



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

##### 1.Name of the Institution

INDRA GANESAN COLLEGE OF  
ENGINEERING

- Name of the Head of the institution **Dr .S .BHARATHI RAJA**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **9442828200**
- Mobile no **8508688845**
- Registered e-mail **igceprincipal@gmail.com**
- Alternate e-mail **balakrishnan.g@gmail.com**
- Address **Madurai Main Road (NH-45B),  
Manikandam, Tiruchirappalli,  
Tamil Nadu, India.620 012**
- City/Town **Tiruchirappalli**
- State/UT **Tamil Nadu**
- Pin Code **620012**

##### 2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **Self-financing**
- Name of the Affiliating University **Anna University**
- Name of the IQAC Coordinator **Prof.N.Ramya**
- Phone No. **9944495779**
- Alternate phone No. **04312704527**
- Mobile **9488018102**
- IQAC e-mail address **igceiqac@gmail.com**
- Alternate Email address **igcenaac2020@gmail.com**

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

<https://www.igceng.com/aqar>

**4.Whether Academic Calendar prepared during the year?**

**Yes**

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

<https://www.igceng.com/naac-3/naac-home>

**5.Accreditation Details**

| Cycle          | Grade     | CGPA        | Year of Accreditation | Validity from     | Validity to       |
|----------------|-----------|-------------|-----------------------|-------------------|-------------------|
| <b>Cycle 1</b> | <b>B+</b> | <b>2.70</b> | <b>2021</b>           | <b>23/02/2021</b> | <b>22/02/2026</b> |

**6.Date of Establishment of IQAC**

**31/07/2019**

**7.Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty              | Scheme  | Funding Agency   | Year of award with duration            | Amount            |
|--|---|--|--|-------------------|
| Dr. Malathi G, EEE, Dr. Anusuya M, S & H, IGCE | Short Term Training Program                         | AICTE  | 2021<br>08.02.2021<br>to<br>13.03.2021 | Rs.<br>2,99,333/- |
| Dr. M. Anusuya, Science and Humanities, IGCE   | Popularisation of Science-Partial Financial Support | TNSCST, Chennai & The National Council for Science and Technology Communication, New Delhi | 2020<br>18.03.2021                     | Rs. 15,000/-      |
| Dr. M. Anusuya, Science and Humanities, IGCE   | Faculty Development Training Program                | Center for Faculty Development-AU  | 2021<br>14.06.2021<br>to<br>19.06.2021 | Rs. 30,000/-      |

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

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

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

- If yes, mention the amount

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

Resolution to start new course was proposed and approved by IQAC, application of the same was submitted to AICTE, Anna University & DOTE and the new programmes (B. E -Agriculture Engineering & B. Tech- Artificial Intelligence and Data Science were sanctioned.

IQAC initiated the various clubs and teams to organize more number of Extension activities with social relevance, which will help in the holistic development of the students.

Decentralization and participative management was implemented through the formation of 9 ministries to monitor the various activities carried out under the respective heads which are Academic, Affiliation, Accreditation, Approval, R & D, Examinations, Sports & Clubs, Student Affairs and Planning & Development.

IQAC has conducted training programs on effective mentoring and it was implemented with the help of google meet, to help our students face the pandemic situation, to adopt to the online mode of Teaching Learning Process and overcome the stress and anxiety due to COVID-19.

A training program for effective implementation of feedback system through Google forms was given and the feedback from Students, Teachers, Parents, Alumni & Employer were obtained through online.

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

| Plan of Action  | Achievements/Outcomes   |
|---|---|
| Apply for New courses in Engineering  | Got approval to start two new programmes - AI & Data Science & Agriculture Engineering  |
| Improve University result of the students                                     | 97% Result achieved   |
| Planned to organize minimum 5 extension activities even during COVID pandemic | Extension activities like, blood donation camp, Food distribution, Tree sapling plantation, Free Corona Vaccination camp, 100% voting awareness rally, Swatch Bharat-cleaning activity were organized |
| Create google form for the collection of feedback through online              | Students, Teachers, Parents, Alumni & Employer feedback forms were created as Google forms  |

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

- Name of the statutory body

| Name              | Date of meeting(s) |
|-------------------|--------------------|
| Governing Council | 02/04/2021         |

**14. Whether institutional data submitted to AISHE**

**Part A****Data of the Institution**

|  |   |
|--|---|
| <b>1.Name of the Institution</b>                     | <b>INDRA GANESAN COLLEGE OF ENGINEERING</b>   |
| • Name of the Head of the institution                | <b>Dr.S.BHARATHI RAJA</b>   |
| • Designation  | <b>PRINCIPAL</b>  |
| • Does the institution function from its own campus? | <b>Yes</b>  |
| • Phone no./Alternate phone no.                      | <b>9442828200</b>   |
| • Mobile no  | <b>8508688845</b>   |
| • Registered e-mail                                  | <b>igceprincipal@gmail.com</b>  |
| • Alternate e-mail                                   | <b>balakrishnan.g@gmail.com</b>   |
| • Address  | <b>Madurai Main Road (NH-45B),<br/>Manikandam, Tiruchirappalli,<br/>Tamil Nadu, India.620 012</b> |
| • City/Town  | <b>Tiruchirappalli</b>  |
| • State/UT   | <b>Tamil Nadu</b>   |
| • Pin Code   | <b>620012</b>   |
| <b>2.Institutional status</b>                        |   |
| • Affiliated /Constituent                            | <b>Affiliated</b>   |
| • Type of Institution                                | <b>Co-education</b>   |
| • Location   | <b>Rural</b>  |
| • Financial Status                                   | <b>Self-financing</b>   |
| • Name of the Affiliating University                 | <b>Anna University</b>  |
|  |   |

|  |   |      |                       |               |             |
|--|---|------|-----------------------|---------------|-------------|
| • Name of the IQAC Coordinator   | Prof .N.Ramya   |      |                       |               |             |
| • Phone No.  | 9944495779  |      |                       |               |             |
| • Alternate phone No.  | 04312704527   |      |                       |               |             |
| • Mobile   | 9488018102  |      |                       |               |             |
| • IQAC e-mail address  | igceiqac@gmail.com  |      |                       |               |             |
| • Alternate Email address  | igcenaac2020@gmail.com  |      |                       |               |             |
| <b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>  | <a href="https://www.igceng.com/aqar">https://www.igceng.com/aqar</a>                         |      |                       |               |             |
| <b>4.Whether Academic Calendar prepared during the year?</b>   | Yes   |      |                       |               |             |
| • if yes, whether it is uploaded in the Institutional website Web link:  | <a href="https://www.igceng.com/naac-3/naac-home">https://www.igceng.com/naac-3/naac-home</a> |      |                       |               |             |
| <b>5.Accreditation Details</b>   |   |      |                       |               |             |
| Cycle  | Grade   | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 1  | B+  | 2.70 | 2021                  | 23/02/2021    | 22/02/2026  |
| <b>6.Date of Establishment of IQAC</b>   |   |      | 31/07/2019            |               |             |
| <b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b> |   |      |                       |               |             |
|  |   |      |                       |               |             |

| Institutional/Department /Faculty              | Scheme   | Funding Agency   | Year of award with duration            | Amount            |
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|  |                           |
|--|---------------------------|
| <b>8. Whether composition of IQAC as per latest NAAC guidelines</b>  | <b>Yes</b>                |
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| <ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>   | No File Uploaded          |
| <b>10. Whether IQAC received funding from any of the funding agency to support its</b>   | <b>No</b>                 |



|   |  |
|---|--|
| activities during the year?   |  |
| • If yes, mention the amount  |  |
| <b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>  |  |
| Resolution to start new course was proposed and approved by IQAC, application of the same was submitted to AICTE, Anna University & DOTE and the new programmes (B. E -Agriculture Engineering & B. Tech- Artificial Intelligence and Data Science were sanctioned.   |  |
| IQAC initiated the various clubs and teams to organize more number of Extension activities with social relevance, which will help in the holistic development of the students.  |  |
| Decentralization and participative management was implemented through the formation of 9 ministries to monitor the various activities carried out under the respective heads which are Academic, Affiliation, Accreditation, Approval, R & D, Examinations, Sports & Clubs, Student Affairs and Planning & Development. |  |
| IQAC has conducted training programs on effective mentoring and it was implemented with the help of google meet, to help our students face the pandemic situation, to adopt to the online mode of Teaching Learning Process and overcome the stress and anxiety due to COVID-19.  |  |
| A training program for effective implementation of feedback system through Google forms was given and the feedback from Students, Teachers, Parents, Alumni & Employer were obtained through online.  |  |
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|   |  |

|   |   |
|---|---|
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| Create google form for the collection of feedback through online              | Students, Teachers, Parents, Alumni & Employer feedback forms were created as Google forms  |
| <b>13.Whether the AQAR was placed before statutory body?</b>                  | Yes   |
| <ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>  |   |
| Name  | Date of meeting(s)  |
| Governing Council   | 02/04/2021  |
| <b>14.Whether institutional data submitted to AISHE</b>                       |   |
| Year  | Date of Submission  |
| 2019-20   | 13/02/2020  |
| <b>15.Multidisciplinary / interdisciplinary</b>                               |   |
| <b>16.Academic bank of credits (ABC):</b>                                     |   |
| <b>17.Skill development:</b>  |   |

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

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

**20.Distance education/online education:**

### Extended Profile

#### 1.Programme

|  |     |
|--|-----|
| 1.1  | 324 |
| Number of courses offered by the institution across all programs during the year |     |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

#### 2.Student

|                                    |     |
|------------------------------------|-----|
| 2.1                                | 559 |
| Number of students during the year |     |

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

|  |     |
|--|-----|
| 2.2  | 133 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year |     |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

|   |     |
|---|-----|
| 2.3   | 167 |
| Number of outgoing/ final year students during the year |     |

| File Description   | Documents                 |
|--|---------------------------|
| Data Template  | <a href="#">View File</a> |
| <b>3.Academic</b>  |                           |
| 3.1<br>Number of full time teachers during the year                      | <b>87</b>                 |
| File Description   | Documents                 |
| Data Template  | No File Uploaded          |
| 3.2<br>Number of sanctioned posts during the year                        | <b>87</b>                 |
| File Description   | Documents                 |
| Data Template  | <a href="#">View File</a> |
| <b>4.Institution</b>   |                           |
| 4.1<br>Total number of Classrooms and Seminar halls                      | <b>47</b>                 |
| 4.2<br>Total expenditure excluding salary during the year (INR in lakhs) | <b>145.8</b>              |
| 4.3<br>Total number of computers on campus for academic purposes         | <b>471</b>                |

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The curriculum and syllabus prescribed by Anna University and its objectives and outcomes of the course are made understood to the students to impart the importance of the course. Academic calendar based on the academic schedule is prepared and disseminated to students and teachers.

In each semester, course allocation, time table preparation, course file are done in the beginning of the semester. Course files includes syllabus, lesson plan, notes of lesson, question bank, Programme Objectives and Outcomes, Course Objectives and Outcomes. Three Unit tests and two model examinations for theory courses and one model practical exam are conducted before university examination.

Apart from teaching using board and chalk, teachers use LCD projector and Smart Board for effective teaching using pictures and videos. Theory subjects requiring demonstration are handled in labs for better teaching. Seminars/Guest lectures are arranged for the better understanding of the course. Industrial visits are arranged for the students apart from permitting to attend In-Plant Training and Industrial Internship.

Class committee meeting is conducted to monitor the progress of theory and laboratory courses in line with lesson plans. Remote access to e-Journals and e-Books is available to all students and teachers, apart from using DELNET in our library.

| File Description                    | Documents   |
|-------------------------------------|---|
| Upload relevant supporting document | <a href="#">View File</a>   |
| Link for Additional information     | <a href="https://www.igceng.com/files/ugd/228e67_070fbdd261ac49c085f455f0ec832367.pdf">https://www.igceng.com/files/ugd/228e67_070fbdd261ac49c085f455f0ec832367.pdf</a> |

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

In the beginning of every semester, based on the academic schedule released by Anna University, academic calendar is prepared and disseminated to our students and teachers. Academic schedule consists of commencement of induction programme, commencement of classes, last working day, test dates, attendance entry dates, University practical and theory exam dates. In order to ensure the conduct of required number of working days, some specific working days on Saturdays will also be mentioned. The re-opening day for the subsequent semester will also be mentioned to enable planning accordingly. The academic schedule shall be released separately for UG higher semesters, UG first year, PG higher semesters and PG first year, due to variation in admission dates. Academic calendar consists of all the details as mentioned in academic schedule and other information like meetings, events, celebrations,

observations, programmes and functions. The academic calendar will be placed in all the department notice boards and also in our college website

Three Unit tests and two model examinations for theory courses and one model practical exam are conducted before university examination. Unit test will be conducted for one and a half hours and model exam for three hours. Absentees and failures have to write re-test.

| File Description                    | Documents   |
|-------------------------------------|---|
| Upload relevant supporting document | <a href="#">View File</a>   |
| Link for Additional information     | <a href="https://www.igceng.com/files/ugd/228e67_a6428daed8404bf49eac4d8659804ce0.pdf">https://www.igceng.com/files/ugd/228e67_a6428daed8404bf49eac4d8659804ce0.pdf</a> |

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

**Academic council/BoS of Affiliating University**

**Setting of question papers for UG/PG programs**

**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

**Assessment /evaluation process of the affiliating University**

**D. Any 1 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

## 1.2 - Academic Flexibility

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

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

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | <a href="#">View File</a> |
| Minutes of relevant Academic Council/ BOS meetings      | No File Uploaded          |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

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

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

14

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

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

404

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

## 1.3 - Curriculum Enrichment

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

#### Gender

- Women empowerment cell is functioning for the welfare of lady teachers and students. The cell arranges programmes to promote leadership qualities in women.
- Equal opportunities are given for both genders in

admissions, employment, training programmes, sports, cultural and members of various clubs associated with academic, co-curricular and extra-curricular activities.

- Legal awareness programme was conducted to impart the knowledge on our laws

#### Environment & Sustainability

- "OCE551 - Air pollution & Control Engineering" is offered to impart knowledge on Environment and its preservation.
- Awareness on sustainability on environment is imparted in "CE6703 - Water Resources and Irrigation Engineering" & "EN8592 - Wastewater Engineering".
- To educate the relationships between nature and human practices, "GE-6351- Environmental science and Engineering" and "ME 6003 - Renewable sources of Energy" is offered.

#### Human Values and Professional Ethics

- "GE8076- Professional Ethics in Engineering" is offered to create awareness on Human values and professional ethics.
- "MG8091-Entrepreneurship Development" is offered to learn the importance of ethics related to their social and professional life.
- Anti- Ragging Committee has been constituted to handle the issues pertaining to ragging. Consistent awareness given on the ill effects of ragging reported no case so far.

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | <a href="#">View File</a> |

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

32



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

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

404

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

## 1.4 - Feedback System

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

| File Description  | Documents   |
|---|---|
| URL for stakeholder feedback report   | <a href="https://www.igceng.com/_files/ugd/228e67_e89d2863b84f4b3dae9318caf6ada64f.pdf">https://www.igceng.com/_files/ugd/228e67_e89d2863b84f4b3dae9318caf6ada64f.pdf</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 File</a>   |
| Any additional information  | <a href="#">View File</a>   |

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

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

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| URL for feedback report           | <a href="https://www.igceng.com/_files/ugd/228e67_effeec17f6a4ec7a9bade59a330e834.pdf">https://www.igceng.com/_files/ugd/228e67_effeec17f6a4ec7a9bade59a330e834.pdf</a> |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

269

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

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

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

133

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | <a href="#">View File</a> |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

### 2.2 - Catering to Student Diversity

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

#### Bridge Course:

The institution invites experts, academicians, industrialists, psychologists, activists, Doctors, Social workers to address the students to impart soft and life skills.

Advanced and slow learners:

Advanced and slow learners will be decided based on the internal tests. Advanced learners shall be trained on English proficiency, communication skills, mock interview, group discussions and aptitude. Slow learners have to study for half an hour and should write the test for next half an hour.

Co-curricular and extra-curricular activities :

Students are encouraged to participate in workshops, symposiums, seminars, sports, games, cultural conducted by other institutions to widen their knowledge and to develop skills. They also organize such programme in our College to learn event management and to be versatile.

Mentor System

Mentor and mentees shall meet on every Friday to discuss various happenings in our College. Requests, grievances, appreciations, feedbacks given by the mentees shall be submitted to the Principal for further action.

Weekly Attendance

Class Coordinator prepares weekly attendance status of the students and gets signature from all the students. This initiates our students to attend the classes regularly and learn Engineering- the way it has to be and to avoid lack of attendance at the end of the semester

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/files/ugd/228e67_3370e61042094beda9c2fbb9b2edeb58.pdf">https://www.igceng.com/files/ugd/228e67_3370e61042094beda9c2fbb9b2edeb58.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

|                    |                    |
|--------------------|--------------------|
| Number of Students | Number of Teachers |
| 559                | 87                 |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</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

**1. Internships:**

Our students go for internships to acquire the real time exposure through "Learn while Doing". They understand the basic framework of industry, its applications and could visualize the corporate expectations to face the challenges with courage.

**2. DELNET:**

The students could make use of DELNET, the online digital form of learning and remote access facility is also enabled to maximize the use.

