalla, Chengannur, Harippad, Mavelikkara, Karunagapally, Kayamkulam, Kattanam, Charummood, Pathanamthitta, Kozhencherry, Aranmula, Pathanapuram, Adoor, Pandalam etc. Our Institution also provides 24-hours Indian Overseas Bank ATM facility for students and staff.

File Description	Document
Any 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 institution utilizes a lot of its resources to provide an environment to its students where they are encouraged to indulge in sports and extra-curricular activities. This ensures a holistic development and an all-rounded personality. Students are trained in sports under the guidance of qualified and specialized coaches. Every week, one hour is allotted for the sports in the time table thus enabling the students to pursue sports. The students utilize these hours constructively to develop their physical skills as well as explore their interests to find their passion. Regular training is provided to those students who show extraordinary skills in different sports. These students are selected through selection trials. They are trained

and encouraged to participate in various level of competition including intra college events, inter-university events. Intra-college events are also organized by the college in every semester to encourage students to participate. Track suits and all sporting gear are provided to the students for major events. All the Participants are awarded with participation certificates. Winner and runners-up teams are duly rewarded with medals and certificates.

## CULTURAL ACTIVITIES

The college believes in all-round development of its students. It constantly encourages them to take part in extra-curricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Every year the college conducts a techno-cultural fest in the name **YVIDH** with active participation of students. As meaningful as the name, the fest stands out as a programme for bringing participants with diverse talents and interests from all levels of educational institutions. YVIDH is aimed at promoting an innovative and creative blend of mind among the student community and making the general public aware of what blend of art, culture and technology can achieve. The fest holds events like paper presentations, exhibitions, model displays and cultural programmes.

## YOGA AND MEDITATION CENTRE

Yoga classes are conducted for the students as a part of mental development by expert yoga trainers. Separate yoga trainers are allotted for boys and girls.

File Description	Document
Any 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: 23

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

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

**Response:** 18.66

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

2017-18	2016-17	2015-16	2014-15	2013-14
22.5	21.5	22.45	505.7	15.4

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>
Any additional information	<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:

The college library follows set norms of the competent authorities. The library of the college has special designated areas with library area of 370 sq.m and reading area of 100 sq.m. For normal use as well as for reading. Total of 11329 volumes are available. A dedicated staff helps the students find the necessary titles. The books are indexed, categorized according to programs and subjects and arranged alphabetically. The software contains details about the author's name, title and publishing house. Library have a special facility called WEB OPAC which allow the user to search library holdings from any location with internet access a user can access the bibliographic details of book from the WEB OPAC .

Database like DELNET is actively used in library which is a network of 1000 institutions and access is being given to more than 60 lakh records through online systems. DELNET has been actively engaged with the compilation of various union catalogues of the resources available in member libraries. It has already created the union catalogue of books, union list of current periodicals, CD ROM database. DELNET provides an array of facilities including email to its member libraries including both institutional and associate institutional members. .

STCET Library is registered member of National Digital Library (NDL, An initiative of MHRD, Govt. of India). NDL provides support for all academic levels including researchers and life-long learners, all disciplines, all popular form of access devices and differently-abled learners. It is being developed to help students to prepare for entrance and competitive examination, to enable people to learn and prepare from best practices from all over the world and to facilitate researchers to perform inter-linked exploration from multiple sources.

Library also has recorded videos of NPTEL course contents which will be useful for teacher training and through them improve the quality of students. For this purpose 10 systems are provided with

40mbps bandwidth.

The library follows the book bank scheme. With this, the students are able to borrow books for the entire length of a semester so as to help them study. All books are bar coded and a reference ID is given. The issues and returns are also digitized.

Name of the ILMS software	<b>LIBSOFT</b>
Nature of automation (fully or partially)	<b>Fully</b>
Version	<b>4.1</b>
Year of Automation	<b>2010</b>

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

College central library was established in 2010 with collection of rare books to avail and improve the knowledge of students, faculty and researchers in various subject fields. Institution gives importance to the preservation of these rare books considering their value. Gallery of the rare collection initiates positive progress in mindset of students. The information which the faculty and students are getting from the rare books are being best utilized in different aspects like continuation of research work in their respective fields, presenting papers in seminars, publishing new information by consolidating the work in different journals etc. It is not possible for everyone to purchase the rare books, manuscripts and special reports on every subject. A user can read a large number of books free of cost by utilizing this facility . It is a place for close and careful study on various fields of engineering and science. Users can derive benefits from these books in the library through detailed and precise analysis of concepts. Library preserves various types of old and new rare book collections. Rare books enables the students and faculty members to gain knowledge which is out of the syllabus and difficult to find on internet. We hope that what we follow is helpful, which made us proud to say what we are in the present situation.

<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:** B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>
Any additional information	<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:** 1.62

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

2017-18	2016-17	2015-16	2014-15	2013-14
1.8	1.70	1.30	1.14	2.14

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



**4.2.5 Availability of remote access to e-resources of the library****Response:** Yes

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

**4.2.6 Percentage per day usage of library by teachers and students****Response:** 1.83**4.2.6.1 Average number of teachers and students using library per day over last one year**

Response: 13

File Description	Document
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:**

College aims at providing the facilities to its students so that they can utilize these resources to reach greater heights. To enable this, the institution frequently updates its IT facilities to provide its students with the best of facilities. 20 Classrooms have been equipped with LCD projectors and most of them are supported by audio visual systems. The entire campus is monitored by CCTV facility. The college is facilitated with 241 computers that are accessible to the students as well as the teachers for academic and co curricular purposes. Printers are arranged in the office, staffrooms, library, exam branch and laboratories. A total of 23 printers are arranged in the whole college for the functioning. Wi-Fi is available. Two Wi-Fi routers are available in the college. Students are given limited accessibility to this facility. There two are systems in library for borrowing a book. This allows for easy tracking of books in the library. Information about upcoming events is available on the website. This information includes the time and date along with details about the event. Following the completion of the event, pictures and minutes of the event are also uploaded for easy access. This allows the parents to be aware of the programs being conducted in college as well. The academic calendar as well as the course information is also updated in the beginning of every academic year. The technology at college is constantly updated.

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

**4.3.2 Student - Computer ratio**

**Response: 2.61**

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

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

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response: 35-50 MBPS**

File Description	Document
Any additional information	<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>
Any additional information	<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: 5.61**

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)

2017-18	2016-17	2015-16	2014-15	2013-14
14.94	23.25	32.75	10.33	1.34

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>
Any additional information	<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:

##### LABORATORY

The laboratories are furnished according to the statutory rules.

Regular cleaning of the machines is done by the support team in the presence of lab technicians and is recorded in a check list.

Before the commencement of the academic year, a lab audit is conducted and a report on the requirement of new equipment, replacement of the old equipment and modernization of machines/software is prepared along with requirement of consumables, non-consumables as per the university guidelines to conduct experiments. Regular inspection of machines is organized.

