

The Annual Quality Assurance Report (AQAR) of the IQAC 2013-2014



Submitted by

Internal Quality Assurance Cell [IQAC]

SNS COLLEGE OF TECHNOLOGY

Accredited by NAAC-UGC with 'A' Grade

COIMBATORE-641 035, TAMIL NADU

Submitted to



National Assessment and Accreditation Council

An Autonomous Institute of the University Grants Commission

P. O. Box No. 1075, Nagarbhavi, Bangalore - 560 072

Karnataka, INDIA

The Annual Quality Assurance Report (AQAR) of the IQAC

2013-2014

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

SNS COLLEGE OF TECHNOLOGY

1.2 Address Line 1

SATHY ROAD, NH 209, VAZHIYAMPALAYAM

Address Line 2

SARAVANAMPATTI POST

City/Town

COIMBATORE

State

TAMIL NADU

Pin Code

641 035

Institution e-mail address

snsct@snsgroups.com

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Name of the IQAC Co-ordinator:

Dr.L.M.NITHYA

Mobile:

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IQAC e-mail address:

iqac@snsct.org

1.3 NAAC Track ID (For ex. MHCOGN 18879):

07254

1.4 Website address:

www.snsct.org

Web-link of the AQAR:

http://www.snsct.org/sites/default/files/basic_page_attachments/SNSCT%20IQAC%20AQAR%2013-14.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.02	2012	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

15.09.2012

1.7 AQAR for the year (for example 2010-11)

2013-2014

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. **AQAR 2012-2013 Submitted to NAAC on 05/11/2013**

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

-

1.11 Name of the Affiliating University (for the Colleges)

Anna University, Chennai

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt./ University

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="14"/>						
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>						
2.3 No. of students	<input type="text" value="0"/>						
2.4 No. of Management representatives	<input type="text" value="5"/>						
2.5 No. of Alumni	<input type="text" value="0"/>						
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>						
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>						
2.8 No. of other External Experts	<input type="text" value="2"/>						
2.9 Total No. of members	<input type="text" value="23"/>						
2.10 No. of IQAC meetings held	<input type="text" value="4"/>						
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="1"/> Faculty <input type="text" value="✓"/>						
Non-Teaching Staff	<input type="text" value="✓"/>	Students	<input type="text" value="✓"/>	Alumni	<input type="text" value="✓"/>	Others	<input type="text" value="✓"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/>	No <input type="text" value="✓"/>					
If yes, mention the amount	<input type="text" value="-"/>						

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

Effective Implementation of IQAC, Mentoring the Mentors

2.14 Significant Activities and contributions made by IQAC

- The main activity being formulation of plan of action and ensuring the execution of project
- Improved the Graduation Results & University Ranks
- Enhanced employability by implementing personality development programs, value added certificate courses & pre-placement training program for the students
- Established linkages with Industries
- Career Guidance and Placement Cell strengthened
- Upgraded library by subscription to e-journals (IEEE)
- More avenues for students to engage in community services
- Sensitizing students to ecological and environmental issues
- Publication of Journals of international standards
- Seminars, conferences and invited talks arranged for students & Faculty members
- Conduction of Faculty development programme every year
- Governing council meeting held on a regular basis with members of the committee as a part of Academic Review activity
- Internal IQAC Academic Audit

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Improve the academic results and Placement	Graduation rate of 85 % with 49 University Ranks
Conduct national level seminars/conferences/workshops by all departments.	Conducted by all the departments
Apply for funds to organize events	Applied and received the grants worth of [Rs. 14,70,000]
Energize the activities of all the clubs and forums in the college.	All the clubs are conducting events periodically
Complete the Construction work of the separate amenities block	Amenities block construction completed
Quality enhancement programmes to students, teachers and administrative staffs.	Conducted the programmes
Start the Act on Dream Club(AOD) and involve all the students in the activities.	AOD was effectively implemented by the students of III & IV Year
Implement Youth Parliament during this year.	Youth Parliament was formed and started its activities