**3. Language lab:**

Our language lab is well equipped with necessary computers, software, head phones, etc to enhance the communication skills of our students.

**4. MoUs:**

MOUs with industries enhance transfer of knowledge for students and teachers. The industry experts address our students to share their experiences and insights. Our students also visit the industries to learn the industry expectations.

**5. Technical Aptitude Training Session (TATS):**

TATS is incorporated in time table itself. Aptitude, Group discussion, logical and verbal reasoning, is conducted to prepare the students for competitive exams and placements.

**6. Industrial Visit:**

Industrial visits are arranged once in a year to gain practical knowledge and to understand industrial scenario and improve their employability skills.

**7. Project work:**

Students are encouraged to understand and implement the current trends of their respective domain in their project work and publish the same in reputed journals.

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| Link for additional information   | <a href="https://www.igceng.com/files/ugd/228e67_d83760907a7144dfba830dc46cd540e8.pdf">https://www.igceng.com/files/ugd/228e67_d83760907a7144dfba830dc46cd540e8.pdf</a> |

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

**LCD Projectors:**

Power point presentations are prepared to teach Engineering concept by means of pictures. Single picture is equal to hundred words. Moreover, different perceptions of a picture can be shown to make the students understand even better.

**Smart Board**

Single video is equal to 100 pictures. Videos explaining the basic concepts are screened to students to understand better. Smart Board facilitates specific marking and highlighting on the screen.

**Simulations**

Faculty members motivates the students to perform simulations in the form of giving real time exercises through which the students

would easily comprehend the gist of the subject content through "Learn by Doing" mode of delivery which has reaped tremendous interest amidst the students.

#### You Tube Channel

YouTube channels are started by all the departments to upload videos to explain Engineering concepts by our faculty members for our students.

#### Interactive Software

Learning English and improving communication skills are made possible by interactive software available in 'Communication Skills Lab'. The software could connect the students by means of hardware devices like mike and head phones.

#### DELNET

DELNET is available in our Library which could be accessed by remote also by our students and teachers.

#### NPTEL

Students and teachers actively involved in attending and attaining NPTEL certification.

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="#">View File</a> |

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

#### 2.3.3.1 - Number of mentors

87

| File Description   | Documents                 |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | <a href="#">View File</a> |
| Circulars pertaining to assigning mentors to mentees               | <a href="#">View File</a> |
| Mentor/mentee ratio  | <a href="#">View File</a> |

### 2.4 - Teacher Profile and Quality

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

87

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI     | <a href="#">View File</a> |

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

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

16

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | <a href="#">View File</a> |

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

#### 2.4.3.1 - Total experience of full-time teachers

295

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

## 2.5 - Evaluation Process and Reforms

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

- The schedule of all Internal Assessments viz., Unit 1, Unit 2, Model 1, Unit 4, Model 2 are mentioned in the academic calendar.
- Question banks comprising of University questions with answers are prepared and distributed to our students.
- The key points considered for the evaluation are prepared and discussed before every exam.
- Important and frequently asked questions are prepared for our students.
- Repeated questions of previous University exams are compiled for our students.
- Twisted questions asked in the previous University examinations are notified and the methods of solving such questions are discussed.
- The students can view their attendance and internal exam marks in a separate student login available in COE web portal.



- Each Class Coordinator prepares a weekly attendance of the students in order to make their attendance status transparent by getting signature from every student and also displayed on the department notice board.
- During 'Parents Meeting' conducted once in a semester, academic test, general performance and attendance details of their wards are discussed.
- Slow learners are given special attention in which special coaching on specific topics are taught on one to one basis, followed by conducting tests on these topics.

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

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

- **Pattern of Question Paper:** Both for the online and offline mode of examination the pattern of question paper is informed well before the examination, to enable the students get prepared for the internal examinations.
- **Transparency in Evaluation System:** The answer scripts of the students are evaluated within three working days by the concerned faculty member. The proper evaluation is verified by the HoD. The answer scripts are circulated to the students for verification. This enables the students, get to know the reason for losing the marks and also ensure that the valuation is not biased. The Student places his/ her signature on the paper to authenticate the verification process.
- **Mechanism for counseling the students:** The Mentor analyzes all the factors that affects the student's performance and provide solution for both academic issues and also to relieve the stress of the students due to various reasons. This helps the student to attend the examinations with confidence.
- **Exam and Absenteeism message to parents:** Class Co-ordinator informs the details about the exam schedule and absenteeism to their parents through phone call/message. This in turn, will reduce absenteeism for the examination with out valid reasons like ill health.
- **Feedback mechanism:** Exam feedbacks are received orally by the concerned faculty immediately after exam to understand

the level of performance of the students and the standard of the question paper.

- Exam Hall plan: Exam Hall plan constituting the seating arrangements of the students are displayed in all notice boards and a person from Exam cell shall help the students to identify their allotted halls.

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

## 2.6 - Student Performance and Learning Outcomes

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

Programme outcomes (PO) and Course Outcomes (CO) are framed by our affiliating Anna University, which are available in our College website, department laboratories, HOD cabin, staff rooms, notice board and library to make our students and teachers familiar about PO and CO. In the beginning of every semester, PO and CO of all the courses are explained to our students, including lab course. Moreover, PO and CO are clearly given in our prepared lab manual for our students to be familiar with these technical terms with respect to their curriculum. They are made clear about the purpose of studying the course and the importance in their career and possibilities of performing projects using the knowledge of that course.

Teachers are readily sent to the seminars/workshops explaining the concepts of PO, PSO, CO and its mapping conducted by other institutions. The participated teachers are insisted to prepare a power point presentation to explain the concepts explained in the workshop to other teachers who have not attended the programme.

The students are aware of the outcome of the course such as capability to solve problems on their own, capability to understand the description of a machine, capability to design, analyze and to conclude, capability to derive equations, capability of understanding the effects of input parameters on the output parameters.

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information                       | <a href="#">View File</a> |
| Paste link for Additional information                   | Nil                       |
| Upload COs for all Programmes (exemplars from Glossary) | <a href="#">View File</a> |

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

1. Performance in each course of study shall be evaluated based on

(i) Continuous Internal Assessment (CIA) throughout the semester and

(ii) University examination at the end of the semester.

1. Each course, both theory and practical including project work are evaluated for a maximum of 100 marks.
2. CIA carry 20 marks and University examination carry 80 marks.
3. Industrial training and seminar carry 100 marks and shall be evaluated through internal assessment only.
4. Internal and external examiners shall be appointed by the Controller of Examinations for University exams.
5. For calculating theory internal marks, three tests each carrying 100 marks shall be conducted during the semester by the College which is proportionately reduced to 20 marks.
6. For calculating lab internal marks, evaluation is based on completion of prescribed exercises and record submission followed by Model practical test which constitutes 20 marks.
7. For evaluating Project work, review committee shall conduct three reviews during the semester for internal marks and a team of Internal and External examiner appointed by the University shall evaluate for University exam as detailed below:

Review I

Review II

Review III

End Semester Examination

Thesis submission (30)

Viva-Voce

(50)

Internal

External

Internal

External

Supervisor

5

7.5

7.5

15

15

15

20

15

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for Additional information | Nil                       |

### 2.6.3 - Pass percentage of Students during the year

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

162

| File Description   | Documents   |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a>   |
| Upload any additional information  | No File Uploaded  |
| Paste link for the annual report   | <a href="https://www.igceng.com/files/ugd/228e67_d9b38955d6ce4bcd83fad35a7fa7bd09.pdf">https://www.igceng.com/files/ugd/228e67_d9b38955d6ce4bcd83fad35a7fa7bd09.pdf</a> |

### 2.7 - Student Satisfaction Survey

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

<https://www.igceng.com/aqar-20/aqar-20>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

3.5

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| e-copies of the grant award letters for sponsored research projects /endowments | <a href="#">View File</a> |
| List of endowments / projects with details of grants(Data Template)             | <a href="#">View File</a> |

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

**3.1.2.1 - Number of teachers recognized as research guides**

4

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

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

3

| File Description  | Documents   |
|---|---|
| List of research projects and funding details (Data Template) | <a href="#">View File</a>   |
| Any additional information                                    | No File Uploaded  |
| Supporting document from Funding Agency                       | <a href="#">View File</a>   |
| Paste link to funding agency website                          | <a href="https://www.aicte-india.org/">https://www.aicte-india.org/</a> |

**3.2 - Innovation Ecosystem**

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

**Research & Development (R&D)Cell**

R&D cell is effectively functioning in our college with committee members to maintain its continuous function. Computer Science and Engineering department of our college is recognized as 'Research Centre' by Anna University.

**Seminar on Innovation**

"Seminar on Innovations" is one of the good practices that we are following in our College on every working Saturday, where two faculty members shall deliver a seminar on the current innovation

**Entrepreneurship Development Cell (EDC)**

EDC is effectively functioning under a right members committee. We have also signed a MoU with Trichy District Tiny and Small Scale Industries Association (TIDITSSIA), which kindle the young minds to think about entering in to their own business.

#### Intellectual Property Rights (IPR)

Awareness and information on IPR is given once in a year to all our students and faculty members. We have also received IPR award from Anna University, Chennai.

#### Institute of Engineers-India (IE-I)

Our students and teachers are members in IE-I and our Principal has fellow membership in IE-I. EEE and Mechanical Engineering departments are recognized as 'Students' Chapter of IE-I'.

#### Tamil Nadu State Council for Science & Technology (TNSCST)

TNSCST is granting Rs.10,000/- per project for students every year. Our students from all the departments have applied and received funds to do their project.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.igceng.com/files/ugd/228e67_faacc99b88744a5192719aae135a3bd9.pdf">https://www.igceng.com/files/ugd/228e67_faacc99b88744a5192719aae135a3bd9.pdf</a> |

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

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

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information                                     | No File Uploaded          |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

### 3.3 - Research Publications and Awards

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

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

4

| File Description   | Documents   |
|--|---|
| URL to the research page on HEI website  | <a href="https://www.igceng.com/research">https://www.igceng.com/research</a> |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | <a href="#">View File</a>   |
| Any additional information   | No File Uploaded  |

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

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

5

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

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

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

66



| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

### 3.4 - Extension Activities

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

The students and teachers of our colleges are socially conscious and we have clubs to educate students on the importance of becoming a socially responsible individual.

1. Saplings plantation programs are conducted within the campus and nearby villages. It is our custom to plant saplings during any of our programs or events organized in our college.
2. Indian Red Cross Society along with our students and teachers of our college organized free lunch for more than 4,000 poor people in nearby 8 villages during COVID pandemic lockdown in April and May 2020 for 42 days.
3. As a part of Swachh Bharat scheme, NSS and YRC organize camps to clean temples, streets and schools. YRC conducts medical camp to nearby village people.
4. Rotaract club of our college organized Voter awareness program for new voters to perform their duty.
5. Blood donation camps are arranged twice in a year for Government Hospital, Trichy. More than 100 students and teachers voluntarily donate their blood in August and February every year.
6. Awareness program on higher education for rural students are arranged every year to promote the importance and benefits of higher education in nearby villages.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e67_866ac09ca7944f2185a0b2693231194b.pdf">https://www.igceng.com/_files/ugd/228e67_866ac09ca7944f2185a0b2693231194b.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

### 3.4.2 - Number of awards and recognitions received for extension activities from government

## / government recognized bodies during the year

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

9

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Number of awards for extension activities in last 5 year (Data Template) | <a href="#">View File</a> |
| e-copy of the award letters  | <a href="#">View File</a> |

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

13

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | <a href="#">View File</a> |

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year****3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

415

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

### 3.5 - Collaboration

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

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

36

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of related Document   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Details of Collaborative activities with institutions/industries for research, Faculty | <a href="#">View File</a> |

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

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

11

| File Description   | Documents                 |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

#### Classrooms and Seminar Halls

The college has 47 classrooms in which 37 classrooms are provided with LCD projectors. Auditorium and seminar halls are used to conduct seminars, workshops, symposiums etc.

#### Laboratories

All the departments are fully equipped with latest equipments as per the curriculum. Every department has got their own computing facility with latest software to meet their academic requirements, project works and research activities.

#### Computing Equipment

Internet facility with 50 Mbps speed is available for 471 computers. 5 servers with specialized softwares with LAN/Wi-Fi connection.

#### Exam Cell

Exam cell serves all examination notices received from university. The cell prepares circulars regarding exam dates, notification of web portal, exam fee collection.

#### Training and Placement Cell

Training and placement cell, functions to impart training and provide placement opportunities for the prospective students.

Library The College has 30992 volumes and 9590 titles of books. e-Journals and e-Books are available in DELNET which are remotely accessed by students and teachers.

#### Facilities for the disabled students

The campus has ramp and lift facilities to enable differently-abled students move freely. Scribe facility is provided for the demanding students.

Transport 15 buses are operated to cater the needs of students and teachers. One ambulance is available.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.igceng.com/files/ugd/228e67_289ad2aa0ca94326b28d275bfcae1069.pdf">https://www.igceng.com/files/ugd/228e67_289ad2aa0ca94326b28d275bfcae1069.pdf</a> |

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

### Sports and Games

#### Five - Play grounds (area in sq.ft)

1. Sachin ground:  $515.09 \times 347.769 = 1,79,132$
2. Thaila ground:  $446.194 \times 485.564 = 2,16,655$
3. Ganesh ground:  $400.000 \times 269.029 = 1,07,611$
4. Ball Badminton:  $104.987 \times 111.549 = 11,711$
5. Shuttle Badminton:  $65.6168 \times 131.234 = 8,611$

### Yoga Centre

Yoga center (area of 400 sq.ft) is available with carpet. Experienced trainers in Yoga are invited to train our students and faculty members. Every year, 21st June is celebrated as International Yoga Day to create awareness among the students and also shall participate in public gathering organized by Central Government.

### Gymnasium

A dedicated Gymnasium (area of 1,536 sq,ft) is available for men and women separately. Various equipments available in the gym are tread mill, step mill, Barbell bench, Decline barbell bench, Barbell with handle, Skipping rope, AB Board and gym plates with dumber.

### Cultural Activities

Every year, the College celebrates "IGNITE" - Annual and Cultural day at the end of the academic year. The main aim is to showcase the student's multi-talents such as singing, dancing, mime, drama, speech, poetry etc. Every year Pongal festival is celebrated, in which students shall involve in Rangoli, Pongal preparation and fun games like "Uri-Adi".

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.igceng.com/files/ugd/228e67_667ff13ed0464e02aed52e0514902e47.pdf">https://www.igceng.com/files/ugd/228e67_667ff13ed0464e02aed52e0514902e47.pdf</a> |

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

47

| File Description  | Documents   |
|---|---|
| Upload any additional information   | <a href="#">View File</a>   |
| Paste link for additional information   | <a href="https://www.igceng.com/files/ugd/228e67_f83240a4bdb74c3486d66c7164038fc8.pdf">https://www.igceng.com/files/ugd/228e67_f83240a4bdb74c3486d66c7164038fc8.pdf</a> |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a>   |

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

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

9.8

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Upload audited utilization statements   | <a href="#">View File</a> |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <a href="#">View File</a> |

## 4.2 - Library as a Learning Resource

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

- Name of ILMS software : Modern LIB
- Nature of automation (fully or partially) : Fully automated
- Version : 2012
- Year of Automation : 2015

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for Additional Information | <a href="https://www.igceng.com/files/ugd/228e67_e64e4361918446ef94683c6317d46747.pdf">https://www.igceng.com/files/ugd/228e67_e64e4361918446ef94683c6317d46747.pdf</a> |

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

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

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

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

5.8

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Audited statements of accounts   | <a href="#">View File</a> |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |

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

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

1278

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | No File Uploaded          |
| Details of library usage by teachers and students | <a href="#">View File</a> |

## 4.3 - IT Infrastructure

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

All the computers are connected by the LAN/Wi-Fi with 50 Mbps bandwidth and 50 Mbps speed (Leased Line) provided by SWIBI Internet Service Provider. Ethernet switches provide internet and intranet connectivity. The college has 5 Wi-Fi hotspots, 471 computers and 5 servers.

IT team takes care of hardware and networking, website designing and hosting, e-mail solutions, SMS solutions etc. Free and Open Source software recommended by AICTE are used. However the university has licenses for the following proprietary software such as MATLAB, STAAD-PRO, AUTO-CAD etc.



Wi-Fi Device Name: Nano Station m2 version.

The institute has a 24x7 Wi-Fi facility with firewall, MicroTik installed to prevent illegal access of internet. Microtik network security appliances include features like Firewall, VPN (SSL VPN &IPSec), Gateway Anti-Virus, Anti-Spyware & Anti-Spam, Intrusion Prevention System(IPS), Content & Application Filtering, Web Application Firewall, Application Visibility & Control, Bandwidth Management, Multiple Link Management for Load Balancing and Gateway Failover. It offers complete visibility to monitor the applications being accessed by the users inside the campus irrespective of the ports and protocols. Remote access to DELNET resources such as e-Journals and e-Books are available for students and faculty members. Biometric system of attendance registration for faculty members is enabled

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e67_67f112dd2f5a4a77803aca773c6340cd.pdf">https://www.igceng.com/_files/ugd/228e67_67f112dd2f5a4a77803aca773c6340cd.pdf</a> |

#### 4.3.2 - Number of Computers

471

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | No File Uploaded          |
| List of Computers                 | <a href="#">View File</a> |

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

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | No File Uploaded          |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

#### 4.4 - Maintenance of Campus Infrastructure

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

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

### 54.2

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Audited statements of accounts  | <a href="#">View File</a> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View File</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.