In case of breakdown of equipment, the same is recorded in the breakdown register duly attested by the HOD pending rectification. Preventive maintenance and breakdown maintenance procedure is followed so as to ensure maximum availability of the systems in the lab. Installation of antivirus and firewall ensure that the software and system is secured. A daily status check on the hardware and software condition of the machines is undertaken. Breakdown maintenance wherein the system fails due to SMPS problem or boot failure is recorded in a register. If the problem is minor, the technical support staff of the lab will rectify it. For major failures, support from vendor is taken. Periodic maintenance is done by regular cleaning of the lab spaces, software updates and antivirus updates.

The stock is verified for the available equipments and discarded equipments, by a meticulous stock verification process by HOD. Fire Safety equipment is maintained in labs as precautionary measure.

##### CLASSROOM

The cleaning of the class rooms is done every day. In case of any damage to the projector, internet or the audio systems, the class mentor brings it to the notice of the HOD by registering the problem in the breakdown register. The necessary follow up is done by the department and steps are taken to fix whatever is broken.

## **SPORTS**

Students are permitted to play only during the sports hours and to practice for any competition. Students are permitted to utilize and take sports material with prior notice to the Physical Director. In case of any damage observed, the same is recorded in the register pending further action.

## **LIBRARY**

Books are issued on presentation of the library card. Issue of books is initially for a period of 14 days and book is to be returned on or before the due date stamped on the slip pasted on the book. If the due falls on a holiday the next working day shall be the due date. Books which are in circulation can be reserved. Books which are to be reserved will not be renewed and reissued. If the books are lost, then the borrower replaces the books of the same edition or latest edition or pay double cost of the book after getting permission from the Principal. Loss of borrower card is reported to the librarian in writing. After checking the borrowing register they will be issued a duplicate card. Library borrower cards are valid for the respective academic period.

File Description	Document
Any 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:** 19.4

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

2017-18	2016-17	2015-16	2014-15	2013-14
116	142	148	162	138

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:** 14.66

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

2017-18	2016-17	2015-16	2014-15	2013-14
154	123	100	82	54

File Description	Document
Any additional information	<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:** 35.96

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

2017-18	2016-17	2015-16	2014-15	2013-14
321	187	182	429	182

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:** 32.77**5.1.5.1 Number of students attending VET year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
444	104	420	69	98

File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 28.26**5.2.1.1 Number of outgoing students placed year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
23	59	69	86	40

File Description	Document
Details of student placement during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.2.2 Percentage of student progression to higher education (previous graduating batch)****Response:** 42.99

## 5.2.2.1 Number of outgoing students progressing to higher education

Response: 46

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/ TOEFL/ Civil Services/State government examinations)****Response:** 3.01

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	2	2	1

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

2017-18	2016-17	2015-16	2014-15	2013-14
71	56	52	41	32

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>

**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:** 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	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:**

The Student Council of St. Thomas College of Engineering & Technology comprises of Student Committees *for Departmental activities*, and Student Committees *for Co-Curricular activities*.

The organisation chart of Student Council is provided in the additional information.

- **Class Representatives**
  - **For every Department**, for departmental activities.
  - Two student representatives (a girl and a boy preferred) from first, second, third, & fourth year from each department form this class.
  - A meeting is conducted during the commencement of every semester to make a decision on the various departmental activities.
  - **Role**
    - Decides on seminars, workshops etc to be conducted for each semester.
- **Class Committee**
  - **For every class**, for evaluating the academic progress of each class.
  - Class representatives from each class along with the faculties handling the subjects form this committee. A faculty not handling the subject in the class forms the Chairman.

- A meeting is conducted twice every semester, during the commencement and towards the end of every semester, to evaluate the academics.
- **Role**
  - Discuss on the examination schedule, syllabus completion and any other suggestions of the class.
  
- **Course Committee**
  - **For every subject**, for evaluating the subject.
  - Three or four students from each class along with the faculty handling the subject and a faculty not handling a subject in the class form this committee.
  - A meeting is conducted twice every semester, during the commencement and towards the end of every semester, to evaluate the subject.
  - **Role**
    - Discuss on the faculty teaching method, the areas where modifications needed and any other suggestions of the subject.
  
- **Techno-Cultural Committee**
  - **For coordinating the National Level Techno – Cultural Festival - YVidh**
  - From each department, one student representative from final year is selected as Technical and Cultural Head. These students form this committee. They are responsible for coordinating our Techno-Cultural Fest – Yvidh. They are also responsible to co-ordinate other cultural events organized in the college.
  - **Role**
    - The head, selected from each department, is responsible to coordinate the technical events of their department.
    - The head will collect the suggestions on the common technical and cultural events from their department.
    - The committee will finalize the events, theme.
  
- **Sports Committee**
  - **For coordinating the Sports Events – Rapido & Spike**
  - From each department, one student representative from final year is selected as Sports Head. These students form this committee. These students are responsible for coordinating our Sports – Rapido & Spike.
  - They are also responsible to co-ordinate the game events organized in association with YVidh.
  - **Role**
    - The head will collect the suggestions on the common sports events from their department.
    - The committee will finalize the events.

File Description	Document
Any 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:** 1.8

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	1

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>
Any additional information	<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:**

St. Thomas College of Engineering and Technology, Chengannur, was established in 2010. The first batch was passed out in 2014. An informal Alumni Association of St. Thomas College of Engineering and Technology – AASTCET, was formed in 2016. The students formed the association with a view to maintain their warm bond with their campus.

In 2018, the college decided to initiate the formal registration process of Alumni Association.

### The Objectives of the Association

- To provide a forum to establish a link between the alumni, staff and students of the institute.
- To enable the alumni to participate in activities that would contribute to the general development of the institute and the society.
- To help the alumni with their technical and relocation problems.
- To try to find employment opportunities to students and fellow alumni members in need.

- To institute prizes and scholarships, and render financial aid to needy and deserving students of the institute.
- To support academic activities like conferences, workshops, technical symposiums (including travel and registration support to students and the staff).
- To contribute towards the welfare of the alumni.
- To keep the alumni abreast of scientific and technological developments of national and global importance.
- To give scholarships to meritorious students.
- To give awards to toppers of all branches of engineering.
- To arrange seminars and debates for technical guidance to students for knowledge and career advancement.
- To acquire, purchase or otherwise own or take on lease or hire elsewhere in India or abroad temporarily or permanently any moveable or immovable property necessary or convenient for the furtherance of the objects of the association.
- To invest and deal with the funds of the association.
- To do such other lawful things as are conducive or incidental to the attainment of the above objectives and / or beneficial to the interests of the institute and its alumni.
- To promote entrepreneurship & innovation among the students.
- To help institute for effective liaison to industry.

On January 30th 2016, our first informal alumni meet was conducted at our campus for 2014 and 2015 pass out batch students. President, Secretary, Treasurer and Executive committee members were selected.

### **Enrollment**

The college and management decided that until the formal registration process completes, all pass out students are enrolled in the Alumni Association. Later, they will be enrolled as per the rules described.

### **Contribution**

Since the association is not a registered one and only 4 years have been completed for the first alumni to pass out, the alumni contribution is currently limited to non financial. So many students have been recommended and placed by the alumni to the companies in which they work.

A placement drive of Ontash, conducted in our campus, is a very valuable contribution of our alumni.

Shortly, we shall complete our formal registration process and shall commence the formal functioning of our Alumni Association Chapter at our campus.