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Management approved the AQAR after a detailed discussion with college authorities and formal sanction was given. They also suggested to strengthen the areas of Placement, Industry Interaction and consultancy works.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	6		6	
PG	11		11	
UG	10		10	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	27		27	
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

- Autonomous System hence flexibility in altering curriculum to meet the industry requirements and new technologies.
- Elective options are available

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	27
Trimester	0
Annual	0

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The regulations, curriculum and the syllabi were revised. In the revised curriculum more emphasis is given for continuous assessment. In order to prepare the students to face the selection process of various companies, career development programmes were incorporated in the regular curriculum itself. The U.G curriculum consists of four career development programmes. Three programmes will deal with aptitude and soft skills. The fourth one will be branch specific. Implant training is part of curriculum and every student is expected to undergo at least one inplant training.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

B.E Automobile Engineering started during this academic year 2013-2014 with an approved intake of 60.

Automobile Engineering is a branch of engineering discipline which studies the operating principles of the automobiles by incorporating various elements of engineering such as mechanical, electrical, electronic, software and safety engineering. The study of automotive engineering is to design, develop, fabricate, and testing vehicles or vehicle components from the concept stage to production stage. Production, development, and manufacturing are the three major functions in this field.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
273	238	17	18	0

2.2 No. of permanent faculty with Ph.D.

24

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
32	0	1	0	6	0	-	-	39	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	42	30	0
Presented papers	65	69	0
Resource Persons	1	27	0

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Faculty members have been sincerely endeavouring to introduce innovative teaching approaches ever since the College has become autonomous by amalgamating theoretical knowledge with practical approaches.
- Use of ICT in teaching learning process
- Establishing the Lesson plan for every subject well before the commencement of each semester along with the course hand outs which are made available to all students on the start of the academic year
- Teacher's study materials [soft copy-power point/PDF presentation] are shared with students
- Teaching faculty and students are encouraged to use latest technology such as LCD, internet, NPTEL videos etc., in the teaching learning process
- Departments are provided with LAPTOPS by the management to support ICT

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

The question papers are set by experienced faculty members and valuation is done by only external faculty members. The U.G question paper consists of three sections out of which one section contains ten multiple choice questions to test the thinking / reasoning capability of the students. Dummy number system is followed during valuation to hide the identity of students. Results are processed through software and the results are published before commencement of the next semester.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

52

234

-

2.10 Average percentage of attendance of students

90%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BE AERO	37	1	36	-	0	70
BE CIVIL	49	10	34	5	0	77
B.E CSE	110	19	90	1	0	87
M.E CSE	18	10	8	0	0	100
M.E SE	18	9	9	0	0	100
B.E (EEE)	48	8	39	1	0	74
M.E(PSE)	16	3	13	-	0	94
M.E(VLSI)	19	3	16	-	0	95
M.E(CS)	19	4	15	-	0	100
B.E ECE	101	11	84	6	0	80
B.E MECH	50	6	44	0	0	81
B.Tech. IT	51	0	48	-	0	81
M.Tech.IT	18	7	11	-	0	100
M.E-CCE	18	1	17	-	0	100

MBA	49	8	41	-	0	84
MCA	55	19	33	3	0	98

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- IQAC assists the college in preparing Academic Plan every year
- It publishes “ Handbook & Academic Calendar” each year and issues to all the faculty and students incorporating the Academic Plan in it
- Faculty Development Programmes and orientation programmes are arranged for enhancing professional competency and teaching skills of the faculty.
- It ensures that the Departments provide course outline and course schedule to the students prior to the commencement of the academic session.
- Apart from traditional lecture method of teaching, the IQAC advocates student centric learning - a process in which group discussions, interactive session, seminars , articles / book review, conducting various academic related activities , extension activities, each students, participation in skill development programmes, learning value/ ethics based courses etc., are involved.
- The use of ICT, e-learning, e-books on-line journals, software meant for teaching are the latest technologies in operation at the initiatives of IQAC.
- The college adopts mentor/ tutor system to look after the learning capabilities of students individually.
- Feedback system is adopted to evaluate the teachers performance by students / alumni.
- Student’s performance is evaluated through Internal Assessment Exam [IAE] and End semester Examinations and students Grievance if any is fully addressed by means of well established mechanism.
- The monitoring system in respect of teaching, learning and evaluation is manifold such as, IQAC, feedback from stakeholders, Management Review , Internal Audit by IQAC and ISO surveillance Audit by external agency .