#### Physical facilities:

Service and maintenance registers are maintained by Estate officer, Supervisor, Floor Incharges, Electrician and house-keeping team to take care of repairing, wiring, painting, carpentry, plumbing, housekeeping..

#### Laboratories:

All the departments maintain stock register, consumables register and service register. New equipments, comparative statement, erection, demonstration and payment are the procedure. Every year, interdepartmental stock verification is done.

#### Computers

The Computers are maintained by Technical Assistants, System Administrator and Lab in charges. To protect the computers from malware and virus, anti-virus software is regularly updated throughout the campus.

#### Library

ILMS software is used. Students and teachers are provided with library cards with unique identification number for lending books. The accession register, book issuing records, gate entry

registration are followed.

#### Sports & Games

Play equipments like post, umpire stand, score boards are registered in stock register. The play equipments provided to the students are entered in movement register.

#### RO Water Supply and Electrical Maintenance

##### Type

Capacity

Name of the company

Generator for Power supply

125 KVA

Cummins

RO Plants

3000 lit.

Aqua tech

UPS

600 VA- 30 KVA

Delta, Emerson

#### Garden Maintenance

Plants and vegetables grown and maintained by our gardeners in our campus are used for cooking food in the Hostel Mess. Campus cleaning, tree plantation are conducted under social activities club like NSS, YRC to maintain the campus clean and green.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e67_d6beca749ebd42499c3ae50bdf942112.pdf">https://www.igceng.com/_files/ugd/228e67_d6beca749ebd42499c3ae50bdf942112.pdf</a> |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

506

| File Description  | Documents                 |
|---|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship  | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |
| Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template) | <a href="#">View File</a> |

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

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

271

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional information  | <a href="#">View File</a> |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <a href="#">View File</a> |

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

**A. All of the above**

| File Description  | Documents   |
|---|---|
| Link to Institutional website   | <a href="https://www.igceng.com/files/ugd/228e67_9cd3e21c6b724a4989a54abd83f989c4.pdf">https://www.igceng.com/files/ugd/228e67_9cd3e21c6b724a4989a54abd83f989c4.pdf</a> |
| Any additional information  | <b>No File Uploaded</b>   |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a>   |

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

**151**

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

**151**

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

**5.1.5 - The Institution has a transparent**

**A. All of the above**

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

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Details of student grievances including sexual harassment and ragging cases  | <a href="#">View File</a> |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

151

| File Description   | Documents                 |
|--|---------------------------|
| Self-attested list of students placed                        | <a href="#">View File</a> |
| Upload any additional information                            | <a href="#">View File</a> |
| Details of student placement during the year (Data Template) | <a href="#">View File</a> |

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

3

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | <a href="#">View File</a> |
| Any additional information                         | No File Uploaded          |
| Details of student progression to higher education | <a href="#">View File</a> |

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

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

1

| File Description   | Documents                 |
|--|---------------------------|
| Upload supporting data for the same  | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | <a href="#">View File</a> |

**5.3 - Student Participation and Activities**

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

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

4

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates   | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | <a href="#">View File</a> |

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

Our college provides opportunities for the students to participate in academic and administrative committees such as Internal Quality Assurance Cell, Student Welfare Council, Class Committee, Department Association and Anti-ragging committee. The Students members of these committees provide valuable suggestions in all committee meetings.

The association of each department selects student representatives as office bearers such as President, Secretary, Treasurer and Executive members. They coordinate with all the other students to conduct association activities such as symposium, intra department contests, Engineer's day celebration etc. The institution has student welfare council in which most of the members are the students. The students of cultural committee organize cultural activities, Annual Day - 'IGNITE", Pongal celebrations, Independence day and Republic day celebrations in the institution. Every year, during "SPARK" programme (A bridge course for first year students), senior students handle a session in which they motivate and encourage the first year students.

Students actively participate in social activities and extension activities such as NSS, YRC, Rotaract Club. Through this clubs, Blood donation camp, Tree plantation, Organ donation camp, Free medical camp, Yoga training, Dengue awareness programme, Flood relief camp, COVID free lunch distribution are conducted. The Student volunteers launched a clean campaign by setting up dustbins over the entire college campus and created awareness among everyone to keep the environment clean.



| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/files/ugd/228e67_e6287077a8f9489d90c59044f9776368.pdf">https://www.igceng.com/files/ugd/228e67_e6287077a8f9489d90c59044f9776368.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

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

9

| File Description  | Documents                 |
|---|---------------------------|
| Report of the event   | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | <a href="#">View File</a> |

## 5.4 - Alumni Engagement

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

"Indra Ganesan College of Engineering Alumni Nest (IGCEAN)" is the name our Alumni Association. It provides a good opportunity to maintain a prolonged relationship among the alumni, faculty and the students of the institution. Every year alumni meet is conducted in the institution on the convenient date decided by the association head. A dedicated registration application is given to alumni for official registration which is also available in our College website.

Apart from regular alumni meet, our alumni frequently visit the Institution and contribute themselves for the betterment of our students in the following ways:

1. Our alumni contribute financially during registration.
2. Our alumni are invited as chief guests for the events such as association inauguration and technical symposiums.
3. Alumni share their experience in the field of their association and provide awareness about the current job opportunities and current industry scenario to our students.
4. Alumni association conducts guest lecture, seminar and workshops for our students
5. Our alumni, Mr.Arun Balaji working as HRM in JD Soft Private Limited, Chennai, consistently recruit his juniors for his company.
6. Our alumni Ms.C.Kanniga Parameswari, 2017 passed out student from EEE is one of the members in our IQAC.
7. Alumni working in our college are: Mrs.Sugashini/CSE, Ms.Jenifer/CSE, Ms.Getsyal/CSE, Ms.Pushpalatha/IT, Mrs.Kokila/ ECE.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/files/ugd/228e67_77c2c57946c848c58f4dc9a2ca04e58c.pdf">https://www.igceng.com/files/ugd/228e67_77c2c57946c848c58f4dc9a2ca04e58c.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

#### Vision

Our vision of our institution is to provide quality higher education in Engineering and Management to cater the needs of the

industry. R&D Cell ensures innovations and real time problem solving opportunities. Industrial visits, Internship, Conferences, workshops, seminars, symposiums and other association activities are arranged. Technical skills, Soft skills and placements are arranged by T&P Cell. Social activities club encourages the students to participate in various activities to understand the scenario of the society and to render help to the needy.

#### Mission

- To impart practical example-based teaching.

Various concepts of Engineering are explained with practical examples using videos. YouTube channels are created in which technical videos are posted to enable the students understand the courses easily.

- To develop Engineering and Communication skills.

Engineering skill is developed by mini projects, visiting industries, Technical Aptitude Training Session, workshops, Value added Programmes.

English proficiency is developed by spoken English classes and Communication skills are developed by encouraging them to participate in all possible events.

- To impart the importance of lifelong learning.

Our students are educated that 'Known is little and unknown is ocean'. The importance of updation and its benefits are imparted to our students.

- To develop positive attitude.

Students are encouraged to organize symposiums and other events that would help them to develop coordination, team work and positive attitude.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/files/ugd/228e67_738f90a0dfbe4597b7f9f4dd5f57058e.pdf">https://www.igceng.com/files/ugd/228e67_738f90a0dfbe4597b7f9f4dd5f57058e.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

In our college, a ministry comprising of senior faculty members is constituted to decentralize and effectively manage the various mandatory works.

1. Ministry of Planning & Development, in which AICTE, Anna University, DoTE works, Infrastructural development, Finance and budgeting, Governing Council and Staff Selection Committee are taken care.
2. Ministry of Academics, in which monitoring of regular class works and ERP are given.
3. Ministry of IQAC & Accreditation, in which IQAC proceedings, NAAC monitoring and updation, NBA and ranking are taken care.
4. Ministry of DoTE & Regular Activities, in which UG, PG approval process, Overall timetable coordination, ICT tools, TATS, Special coaching class and cocurricular activities are taken care.
5. Ministry of R&D and Sponsored projects, in which TNSCST, IE-I, AU FDTP, Publications, IPR, FDP, Welfare activities, AICTE approval and Anna University affiliation are taken care.
6. Ministry of admission and Corporate Relations, in which admissions, Training and Placements, MoU, Resource persons, workshops, seminars and skill based training are taken care.
7. Ministry of Exam cell, Library & Discipline activities, in which COE related works, AU theory and practical exams, library and discipline activities are taken care.
8. Ministry of Extra-curricular activities and Extension activities, in which sports, cultural, competitive exams, NSS, Red Cross, Rotaract, Blood donation, Saplings plantation are taken care.
9. Ministry of student affairs & Scholarships, in which Mentor system, class meeting, grievance redressal, Internal complaint cell, FG, PMSS, BC/MBC, Minorities and other scholarships are taken care.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/files/ugd/228e67_04dced36969f48ff9082f4dc8df9662c.pdf">https://www.igceng.com/files/ugd/228e67_04dced36969f48ff9082f4dc8df9662c.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College provides quality technical higher education for the students' community and in order to improve the academic performance of the students and to compete globally, proper counseling, guidance and motivation are needed. To accomplish this, Mentor system is being followed in our institution.

### Implementation of Mentor system

- Mentor system enables close monitoring and progress of the students.
- Approximately 1:10 is the mentor-mentee ratio.
- Every Friday during 4 to 5 pm, mentor-mentee meetings are held.
- The students share their grievances and other personal problems with their mentor. The mentor counsels the students with great care and takes necessary steps to sort out their problems. The consolidated reports are submitted to their HOD and forwarded to the Principal for further action.
- A dedicated mentor sheet is maintained by the mentors which includes complete details of the students and their family details.
- Students' academic performances are reported to the parents periodically by sending a prepared Progress report, which includes attendance and test marks of all the exams conducted so far in that semester.
- The bond between the parents and the faculty members leads to the smooth functioning of the mentor system and hence Parents' meetings are conducted twice in a semester.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="https://www.igceng.com/files/ugd/228e67_8e2fe42aea6240ed90dc3b6880338e25.pdf">https://www.igceng.com/files/ugd/228e67_8e2fe42aea6240ed90dc3b6880338e25.pdf</a> |
| Upload any additional information                      | <a href="#">View File</a>   |

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

### Governing Council

The Governing council of the college meets once in a year in order to discuss various development aspects of the college and reviews and approves the institution strategic plan.

### Administrative Setup

The Principal is responsible for all the academic and administrative activities including hostel and transport management. HoDs take one course per semester, monitors proper functioning of all classes, arranging guest lecture, seminars, workshops, conferences, curricular, co-curricular and extra-curricular activities. Teachers shall teach students both theory and practical, counseling, exam related works, mentor, maintaining discipline. The non-teaching members take care of labs, consumables purchase, service and maintenance of the equipments. The administrative staff members maintain accounts, scholarship details and fees details of the students.

### Cells & Committees

Various cells and committees are formed to ensure the development of the students, faculty members and the institution. The academic activities, cultural, sports and social activities, Grievance redressal committee, Anti-ragging committee and Prevention of Sexual Harassment Cell are formed to ensure the smooth functioning of the institution.

### Recruitment and Promotion Policies

For recruitments, advertisements shall be given in news papers and

websites. The applications will be shortlisted and called for interview. The interview panel includes the Principal, HOD and senior teacher. The self-appraisal form filled in by the faculty shall be verified by the HOD and forwards it to the Principal who in turn reviews it and recommend for promotion or increment.

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | <a href="https://www.igceng.com/files/ugd/228e67_f893c65f6dd8465081a49d0e8d9e4ab4.pdf">https://www.igceng.com/files/ugd/228e67_f893c65f6dd8465081a49d0e8d9e4ab4.pdf</a>   |
| Link to Organogram of the institution webpage | <a href="https://www.igceng.com/files/ugd/228e67_a_f48a5dd701e4f8489a9a787f4e28a82.pdf">https://www.igceng.com/files/ugd/228e67_a_f48a5dd701e4f8489a9a787f4e28a82.pdf</a> |
| Upload any additional information             | <a href="#">View File</a>   |

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

A. All of the above

| File Description   | Documents                 |
|--|---------------------------|
| ERP (Enterprise Resource Planning)Document   | <a href="#">View File</a> |
| Screen shots of user inter faces   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | <a href="#">View File</a> |

## 6.3 - Faculty Empowerment Strategies

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

1. Teachers are encouraged and given 'OD DUTY' leave to attend FDP, Workshops and Conferences conducted by reputed institutions.
2. The registration fees to be paid for the above programs are borne by our college.
3. Teachers are encouraged to pursue Ph.D. in part time and required ODs are given for research related works.
4. Promotion / increments are given to staff members based on

the self appraisal report submitted by our staff members every month.

5. Employee Provident Fund scheme is encouraged and implemented for our staff members.
6. 12 casual leaves per year and two one-hour permissions per month either come late or to leave earlier.
7. Compensatory Leave is also given who work during any sort of holiday declared by the college.
8. Equal numbers of male and female candidates are recruited in various faculty positions.
9. Lady faculty members are given 'Maternity leave' for six months without affecting their continuous service.
10. Staff members are provided gifts and sweets during festivals like Deepvali, Pongal, Pooja, New Year etc.
11. Teachers with distinguished performances in academics, research and other activities are honoured with cash award and special certificates like 'IG STAR', 'IG Research Award' 'Best department of the year' 'Maximum utilization of library'
12. YOGA training is being given to all staff members once in a year.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e67_575ad996db9249359a91efe1d030b925.pdf">https://www.igceng.com/_files/ugd/228e67_575ad996db9249359a91efe1d030b925.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

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

26

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <a href="#">View File</a> |



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

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

34

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

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

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

19

| File Description  | Documents                 |
|---|---------------------------|
| IQAC report summary   | No File Uploaded          |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | <a href="#">View File</a> |
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers attending professional development programmes during the year (Data Template) | <a href="#">View File</a> |

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

The Performance appraisal system of the teachings has the following attributes:

- Participatory and Innovative Teaching-Learning Methodologies
- Professional membership
- Skill updation through Conferences, Workshops, Faculty Development Programmes
- Organizing programmes such as Seminar, Guest Lecture, Workshop, Conference, FDP
- Feedback from students, HOD and Principal
- Involvement in community service.
- Publications in Journals and conferences, Book Publications, NPTEL, SWAYAM
- Research activities
- Result produced in University Examination

The Performance Appraisal system of the Non-teaching faculty has the following attributes:

- Knowledge on lab exercises, Service and maintenance of lab, Purchase of consumables
- Cleanliness of lab, Maintenance of stock registers and other files related to lab.
- Professional Competence that includes ability, creativity on the assigned tasks.
- Maintenance of files, records, completion of work on time etc.

- Attendance, punctuality, discipline and interaction with colleagues.

The appraisal system is developed in such a way that it motivates to voluntarily involve themselves in each criterion to improve their individual scores. Personality traits such as attitude, punctuality, behavioral aspects, commitment, professional ethics, communication skills, relationship with the co-workers and students, written skills, supportiveness to the students etc are examined by the HOD.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

## 6.4 - Financial Management and Resource Mobilization

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

### Internal financial audit:

The Budget proposal prepared by HODs includes new lab installation,, new equipments purchase, infrastructure changes, procurement of Civil and Electrical items, stationery, funds for conducting workshops, seminars, guest lectures, conferences and other contingencies, which will be presented by the Principal before the Governing Council for approval.

The various expenses incurred in the department will be cross checked with the proposed budget by the accounts officer and the administrative officer. Then the bill will be submitted to the Principal for approval and pass on to the management for account maintenance.

Internal audit on stocks maintained in the department is conducted every year by interchanging the faculty members for auditing.

**External financial audit:**

Our college has dedicated auditor to maintain the accounts as per Government norms, who is also one of the members in our Governing Council. Tax Deducted at Source (TDS), EPF payment, Professional Tax payment and other Government insisted payments will be verified by the Auditor. Dedicated ERP software is used by the accounts department and computerized receipts are given for any payments. Each and every transaction is supported by the vouchers and bills. Transparency in transactions for all the payments or collections is done by online payment, bank transactions, cheques and demand drafts. The purchase committee will decide the purchase of items based on the quality and cost comparison.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)****6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)****0.12**

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | <a href="#">View File</a> |

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

1. The tuition fee prescribed by the Government of Tamil Nadu is collected from the students.
2. The First Graduate students admitted through TNEA counseling are eligible to avail 50% of the total fees as scholarship for all the four years which will directly credited to college bank account.