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#### **5.4.2 Alumni contribution during the last five years(INR in Lakhs)**

**? 5 Lakhs**

**4 Lakhs - 5 Lakhs**

**3 Lakhs - 4 Lakhs**

**1 Lakh - 3 Lakhs**

**Response:** <1 Lakh

<b>File Description</b>	<b>Document</b>
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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	1	0	0

<b>File Description</b>	<b>Document</b>
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

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### 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 be an Institute of Repute recognised for Excellence in Education, Innovation and Social Contribution.

**Mission:**

**M1: Infrastructural Relevance**

Develop, Maintain and Manage our Campus for our Stakeholders.

**M2: Life Long Learning**

Encourage our stakeholders to participate in lifelong learning through industry and academic interactions.

**M3: Social Connect**

Organize Socially Relevant outreach programs for the benefit of Humanity

**Values**

Liberty

We encourage Freedom of Thought and Expression.

Adaptability

We adapt to ever changing need of the Industry.

Integrity

We ensure honesty in every transactions we do.

**Empathy**

We are thoughtful about Humanity and Nature.

**Accountability**

We ensure transparency and responsibility in our actions.

Institute is established with an aim of providing quality higher education at par with international standards. The members of the society comprising of experienced persons from the field of education, engineering , medicine, business etc who have proven track records by the establishment of different engineering colleges in Kerala. The GB consists of President, secretary and treasurer. The institute is committed to develop as a centre of excellence in the field of engineering and technology. This commitment is translated into practice through continuous augmentation , renewal of infrastructure and facilities in line with the policy changes. The institute has an academic council with representative from each department and Principal act as the head of the council. Institute has department head for each department and a class tutor for each class. A course committee is formed with two faculty members and four students and it meet every semester. The non-teaching staff assist in lab, examination and documentation. T&P division handles the training and placement of the students. College buses runs in the radius of forty kilometres. There is hostel facility available for boys and girls. The Hostel Managing committee deals with matters relating to the affairs of the hostels. SWOT analysis is done every year with the involvement of the Management, Teaching Staff, Administrative Staff, Students, Parents and other stake holders in formulating policies. University academic and administrative auditing happens every year to make sure the policies are met. Faculty member is involved in various academic, administrative and other non-statutory committees. Regular training programmes are provided to the faculty to take up responsibilities. Mentorship is introduced in all the departments and it is effectively monitored by the Principal. The governing body gives the freedom and flexibility to the academic council to lead all academic activities of the college. HODs monitor each faculty's activities in department. Tutorship of each class is assigned to different faculties. They ensure that academic and disciplinary level of the students is in line with the institutional policy. All the committee meets minimum one time in a semester to evaluate the progress, discuss the changes in the process and policies need to make each semester. Institute encourage students and faculty to participate in seminars, workshops and refresher courses. Institute also encourage students to participate in arts, sports festivals and various competitions held at state and national level.

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

**6.1.2 The institution practices decentralization and participative management****Response:**

The St. Thomas College of engineering and technology totally believes in decentralisation and participative management in every aspect of institute functioning. Institute has a culture of recognizing each and every staff members and their opinions. The decentralization and participative management is practiced in entire academic and administrative affair of the institute. The college has an organization structure that includes Board of Governors, Principal, vice principal, dean, heads of department, Officer In charge of examination, faculty members, office superintendent, librarian, and non teaching staff and other various committees. The Board of Governors is responsible for strategic planning of the institute, ensuring institute performance and managing risk and accountability. The principal takes the decision in the interest of college. All the decisions are taken in the meeting of the top level and senior faculty members and the task is distributed to appropriate level. Majority of the academic activities are being handled by faculties in the department guided by head of department. The head of department conducts monitors the department activities, conducts periodic meetings of all respective faculty members actively involved in handling academic activities in the department. Head of the department take suggestions from the faculties for betterment of the academics and administration and forward the same to the college administration. The office superintendent takes up the matter related to non-teaching staff to the Principal, who puts the matter before the top administration level for further decisions. Also the students are involved to certain extent in decision making. Students are taking decisions related to the functioning and their roles in student council. Also the activities planned and executed under the banner of student council are mostly monitored by the students under the supervision of the teachers, Principal and management.

Thus, decentralization helps in effective and quality transformation of education to the students. The participative culture helps to ensure transparency in both academic and administration. The object of participative management and decentralization is evident from the various programs organized in the college.

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

The society provides clear vision and mission to the institution. The functions of the institution and its academic and non-academic activities are governed by the society and the governing body with transparency.

Prospective plans were made based on the vision and the mission and by for seeing the need of the institution. Guidelines with specific plans for implementation by aligning the academic and non-academic aspects improves the overall quality of academics and administration.

The college has the following perspective plans:

- 1.Enriching the quality of Teaching – Learning
- 2.Making Innovation and Entrepreneurship Development Centre(IEDC) club as a center of excellence
- 3.Establishing a start up incubation center



#### 4.Engaging in social outreach activities

Example of one activity successfully implemented based on the strategic plan:

##### **Title of Practice: Engaging in social outreach activities**

##### **YVIDH - TECHNO CULTURAL FESTIVAL & COLLEGE ARTS**

YVIDH is an Annual Intercollege Techno-Cultural programme of the college conducted normally on February/March of the year. This programme initially started during the year 2015 and then onwards it's been the college's pride event. The smooth functioning of the event is facilitated by the various committees and its members (Staff members and Student members) that are formulated normally two months before the programme. The programmes normally extend for two days and a healthy number of participants visits and take part in various events. Events are normally classified into technical, cultural and extra-curricular programmes. Each department of the college holds the responsibility of their own technical activities while cultural/extracurricular events are coordinated by central team that contains members from every department.

This programme is not treated as a competition event whereas it's a platform to showcase the talent of students which comprises group dance, solo dance, group song, solo song, instrumental music, one act play, college band etc.

##### **Registration:**

- The primary phase of event where the college collects the data of individuals or groups wishing to participate in the event.
- Online registration - It is the mode where committee members collect details of participants to pre-occupy for the programme. Every event has a maximum number of participants which is monitored by the committee.
- The committee is led by senior faculty and members from students and staffs comprises in it.

##### **Event Management:**

- The entire programme is coordinated by various committees like invitation, registration, transportation, welcome and reception, inaugural, stage events, decoration, light and sound, certificates and memento and food committee.
- In case of technical events, the department will entrust a staff coordinator and a student coordinator for each event to supervise and execute.

##### **Recognition & Incentives:**

- Students who excel in techno-cultural events are honored with cash prizes and certificates.
- Certificates are awarded to students who participate in the event and the same can be furnished to their concerned college for duty leave and recording activity points.

#### **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:**

**College has organizational structure:**

**Society**

St.Thomas College of Engineering & Technology is established by St.Thomas educational Society, Adoor with an aim of providing quality higher education at par with international standards. The members of the society comprising of experienced persons from the field of education, engineering , medicine, business etc who have proven track records by the establishment of different engineering colleges in Kerala.

**Board of Governance**

St.Thomas College of Engineering & Technology is established and managed by St.Thomas educational Society. The Board of governance of the college consist of eleven members including chairman and the secretary. The society is nominated six members. Nominated members included government representatives, university representatives, Principal and faculty representatives..etc.