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	81
Summer / Winter schools, Workshops, etc.	207
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	33	0	3	0
Technical Staff	52	0	9	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Research and Development cell is effectively functioning and it meets periodically to discuss current research trends & issues.
- The above committee also functions as a Research Forum wherein the faculty members also present their research papers followed by discussions.
- Motivating the faculty for writing and publishing research related articles and to undertake sponsored research programmes /projects supported by different funding agencies such as DST, CSIR, etc.,.
- On duty leave granted to the faculty for attending professional Seminars, Conferences, and Workshops etc.
- As per suggestion of IQAC, the departments arrange Guest lectures / seminars on themes related to Research and its Methodologies.
- Incentive of Rs.1500 /-and Rs 1000/- is given to faculty members who publish papers in International and National referred journals.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	2	-	3
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	0	0	4
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	215	6	0
Non-Peer Review Journals	0	0	0
e-Journals	215	6	0
Conference proceedings	215	6	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	9	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
6	3	3	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="34"/>	State level	<input type="text" value="5"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="2"/>	State level	<input type="text" value="3"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="5"/>	YRC & RRC	<input type="text" value="4"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Seven days special camp in ooraikalpalayam village, during the academic year 2013-2014.
- Three days trucking camp at angade instittue of natural history at kodaikkanal.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (Sq. M)	52339	1002	Trust	53341
Class rooms (Sq. M)	6271	517	Trust	6788
Laboratories (Sq. M)	8211	347	Trust	8558
Seminar Halls (Sq. M)	1771	138	Trust	1909
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	11	26	Trust	37
Value of the equipment purchased during the year (Rs. in Lakhs)		8253024.96	Trust	
Others	-	-	-	-

4.2 Computerization of administration and library

- College Office, Office of the controller of Examinations, Library and the entire administrative processes are completely computerized and interlinked with LAN connection.
- Wi-fi enabled campus
- OPAC software is installed in the library
- University correspondence is in digitalized mode (Online Entry of Internal Marks and Attendance)
- E-journals facility
- Parent intimation through online system

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13555	3662968	533	22556	14088	3888524
Reference Books	25179	6826540	991	418891	26170	7245431
e-Books	-	-	-	-	-	-
Journals	291	313275	136	311480	427	624755
e-Journals	3277	453680	235	382000	3512	835680
Digital Database	1	11500	1	11500	2	23000
CD & Video	115	-	2482	-	2597	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	1102	210	16	3	21	16	9	
Added	176	2	2	0	2	4	2	
Total	1278	23	18	3	23	20	11	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Computer and internet facility round the clock
- Internet access in boys and Girls hostel after 5:00pm
- Wi-Fi Enabled Campus
- Value added Course relevant to their subjects
- Faculty Development Programmes and workshops in emerging area [Big Data, Hadoop, Cloud Computing, E-Governance etc] for faculty and students.
- Skill up gradation programme for technical faculty.

4.6 Amount spent on maintenance in lakhs :

i) ICT	8.94
ii) Campus Infrastructure and facilities	34.98
iii) Equipments	5.17
iv) Others	6.65
Total :	55.74

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC renders information and support that the students and the alumni need.. It also ensures that the students are provided with skills and competencies needed for successful competition in the employment market.

IQAC creates awareness about Student Support Services through

- Orientation programmes [First 2 Weeks]
- Class committee / Representative meetings
- Information display on website / notice board.
- Tutor Ward Meetings
- Grievance Redressal Cell mechanisms.