3. Full fee payment under Post-Matric Scholarship Scheme (PMSS) is applicable for all SC/ST/SCA students admitted under both Government Counseling and Consortium counseling.
4. Indirect income for the institution is received from students as hostel fee, transport fee, alumni registration and interest amount from fixed deposits.
5. Major part of the total income is spent as salary for the staff members.
6. Welfare schemes for our staff members are incentives, increments, ex-gratia and gifts.
7. Welfare schemes for our students, are expenses for resource persons for orientation programme, guest lecture, Chief guests, Training and Placement programme etc.
8. Fees for the students who are financially weak, but have good marks in the qualifying exam are paid by our Trust either partially or fully depending upon the payment capacity of their parents.
9. Maintenance expenses are building, lab, vehicle, hostel which includes renovations, painting, modernizing and beautifying. Vehicle maintenance includes service, Fitness certificate, Toll expenses etc.
10. Miscellaneous expenses are travelling, tax, auditing, insurance, internet, telephone, postages, electricity, advertisements, plantations, printing etc and other contingencies.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e67_4efd588a506a403a8d39e66081d6b2d2.pdf">https://www.igceng.com/_files/ugd/228e67_4efd588a506a403a8d39e66081d6b2d2.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

## 6.5 - Internal Quality Assurance System

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

IQAC meetings are conducted once in six months. In the 3rd meeting conducted on 27-08-2020, Er.Pavithra, Deputy General Manager- Technical of Acoustics India Private Limited, Trichy suggested the IQAC to consider starting new courses in emerging areas which are going to be welcoming one among students and also prospect career for the students. The courses suggested by the member are Agriculture Engineering, Internet of Things, Bio-Medical Engineering, Robotics and Automation, Artificial Intelligence and

Data Science. These courses were placed before the 12th Governing Council meeting on 19-12-2020 and got approval to apply to AICTE and Anna University. B.E.-Agriculture Engineering and B.Tech.-Artificial Intelligence and Data Science are approved by AICTE and affiliated to Anna University and these courses are available now for the students to be admitted in 2021.

Er.Narayanan, General Manager – Human Resource, SRF Limited, Viralimalai suggested decentralization of management in the 4th IQAC meeting held on 06-02-2021. He suggested forming various ministries and allocating various portfolios in a ministry. Accordingly, nine ministries are formed namely,

1. Planning and Development
2. Academics
3. IQAC & Accreditation
4. DoTE and Regular Activities
5. AICTE, Anna University Approvals, R&D and Sponsored Programmes
6. Admissions, Training & Placements, Corporate Relations
7. Exam Cell, Library and Discipline activities
8. Sports, Higher Education and Extension activities
9. Student Affairs & Scholarships

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e67_8fae0b4d81c14089bb2a96c3cd46c22c.pdf">https://www.igceng.com/_files/ugd/228e67_8fae0b4d81c14089bb2a96c3cd46c22c.pdf</a> , <a href="https://www.igceng.com/_files/ugd/228e67_69c161488965406fab89393c413497b5.pdf">https://www.igceng.com/_files/ugd/228e67_69c161488965406fab89393c413497b5.pdf</a> |
| Upload any additional information     | <a href="#">View File</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 and recorded the incremental improvement in various activities

#### 1. Academic Administrative Audit (AAA) Committee

All the plans and schedule preplanned before the commencement of a semester are subject to review at the end of the semester by the

committee. The followings are reviewed and suitable suggestions or appreciations are given accordingly:

1. Course files of all the faculty members.
2. Students' attendance register
3. Various events organized by the department
4. Participation of students in co-curricular and extra-curricular activities.
5. Internal assessment question papers, answer scripts and marks
6. Students' Progress report, Weekly attendance report, Parents meeting
7. Mentor file
8. Minutes of the meeting of the department

#### 1. Result Analysis Review Board (RARB)

RARB, consisting of Principal and all HODs reviews the performance of the students and gives suggestions for further improvement in the academic performance and quality of teaching. The functions of this board are

1. After every assessment, HODs present subject wise, class wise performance of their department.
2. Performance comparison with the previous assessments is also presented.
3. If performance is poor, then necessary suggestions are discussed.
4. The students' attendance during Internal Assessments is also reviewed.
5. Every semester the results of University Examinations are reviewed and suggestions are given to improve the performance of the students.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e67_e292599067d42d19941a8ebb6c581be.pdf">https://www.igceng.com/_files/ugd/228e67_e292599067d42d19941a8ebb6c581be.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

**B. Any 3 of the above**

| File Description   | Documents   |
|--|---|
| Paste web link of Annual reports of Institution                                    | <a href="https://www.igceng.com/_files/ugd/228e67_78c41dca15f14308b7f0fcce900f604f.pdf">https://www.igceng.com/_files/ugd/228e67_78c41dca15f14308b7f0fcce900f604f.pdf</a> |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a>   |
| Upload any additional information  | <a href="#">View File</a>   |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <a href="#">View File</a>   |

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

#### **1. Gender Sensitization**

Institution has committees for the sensitization of gender such as Women Empowerment Cell, Prevention of Sexual Harassment (POSH) Cell, Anti ragging Committee, Internal Complaint Cell, and Grievance Redressed Committee. Programs on women's day, legal awareness session are conducted. Committee information are posted in our website and also placed as banner at the entrance of the college.



## 2. Safety and Security

CCTV camera is installed in relevant places and dedicated out pass is in practice to get permission from HOD and Principal to go out of our college/ to go home. The security in the main gate receives the out pass and makes necessary entry in the register.

Rules and regulations for the safety of hostellers are displayed on hostel notice board and college website. Hospital facility, First aid box, fire alarm and fire extinguisher are provided.

## 3. Counseling

Each mentor has 10-12 students and specific issues related to mentee are identified and resolved. Every Friday, mentor-mentee meeting are conducted which helps them to come out of their issues like stage fear, inferiority complex, depression and other issues are revealed personally to the mentors.

## 4. Common Room

Our college has separate common room both for girls and boys. The common rooms having essential facilities like first aid box, cot, mirror etc. Napkin incinerator is kept in girls rest room.

| File Description  | Documents  |
|---|--|
| Annual gender sensitization action plan   | <p><a href="#">1. Guest Lecture on Exercise and Physical Activity Ideas - Women's Health - 18.09.2020 - Dr.R.Latha, Professor &amp; Head, Department of ECE, HKBK College of Engineering, Bangalore.</a></p> <p><a href="#">2. Career awareness program on Women's Entrepreneurship Development - 16.12.2020 - Mrs.J.Christy Subathra, Correspondent, Crea Children's Academy, Matriculation Higher Secondary School, Nagamangalam, Tiruchirappalli.</a></p> <p><a href="#">3. Legal awareness imperative for women's rights' - 07.01.2021 - Mrs.B.Gayathri Devi, Assistant Professor, Department of EEE, Mookambigai College of Engineering, Pudukkottai.</a></p> <p><a href="#">4. An awareness program on "Cleanliness and Hygiene" - 08.03.2021- Dr.S.Suba, Professor, Department of Women Studies, Bharathidasan University, Tiruchirappalli.</a></p> |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | <b>Nil</b>   |

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

**B. Any 3 of the above**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | <b>No File Uploaded</b>   |

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

## Solid Waste Management

Solid waste management means collecting, transporting, processing, recycling and monitoring of the waste materials. Solid waste such as food materials left out and papers in various forms are collected on a daily basis from class rooms, staff rooms, laboratories, canteen, etc. Biodegradable wastes are collected and dumped in pits excavated for this purpose inside the campus and allowed to decompose and used as manure for gardening. The recyclable wastes are collected and supplied to the local recycling vendors. One side used papers are re-used by the faculty members for internal works. Sanitary napkins are disposed of using incineration process.

## Liquid Waste Management

Liquid wastes mainly consist of waste water from kitchen, hostel, bath rooms and laboratories. The solid material present in the silage is mechanically removed through metal screening. Solid waste is cleaned and the remaining water is diverted to the nearby garden and field.

## Waste water Recycling

The contaminant water filtered out from the treated water from our RO plant is diverted to our nearby garden and field.

## E-waste Management

The computers, printers, laboratory equipment etc. are periodically serviced and maintained properly. Once sufficient quantities of e-wastes are collected, it will be sold periodically to authorized vendors. Some parts capable of working are collected and assembled to recreate into a working system.

| File Description  | Documents                 |
|---|---------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | No File Uploaded          |
| Geo tagged photographs of the facilities  | <a href="#">View File</a> |

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

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | No File Uploaded          |

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above**

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

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities                       | <a href="#">View File</a> |
| Various policy documents / decisions circulated for implementation | <a href="#">View File</a> |
| Any other relevant documents                                       | No File Uploaded          |

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the C. Any 2 of the above**

**following 1.Green audit 2. Energy audit  
3.Environment audit 4.Clean and green  
campus recognitions/awards 5. Beyond the  
campus environmental promotional activities**

| File Description  | Documents                 |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | <a href="#">View File</a> |
| Certification by the auditing agency                                      | No File Uploaded          |
| Certificates of the awards received                                       | No File Uploaded          |
| Any other relevant information  | <a href="#">View File</a> |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.**

**Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**A. Any 4 or all of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| Policy documents and information brochures on the support to be provided | No File Uploaded          |
| Details of the Software procured for providing the assistance            | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

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

**1. Developing broad mindedness, good attitude, social and**

public behavior are inculcated among students by our one day program on "Attitude"

2. Blood donation is organized twice in a year for our Government hospitals to develop the habit of helping people who are in medical need.
3. Saplings plantation is being practiced in all possible programs as the first agenda to inculcate the awareness on maintaining green environment.
4. Cultural programs are organized during annual day and other festival times to explore and develop students' talents.
5. "Free lunch" is distributed daily to nearly 4,000 people nearby our college for 42 days during COVID pandemic period from April to May 2020
6. A session on "Higher education to plus two students" is conducted every year for our nearby village students to give awareness on various courses available and its prospects, including scholarships availability.
7. A session on "Voter awareness and enrollment" program was conducted for our nearby village people in which new voters are identified and enrolled.
8. Pongal festival, Pooja festival and other regional festivals are celebrated to impart the importance such festivals.
9. More than 10 COVID awareness and vaccination camps are organized for our students, teachers and our nearby people.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

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

1. A session on "Attitude" is addressed to our students to impart the benefits of studies, effects of being uneducated, social and public behavior.
2. During bridge course, legal awareness, bank loans, scholarships, health and hygiene, fire and safety, Human values and ethics, Environment sustainability are imparted by various resource persons.
3. Students are compulsorily invited to attend and participate in Independence day and Republic day events such as march past, patriotic songs, patriotic poetry, remembering

national leaders, knowledge about our constitution delivered by the Chief Guest.

4. Students are involved in saplings plantation whenever done inside and outside our college.
5. Free lunch distribution for poor people during COVID pandemic lockdown period, flood relief materials collection and distribution works, blood donation camps are involved by our students
6. Environmental Engineering, Professional ethics, Air Pollution, Waste water management are some of the courses taught to the students.
7. Voter's awareness rally is conducted to promote 100% voting and impart the importance of performing the constitutional duty.

| File Description   | Documents   |
|--|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <a href="https://www.igceng.com/_files/ugd/228e67_8e4da3f1fb694247bebf1b70ec2c8000.pdf">https://www.igceng.com/_files/ugd/228e67_8e4da3f1fb694247bebf1b70ec2c8000.pdf</a> |
| Any other relevant information   | Nil   |

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

**4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Code of ethics policy document   | <a href="#">View File</a> |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

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

1. Our students celebrates Dr. APJ Abdul Kalam's birth anniversary on 15th October every year. On this day, students stay in front of the photograph, take oath and his famous, life changing quotes were uttered by students one by one followed by saplings plantations and variety programs
2. Our students organize teacher's day celebration on 5th September on every year. They invite and honor them by presenting them with gifts and greeting cards. Cultural programmes will be staged by students to honour the teachers.
3. Gandhi Jayanti is celebrated on 2nd October every year. Students will disguise the physical appearance of Mahatma Gandhi for kind remembrance and his significant role in Indian independence will be delivered as speech.
4. Our students celebrates Independence Day and Republic day by hoisting our National flag followed by special events such as Patriotic song, dance and poetry. Army officers, Police Officers and doctors are invited as Chief Guest.
5. Engineers' Day is celebrated on 15th September every year with student's speech on "Bharath Rathna" Sir M Visvesvaraya, who was the first Engineer of our nation. On this day, competitions such as Technical Quiz, Essay writing and Elocution are conducted.
6. The students pay their homage army officials who sacrifice their lives for the well being and calmness of the country.



| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events  | <a href="#">View File</a> |
| Any other relevant information  | No File Uploaded          |

## 7.2 - Best Practices

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

### Best Practice-1

1. Title of the Practice  
Skill based training

2. Objectives of the Practice

1. To identify various passions and skills among students
2. To segregate quick learners and slow learners
3. To cater the needs of the students
4. To train the students in all possible aspects to be readily employable
5. To make the students to get pass marks and get degree comfortably

3. The Context

Students admitted in our College are heterogeneous, in which some students could grasp the lessons easily while others lag behind in their understanding the subjects. In order to treat all the students uniformly, if we start giving co-curricular aspects of training along with curriculum, the slow learners will struggle. If we revision and coaching, the quick learners may feel

underestimated. So, in order to cater the needs of the students, it is mandatory to segregate students into quick learners and slow learners to given what they require. At any point of time, if a slow learner starts performing in the tests, the student may be allowed to be in quick learners' group.

#### 4. The Practice

The students are segregated into quick learners and slow learners based on the results of previous end semester examination. A student failed even in one subject will be grouped in slow learners while other will be grouped in quick learners. Normally, classes gets over by 4.00 pm and the time between 4.00 pm and 5.00 pm is termed as SCC/CCA session. SCC is Special Coaching Class and CCA is Co-Curricular Activities.

SCC/CCA will be conducted on all working days between 4.00 pm and 5.00 pm. Slow learners will be one 13 marks question and two 2 marks questions to study for first half-an hour and allowed to write the same answer as test during the next half-an hour. By this way, slow learners will be trained to study the subject little by little in each subject and paves way to get pass mark in the ensuing end semester examination, which is their primary target.

At the same time, quick learners will be assembled in a separate class room or lab, where they will be trained in aptitude, group discussion, interview practice, GATE coaching, English proficiency, Communication skills, certificate course, and other requirements of students' choice. Those talents are allowed to develop after 5.00 pm. Apart from this, in order to train the students of SCC with CCA, a special session called 'TATS' (Technical Aptitude Training Session) is incorporated in the time table itself for the benefit of the slow learners. This session will be handled by a teacher unlike CCA.

#### 5. Evidence of Success

At present, students are not showing that much interest in studying. They are heavily deviated by the use of mobile phones and its social media. Parents of such students are also not forcing them to concentrate on studies. This is the main reason for their lack of interest in their studies. This mentality is

gradually changed during SCC class and made them to understand the importance of studies and students has changed from adapting to studies rather being idle.

On the other hand, students who underwent CCA are trained well and could able to face society with clear mind. Now the students could fetch job in top companies like TCS, CTS, INFOSYS in the pooled off-campus drive conducted by Anna University. Evidence is that more number of our college students gets placed in off-campus interview process conducted by other colleges in recent years.

Inclusion of TATS in the regular time table has changed the slow learners to get placements in small companies, for which they are happy about that. Parents also felt happy about their son/ daughter who rose up to better position when compared to how they are when they are admitted in the first year.

## 6. Problems encountered and Resources required

The main problem encountered in implementing the SCC/CCA scheme is possibilities of demotivation among slow learners that they are separated from other. Even though faculty members explain the importance attending SCC for slow learners, still the problem persists. In order to overcome this issue, a provision is given for slow learners to move to CCA classes, if they get pass marks in all the courses in their ensuing test conducted by the exam cell.

On the other hand, the resources required to conduct CCA classes for quick learners is the availability of class rooms. Since the entire college strength is divided into two groups, there is scarcity in class rooms. But this deficiency is easily sort out by utilizing the labs and seminar halls to conduct CCA classes. In some cases, while teaching communications skills and English, instead of students, it is felt that teachers may handle such classes. So teachers have to prepare themselves to teach English and communication skills.

## 7. Notes (Optional)

The best practice that has to be implemented in our college is to

train the students for placements from their second year onwards. English proficiency and communications skills have to be imparted from the first year onwards to get the other talents easily.

## Best Practice-2

1. Title of the Practice : Standard formats for all requirements

2. Objectives of the Practice

1. To maintain uniform format and procedure
2. To develop discipline in record maintenance
3. To inculcate the habit of following a standard procedure
4. To educate the way of creating a format for any requirement
5. To indirectly educate the practice of writing in good English

3. The Context

Before the introduction of standard formats for all requirements four years ago, students and faculty members submit their request letter for their various requirements in the paper torn from their notebook. The English was very poor and sometimes mislead their request. Similarly, faculty members prepared result analysis in different format, which cannot be understood uniformly. Considering all these difficulties of the students and faculty members, the Principal prepared standard formats for all the requirements. Most of the formats are made available in the website for easy download and also made available in the College Stationery.

4. The Practice

The following formats were prepared for use of students and

faculty members.