**Board of Students**

During the first week of the every academic year the student representative will be elected by each class. The faculty in charge goes to each class and call for the nominations and conducts the election and announce the result immediately. The elected candidate will represent the class in the council for that academic year.

**Administration**

Administrator act as a coordinator for all the activities in the college. Administrator maintain the HR policies of the college. Maintains the Faculty Member leave records like casual leave, vacation and duty leaves. Takes care of all admission approval procedure and communicating with universities.

**Grievance Redressal Cell**

The Grievance Redressal Cell was formed to address the student grievances. The Grievance Redressal Cell attempts to address genuine problems and complaints of students regardless of the nature of the problem. Students can use this platform to address academic and non-academic problems .

Suggestion Boxes are provided in the campus and grievance records are placed at library and hostels. All complaints are scrutinized by the grievance redressal cell. The college assures the students that once a complaint is made, it will be treated with confidentiality. There is an exclusive forum for women to address issues relating to women and their grievances.

**Internal Quality Assurance Cell (IQAC):**

IQAC has been established in the college, which meets regularly to assess the quality deliverance of

education in the institute to ensure it will achieve the course and program outcomes. Under the Chairmanship of Principal, and representatives from staff and students, the Internal Quality Assurance Cell (IQAC) has been constituted with fifteen members. There are separate committee for NAAC and NBA.

### Accounts

Account department deals with all the financial transactions in the college such as fees, semester fees, ..etc. Account department distributes salaries of the employees of the college. Qualified staff members from our account department has appointed as internal auditors and they do a thorough check on each payment and vouchers on a half yearly basis. Account department is responsible for filing tax returns as well.

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:** A. All 5 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP Document	<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>

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

##### **Response:**

The committees or bodies formed for the specific purpose works effectively and transparently and are evident through the meetings.

Various committee or cells along with their member's details are as below.

##### **Example:**

Title of Practice: Ragging – free campus

Ragging has ruined countless innocent lives and careers. In order to eliminate this menace from the campus through collective effort, St Thomas college of engineering and technology formed a anti-ragging committee to monitor the matter related to ragging complaints. College practices zero tolerance on ragging of students. The college has sets up squad of faculty members. The duty of the squad is to keeps vigil on and off campus and also near-by area of the campus before, during and after the college working hours. There are separate squad for to monitor activities in men's hostel and ladies hostel. Faculties are encouraged to travel in college buses and they monitor the students during the travel as well. The squad counsel students not to indulge into any kind of ragging activity, which would invite disciplinary action against them.

In case of any complaint is received, the anti-ragging committee inquires the matter. If the act of ragging is proved without any doubt then the action is recommended to the authority and disciplinary action is taken against the culprit. If the matter is serious then the same would be reported the police for further action. However, no major complaints reported in the campus and the college is a ragging free campus.

### **6.3 Faculty Empowerment Strategies**

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

##### **Response:**

Well being of the staff is important for effective functioning of the Institute. The institution has effective welfare measures for teaching and non- teaching staff.

##### **Employee's Provident fund**

Employee's Provident Fund (EPF) is a retirement benefit scheme. The institution has the mandatory provision of EPF and contributes the eligible amount to the respective EPF account.

**Maternity Leave**

College allows maternity leave to eligible lady staff as per the rules of the government

**Fee Concession**

Fees concessions are given to the wards of the staff for the BTech degree course.

**Promotions**

Promotions or salary hike are given to the faculty members, based on the qualification, services, and outcome of the performance appraisal.

**Publication Incentives**

Cost of the registration and participation for the national or International conferences are given to the faculty members. Publications or presentations in the reputed platform is highly recognized through award or prizes.

**Career Growth**

Faculty members are sponsored for attending Short term Training Program, workshops, seminar, and conferences for up-grading their knowledge.

**Faculty Recreation**

The teaching and non-teaching staff of the Institute have a 'Faculty Club' wherein all members of faculty are members of the club. They conduct cultural programmes and have an annual get together with the family members.

**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:** 11.93

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

2017-18	2016-17	2015-16	2014-15	2013-14
13	11	21	3	0

File Description	Document
Details of teachers provided with financial support to attend conferences,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:** 6.4

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

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	14	3	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

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

**Response:** 78.25

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

2017-18	2016-17	2015-16	2014-15	2013-14
81	81	80	41	32

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

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

**Response:**

An effective performance management system plays an important role in managing the institution in an efficient manner. A good performance management system works towards the improvement of the overall institutional performance of teaching and non-teaching staff for ensuring the achievements of the overall institutional mission and vision. According to that, the Institute is following the appraisal scheme suggested by AICTE viz. Performance Based Appraisal System (PBAS). In this scheme, the performances are classified into three major categories.

(i) Teaching, Learning and Evaluation related activities

(ii) Co-Curricular, Extension and Professional Development related activities

(iii) Research Publications and Academic Contributions

The following weightages are assigned to these categories: 100:75:300. These are called Academic Performance Indices (API). At the end of each academic year, the data pertaining to the above categories are collected from each faculty member in the format suggested by AICTE. Based on the data collected, API scores are calculated for each of the three 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 used for the award of career advancements to faculty members and for promotion to next higher position.

Further, at the end of each semester, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process.

A team consisting of the Head of the Department and Senior Professor in the Department, goes through the feedback forms collected from the students and suggest suitable measures to improve the teaching-learning process. For non-teaching staff there will be feedback collected from each department and based on the feedback appraisals are given.

## 6.4 Financial Management and Resource Mobilization

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

**Response:**

The institution has its own internal audit team who conduct the internal audit on a regular basis. In addition to that the institution appointed an external agency to conduct the audit to verify and certify the entire recurring and non-recurring and the Capital Expenditure of the institute each year. Qualified staff members from our finance department has appointed as internal auditors and they do a thorough check on each payment and vouchers on a half yearly basis. Likewise external auditors do a thorough check on

payment and vouchers on a yearly basis. So far there have been no major objections from any of the audit teams. Minor error pointed out by the audit team was corrected immediately. Precautionary steps are taken to avoid such mistakes in future. The institute regularly follows internal & external financial audit system.

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

**Response:** 2.1

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	2.0	0	0.10	0

#### **File Description**

#### **Document**

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)

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

**Response:**

In the beginning of every financial year Governing body along with the academic committees meet up and prepare the budget for the year. College budget include all the recurring and non-recurring expenses, which include planned and un planned expenses.

The planned utilization of fund is as given below:

For salary, arrears, & welfare measures

For mandatory deposits, annual fee of statutory bodies/university, etc

For creation and maintenance of academic infrastructure

For purchasing of equipments and software

For research and development

The institute has a well defined financial policy to ensure effective and optimal utilization of funds for academic, administrative and infrastructure development purpose which in turn ultimately realizes the institute's vision and mission.



For every academic year, the budget is prepared well in advance after taking into consideration the requirement of every Department. Each Department prepares its own budget based on the its requirement such as equipments, software, computers, printers, ..etc for student and faculty activities, research and development in the departments, as well as consumables required for next academic session. Principal puts up the budget in Governing Body meeting and after discussion and necessary corrections or modifications; Governing Body recommends the budget for approval. The budget is reviewed by the management and approved after necessary changes.