5.2 Efforts made by the institution for tracking the progression

- ❖ Each department maintains records related to programme – Admission, Success rate, percentage of students progressing to higher education or employment etc.
- ❖ Tracking the progression is done by:
 - Regular observation
 - Regular meetings/monitoring
 - Faculty involvement through counselling system.
 - Regular feedback from students

5.3 (a) Total Number of students

UG	PG	Ph.D	Others
3070	577	4	0

(b) No. of students outside the state

64

(c) No. of international students

0

Men	No	%	Women	No	%
	0	0		0	0

No	%
0	0

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
-	-	-	-	-	-	-	-	-	-	-	-

Demand ratio - 88% Dropout % - 5%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- The Training and placement cell is providing coaching to various competitive exams such as Banks PO, GATE, TOFEL, GRE and certification examinations.
- The Quantitative Aptitude and Logical Reasoning has been made mandatory for all students.
- The Materials required to prepare for competitive examinations are purchased and made available to the students in the library.
- Journals / Magazines related to competitive examinations are kept in the library.

No. of students beneficiaries

All Final Years

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

A separate counselor is allotted to each student.

No. of Students per counselor/Tutor - 25

- Mode - Personal Meeting
- Reporting - Monthly Report to the Head of Departments.
- Area – Academic, Personal problem, Grievances and Motivation for better performance

A separate training and placement cell is established for career guidance

No. of students benefitted

All Students

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
32	432	187	51

5.8 Details of gender sensitization programmes

Women's cell and the SNSCT College culture play a major role in bringing revolutionary changes in the college and society. Girls are trained to take a lead role. It promotes gender equity and gender integration.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	35	4,23,750
Financial support from government	786	49,07,240
Financial support from other sources	359	89,75,000
Number of students who received	-	-

International/ National recognitions		
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5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

SNS College of Technology aspires to be an internationally recognized, Premier Engineering College, renowned for its excellence in Technical Education, ultimately becoming a model for other Institutions by producing world class technocrats.

MISSION

- To offer highly commendable engineering education that will be always relevant and beneficial to the society.
- To mould energetic and vibrant entrepreneurs & skilled technocrats to strengthen the industrial world.
- To shape worthy and perfect citizens imbibing moral, social and ethical values.
- To provide ample opportunities and conducive environment to the staff to improve their skills and acumen in teaching, research and consultancy activities.
- To contribute to the advancement of knowledge, the social cohesion and the quality of life not only in Tamil Nadu but also all over the world.

6.2 Does the Institution has a management Information System

Yes. The College has a full-fledged Management information system for the Academic and administrative functioning of the college. The administrative system in the college is fully automated with appropriate software and all information on student admission, examinations, marks, fee payments, etc is available for timely decision making and actions. The College library is also automated and the information regarding availability of books, issue details, etc is available to the students and staff at finger tips. An online public access catalogue (OPAC) is implemented to enable the students for speedy and convenient access to the library catalogue.

All the academic and administrative issues are deliberated and discussed in the appropriate body / Committees. The deliberations are properly minuted and the decisions implemented at all levels in the form of proceedings, rules and regulations and policies. All relevant information about the college is published on the college website for reference.

Some forms of MIS are

Daily Absent Report (Staff & Students)

One Page Monthly Report

IQAC Monthly Presentation

Management Review Meetings

Budget Meetings

IQAC Quarterly Meetings

Semester Progress Report

Annual Report

Governing Council

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Quality curriculum is developed taking into account the views of all stakeholders students, alumni, subject experts, faculty expertise and industrial experts. Industry based curriculum with societal impact is the key point in developing the curriculum. In an affiliating system there is limited flexibility for innovative curricular designing. However the colleges involves in the process indirectly as and when the faculty members are elected to various Academic Bodies. From 2013-2014 onwards the college has become autonomous and Credit based Semester System was introduced. All the teachers of the college have actively participated in the syllabus framing process. 5-6 members of each department of the college played their role as members of the Board of Studies. During the course of the academic year many of the departments contributed substantially to introduce innovation in curricular design.

6.3.2 Teaching and Learning

- Adopting **interactive method, project-based learning, computer-assisted learning, experiential learning, Centric learning, seminars, guest lectures, group discussions** to make teaching and learning as efficient and effective process.
- Use of teaching aids like OHP and LCD Projector in addition to Conventional lecture method.