1. Own Vehicle Permission letter
2. I Year Scholarship
3. Attendance Shortage intimation & Undertaking
4. Coaching Class undertaking
5. Joining Report (for staff members)
6. Job Placement Requisition
7. Industrial Visit permission letter
8. Scholarship Cancel undertaking
9. Company training Undertaking
10. Day Scholar Out Pass
11. College Bus Rules and application
12. College Hostel Rules and application
13. Hostel Out Pass
14. Progress Report-Students
15. No Dues Certificate (for staff members)
16. College Bus: Instruction to staff members
17. Security person: Instructions
18. Deputy Warden Instructions
19. House Keeping Monthly Report
20. Alumni Registration
21. T.C. Request Letter
22. Passport verification Letter
23. Education loan letter
24. Symposium/Seminar/Workshop OD letter
25. Survey Camp letter
26. Industrial Visit permission letter
27. First Generation Graduate letter
28. Fees Letter & mobile phone disaster reminder to parents
29. IQAC permission requisition
30. Result analysis format
31. Self-Appraisal Report
32. Students' feedback
33. Parents' meeting format
34. Committee format
35. Minutes of the meeting format
  
36. Monthly Progress Report-Faculty members
37. Teacher's profile for recruitment

Writing an official letter is an art and that should claim what is required directly in a polite manner. Our students studied their schooling in Tamil and mostly first graduates coming from rural areas. Most of the letters written by students conveys information to the higher authority rather than request for permission and

most of the time the content mislead their request. If it is allowed at this stage, then they may continue the same in their career which may go wrong. In order to curtail this and to educate the way of writing letter, formats are prepared and given to students to train them in writing letter in good English. This is our first attempt and got success in that. Secondly, the information required to consider a request for approval is lacking. Hence, formats are prepared for various requirements and the details requested are preprinted. Now by answering those demand, one can easily get approval for what the student wants. For example, if a student wants college bus pass, the student need to give certain details like boarding place, address, route number, fee prescribed, fee paid, parent's acceptance etc. This is formatted in a simple application and some instructions to be followed while travelling in the college bus are given on the reverse side of the application. The second success is that our students are educated to prepare format.

## 5. Evidence of Success

The purpose of introducing various formats (nearly 37 formats) is to learn the art of writing letters to higher officials to achieve what they want and providing sufficient information for approval in a standard format. In order to achieve the said objectives, 37 formats are made available in the website for easy download and also made available in the College stationery. Now the students write request letters in good English. Even though they are copying the letter contents from the given format, the practice of writing the formatted letter again and again will enable them to write other letters in the same manner without any mistakes which was done earlier. Secondly, the contents required to consider for approval a request is also educated through various formats.

The evidence of success is that, now our students are following a uniform format and procedure, developed the discipline of record maintenance, developed the habit of following a uniform standard procedure, learnt the way of creating a format for any requirements, and also practiced writing in good English. These evidences are clearly seen in the students while they organise symposium, workshops, various events like Independence Day,

Republic day, Annual day and other events.

## 6. Problems encountered and Resources required

If any new procedure is implemented in the College, it will be difficult to reach all the students and faculty members, even though circulars are sent. Though formats are available, there are few who still follow their own style neglecting the current procedure. Second thing is that formats should be always available in stationery to avoid deviation in our attempts. Particularly, teachers knowingly or unknowingly change the format which initiates deviation and finally reaches an entirely different format when compared to the original format. In such cases, pdf files are uploaded in the website instead of word file.

The resource required to create formats is the time for the Principal to create various formats. Second, system administrator is required to upload all the given formats in the suitable space in the website. Third is to ensure the availability of the formats in the stationery whenever required for the students and faculty members.

## 7. Notes (Optional)

The best practice that has to be implemented in our college is to involve in research, guiding quality students' project for possible publication, make use of funding agencies like Institute of Engineers (IE-I), Tamil Nadu State Council for Science and Technology (TNSCST) for getting funds to do students projects. Faculty members should undergo courses from NPTEL and also encourage students to do so.

| File Description                            | Documents   |
|---|---|
| Best practices in the Institutional website | <a href="https://www.igceng.com/files/ugd/228e67_e92ce59fe88a47a4b2e6b42125263683.pdf">https://www.igceng.com/files/ugd/228e67_e92ce59fe88a47a4b2e6b42125263683.pdf</a> |
| Any other relevant information              | Nil   |

### 7.3 - Institutional Distinctiveness

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

Our "Strategy of Coaching" is the one of the areas distinctive to our priority and thrust.

1. Bridge course is conducted on English proficiency, Communication skills, Attitude, Health and Hygiene, Fire & Safety, Police rules, Scholarship details, Banking loan details, developing memory, Motivation to study and importance of studies.
2. Spoken English is imparted during the last period on daily basis.
3. Teachers handling first period in a day shall explain the meaning of English word to improve students' vocabulary
4. All our students are encouraged to participate in stage events to get rid of stage fear and improve communication skills.
5. Industrial visits are arranged once in a year to understand the industrial scenario
6. Students shall attend workshops conducted by other colleges to develop their technical knowledge, observe presentation and communication skills.
7. Special Coaching Class for Slow learners and Co-Curricular Activities for quick learners are our successful initiative.
8. Vigorous coaching is given before all University exams.
9. Coaching is given even for arrear papers improved our graduates' percentage.
10. Weekly attendance status is updated to the students to avoid lack of attendance.
11. The practice of internal squad duty for our internal test resulted in zero malpractices reported in University exams.
12. A session describing the exam related Do's and Don'ts and exam myths are very clearly explained to the I Year students every year by the Principal.



## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The curriculum and syllabus prescribed by Anna University and its objectives and outcomes of the course are made understood to the students to impart the importance of the course. Academic calendar based on the academic schedule is prepared and disseminated to students and teachers.

In each semester, course allocation, time table preparation, course file are done in the beginning of the semester. Course files includes syllabus, lesson plan, notes of lesson, question bank, Programme Objectives and Outcomes, Course Objectives and Outcomes. Three Unit tests and two model examinations for theory courses and one model practical exam are conducted before university examination.

Apart from teaching using board and chalk, teachers use LCD projector and Smart Board for effective teaching using pictures and videos. Theory subjects requiring demonstration are handled in labs for better teaching. Seminars/Guest lectures are arranged for the better understanding of the course. Industrial visits are arranged for the students apart from permitting to attend In-Plant Training and Industrial Internship.

Class committee meeting is conducted to monitor the progress of theory and laboratory courses in line with lesson plans. Remote access to e-Journals and e-Books is available to all students and teachers, apart from using DELNET in our library.

| File Description                    | Documents   |
|-------------------------------------|---|
| Upload relevant supporting document | <a href="#">View File</a>   |
| Link for Additional information     | <a href="https://www.igceng.com/_files/ugd/228e67_070fbdd261ac49c085f455f0ec832367.pdf">https://www.igceng.com/_files/ugd/228e67_070fbdd261ac49c085f455f0ec832367.pdf</a> |

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

In the beginning of every semester, based on the academic schedule released by Anna University, academic calendar is prepared and disseminated to our students and teachers. Academic schedule consists of commencement of induction programme, commencement of classes, last working day, test dates, attendance entry dates, University practical and theory exam dates. In order to ensure the conduct of required number of working days, some specific working days on Saturdays will also be mentioned. The re-opening day for the subsequent semester will also be mentioned to enable planning accordingly. The academic schedule shall be released separately for UG higher semesters, UG first year, PG higher semesters and PG first year, due to variation in admission dates. Academic calendar consists of all the details as mentioned in academic schedule and other information like meetings, events, celebrations, observations, programmes and functions. The academic calendar will be placed in all the department notice boards and also in our college website

Three Unit tests and two model examinations for theory courses and one model practical exam are conducted before university examination. Unit test will be conducted for one and a half hours and model exam for three hours. Absentees and failures have to write re-test.

| File Description                    | Documents   |
|-------------------------------------|---|
| Upload relevant supporting document | <a href="#">View File</a>   |
| Link for Additional information     | <a href="https://www.igceng.com/_files/ugd/228e67_a6428daed8404bf49eac4d8659804ce0.pdf">https://www.igceng.com/_files/ugd/228e67_a6428daed8404bf49eac4d8659804ce0.pdf</a> |

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

**D. Any 1 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

## 1.2 - Academic Flexibility

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

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

9

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | <a href="#">View File</a> |
| Minutes of relevant Academic Council/ BOS meetings      | No File Uploaded          |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

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

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

14

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

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

404

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

### 1.3 - Curriculum Enrichment

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

#### Gender

- Women empowerment cell is functioning for the welfare of lady teachers and students. The cell arranges programmes to promote leadership qualities in women.
- Equal opportunities are given for both genders in admissions, employment, training programmes, sports, cultural and members of various clubs associated with academic, co-curricular and extra-curricular activities.
- Legal awareness programme was conducted to impart the knowledge on our laws

#### Environment & Sustainability

- "OCE551 - Air pollution & Control Engineering" is offered to impart knowledge on Environment and its preservation.
- Awareness on sustainability on environment is imparted in "CE6703 - Water Resources and Irrigation Engineering" & "EN8592 - Wastewater Engineering".
- To educate the relationships between nature and human practices, "GE-6351- Environmental science and Engineering" and "ME 6003 - Renewable sources of Energy" is offered.

#### Human Values and Professional Ethics

- "GE8076- Professional Ethics in Engineering" is offered to create awareness on Human values and professional ethics.
- "MG8091-Entrepreneurship Development" is offered to learn the importance of ethics related to their social and professional life.
- Anti- Ragging Committee has been constituted to handle the issues pertaining to ragging. Consistent awareness

given on the ill effects of ragging reported no case so far.

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | <a href="#">View File</a> |

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

32

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

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

404

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

### 1.4 - Feedback System

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

| File Description  | Documents   |
|---|---|
| URL for stakeholder feedback report   | <a href="https://www.igceng.com/_files/ugd/228e67_e89d2863b84f4b3dae9318caf6ada64f.pdf">https://www.igceng.com/_files/ugd/228e67_e89d2863b84f4b3dae9318caf6ada64f.pdf</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 File</a>   |
| Any additional information  | <a href="#">View File</a>   |

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

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| URL for feedback report           | <a href="https://www.igceng.com/_files/ugd/228e67_effeecd17f6a4ec7a9bade59a330e834.pdf">https://www.igceng.com/_files/ugd/228e67_effeecd17f6a4ec7a9bade59a330e834.pdf</a> |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

**269**

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

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

**supernumerary seats)****2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

133

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | <a href="#">View File</a> |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

**2.2 - Catering to Student Diversity**

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

**Bridge Course:**

The institution invites experts, academicians, industrialists, psychologists, activists, Doctors, Social workers to address the students to impart soft and life skills.

**Advanced and slow learners:**

Advanced and slow learners will be decided based on the internal tests. Advanced learners shall be trained on English proficiency, communication skills, mock interview, group discussions and aptitude. Slow learners have to study for half an hour and should write the test for next half an hour.

**Co-curricular and extra-curricular activities :**

Students are encouraged to participate in workshops, symposiums, seminars, sports, games, cultural conducted by other institutions to widen their knowledge and to develop skills. They also organize such programme in our College to learn event management and to be versatile.

**Mentor System**

Mentor and mentees shall meet on every Friday to discuss various happenings in our College. Requests, grievances, appreciations, feedbacks given by the mentees shall be submitted to the Principal for further action.

**Weekly Attendance**

Class Coordinator prepares weekly attendance status of the students and gets signature from all the students. This initiates our students to attend the classes regularly and learn Engineering-the way it has to be and to avoid lack of attendance at the end of the semester

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e67_3370e61042094beda9c2fbb9b2edeb58.pdf">https://www.igceng.com/_files/ugd/228e67_3370e61042094beda9c2fbb9b2edeb58.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 559                | 87                 |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</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

**1. Internships:**

Our students go for internships to acquire the real time exposure through "Learn while Doing". They understand the basic framework of industry, its applications and could visualize the corporate expectations to face the challenges with courage.

**2. DELNET:**

The students could make use of DELNET, the online digital form of learning and remote access facility is also enabled to maximize the use.

**3. Language lab:**



Our language lab is well equipped with necessary computers, software, head phones, etc to enhance the communication skills of our students.

#### 4. MoUs:

MOUs with industries enhance transfer of knowledge for students and teachers. The industry experts address our students to share their experiences and insights. Our students also visit the industries to learn the industry expectations.

#### 5. Technical Aptitude Training Session (TATS):

TATS is incorporated in time table itself. Aptitude, Group discussion, logical and verbal reasoning, is conducted to prepare the students for competitive exams and placements.

#### 6. Industrial Visit:

Industrial visits are arranged once in a year to gain practical knowledge and to understand industrial scenario and improve their employability skills.

#### 7. Project work:

Students are encouraged to understand and implement the current trends of their respective domain in their project work and publish the same in reputed journals.

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| Link for additional information   | <a href="https://www.igceng.com/_files/ugd/228e67_d83760907a7144dfba830dc46cd540e8.pdf">https://www.igceng.com/_files/ugd/228e67_d83760907a7144dfba830dc46cd540e8.pdf</a> |

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

#### LCD Projectors:

Power point presentations are prepared to teach Engineering concept by means of pictures. Single picture is equal to

hundred words. Moreover, different perceptions of a picture can be shown to make the students understand even better.

#### Smart Board

Single video is equal to 100 pictures. Videos explaining the basic concepts are screened to students to understand better. Smart Board facilitates specific marking and highlighting on the screen.

#### Simulations

Faculty members motivates the students to perform simulations in the form of giving real time exercises through which the students would easily comprehend the gist of the subject content through "Learn by Doing" mode of delivery which has reaped tremendous interest amidst the students.

#### You Tube Channel

YouTube channels are started by all the departments to upload videos to explain Engineering concepts by our faculty members for our students.

#### Interactive Software

Learning English and improving communication skills are made possible by interactive software available in 'Communication Skills Lab'. The software could connect the students by means of hardware devices like mike and head phones.

#### DELNET

DELNET is available in our Library which could be accessed by remote also by our students and teachers.

**NPTEL**

Students and teachers actively involved in attending and attaining NPTEL certification.

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="#">View File</a> |

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

#### 2.3.3.1 - Number of mentors

87

| File Description   | Documents                 |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | <a href="#">View File</a> |
| Circulars pertaining to assigning mentors to mentees               | <a href="#">View File</a> |
| Mentor/mentee ratio  | <a href="#">View File</a> |

### 2.4 - Teacher Profile and Quality

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

87

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI     | <a href="#">View File</a> |

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

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

16

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | <a href="#">View File</a> |

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

##### 2.4.3.1 - Total experience of full-time teachers

295

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

#### 2.5 - Evaluation Process and Reforms

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

- The schedule of all Internal Assessments viz., Unit 1, Unit 2, Model 1, Unit 4, Model 2 are mentioned in the academic calendar.
- Question banks comprising of University questions with answers are prepared and distributed to our students.
- The key points considered for the evaluation are prepared and discussed before every exam.
- Important and frequently asked questions are prepared for our students.
- Repeated questions of previous University exams are compiled for our students.
- Twisted questions asked in the previous University examinations are notified and the methods of solving such questions are discussed.
- The students can view their attendance and internal exam marks in a separate student login available in COE web portal.
- Each Class Coordinator prepares a weekly attendance of the students in order to make their attendance status transparent by getting signature from every student and also displayed on the department notice board.
- During 'Parents Meeting' conducted once in a semester, academic test, general performance and attendance details of their wards are discussed.
- Slow learners are given special attention in which special coaching on specific topics are taught on one to one basis, followed by conducting tests on these topics.

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

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

- **Pattern of Question Paper:** Both for the online and offline mode of examination the pattern of question paper is informed well before the examination, to enable the students get prepared for the internal examinations.
- **Transparency in Evaluation System:** The answer scripts of the students are evaluated within three working days by the concerned faculty member. The proper evaluation is verified by the HoD. The answer scripts are circulated to the students for verification. This enables the students,

get to know the reason for losing the marks and also ensure that the valuation is not biased. The Student places his/ her signature on the paper to authenticate the verification process.

- Mechanism for counseling the students: The Mentor analyzes all the factors that affects the student's performance and provide solution for both academic issues and also to relieve the stress of the students due to various reasons. This helps the student to attend the examinations with confidence.
- Exam and Absenteeism message to parents: Class Co-ordinator informs the details about the exam schedule and absenteeism to their parents through phone call/message. This in turn, will reduce absenteeism for the examination with out valid reasons like ill health.
- Feedback mechanism: Exam feedbacks are received orally by the concerned faculty immediately after exam to understand the level of performance of the students and the standard of the question paper.
- Exam Hall plan: Exam Hall plan constituting the seating arrangements of the students are displayed in all notice boards and a person from Exam cell shall help the students to identify their allotted halls.

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

## 2.6 - Student Performance and Learning Outcomes

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

Programme outcomes (PO) and Course Outcomes (CO) are framed by our affiliating Anna University, which are available in our College website, department laboratories, HOD cabin, staff rooms, notice board and library to make our students and teachers familiar about PO and CO. In the beginning of every semester, PO and CO of all the courses are explained to our students, including lab course. Moreover, PO and CO are clearly given in our prepared lab manual for our students to be familiar with these technical terms with respect to their curriculum. They are made clear about the purpose of studying the course and the importance in their career and possibilities

of performing projects using the knowledge of that course.

Teachers are readily sent to the seminars/workshops explaining the concepts of PO, PSO, CO and its mapping conducted by other institutions. The participated teachers are insisted to prepare a power point presentation to explain the concepts explained in the workshop to other teachers who have not attended the programme.

The students are aware of the outcome of the course such as capability to solve problems on their own, capability to understand the description of a machine, capability to design, analyze and to conclude, capability to derive equations, capability of understanding the effects of input parameters on the output parameters.

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information                       | <a href="#">View File</a> |
| Paste link for Additional information                   | Nil                       |
| Upload COs for all Programmes (exemplars from Glossary) | <a href="#">View File</a> |

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

1. Performance in each course of study shall be evaluated based on

(i) Continuous Internal Assessment (CIA) throughout the semester and

(ii) University examination at the end of the semester.