For an unplanned purchase or any other activity, the institute makes a provision for advance additional fund. The Principal and the Head of Departments discuss the requirement and decide the priorities while allotting financial resources for various purposes and also ensure optimum use of available financial resources.

Periodically, the Governing Body monitors the annual expenditure, scrutinizes the budget and provides feedback related to efficient use of financial resources. The Institute has standardized procedure for sanctioning of funds for various activities and also for settlement of advance and passing of bills for payment.

As per the guidelines of the Management and Principal, Variance report of sanctioned budget and actual expenditure is regularly maintained.

## 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:

Internal Quality Assurance Cell (IQAC) monitor the academic quality regularly. The institution takes up academic audit to accomplish both accountability and quality improvement. The administrators and staff practiced self-assessment, etc to achieve the quality in education. The academic audit committee consists of fifteen member committee, principal as a chairman and representatives from staff and students. To bring out improvements, the committee interacts with the faculties and students to assess the progress and suggestions are placed before IQAC for further action.

Best practices - 1;

Academic audit improves the result.

University creates academic calendar before the commencement of each academic year. Based on the academic calendar issued by the University, AICTE & DTE norms, Institute define the schedule for the academic year and publish academic calendar. In addition to above, a team of Program Coordinator (PC) and Program Assessment Committee (PAC) adds schedule as per the program plan. The team comprises PC and PAC define timetable of each semester in the academic year. The faculty creates course outcomes (CO) and lesson plan of the concerned course. Based on the course outcomes defined, the faculty maps the CO with the program outcomes (PO) and define levels. Academic auditing will be done by the head of the

department each week and once in a month by the institution. This process ensure that the teaching and learning is happening in the proper way and corrective actions can be taken if there is any issues. As a result the academic audit improves the quality of education and result.

Best practices - 2;

Development of smart class room in all department.

A picture talks thousands of words. Seeing things is easy to remember also. A classroom has students with various power of understanding and learning, and studying from notes and other materials becomes difficult for some students. The use of smart classes and modern technology makes the learning easier. Smart classes use all interactive modules like presentations and videos and these visually attractive methods of teaching becomes appealing to students who are already struggling with the traditional method of teaching in a classroom. Some students and teachers have problems with chalk dust and they tend to suffer from allergic reactions. The smart boards saves you from such distress and won't let you develop any health issues later. Smart classroom ease out the classroom management. It also provides academic and digital learning. Moreover, this kind of education in class promotes more interaction between teacher and student with more participation from both sides. Based on the feedback got from the students and faculties. It was the IQAC initiative to implement the smart class room in the campus.

File Description	Document
Any additional information	<a href="#">View Document</a>
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 institution formed an IQAC cell with the following members and it assess the teaching and learning process in the institute and recommend the steps to be taken for improvements. Under the Chairmanship of Principal, the Internal Quality Assurance Cell (IQAC) has been constituted with the fifteen members

#### **Example – 1**

#### **Teaching and Learning Process (TLP)**

The institution encourages the teachers and students to undertake self motivated improvement activities with the goal to continuous improvement in their performance. University creates academic calendar before the commencement of each academic year. Based on the academic calendar issued by the University, AICTE & DTE norms, Institute define the schedule for the academic year and publish academic calendar. In addition to above, a team of Program Coordinator (PC) and Program Assessment Committee (PAC) adds schedule as per the program plan. The team comprises PC and PAC define timetable of each semester in the academic year.

The institute send the faculty for faculty development program in the area of their teaching subjects to update the knowledge and to keep up with the current trends. Based on the feedback collect from the students institute provide training in soft skill and technical skill training through the training and placement division. In addition to that institute has an Innovation and Entrepreneurship Development Centre(IEDC) club to innovate the students idea and make it as a product. Students are encouraged for the industrial visit and internship during their studies. Institute appoints Chief Examination Superintendent for the smooth functioning of internal assessment procedure by the examination cell.. The IQAC reviews the attainment and issues further recommendations.

Example – 2

### Feedback Mechanism

Feedback is taken at different time during the semester. There will be a course committee formed at the beginning of each semester, which consist of four student representatives and the teaching faculty and one faculty who is not teaching in the class. There will be class committee with students representatives and all the teaching staff and head of the department.

Course committee meet at the beginning of the semester and end of the semester to collect the feedback of the students and the corrective action will be implement through the IQAC cell. Class committee meet once at the mid of semester and take the feedback from the students. Feedback is collected and consolidated, analyzed by each department. The corrective actions will be implement processes through IQAC.

There is a feedback collected after Extra & Co-curricular activity. These feedback is collected and consolidated at the institutional level . The corrective actions will be implement processes through IQAC.

There is a parent feedback, which will be send to the parents of each students in the institution and feedback of parents are collected regarding to the academic and non-academic activities. Those feedback also analyzed and corrective actions will be implemented through the IQAC cells.

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

**Response:** 13

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

2017-18	2016-17	2015-16	2014-15	2013-14
16	15	28	5	1

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<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:** B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<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:**

##### 1) Internet facility

The college provides internet facility to the students to access internet. High speed internet connection allows the students to access educational information through internet. Students and faculties are free to access internet after the regular working hours. With Internet facilities in the well-equipped internet lab, providing high speed of connectivity the student can surf the net together unlimited information. During the last five years there are incremental changes in the bandwidth and the area the institution provide the internet facility

## **2) Scholarships and freeships schemes**

To motivate the students to improve in their academics, scholarships and freeships are provided to the eligible candidates. The amount awarded is often based on academic merit and need. Enthusiastic students from lower financial status are given scholarships so that they can attain better quality in life. Also the students are high in academics are encouraged by giving additional benefits.

Engineering is a promising career. The students in all situations should be given the opportunity to be degree graduates. The students who are capable of achieving the degree are usually held back because of their financial difficulties. This can be compensated by giving those students who are eligible for the same with scholarships.

During the last five years there are incremental changes in the amount the institute supports and the number of students encouraged to achieve the good result and also the number students financially benefitted.

## **3) Outreach Programs**

Our faculty and students are committed to make difference through our community-based outreach programs in association with NSS/ NCC/ Red Cross/ YRC etc., For Faculty and students its an amazing opportunity to make an impact in the society where they live.

There were number of excellent programs conducted by the NSS volunteers during the last five years which made tremendous changes in the society they live. During the last five years the number of programs increased and number of participating students and faculties also increased.

Outreach program are conducted as part of the IEDC Club as well. There are industrial visit conducted in association with IEDC club. Industrial visit gives the students an opportunity to exposure to the industry in their area of studies. During the last five years the number of programs conducted and the number of participants are increased.

## **4) Certificate Programs**

Certificate programs helps the students and faculties to acquire more knowledge in particular area of studies. Institution organize faculty development program and also send out to other institutions for the faculty development program. Institution organize technical certificate program in association with IEDC club. Students are encouraged to attend certificate programs. During the last five years the number of certification program organized by the institution and the number of participation is also tremendously increased.

## 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:** 7

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	1	1

#### File Description

#### Document

Report of the event

[View 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:**

: Institution shows gender sensitivity in providing facilities such as:

##### 1. Safety and Social Security

- The Institute provides CCTV surveillance throughout the campus for safety and security purpose.
- The institute keeps visitor log register.
- The institute provides visitor ID cards.
- The institute holds tie up with hospitals and has ambulance service at its hand.
- The institute has robust security safety and system with multiple checks at entry points for all person and vehicle. Students wear ID cards at all times and outsiders are checked by security staff before the visitors ID's.
- The institute ensures that all girls' students leave the campus after late night events. Female faculty and girl students are periodically counseled on safety and security.

- The institute provided the Girls students with self defense training inside the campus from the police department.
- The institute arranges medical camps for students and faculty members.
- Classes on women's hygiene are provided to all female faculty members and students.
- In hostels, wardens at every floor level.
- Timings for entry and exit into hostels.
- Fire extinguisher is placed at different blocks inside the campus for providing the security.

## **2. Counseling**

The institute formed an academic counseling unit to monitor and to improve the performance of students and to cater them in their academics. The counsel visioned in involving faculty members of each department to identify the slow learners and provide extra motivational classes to improve their academic performance. To achieve the same the academic counsel formed a committee of faculties from each department for individually monitoring the students. The elected faculties equally divided the students among the staff members to monitor their personal, academic and psychological well being by contestant interaction with them and their parents.

The institute also appointed Rev Fr. Sam lukose Kulakkada, BA, BD, MA counseling and psychotherapy as the authorized counselor within the institution.

### **Activities conducted as a part of academic counseling unit**

- Rev. Fr. Sam Lukose is appointed at the authorized counselor for the institution.
- The counseling unit planned an orientation session for the staff members and students on 15th November 2017 by Rev. Fr. Sam lukose and Mrs. Anu Kurian, retired teacher.
- A 1 hour session was organized for the teachers help them to get motivation in their career.
- The students were given a group counseling session for inspiring them in their studies.
- An individual session was provided for the weaker students and for those students who requested for it.
- The counseling committee member of each department organized individual counseling session for the slow learners on 12th and 13th of March 2018.
- Students are regularly monitored by the assigned faculty member keeping track of their difficult areas in studies and their personal life.

## **4. Common Room**

- Separate common rooms are available for boys and girls. The students utilize these for having lunch and also for common discussions.

Sick room is available in the campus with bedding facility. A first Aid box is also available in the sick room with common medicines.

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

<b>7.1.3 Alternate Energy initiatives such as:</b>	
<b>1. Percentage of annual power requirement of the Institution met by the renewable energy sources</b>	
<b>Response: 13.31</b>	
7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)	
Response: 10000	
7.1.3.2 Total annual power requirement (in KWH)	
Response: 75120	
File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

<b>7.1.4 Percentage of annual lighting power requirements met through LED bulbs</b>	
<b>Response: 33.81</b>	
7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)	
Response: 11694	
7.1.4.2 Annual lighting power requirement (in KWH)	
Response: 34590	
File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>7.1.5 Waste Management steps including:</b>
<ul style="list-style-type: none"> <li>• Solid waste management</li> <li>• Liquid waste management</li> </ul>



- **E-waste management**

**Response:**

The very good location of STCET inspires inhabitants to remain eco-friendly. Devoid of city environment, the staff and students enjoy the nature intimately on this campus. Besides having infrastructure construction as per the necessity for an educational campus, the institute puts in conscious efforts to enhance and nurture the eco-friendly environment on the campus. Monitoring and assessment of the green environment on the campus is done. All possibilities of enriching environment are constantly explored and implemented in planned way.

Energy conservation steps include:

- Energy consumptions awareness is given to the staff and students. It is made sure that the electric devices like computers fans lights air conditioners are turned off before leaving the rooms.
- The fans and lights controlled by a single switch outside the room gives the flexibility when in a hurry. Thus at the click of the switch fans and lights of each room, department, the whole institute can be turned off/on.
- Class rooms, laboratories, offices, seminar hall, board room, library, study room, cabins etc. are equipped with window curtains to reduce heat conduction and reduce the consumption of electricity.

Waste Management Steps include:

Waste management is very important to maintain an eco friendly campus. The instruction makes necessary steps to separate the wastes in a category basis and to dispose it accordingly. The solid wastes and liquid wastes are separated and measures are taken for the disposal. The waste management plans are as follows:

- **Solid waste management:** Daily garbage is collected by housekeeping personnel and is disposed in a waste management plant. Waste like plastic, papers etc. are collected and sold out to scrap vendor from time to time. The waste from canteen is separated as dry and wet wastes in separate waste containers.
- **Liquid waste management:** All waste water lines from toilets, bathrooms, kitchens etc. are connected to the septic tank. The chemical wastes are neutralized and disposed.
- **E-waste management:** The e- wastes like computers, keyboards mouse's etc are collected and is disposed to the scrap dealer based upon the highest bidding.

The staff members and students are counseled against the use of plastics. They are encouraged to use the water coolers which are available conveniently in each floor of the college buildings. Washable and reuse plates and glasses are used in the canteen so that the use of plastics is minimized.

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

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

The institution is situated in a village atmosphere with a lake. Water is abundantly available. Even if this is the case we acknowledge that rain water is a precious resource which has to be utilized effectively and resourcefully. It is used in the drought seasons when water is scarce. There is no better recourse for water available than the natural rain water.

The college has well maintained wells which remain throughout the year. The water from the top of roofs is collected through the proper network of pipes. There is a well connected pipe network delivery system; this network is instrumental in collecting the water, which is then collected in an underground tank. The network of well connected pipes carries it to the underground tank. The network of well-connected pipes carries it to the underground tanks specially constructed for this purpose.

Rainwater harvesting provides an independent water supply during regional water restrictions. The water thus collected is then used for several purposes. The institution adopts sprinkler procedure in large lawns and water is very judiciously used for plantation purposes. In the extreme summer season, when water is scarce, the rain water thus collected and stored in the underground tank, is then used for the maintenance of the green cover in the campus.

The students are also encouraged to do rain water harvesting and to avoid the wastage of water at home.

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

### 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:

Since inception, the institution has maintained as a green environment. This eco friendly campus had put the effort to prepare plantations, lawns and gardens and have made sure well maintained. The landscaping provides the most scenic beauty for mind refreshment for the students and also captures the mind of visitors. The campus is also maintained as a plastic free campus.

The students and staff make use of

### **Bicycles**

Students are encouraged to use bicycles within the campus. Although the in-campus distances are small the travel to and from the hostel can utilize the benefits of bicycles.

### **Public Transport**

The institution provides bus facilities for students and staffs plying from different locations and routes. This adds to the environmental conservations. Bus stop at the local bus transportations service is situated near the college entrance; hence it is convenient for the students to use the public bus service.

### **Pedestrian Friendly Roads**

The road inside the campus is pedestrian friendly with all the vehicles orderly parked in the parking area.

### **Plastic Free Campus**

Efforts are taken by the institute to maintain a plastic free campus. Students and staffs are counseled against the use of plastic in the campus. Students can make use of the water cooler to refill their water bottles and are advised not to use plastic bottles.