1. Each course, both theory and practical including project work are evaluated for a maximum of 100 marks.

2. CIA carry 20 marks and University examination carry 80 marks.

3. Industrial training and seminar carry 100 marks and shall be evaluated through internal assessment only.

4. Internal and external examiners shall be appointed by the

Controller of Examinations for University exams.

5. For calculating theory internal marks, three tests each carrying 100 marks shall be conducted during the semester by the College which is proportionately reduced to 20 marks.
6. For calculating lab internal marks, evaluation is based on completion of prescribed exercises and record submission followed by Model practical test which constitutes 20 marks.
7. For evaluating Project work, review committee shall conduct three reviews during the semester for internal marks and a team of Internal and External examiner appointed by the University shall evaluate for University exam as detailed below:

Review I

Review II

Review III

End Semester Examination

Thesis submission (30)

Viva-Voce

(50)

Internal

External

Internal

External

Supervisor

5

7.5

7.5



15

15

15

20

15

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for Additional information | Nil                       |

### 2.6.3 - Pass percentage of Students during the year

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

162

| File Description   | Documents   |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a>   |
| Upload any additional information  | No File Uploaded  |
| Paste link for the annual report   | <a href="https://www.igceng.com/_files/ugd/228e67_d9b38955d6ce4bcd83fad35a7fa7bd09.pdf">https://www.igceng.com/_files/ugd/228e67_d9b38955d6ce4bcd83fad35a7fa7bd09.pdf</a> |

### 2.7 - Student Satisfaction Survey

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

<https://www.igceng.com/aqar-20/aqar-20>

### RESEARCH, INNOVATIONS AND EXTENSION

**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

3.5

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| e-copies of the grant award letters for sponsored research projects /endowments | <a href="#">View File</a> |
| List of endowments / projects with details of grants(Data Template)             | <a href="#">View File</a> |

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides**

4

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

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

3

| File Description  | Documents   |
|---|---|
| List of research projects and funding details (Data Template) | <a href="#">View File</a>   |
| Any additional information                                    | No File Uploaded  |
| Supporting document from Funding Agency                       | <a href="#">View File</a>   |
| Paste link to funding agency website                          | <a href="https://www.aicte-india.org/">https://www.aicte-india.org/</a> |

### 3.2 - Innovation Ecosystem

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

#### Research & Development (R&D)Cell

R&D cell is effectively functioning in our college with committee members to maintain its continuous function. Computer Science and Engineering department of our college is recognized as 'Research Centre' by Anna University.

#### Seminar on Innovation

"Seminar on Innovations" is one of the good practices that we are following in our College on every working Saturday, where two faculty members shall deliver a seminar on the current innovation

#### Entrepreneurship Development Cell (EDC)

EDC is effectively functioning under a right members committee. We have also signed a MoU with Trichy District Tiny and Small Scale Industries Association (TIDITSSIA), which kindle the young minds to think about entering in to their own business.

#### Intellectual Property Rights (IPR)

Awareness and information on IPR is given once in a year to all our students and faculty members. We have also received IPR award from Anna University, Chennai.

#### Institute of Engineers-India (IE-I)

Our students and teachers are members in IE-I and our Principal has fellow membership in IE-I. EEE and Mechanical Engineering departments are recognized as 'Students' Chapter of IE-I'.

Tamil Nadu State Council for Science & Technology (TNSCST)

TNSCST is granting Rs.10,000/- per project for students every year. Our students from all the departments have applied and received funds to do their project.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e67_faacc99b88744a5192719aae135a3bd9.pdf">https://www.igceng.com/_files/ugd/228e67_faacc99b88744a5192719aae135a3bd9.pdf</a> |

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

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

20

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information                                     | No File Uploaded          |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

### 3.3 - Research Publications and Awards

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

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

4

| File Description   | Documents   |
|--|---|
| URL to the research page on HEI website  | <a href="https://www.igceng.com/research">https://www.igceng.com/research</a> |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | <a href="#">View File</a>   |
| Any additional information   | No File Uploaded  |

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

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

5

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

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

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

66

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

### 3.4 - Extension Activities

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

The students and teachers of our colleges are socially conscious and we have clubs to educate students on the

importance of becoming a socially responsible individual.

1. Saplings plantation programs are conducted within the campus and nearby villages. It is our custom to plant saplings during any of our programs or events organized in our college.
2. Indian Red Cross Society along with our students and teachers of our college organized free lunch for more than 4,000 poor people in nearby 8 villages during COVID pandemic lockdown in April and May 2020 for 42 days.
3. As a part of Swachh Bharat scheme, NSS and YRC organize camps to clean temples, streets and schools. YRC conducts medical camp to nearby village people.
4. Rotaract club of our college organized Voter awareness program for new voters to perform their duty.
5. Blood donation camps are arranged twice in a year for Government Hospital, Trichy. More than 100 students and teachers voluntarily donate their blood in August and February every year.
6. Awareness program on higher education for rural students are arranged every year to promote the importance and benefits of higher education in nearby villages.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e67866ac09ca7944f2185a0b2693231194b.pdf">https://www.igceng.com/_files/ugd/228e67866ac09ca7944f2185a0b2693231194b.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

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

9

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Number of awards for extension activities in last 5 year (Data Template) | <a href="#">View File</a> |
| e-copy of the award letters  | <a href="#">View File</a> |

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

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

13

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | <a href="#">View File</a> |

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

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

415

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

**3.5 - Collaboration**

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

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

36

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of related Document   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Details of Collaborative activities with institutions/industries for research, Faculty | <a href="#">View File</a> |

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

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

11

| File Description   | Documents                 |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

#### Classrooms and Seminar Halls

The college has 47 classrooms in which 37 classrooms are provided with LCD projectors. Auditorium and seminar halls are used to conduct seminars, workshops, symposiums etc.

#### Laboratories

All the departments are fully equipped with latest equipments as per the curriculum. Every department has got their own computing facility with latest software to meet their academic requirements, project works and research activities.



## Computing Equipment

Internet facility with 50 Mbps speed is available for 471 computers. 5 servers with specialized softwares with LAN/Wi-Fi connection.

## Exam Cell

Exam cell serves all examination notices received from university. The cell prepares circulars regarding exam dates, notification of web portal, exam fee collection.

## Training and Placement Cell

Training and placement cell, functions to impart training and provide placement opportunities for the prospective students.

Library The College has 30992 volumes and 9590 titles of books. e-Journals and e-Books are available in DELNET which are remotely accessed by students and teachers.

## Facilities for the disabled students

The campus has ramp and lift facilities to enable differently-abled students move freely. Scribe facility is provided for the demanding students.

Transport 15 buses are operated to cater the needs of students and teachers. One ambulance is available.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e67_289ad2aa0ca94326b28d275bfcae1069.pdf">https://www.igceng.com/_files/ugd/228e67_289ad2aa0ca94326b28d275bfcae1069.pdf</a> |

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

## Sports and Games

**Five - Play grounds (area in sq.ft)**

1. Sachin ground: 515.09 X 347.769 = 1,79, 132
2. Thaila ground: 446.194 X 485.564 = 2,16,655
3. Ganesh ground: 400.000 X 269.029 = 1,07, 611
4. Ball Badminton: 104.987 X 111.549 = 11,711
5. Shuttle Badminton: 65.6168 X 131.234 = 8,611

**Yoga Centre**

Yoga center (area of 400 sq.ft) is available with carpet. Experienced trainers in Yoga are invited to train our students and faculty members. Every year, 21st June is celebrated as International Yoga Day to create awareness among the students and also shall participate in public gathering organized by Central Government.

**Gymnasium**

A dedicated Gymnasium (area of 1,536 sq,ft) is available for men and women separately. Various equipments available in the gym are tread mill, step mill, Barbell bench, Decline barbell bench, Barbell with handle, Skipping rope, AB Board and gym plates with dumber.

**Cultural Activities**

Every year, the College celebrates "IGNITE" - Annual and Cultural day at the end of the academic year. The main aim is to showcase the student's multi-talents such as singing, dancing, mime, drama, speech, poetry etc. Every year Pongal festival is celebrated, in which students shall involve in Rangoli, Pongal preparation and fun games like "Uri-Adi".

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e67_667ff13ed0464e02aed52e0514902e47.pdf">https://www.igceng.com/_files/ugd/228e67_667ff13ed0464e02aed52e0514902e47.pdf</a> |

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

47

| File Description  | Documents   |
|---|---|
| Upload any additional information   | <a href="#">View File</a>   |
| Paste link for additional information   | <a href="https://www.igceng.com/_files/ugd/228e67_f83240a4bdb74c3486d66c7164038fc8.pdf">https://www.igceng.com/_files/ugd/228e67_f83240a4bdb74c3486d66c7164038fc8.pdf</a> |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a>   |

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

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

## 9.8

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Upload audited utilization statements   | <a href="#">View File</a> |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <a href="#">View File</a> |

#### 4.2 - Library as a Learning Resource

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

- Name of ILMS software : Modern LIB
- Nature of automation (fully or partially) : Fully automated
- Version : 2012
- Year of Automation : 2015

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for Additional Information | <a href="https://www.igceng.com/_files/ugd/228e67e64e4361918446ef94683c6317d46747.pdf">https://www.igceng.com/_files/ugd/228e67e64e4361918446ef94683c6317d46747.pdf</a> |

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

**A. Any 4 or more of the above**

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

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

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

**5.8**

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Audited statements of accounts   | <a href="#">View File</a> |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |

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

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

**1278**

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | No File Uploaded          |
| Details of library usage by teachers and students | <a href="#">View File</a> |

### 4.3 - IT Infrastructure

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

All the computers are connected by the LAN/Wi-Fi with 50 Mbps bandwidth and 50 Mbps speed (Leased Line) provided by SWIBI Internet Service Provider. Ethernet switches provide internet and intranet connectivity. The college has 5 Wi-Fi hotspots, 471 computers and 5 servers.

IT team takes care of hardware and networking, website designing and hosting, e-mail solutions, SMS solutions etc. Free and Open Source software recommended by AICTE are used. However the university has licenses for the following proprietary software such as MATLAB, STAAD-PRO, AUTO-CAD etc.

Wi-Fi Device Name: Nano Station m2 version.

The institute has a 24x7 Wi-Fi facility with firewall, MicroTik installed to prevent illegal access of internet. Microtik network security appliances include features like Firewall, VPN (SSL VPN &IPSec), Gateway Anti-Virus, Anti-Spyware & Anti-Spam, Intrusion Prevention System(IPS), Content & Application Filtering, Web Application Firewall, Application Visibility & Control, Bandwidth Management, Multiple Link Management for Load Balancing and Gateway Failover. It offers complete visibility to monitor the applications being accessed by the users inside the campus irrespective of the ports and protocols. Remote access to DELNET resources such as e-Journals and e-Books are available for students and faculty members. Biometric system of attendance registration for faculty members is enabled

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e6767f112dd2f5a4a77803aca773c6340cd.pdf">https://www.igceng.com/_files/ugd/228e6767f112dd2f5a4a77803aca773c6340cd.pdf</a> |

**4.3.2 - Number of Computers**

471

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | No File Uploaded          |
| List of Computers                 | <a href="#">View File</a> |

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | No File Uploaded          |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

54.2

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Audited statements of accounts  | <a href="#">View File</a> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View File</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.

#### Physical facilities:

Service and maintenance registers are maintained by Estate officer, Supervisor, Floor Incharges, Electrician and house-keeping team to take care of repairing, wiring, painting, carpentry, plumbing, housekeeping..

#### Laboratories:

All the departments maintain stock register, consumables register and service register. New equipments, comparative statement, erection, demonstration and payment are the procedure. Every year, interdepartmental stock verification is done.

#### Computers

The Computers are maintained by Technical Assistants, System Administrator and Lab in charges. To protect the computers from malware and virus, anti-virus software is regularly updated throughout the campus.

#### Library

ILMS software is used. Students and teachers are provided with library cards with unique identification number for lending books. The accession register, book issuing records, gate entry registration are followed.

#### Sports & Games

Play equipments like post, umpire stand, score boards are

registered in stock register. The play equipments provided to the students are entered in movement register.

#### RO Water Supply and Electrical Maintenance

Type

Capacity

Name of the company

Generator for Power supply

125 KVA

Cummins

RO Plants

3000 lit.

Aqua tech

UPS

600 VA- 30 KVA

Delta, Emerson

#### Garden Maintenance

Plants and vegetables grown and maintained by our gardeners in our campus are used for cooking food in the Hostel Mess. Campus cleaning, tree plantation are conducted under social activities club like NSS, YRC to maintain the campus clean and green.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e67_d6beca749ebd42499c3ae50bdf942112.pdf">https://www.igceng.com/_files/ugd/228e67_d6beca749ebd42499c3ae50bdf942112.pdf</a> |

#### STUDENT SUPPORT AND PROGRESSION



**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

506

| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship   | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | <a href="#">View File</a> |

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

271

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional information  | <a href="#">View File</a> |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <a href="#">View File</a> |

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

**A. All of the above**

| File Description  | Documents   |
|---|---|
| Link to Institutional website   | <a href="https://www.igceng.com/_files/ugd/228e67_9cd3e21c6b724a4989a54abd83f989c4.pdf">https://www.igceng.com/_files/ugd/228e67_9cd3e21c6b724a4989a54abd83f989c4.pdf</a> |
| Any additional information  | No File Uploaded  |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a>   |

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

151

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

151

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Details of student grievances including sexual harassment and ragging cases  | <a href="#">View File</a> |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

151

| File Description   | Documents                 |
|--|---------------------------|
| Self-attested list of students placed                        | <a href="#">View File</a> |
| Upload any additional information                            | <a href="#">View File</a> |
| Details of student placement during the year (Data Template) | <a href="#">View File</a> |

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

3

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | <a href="#">View File</a> |
| Any additional information                         | No File Uploaded          |
| Details of student progression to higher education | <a href="#">View File</a> |

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

government examinations)

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

1

| File Description   | Documents                 |
|--|---------------------------|
| Upload supporting data for the same  | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | <a href="#">View File</a> |

**5.3 - Student Participation and Activities**

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

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

4

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates   | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | <a href="#">View File</a> |

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

Our college provides opportunities for the students to participate in academic and administrative committees such as

Internal Quality Assurance Cell, Student Welfare Council, Class Committee, Department Association and Anti-ragging committee. The Students members of these committees provide valuable suggestions in all committee meetings.

The association of each department selects student representatives as office bearers such as President, Secretary, Treasurer and Executive members. They coordinate with all the other students to conduct association activities such as symposium, intra department contests, Engineer's day celebration etc. The institution has student welfare council in which most of the members are the students. The students of cultural committee organize cultural activities, Annual Day - 'IGNITE', Pongal celebrations, Independence day and Republic day celebrations in the institution. Every year, during "SPARK" programme (A bridge course for first year students), senior students handle a session in which they motivate and encourage the first year students.

Students actively participate in social activities and extension activities such as NSS, YRC, Rotaract Club. Through this clubs, Blood donation camp, Tree plantation, Organ donation camp, Free medical camp, Yoga training, Dengue awareness programme, Flood relief camp, COVID free lunch distribution are conducted. The Student volunteers launched a clean campaign by setting up dustbins over the entire college campus and created awareness among everyone to keep the environment clean.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/files/ugd/228e67e6287077a8f9489d90c59044f9776368.pdf">https://www.igceng.com/files/ugd/228e67e6287077a8f9489d90c59044f9776368.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

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

9

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | <a href="#">View File</a> |

#### 5.4 - Alumni Engagement

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

"Indra Ganesan College of Engineering Alumni Nest (IGCEAN)" is the name our Alumni Association. It provides a good opportunity to maintain a prolonged relationship among the alumni, faculty and the students of the institution. Every year alumni meet is conducted in the institution on the convenient date decided by the association head. A dedicated registration application is given to alumni for official registration which is also available in our College website.

Apart from regular alumni meet, our alumni frequently visit the Institution and contribute themselves for the betterment of our students in the following ways:

1. Our alumni contribute financially during registration.
2. Our alumni are invited as chief guests for the events such as association inauguration and technical symposiums.
3. Alumni share their experience in the field of their association and provide awareness about the current job opportunities and current industry scenario to our students.
4. Alumni association conducts guest lecture, seminar and workshops for our students
5. Our alumni, Mr.Arun Balaji working as HRM in JD Soft Private Limited, Chennai, consistently recruit his juniors for his company.
6. Our alumni Ms.C.Kanniga Parameswari, 2017 passed out student from EEE is one of the members in our IQAC.

7. Alumni working in our college are: Mrs.Sugashini/CSE, Ms.Jenifer/CSE, Ms.Getsyal/CSE, Ms.Pushpalatha/IT, Mrs.Kokila/ ECE.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e6777c2c57946c848c58f4dc9a2ca04e58c.pdf">https://www.igceng.com/_files/ugd/228e6777c2c57946c848c58f4dc9a2ca04e58c.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** E. <1Lakhs

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

#### Vision

Our vision of our institution is to provide quality higher education in Engineering and Management to cater the needs of the industry. R&D Cell ensures innovations and real time problem solving opportunities. Industrial visits, Internship, Conferences, workshops, seminars, symposiums and other association activities are arranged. Technical skills, Soft skills and placements are arranged by T&P Cell. Social activities club encourages the students to participate in various activities to understand the scenario of the society and to render help to the needy.

#### Mission

- To impart practical example-based teaching.

Various concepts of Engineering are explained with practical examples using videos. YouTube channels are created in which technical videos are posted to enable the students understand the courses easily.

- To develop Engineering and Communication skills.

Engineering skill is developed by mini projects, visiting industries, Technical Aptitude Training Session, workshops, Value added Programmes.

English proficiency is developed by spoken English classes and Communication skills are developed by encouraging them to participate in all possible events.

- To impart the importance of lifelong learning.

Our students are educated that 'Known is little and unknown is ocean'. The importance of updation and its benefits are imparted to our students.

- To develop positive attitude.

Students are encouraged to organize symposiums and other events that would help them to develop coordination, team work and positive attitude.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e67_738f90a0dfbe4597b7f9f4dd5f57058e.pdf">https://www.igceng.com/_files/ugd/228e67_738f90a0dfbe4597b7f9f4dd5f57058e.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

In our college, a ministry comprising of senior faculty members is constituted to decentralize and effectively manage the various mandatory works.



1. Ministry of Planning & Development, in which AICTE, Anna University, DoTE works, Infrastructural development, Finance and budgeting, Governing Council and Staff Selection Committee are taken care.
2. Ministry of Academics, in which monitoring of regular class works and ERP are given.
3. Ministry of IQAC & Accreditation, in which IQAC proceedings, NAAC monitoring and updation, NBA and ranking are taken care.
4. Ministry of DoTE & Regular Activities, in which UG, PG approval process, Overall timetable coordination, ICT tools, TATS, Special coaching class and cocurricular activities are taken care.
5. Ministry of R&D and Sponsored projects, in which TNSCST, IE-I, AU FDTP, Publications, IPR, FDP, Welfare activities, AICTE approval and Anna University affiliation are taken care.
6. Ministry of admission and Corporate Relations, in which admissions, Training and Placements, MoU, Resource persons, workshops, seminars and skill based training are taken care.
7. Ministry of Exam cell, Library & Discipline activities, in which COE related works, AU theory and practical exams, library and discipline activities are taken care.
8. Ministry of Extra-curricular activities and Extension activities, in which sports, cultural, competitive exams, NSS, Red Cross, Rotaract, Blood donation, Saplings plantation are taken care.
9. Ministry of student affairs & Scholarships, in which Mentor system, class meeting, grievance redressal, Internal complaint cell, FG, PMSS, BC/MBC, Minorities and other scholarships are taken care.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e67_04dced36969f48ff9082f4dc8df9662c.pdf">https://www.igceng.com/_files/ugd/228e67_04dced36969f48ff9082f4dc8df9662c.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College provides quality technical higher education for the students' community and in order to improve the academic

performance of the students and to compete globally, proper counseling, guidance and motivation are needed. To accomplish this, Mentor system is being followed in our institution.

#### Implementation of Mentor system

- Mentor system enables close monitoring and progress of the students.
- Approximately 1:10 is the mentor-mentee ratio.
- Every Friday during 4 to 5 pm, mentor-mentee meetings are held.
- The students share their grievances and other personal problems with their mentor. The mentor counsels the students with great care and takes necessary steps to sort out their problems. The consolidated reports are submitted to their HOD and forwarded to the Principal for further action.
- A dedicated mentor sheet is maintained by the mentors which includes complete details of the students and their family details.
- Students' academic performances are reported to the parents periodically by sending a prepared Progress report, which includes attendance and test marks of all the exams conducted so far in that semester.
- The bond between the parents and the faculty members leads to the smooth functioning of the mentor system and hence Parents' meetings are conducted twice in a semester.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="https://www.igceng.com/_files/ugd/228e67_8e2fe42aea6240ed90dc3b6880338e25.pdf">https://www.igceng.com/_files/ugd/228e67_8e2fe42aea6240ed90dc3b6880338e25.pdf</a> |
| Upload any additional information                      | <a href="#">View File</a>   |

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

#### Governing Council

The Governing council of the college meets once in a year in order to discuss various development aspects of the college and reviews and approves the institution strategic plan.

#### Administrative Setup

The Principal is responsible for all the academic and administrative activities including hostel and transport management. HoDs take one course per semester, monitors proper functioning of all classes, arranging guest lecture, seminars, workshops, conferences, curricular, co-curricular and extra-curricular activities. Teachers shall teach students both theory and practical, counseling, exam related works, mentor, maintaining discipline. The non-teaching members take care of labs, consumables purchase, service and maintenance of the equipments. The administrative staff members maintain accounts, scholarship details and fees details of the students.

#### Cells & Committees

Various cells and committees are formed to ensure the development of the students, faculty members and the institution. The academic activities, cultural, sports and social activities, Grievance redressal committee, Anti-ragging committee and Prevention of Sexual Harassment Cell are formed to ensure the smooth functioning of the institution.

#### Recruitment and Promotion Policies

For recruitments, advertisements shall be given in news papers and websites. The applications will be shortlisted and called for interview. The interview panel includes the Principal, HOD and senior teacher. The self-appraisal form filled in by the faculty shall be verified by the HOD and forwards it to the Principal who in turn reviews it and recommend for promotion or increment.

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | <a href="https://www.igceng.com/files/ugd/228e67f893c65f6dd8465081a49d0e8d9e4ab4.pdf">https://www.igceng.com/files/ugd/228e67f893c65f6dd8465081a49d0e8d9e4ab4.pdf</a> |
| Link to Organogram of the institution webpage | <a href="https://www.igceng.com/files/ugd/228e67af48a5dd701e4f8489a9a787f4e28a82.pdf">https://www.igceng.com/files/ugd/228e67af48a5dd701e4f8489a9a787f4e28a82.pdf</a> |
| Upload any additional information             | <a href="#">View File</a>   |

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

A. All of the above

| File Description   | Documents                 |
|--|---------------------------|
| ERP (Enterprise Resource Planning) Document  | <a href="#">View File</a> |
| Screen shots of user inter faces   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | <a href="#">View File</a> |

### 6.3 - Faculty Empowerment Strategies

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

1. Teachers are encouraged and given 'OD DUTY' leave to attend FDP, Workshops and Conferences conducted by reputed institutions.
2. The registration fees to be paid for the above programs are borne by our college.
3. Teachers are encouraged to pursue Ph.D. in part time and required ODs are given for research related works.
4. Promotion / increments are given to staff members based on the self appraisal report submitted by our staff members every month.
5. Employee Provident Fund scheme is encouraged and implemented for our staff members.
6. 12 casual leaves per year and two one-hour permissions per month either come late or to leave earlier.

7. Compensatory Leave is also given who work during any sort of holiday declared by the college.
8. Equal numbers of male and female candidates are recruited in various faculty positions.
9. Lady faculty members are given 'Maternity leave' for six months without affecting their continuous service.
10. Staff members are provided gifts and sweets during festivals like Deepvali, Pongal, Pooja, New Year etc.
11. Teachers with distinguished performances in academics, research and other activities are honoured with cash award and special certificates like 'IG STAR', 'IG Research Award' 'Best department of the year' 'Maximum utilization of library'
12. YOGA training is being given to all staff members once in a year.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e67_575ad996db9249359a91efe1d030b925.pdf">https://www.igceng.com/_files/ugd/228e67_575ad996db9249359a91efe1d030b925.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

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

26

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <a href="#">View File</a> |

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

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

34

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

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

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

19

| File Description  | Documents                 |
|---|---------------------------|
| IQAC report summary   | No File Uploaded          |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | <a href="#">View File</a> |
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers attending professional development programmes during the year (Data Template) | <a href="#">View File</a> |

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

**The Performance appraisal system of the teachings has the**

following attributes:

- Participatory and Innovative Teaching-Learning Methodologies
- Professional membership
- Skill updation through Conferences, Workshops, Faculty Development Programmes
- Organizing programmes such as Seminar, Guest Lecture, Workshop, Conference, FDP
- Feedback from students, HOD and Principal
- Involvement in community service.
- Publications in Journals and conferences, Book Publications, NPTEL, SWAYAM
- Research activities
- Result produced in University Examination

The Performance Appraisal system of the Non-teaching faculty has the following attributes:

- Knowledge on lab exercises, Service and maintenance of lab, Purchase of consumables
- Cleanliness of lab, Maintenance of stock registers and other files related to lab.
- Professional Competence that includes ability, creativity on the assigned tasks.
- Maintenance of files, records, completion of work on time etc.
- Attendance, punctuality, discipline and interaction with colleagues.

The appraisal system is developed in such a way that it motivates to voluntarily involve themselves in each criterion to improve their individual scores. Personality traits such as attitude, punctuality, behavioral aspects, commitment, professional ethics, communication skills, relationship with the co-workers and students, written skills, supportiveness to the students etc are examined by the HOD.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

#### 6.4 - Financial Management and Resource Mobilization

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

##### Internal financial audit:

The Budget proposal prepared by HODs includes new lab installation,, new equipments purchase, infrastructure changes, procurement of Civil and Electrical items, stationery, funds for conducting workshops, seminars, guest lectures, conferences and other contingencies, which will be presented by the Principal before the Governing Council for approval.

The various expenses incurred in the department will be cross checked with the proposed budget by the accounts officer and the administrative officer. Then the bill will be submitted to the Principal for approval and pass on to the management for account maintenance.

Internal audit on stocks maintained in the department is conducted every year by interchanging the faculty members for auditing.

##### External financial audit:

Our college has dedicated auditor to maintain the accounts as per Government norms, who is also one of the members in our Governing Council. Tax Deducted at Source (TDS), EPF payment, Professional Tax payment and other Government insisted payments will be verified by the Auditor. Dedicated ERP software is used by the accounts department and computerized receipts are given for any payments. Each and every transaction is supported by the vouchers and bills. Transparency in transactions for all the payments or collections is done by online payment, bank transactions, cheques and demand drafts. The purchase committee



will decide the purchase of items based on the quality and cost comparison.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

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

0.12

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | <a href="#">View File</a> |

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

1. The tuition fee prescribed by the Government of Tamil Nadu is collected from the students.
2. The First Graduate students admitted through TNEA counseling are eligible to avail 50% of the total fees as scholarship for all the four years which will directly credited to college bank account.
3. Full fee payment under Post-Matric Scholarship Scheme (PMSS) is applicable for all SC/ST/SCA students admitted under both Government Counseling and Consortium counseling.
4. Indirect income for the institution is received from students as hostel fee, transport fee, alumni registration and interest amount from fixed deposits.
5. Major part of the total income is spent as salary for the staff members.
6. Welfare schemes for our staff members are incentives,

increments, ex-gratia and gifts.

7. Welfare schemes for our students, are expenses for resource persons for orientation programme, guest lecture, Chief guests, Training and Placement programme etc.
8. Fees for the students who are financially weak, but have good marks in the qualifying exam are paid by our Trust either partially or fully depending upon the payment capacity of their parents.
9. Maintenance expenses are building, lab, vehicle, hostel which includes renovations, painting, modernizing and beautifying. Vehicle maintenance includes service, Fitness certificate, Toll expenses etc.
10. Miscellaneous expenses are travelling, tax, auditing, insurance, internet, telephone, postages, electricity, advertisements, plantations, printing etc and other contingencies.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e67_4efd588a506a403a8d39e66081d6b2d2.pdf">https://www.igceng.com/_files/ugd/228e67_4efd588a506a403a8d39e66081d6b2d2.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

## 6.5 - Internal Quality Assurance System

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

IQAC meetings are conducted once in six months. In the 3rd meeting conducted on 27-08-2020, Er.Pavithra, Deputy General Manager-Technical of Acoustics India Private Limited, Trichy suggested the IQAC to consider starting new courses in emerging areas which are going to be welcoming one among students and also prospect career for the students. The courses suggested by the member are Agriculture Engineering, Internet of Things, Bio-Medical Engineering, Robotics and Automation, Artificial Intelligence and Data Science. These courses were placed before the 12th Governing Council meeting on 19-12-2020 and got approval to apply to AICTE and Anna University.

B.E.-Agriculture Engineering and B.Tech.-Artificial Intelligence and Data Science are approved by AICTE and affiliated to Anna University and these courses are available now for the students to be admitted in 2021.

Er.Narayanan, General Manager - Human Resource, SRF Limited, Viralimalai suggested decentralization of management in the 4th IQAC meeting held on 06-02-2021. He suggested forming various ministries and allocating various portfolios in a ministry. Accordingly, nine ministries are formed namely,

1. Planning and Development
2. Academics
3. IQAC & Accreditation
4. DoTE and Regular Activities
5. AICTE, Anna University Approvals, R&D and Sponsored Programmes
6. Admissions, Training & Placements, Corporate Relations
7. Exam Cell, Library and Discipline activities
8. Sports, Higher Education and Extension activities
9. Student Affairs & Scholarships

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/_files/ugd/228e678fae0b4d81c14089bb2a96c3cd46c22c.pdf">https://www.igceng.com/_files/ugd/228e678fae0b4d81c14089bb2a96c3cd46c22c.pdf</a> , <a href="https://www.igceng.com/_files/ugd/228e67_69c161488965406fab89393c413497b5.pdf">https://www.igceng.com/_files/ugd/228e67_69c161488965406fab89393c413497b5.pdf</a> |
| Upload any additional information     | <a href="#">View File</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 and recorded the incremental improvement in various activities

#### 1. Academic Administrative Audit (AAA) Committee

All the plans and schedule preplanned before the commencement of a semester are subject to review at the end of the semester by the committee. The followings are reviewed and suitable suggestions or appreciations are given accordingly:

1. Course files of all the faculty members.
2. Students' attendance register
3. Various events organized by the department
4. Participation of students in co-curricular and extra-

curricular activities.

5. Internal assessment question papers, answer scripts and marks
6. Students' Progress report, Weekly attendance report, Parents meeting
7. Mentor file
8. Minutes of the meeting of the department

#### 1. Result Analysis Review Board (RARB)

RARB, consisting of Principal and all HODs reviews the performance of the students and gives suggestions for further improvement in the academic performance and quality of teaching. The functions of this board are

1. After every assessment, HODs present subject wise, class wise performance of their department.
2. Performance comparison with the previous assessments is also presented.
3. If performance is poor, then necessary suggestions are discussed.
4. The students' attendance during Internal Assessments is also reviewed.
5. Every semester the results of University Examinations are reviewed and suggestions are given to improve the performance of the students.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://www.igceng.com/files/ugd/228e67ec292599067d42d19941a8ebb6c581be.pdf">https://www.igceng.com/files/ugd/228e67ec292599067d42d19941a8ebb6c581be.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for**

**B. Any 3 of the above**

**improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

| File Description   | Documents   |
|--|---|
| Paste web link of Annual reports of Institution                                    | <a href="https://www.igceng.com/files/ugd/228e6778c41dca15f14308b7f0fcce900f604f.pdf">https://www.igceng.com/files/ugd/228e6778c41dca15f14308b7f0fcce900f604f.pdf</a> |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a>   |
| Upload any additional information  | <a href="#">View File</a>   |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <a href="#">View File</a>   |

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

#### **1. Gender Sensitization**

Institution has committees for the sensitization of gender such as Women Empowerment Cell, Prevention of Sexual Harassment (POSH) Cell, Anti ragging Committee, Internal Complaint Cell, and Grievance Redressed Committee. Programs on women's day, legal awareness session are conducted. Committee information are posted in our website and also placed as banner at the entrance of the college.

#### **2. Safety and Security**

CCTV camera is installed in relevant places and dedicated out pass is in practice to get permission from HOD and Principal to go out of our college/ to go home. The security in the main gate receives the out pass and makes necessary entry in the register.

Rules and regulations for the safety of hostellers are

displayed on hostel notice board and college website. Hospital facility, First aid box, fire alarm and fire extinguisher are provided.

### 3. Counseling

Each mentor has 10-12 students and specific issues related to mentee are identified and resolved. Every Friday, mentor-mentee meeting are conducted which helps them to come out of their issues like stage fear, inferiority complex, depression and other issues are revealed personally to the mentors.

### 4. Common Room

Our college has separate common room both for girls and boys. The common rooms having essential facilities like first aid box, cot, mirror etc. Napkin incinerator is kept in girls rest room.

| File Description  | Documents  |
|---|--|
| Annual gender sensitization action plan   | <p><a href="#">1. Guest Lecture on Exercise and Physical Activity Ideas - Women's Health - 18.09.2020 - Dr.R.Latha, Professor &amp; Head, Department of ECE, HKBK College of Engineering, Bangalore.</a></p> <p><a href="#">2. Career awareness program on Women's Entrepreneurship Development - 16.12.2020 - Mrs.J.Christy Subathra, Correspondent, Crea Children's Academy, Matriculation Higher Secondary School, Nagamangalam, Tiruchirappalli.</a></p> <p><a href="#">3. Legal awareness imperative for women's rights' - 07.01.2021 - Mrs.B.Gayathri Devi, Assistant Professor, Department of EEE, Mookambigai College of Engineering, Pudukkottai.</a></p> <p><a href="#">4. An awareness program on "Cleanliness and Hygiene" - 08.03.2021- Dr.S.Suba, Professor, Department of Women Studies, Bharathidasan University, Tiruchirappalli.</a></p> |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | <b>Nil</b>   |

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

**B. Any 3 of the above**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | <b>No File Uploaded</b>   |

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

## system Hazardous chemicals and radioactive waste management

**Solid Waste Management**

Solid waste management means collecting, transporting, processing, recycling and monitoring of the waste materials. Solid waste such as food materials left out and papers in various forms are collected on a daily basis from class rooms, staff rooms, laboratories, canteen, etc. Biodegradable wastes are collected and dumped in pits excavated for this purpose inside the campus and allowed to decompose and used as manure for gardening. The recyclable wastes are collected and supplied to the local recycling vendors. One side used papers are re-used by the faculty members for internal works. Sanitary napkins are disposed of using incineration process.