### **Paperless Office**

The use of paper is minimized by using digital communication methods. The PTA meetings, students notices, staff notices are given through messages.

### **Green Landscaping with Trees**

Trees are natural recourses of Oxygen and are greatly responsible in the reduction of green house gases ie. CO<sub>2</sub>. Hence care is taken to increase the green cover in the campus and conserve the environment..

- The trees give more fresh air.
- The green lush of lawn enhances the beauty of the campus.
- The green walk way relaxes mind.

The lake view increases scenic beauty

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

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

**Response:** 0.47

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)

2017-18	2016-17	2015-16	2014-15	2013-14
2.55	2.26	.95201	.50572	.21988

File Description	Document
Green audit report	<a href="#">View Document</a>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>
Any additional information	<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>
Any additional information	<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:** 9

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	1	1	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:** 8

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	5	0	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>

**7.1.12**

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

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

**7.1.13 Display of core values in the institution and on its website**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide URL of website that displays core values	<a href="#">View Document</a>

**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**

**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
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
Any additional information	<a href="#">View Document</a>
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:** 3

7.1.17.1 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 year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	0	0	0

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

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

**Response:**

Institution Organizes National Festivals and Birth and Death Anniversaries of great Indian Personalities with enthusiasm. Our students are on a mission towards better India by breaking the boundaries of religion and caste. Thoughts of great Indian personalities sowed into the young minds through the exhibitions and programs conducted on these days. The institution practices pluralist approach towards all religion functions and encourages the students and faculty to showcase the same. Every year our institute organizes the national festivals and birth / death anniversaries of the great Indian personalities. Staff and students get to know the importance of national integrity in the country in general and their role in it in particular.

1. **Abdul Kalam Remembrance:** Our students celebrated the Abdul Kalam Remembrance Day on 26th of July. On this day the great leader was remembered and these quotes were charted by the prepared by the students. The students also delivered a speech about him and his great activities..
2. **Tiranga Day:** Our students celebrated the tiranga day on 22nd August by preparing charts, plug cards, drawings quotes and presentation of the activities carried out by the freedom fighters. They also presented the moral messages from the freedom fighters..
3. **Teachers Day:** Our students organize teacher's day celebration on 5th September. They invite teachers from all the department and honor them by presenting them with gifts and greeting cards. The students also prepared charts with teacher's day special drawings and quotes. The students also conduct cultural activities dedicating it to the teachers.
4. **NSS Day:** Our students celebrated the NSS day on 24th September by hoisting flag and giving inspirational speeches.
5. **Womens Day:** The students organized womens day celebration on 3rd march to honor and respect the ladies in the campus. Our students honors the women staffs on that day.
6. **Gandhi Jayanthi:** A standout amongst the most mainstream events in India and one of the three national occasions, Gandhi Jayanti is praised in our Institute on 2nd October of consistently to stamp the birth commemoration of Mahatma Gandhi. Gandhi was additionally famously known as the Father of our Nation, Bapu or basically Mahatma. .
7. **Children's Day:** The celebration of Children's Day in India dates back to 1956. Prior to the death of Pt. Jawaharlal Nehru, India was celebrating Children's Day on November 20 (the date observed as Universal Children's Day by the United Nations). Our students distribute material kit to poor students.
8. **Independence Day:** Our students celebrated independence day on 15th august by first hoisting the flag and then doing noble works like cleaning parks and premises.
9. **Republic Day:** Republic Day is celebrated on January 26 to commemorate the adoption of constitution. On this day, events include flag-hoisting and followed by "constitution awareness program" in which students and staff members got information of their duties towards our nation and rights given to them by our constitution. By organizing such type of events institute does its share to immersed patriotism and awareness to next generation.

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

#### 7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

**Response:**



The college has continuously and successfully maintained the quality of education, as is evident from various academic parameters. Since its inception, all the requisite norms of governing authorities have been implemented to see that service to the society through quality technical education is served.

Staff, students and the stakeholders enjoy the association with the institution due to its transparency in entire process of academics and administration.

### **Financial Transparency**

The students pay fees through bank, while salaries to the staff are also made through bank. The expenses are appropriately utilized. The entire financial management is audited each year by external auditors. Students desirous of financial aid are being supplemented with scholarships by the management, thus attaining the human value segment. The college follows a practice of inviting quotations before purchase of equipments, consumables, computers, furniture and fixtures for use in laboratories and campus. Comparative statements of quotations is prepared and put up for sanction after recommendation by Head of the Department, Principal and IQAC. Purchase order is placed and payments towards the purchase are made through cheques. Canteen and security contracts are also dispensed after inviting quotations.

### **Academic Transparency**

The college conducts two session examinations and one pre university examination, which are based on university paper pattern. The papers are evaluated immediately after the examination and marks are displayed on the notice board after giving it to students. They can raise their grievances about the marks obtained, which are taken care of in complete satisfaction of the students. This exhibits complete transparency in examination and marking system.

### **Administrative Transparency**

The college administration is always pleased and enthusiastic in extending complete support for the overall development of the student. All the decisions related to effective administration are taken through meetings of academic council and the recommendations are implemented. This exhibits the administrative transparency of the college.

The stakeholders like alumni, parents, dependents of staff and society at large are enthusiastically

associated with the college due to the efforts of inculcation of human values, professional ethics and development of the society with complete transparency.

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

## 7.2 Best Practices

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

**Response:**

#### Best Practice – 1

**Title of the Practice:** Appreciation for academic Excellence

1. **Objective:** To reach the heights in academic excellence.
2. **Context:** To motivate the students to improve in their academics
3. **Practice:** Students who have got high percentage in their academics are encouraged by giving a memento in each academic year. These will encourage the students to have a competitive mind and to have an urge to study better.
4. **Evidence of Success:** The college results improved.
5. **Problems Encountered and Recourses Required:** The information regarding the students who have topped was collected from each department. The memento was presented to them in the context of the college technical fest.

#### Best Practice – 2

**Title of the Practice:** Scholarships

1. **Objective:** : To provide quality education for the need.
2. **Context :** Enthusiastic students from lower financial status are given scholarships so that they can attain better quality in life. Also the students are high in academics are encouraged by giving additional benefits.
3. **Practice:** Engineering is a promising career. The students in all situations should be given the opportunity to be degree graduates. The students who are capable of achieving the degree are usually held back because of their financial difficulties. This can be compensated by giving those students who are eligible for the same with scholarships.
4. **Evidence of Success:** The institute was able to bring out bright future in their life.

**5. Problems Encountered and Recourses Required:** The institute choose the extraordinary students.

### Best Practice – 3

1. **Title of the Practice:** Undergraduate research
2. **Objective:** The students are encouraged to get involved in research activities in the earlier stage of their career
3. **Context:** The students are encouraged to do in house researches. This improves their interest in the subjects and also their learning capacity. The employability of the students will also increase as they will have an idea of how to handle problems.
4. **Practice:** Students are advised obtain an idea of their project and to implement it in house. This will improve their knowledge about the importance of different subjects.
5. **Evidence of Success:** Students have excelled in completing their projects effectively.
6. **Problems Encountered and Recourses Required:** The students had problems in obtaining the different project components. The institution had to set up a lab for this.

### Best Practice – 4

**Title of the Practice:** Technical Skill Exposure

1. **Objective:** Students who have excellent technical skills are given the opportunity to exhibit their skills in technical talent exhibitions
2. **Context:** To promote the talent in students
3. **Practice:** The students who come forward with exquisite ideas are given the opportunity to implement their idea and present the same in talent exhibitions.
4. **Evidence of Success:** Students have performed in technical exhibitions like yuva master mind and YAJNA 2017.
5. **Problems Encountered and Recourses Required:** Students had to work for extra hours and was to be guided.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for 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 Institute focuses on three aspects essentially: Value based education, Innovation and social contributions. The institute has established its distinctive approach towards this comprehensive vision by working on the up-liftment of the academic quality of the students of this region. Our priority has been in reaching out to the backward areas of the region and counsels the students for achieving higher education, thus enabling the process of developing the society and the nation at large.

The first step toward achieving this goal was to maintain the infrastructure and manage the campus for our stake holders. Then the stake holders were encouraged to participate in lifelong learning through industry and academic interactions. The institution also organized socially relevant programs to benefit the humanity.

**Infrastructural Relevance**

The institution has made great efforts in maintaining the infrastructure from the beginning and has not hesitated in expanding as the need has arrived. The various departments are situated with ample spacing and facilities.

**Life Long Learning**

The institution has given quality education to the students which have come in hand for them to show out their talents in various technical fests. Students are also promoted and given support to do in-house projects.

**Social Connect**

The institution situated in the rural areas has done its part in the development of the locality. The various programs conducted by the institution has promoted the people in the region towards education and the need for the same. The institution also has given general awareness to the inhabitants nearby about the engineering aspects of life and how to lead a better life.

The institute has established its distinctive approach also in the following aspects

1. Counseling for higher education.
2. Campus recruitment training.
3. OJT for VHSE students.
4. Calm atmosphere for learning.
5. Lake view for peaceful mind.
6. Scholarships
7. Security workshops in nearby schools

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

NAAC

## 5. CONCLUSION

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### **Additional Information :**

Vision of the institute is “To be an Institute of repute recognised for excellence in education, innovation and social contribution.” Since the establishment of the institute, institute is consistently progressing on academic front. Also, along with academics, the institute has shown substantial progress in extension activities. The Institute gives highest priority to teaching- learning process. For all round development of students, emphasis is given on extra and co-curricular activities. Institute strongly believes in the student’s potential and can do attitude. By providing institutional scholarships, Institute always provides a helping hand to them who are willing to learn.

### **Concluding Remarks :**

Institute has well defined vision and mission, considering the needs of the society. Excellent academics, infrastructure, laboratories, co-curricular and extra-curricular activities are some of the special features which cater to the comprehensive development of the students. The Institute always promotes a culture of delegation of powers through strategic policies. The Principal of Institute is assisted by HODs, Administration Department and coordinators of various committees in decision making process at the Institute. The governance comprising Governing Body, Local management committee, Internal Quality Assurance Cell, Academic Monitoring Committee and various institute level committees play vital role in positioning the Institute in the preferred list of all stake holders.

>

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>1.2.1.1. How many new courses are introduced within the last five years            Answer before DVV Verification : 61            Answer after DVV Verification: 54</p>																				
2.1.3	<p>Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</p> <p>2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>33</td> <td>41</td> <td>49</td> <td>64</td> <td>76</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>33</td> <td>41</td> <td>50</td> <td>64</td> <td>76</td> </tr> </tbody> </table> <p>Remark : As per list of seats fills against seats reserved categories for 2015-16 provided by HEI.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	33	41	49	64	76	2017-18	2016-17	2015-16	2014-15	2013-14	33	41	50	64	76
2017-18	2016-17	2015-16	2014-15	2013-14																	
33	41	49	64	76																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
33	41	50	64	76																	
2.3.3	<p>Ratio of students to mentor for academic and stress related issues</p> <p>2.3.3.1. Number of mentors            Answer before DVV Verification : 40            Answer after DVV Verification: 40</p>																				
3.2.2	<p>Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years</p> <p>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</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>9</td> <td>21</td> <td>3</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>9</td> <td>21</td> <td>3</td> <td>1</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	13	9	21	3	1	2017-18	2016-17	2015-16	2014-15	2013-14	13	9	21	3	1
2017-18	2016-17	2015-16	2014-15	2013-14																	
13	9	21	3	1																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
13	9	21	3	1																	

13	9	21	3	1
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3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
24	19	6	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
11	13	0	0	0

Remark : As per report of extension and outreach programs for 2016-17 provided by HEI.

4.2.3 Does the institution have the following:

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

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: B. Any 3 of the above

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2.33	1.99	1.63	1.33	2.33



Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1.8	1.70	1.30	1.14	2.14

4.2.6 Percentage per day usage of library by teachers and students

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

Answer before DVV Verification : 64

Answer after DVV Verification: 13

Remark : As per log book entries of students using library provided by HEI.

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.

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

Remark : As per documents provided by HEI.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	10	10	8

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	1

5.4.3	<p>Number of Alumni Association / Chapters meetings held during the last five years</p> <p>5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 349 1046 483"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 562 1046 696"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : As per alumni meeting for 2017-18 provided by HEI.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	1	1	1	0	0	2017-18	2016-17	2015-16	2014-15	2013-14	1	0	1	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	1	1	0	0																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	0	1	0	0																	
6.3.2	<p>Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years</p> <p>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</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1055 1046 1189"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>12</td> <td>29</td> <td>4</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1267 1046 1402"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>11</td> <td>21</td> <td>3</td> <td>0</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	16	12	29	4	0	2017-18	2016-17	2015-16	2014-15	2013-14	13	11	21	3	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
16	12	29	4	0																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
13	11	21	3	0																	
6.5.4	<p>Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> <li>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</li> <li>2. Academic Administrative Audit (AAA) and initiation of follow up action</li> <li>3. Participation in NIRF</li> <li>4. ISO Certification</li> <li>5. NBA or any other quality audit</li> </ol> <p>Answer before DVV Verification : B. Any 3 of the above</p>																				

	Answer After DVV Verification: B. Any 3 of the above																				
7.1.11	<p>Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)</p> <p>7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>5</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>5</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	2	5	1	1	1	2017-18	2016-17	2015-16	2014-15	2013-14	3	5	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
2	5	1	1	1																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
3	5	0	0	0																	
7.1.17	<p>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</p> <p>7.1.17.1. 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 year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	1	1	1	1	1	2017-18	2016-17	2015-16	2014-15	2013-14	2	1	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	1	1	1	1																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
2	1	0	0	0																	

## 2.Extended Profile Deviations

ID	Extended Questions																				
1.3	<p>Number of outgoing / final year students year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>159</td> <td>187</td> <td>182</td> <td>243</td> <td>182</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	159	187	182	243	182	2017-18	2016-17	2015-16	2014-15	2013-14					
2017-18	2016-17	2015-16	2014-15	2013-14																	
159	187	182	243	182																	
2017-18	2016-17	2015-16	2014-15	2013-14																	

107	130	121	119	70
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NAAC