**Liquid Waste Management**

Liquid wastes mainly consist of waste water from kitchen, hostel, bath rooms and laboratories. The solid material present in the silage is mechanically removed through metal screening. Solid waste is cleaned and the remaining water is diverted to the nearby garden and field.

**Waste water Recycling**

The contaminant water filtered out from the treated water from our RO plant is diverted to our nearby garden and field.

**E-waste Management**

The computers, printers, laboratory equipment etc. are periodically serviced and maintained properly. Once sufficient quantities of e-wastes are collected, it will be sold periodically to authorized vendors. Some parts capable of working are collected and assembled to recreate into a working system.



| File Description  | Documents                 |
|---|---------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | No File Uploaded          |
| Geo tagged photographs of the facilities  | <a href="#">View File</a> |

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

**B. Any 3 of the above**

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | No File Uploaded          |

**7.1.5 - Green campus initiatives include**

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

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

**A. Any 4 or All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities                       | <a href="#">View File</a> |
| Various policy documents / decisions circulated for implementation | <a href="#">View File</a> |
| Any other relevant documents                                       | No File Uploaded          |

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

|   |                                     |
|---|-------------------------------------|
| <p><b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b></p> | <p><b>C. Any 2 of the above</b></p> |
|---|-------------------------------------|

| File Description  | Documents                 |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | <a href="#">View File</a> |
| Certification by the auditing agency                                      | <b>No File Uploaded</b>   |
| Certificates of the awards received                                       | <b>No File Uploaded</b>   |
| Any other relevant information  | <a href="#">View File</a> |

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

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| Policy documents and information brochures on the support to be provided | <b>No File Uploaded</b>   |
| Details of the Software procured for providing the assistance            | <a href="#">View File</a> |
| Any other relevant information   | <b>No File Uploaded</b>   |

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

1. Developing broad mindedness, good attitude, social and public behavior are inculcated among students by our one day program on "Attitude"
2. Blood donation is organized twice in a year for our Government hospitals to develop the habit of helping people who are in medical need.
3. Saplings plantation is being practiced in all possible programs as the first agenda to inculcate the awareness on maintaining green environment.
4. Cultural programs are organized during annual day and other festival times to explore and develop students' talents.
5. "Free lunch" is distributed daily to nearly 4,000 people nearby our college for 42 days during COVID pandemic period from April to May 2020
6. A session on "Higher education to plus two students" is conducted every year for our nearby village students to give awareness on various courses available and its prospects, including scholarships availability.
7. A session on "Voter awareness and enrollment" program was conducted for our nearby village people in which new voters are identified and enrolled.
8. Pongal festival, Pooja festival and other regional festivals are celebrated to impart the importance such festivals.
9. More than 10 COVID awareness and vaccination camps are organized for our students, teachers and our nearby people.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

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

1. A session on "Attitude" is addressed to our students to impart the benefits of studies, effects of being

uneducated, social and public behavior.

2. During bridge course, legal awareness, bank loans, scholarships, health and hygiene, fire and safety, Human values and ethics, Environment sustainability are imparted by various resource persons.
3. Students are compulsorily invited to attend and participate in Independence day and Republic day events such as march past, patriotic songs, patriotic poetry, remembering national leaders, knowledge about our constitution delivered by the Chief Guest.
4. Students are involved in saplings plantation whenever done inside and outside our college.
5. Free lunch distribution for poor people during COVID pandemic lockdown period, flood relief materials collection and distribution works, blood donation camps are involved by our students
6. Environmental Engineering, Professional ethics, Air Pollution, Waste water management are some of the courses taught to the students.
7. Voter's awareness rally is conducted to promote 100% voting and impart the importance of performing the constitutional duty.

| File Description   | Documents   |
|--|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <a href="https://www.igceng.com/_files/ugd/228e678e4da3f1fb694247bebf1b70ec2c8000.pdf">https://www.igceng.com/_files/ugd/228e678e4da3f1fb694247bebf1b70ec2c8000.pdf</a> |
| Any other relevant information   | Nil   |

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

**4. Annual awareness programmes on Code of Conduct are organized**

A. All of the above

| File Description   | Documents                 |
|--|---------------------------|
| Code of ethics policy document   | <a href="#">View File</a> |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

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

1. Our students celebrates Dr. APJ Abdul Kalam's birth anniversary on 15th October every year. On this day, students stay in front of the photograph, take oath and his famous, life changing quotes were uttered by students one by one followed by saplings plantations and variety programs
2. Our students organize teacher's day celebration on 5th September on every year. They invite and honor them by presenting them with gifts and greeting cards. Cultural programmes will be staged by students to honour the teachers.
3. Gandhi Jayanti is celebrated on 2nd October every year. Students will disguise the physical appearance of Mahatma Gandhi for kind remembrance and his significant role in Indian independence will be delivered as speech.
4. Our students celebrates Independence Day and Republic day by hoisting our National flag followed by special events such as Patriotic song, dance and poetry. Army officers, Police Officers and doctors are invited as Chief Guest.
5. Engineers' Day is celebrated on 15th September every year with student's speech on "Bharath Rathna" Sir M Visvesvaraya, who was the first Engineer of our nation. On this day, competitions such as Technical Quiz, Essay writing and Elocution are conducted.
6. The students pay their homage army officials who sacrifice their lives for the well being and calmness of the country.

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events  | <a href="#">View File</a> |
| Any other relevant information  | No File Uploaded          |

## 7.2 - Best Practices

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

### Best Practice-1

1. Title of the Practice  
Skill based training

2. Objectives of the Practice

1. To identify various passions and skills among students
2. To segregate quick learners and slow learners
3. To cater the needs of the students
4. To train the students in all possible aspects to be readily employable
5. To make the students to get pass marks and get degree comfortably

3. The Context

Students admitted in our College are heterogeneous, in which some students could grasp the lessons easily while others lag behind in their understanding the subjects. In order to treat all the students uniformly, if we start giving co-curricular aspects of training along with curriculum, the slow learners will struggle. If we revision and coaching, the quick learners

may feel underestimated. So, in order to cater the needs of the students, it is mandatory to segregate students into quick learners and slow learners to given what they require. At any point of time, if a slow learner starts performing in the tests, the student may be allowed to be in quick learners' group.

#### 4. The Practice

The students are segregated into quick learners and slow learners based on the results of previous end semester examination. A student failed even in one subject will be grouped in slow learners while other will be grouped in quick learners. Normally, classes gets over by 4.00 pm and the time between 4.00 pm and 5.00 pm is termed as SCC/CCA session. SCC is Special Coaching Class and CCA is Co-Curricular Activities.

SCC/CCA will be conducted on all working days between 4.00 pm and 5.00 pm. Slow learners will be one 13 marks question and two 2 marks questions to study for first half-an hour and allowed to write the same answer as test during the next half-an hour. By this way, slow learners will be trained to study the subject little by little in each subject and paves way to get pass mark in the ensuing end semester examination, which is their primary target.

At the same time, quick learners will be assembled in a separate class room or lab, where they will be trained in aptitude, group discussion, interview practice, GATE coaching, English proficiency, Communication skills, certificate course, and other requirements of students' choice. Those talents are allowed to develop after 5.00 pm. Apart from this, in order to train the students of SCC with CCA, a special session called 'TATS' (Technical Aptitude Training Session) is incorporated in the time table itself for the benefit of the slow learners. This session will be handled by a teacher unlike CCA.

#### 5. Evidence of Success

At present, students are not showing that much interest in studying. They are heavily deviated by the use of mobile phones and its social media. Parents of such students are also not forcing them to concentrate on studies. This is the main reason

for their lack of interest in their studies. This mentality is gradually changed during SCC class and made them to understand the importance of studies and students has changed from adapting to studies rather being idle.

On the other hand, students who underwent CCA are trained well and could able to face society with clear mind. Now the students could fetch job in top companies like TCS, CTS, INFOSYS in the pooled off-campus drive conducted by Anna University. Evidence is that more number of our college students gets placed in off-campus interview process conducted by other colleges in recent years.

Inclusion of TATS in the regular time table has changed the slow learners to get placements in small companies, for which they are happy about that. Parents also felt happy about their son/ daughter who rose up to better position when compared to how they are when they are admitted in the first year.

#### 6. Problems encountered and Resources required

The main problem encountered in implementing the SCC/CCA scheme is possibilities of demotivation among slow learners that they are separated from other. Even though faculty members explain the importance attending SCC for slow learners, still the problem persists. In order to overcome this issue, a provision is given for slow learners to move to CCA classes, if they get pass marks in all the courses in their ensuing test conducted by the exam cell.

On the other hand, the resources required to conduct CCA classes for quick learners is the availability of class rooms. Since the entire college strength is divided into two groups, there is scarcity in class rooms. But this deficiency is easily sort out by utilizing the labs and seminar halls to conduct CCA classes. In some cases, while teaching communications skills and English, instead of students, it is felt that teachers may handle such classes. So teachers have to prepare themselves to teach English and communication skills.

#### 7. Notes (Optional)



The best practice that has to be implemented in our college is to train the students for placements from their second year onwards. English proficiency and communications skills have to be imparted from the first year onwards to get the other talents easily.

## Best Practice-2

1. Title of the Practice : Standard formats for all requirements

2. Objectives of the Practice

1. To maintain uniform format and procedure
2. To develop discipline in record maintenance
3. To inculcate the habit of following a standard procedure
4. To educate the way of creating a format for any requirement
5. To indirectly educate the practice of writing in good English

3. The Context

Before the introduction of standard formats for all requirements four years ago, students and faculty members submit their request letter for their various requirements in the paper torn from their notebook. The English was very poor and sometimes mislead their request. Similarly, faculty members prepared result analysis in different format, which cannot be understood uniformly. Considering all these difficulties of the students and faculty members, the Principal prepared standard formats for all the requirements. Most of the formats are made available in the website for easy download and also made available in the College Stationery.

#### 4. The Practice

The following formats were prepared for use of students and faculty members.

1. Own Vehicle Permission letter
2. I Year Scholarship
3. Attendance Shortage intimation & Undertaking
4. Coaching Class undertaking
5. Joining Report (for staff members)
6. Job Placement Requisition
7. Industrial Visit permission letter
8. Scholarship Cancel undertaking
9. Company training Undertaking
10. Day Scholar Out Pass
11. College Bus Rules and application
12. College Hostel Rules and application
13. Hostel Out Pass
14. Progress Report-Students
15. No Dues Certificate (for staff members)
16. College Bus: Instruction to staff members
17. Security person: Instructions
18. Deputy Warden Instructions
19. House Keeping Monthly Report
20. Alumni Registration
21. T.C. Request Letter
22. Passport verification Letter
23. Education loan letter
24. Symposium/Seminar/Workshop OD letter
25. Survey Camp letter
26. Industrial Visit permission letter
27. First Generation Graduate letter
28. Fees Letter & mobile phone disaster reminder to parents
29. IQAC permission requisition
30. Result analysis format
31. Self-Appraisal Report
32. Students' feedback
33. Parents' meeting format
34. Committee format
35. Minutes of the meeting format
  
36. Monthly Progress Report-Faculty members
37. Teacher's profile for recruitment

Writing an official letter is an art and that should claim what is required directly in a polite manner. Our students studied

their schooling in Tamil and mostly first graduates coming from rural areas. Most of the letters written by students conveys information to the higher authority rather than request for permission and most of the time the content mislead their request. If it is allowed at this stage, then they may continue the same in their career which may go wrong. In order to curtail this and to educate the way of writing letter, formats are prepared and given to students to train them in writing letter in good English. This is our first attempt and got success in that. Secondly, the information required to consider a request for approval is lacking. Hence, formats are prepared for various requirements and the details requested are preprinted. Now by answering those demand, one can easily get approval for what the student wants. For example, if a student wants college bus pass, the student need to give certain details like boarding place, address, route number, fee prescribed, fee paid, parent's acceptance etc. This is formatted in a simple application and some instructions to be followed while travelling in the college bus are given on the reverse side of the application. The second success is that our students are educated to prepare format.

#### 5. Evidence of Success

The purpose of introducing various formats (nearly 37 formats) is to learn the art of writing letters to higher officials to achieve what they want and providing sufficient information for approval in a standard format. In order to achieve the said objectives, 37 formats are made available in the website for easy download and also made available in the College stationery. Now the students write request letters in good English. Even though they are copying the letter contents from the given format, the practice of writing the formatted letter again and again will enable them to write other letters in the same manner without any mistakes which was done earlier. Secondly, the contents required to consider for approval a request is also educated through various formats.

The evidence of success is that, now our students are following a uniform format and procedure, developed the discipline of

record maintenance, developed the habit of following a uniform standard procedure, learnt the way of creating a format for any requirements, and also practiced writing in good English. These evidences are clearly seen in the students while they organise symposium, workshops, various events like Independence Day, Republic day, Annual day and other events.

#### 6. Problems encountered and Resources required

If any new procedure is implemented in the College, it will be difficult to reach all the students and faculty members, even though circulars are sent. Though formats are available, there are few who still follow their own style neglecting the current procedure. Second thing is that formats should be always available in stationery to avoid deviation in our attempts. Particularly, teachers knowingly or unknowingly change the format which initiates deviation and finally reaches an entirely different format when compared to the original format. In such cases, pdf files are uploaded in the website instead of word file.

The resource required to create formats is the time for the Principal to create various formats. Second, system administrator is required to upload all the given formats in the suitable space in the website. Third is to ensure the availability of the formats in the stationery whenever required for the students and faculty members.

#### 7. Notes (Optional)

The best practice that has to be implemented in our college is to involve in research, guiding quality students' project for possible publication, make use of funding agencies like Institute of Engineers (IE-I), Tamil Nadu State Council for Science and Technology (TNSCST) for getting funds to do students projects. Faculty members should undergo courses from NPTEL and also encourage students to do so.

| File Description                            | Documents   |
|---|---|
| Best practices in the Institutional website | <a href="https://www.igceng.com/_files/ugd/228e67e92ce59fe88a47a4b2e6b42125263683.pdf">https://www.igceng.com/_files/ugd/228e67e92ce59fe88a47a4b2e6b42125263683.pdf</a> |
| Any other relevant information              | Nil   |

### 7.3 - Institutional Distinctiveness

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

Our "Strategy of Coaching" is the one of the areas distinctive to our priority and thrust.

1. Bridge course is conducted on English proficiency, Communication skills, Attitude, Health and Hygiene, Fire & Safety, Police rules, Scholarship details, Banking loan details, developing memory, Motivation to study and importance of studies.
2. Spoken English is imparted during the last period on daily basis.
3. Teachers handling first period in a day shall explain the meaning of English word to improve students' vocabulary
4. All our students are encouraged to participate in stage events to get rid of stage fear and improve communication skills.
5. Industrial visits are arranged once in a year to understand the industrial scenario
6. Students shall attend workshops conducted by other colleges to develop their technical knowledge, observe presentation and communication skills.
7. Special Coaching Class for Slow learners and Co-Curricular Activities for quick learners are our successful initiative.
8. Vigorous coaching is given before all University exams.
9. Coaching is given even for arrear papers improved our graduates' percentage.
10. Weekly attendance status is updated to the students to avoid lack of attendance.
11. The practice of internal squad duty for our internal test resulted in zero malpractices reported in University exams.

12. A session describing the exam related Do's and Don'ts and exam myths are very clearly explained to the I Year students every year by the Principal.

| File Description                             | Documents                 |
|--|---------------------------|
| Appropriate web in the Institutional website | <a href="#">View File</a> |
| Any other relevant information               | No File Uploaded          |

### 7.3.2 - Plan of action for the next academic year

- To prepare and apply for NBA for at least three departments.
- To apply for National Institute Ranking Framework (NIRF)
- To apply and get approval for new emerging courses in Engineering like Agriculture Engineering, Automaton and Robotics, Artificial Intelligence and Data Science, AI and Machine Learning from AICTE and Anna University.
- To apply and get funded projects from Government Funding Agency at least one per department.
- To apply and get funded programmes like FDP, seminar/workshop/conference like TNSCST, Anna University, AICTE etc.
- To guide the students to get funded projects from Government/Non-Government agencies like TNSCST, IE-I etc.
- To prepare and get approval for new value added courses from Centre for Academic Courses, Anna University
- To concentrate more on placements, entrepreneurship, higher education and competitive examinations for students.
- To encourage more number of faculty members to apply for Ph.D.
- To encourage students and faculty members for research article publication and patents
- To begin soft skills and placement training from second year onwards.
- To conduct more number of hands on training workshops from I year onwards.
- To conduct more number of programmes under extension activities.