- Web based learning and Visual class rooms are used to enrich their knowledge in latest Technologies.
- Providing practical experience by way of hands on training, mini projects and additional lab experiments beyond the syllabus.
- Providing Internet facilities during college hours and beyond to have exposure to latest trends.
- Arranging guest lecturers by inviting experts from Industries, Research Organizations and Educational Institutions in the emerging field to enable the staff and students to learn new technologies.
- Interaction sessions are arranged with people from Industries to have a clear idea regarding the industrial needs.
- Encouraging the learners to ask questions during teaching process (Learn by Queries) in order to clear the doubts while grasping the subject.
- Submitting assignments / Innovative works on various topics.
- Conducting seminars and presenting papers in the class, provides platform for discussion among the learners.
- Visiting Industries, Exhibitions, Trade Fairs etc., helps to enhance their knowledge.
- Participating and presenting papers in symposiums, Conferences, Displaying their Project etc., helps to exhibit their talents.
- Arranging Professional Trainers from reputed organization to develop their aptitude, communication, personality development and other soft skills.
- Identifying the slow learners and adopting remedial measures to improve their learning skill.
- Counseling and motivation are done for the needy students to make them better.
- Coaching is given for respective students to prepare for competitive examinations.
- Practical knowledge assessed by means of conducting practical examinations are evaluated by Internal and External examiners.
- Language Laboratory has been effectively used to improve the Communication skills and on-line tests are conducted for evaluation.

6.3.3 Examination and Evaluation

All components in any programme of study are evaluated continuously through internal assessment and an external assessment. Internal assessment is done throughout semester in the form of Internal assessment examinations and assignments. External evaluation is done at the end of semester in the form of end examination.

Question paper setters for end examination are from outside the college. Subject experts from our institute prepare the scheme of evaluation, giving guidelines for the examiners for distribution of marks for different points in the question. In case of numerical problems, solution of the problems with distribution of marks for different stages should be given in scheme of marking. Evaluation of answer scripts will be done by the external examiners from other colleges and universities.

The method of evaluation involves coding & decoding of answer scripts to ensure unbiased evaluation. Evaluation process is transparent. Institute communicates the outcome of the evaluation by publishing results on the internet through Institute website. Students shall be permitted to request for reevaluation of the end theory examination answer scripts within a stipulated period after announcement of the results. After reevaluation, records are updated with changes if any and the student will be issued a revised memorandum of marks.

Based on the credits and marks obtained by the student Semester Grade Point Average (SGPA) will be calculate for semester and Cumulative Grade Point Average (CCPA) will be calculated for entire program. Award of class will be finalized based on CGPA. A soft copy is sent to all departments and it can be used for clarification and result analysis.

6.3.4 Research and Development

- A separate Research and Development cell is functioning with a R & D Director.
- Efforts are being taken to obtain research projects, grants from funding agencies.
- Providing monetary incentives to the staff and students for presenting research papers in State. International, National level Seminar and Symposium.
- The Institution offers 50% of the registration fee with OD for faculty who are presenting the papers in national & International seminars.
- Rs. 1500 & 1000 cash award for paper presented in International and National Journals.
- Sharing of 40% of the consulting revenue to the consultancy team.
- Encouraging faculty to enhance their qualification [M.Phil/ Ph.D., programme]

Physical Infrastructure

SNSCT has sufficient infrastructures which includes, seminar Halls equipped with internet and projector with seating capacity of 200-7000 members Faculty rooms, Meeting rooms, Office , Class rooms ,Tutorial rooms, Boys common rooms, Girls common rooms, Laboratories equipped with necessary hardware and software, communication Laboratory, Research Laboratory , Library, Internet and wi-fi facility in the entire building.

The academic schedule is drawn at the beginning of the academic year itself in such a way that the available Air Conditioned Seminar Halls, Language Lab, Computer Centres, Hardware Labs, Audio Visual Rooms, LCDs, Play grounds, Gym, Digitalized Library, Dynamic Website, 24x7 Wi-Fi Campus, Controller of Examination Centre are utilized to the maximum extent by all the Departments without compromising the quality of service to the students.

Library

Printed books-titles: 11756, volumes: 40,258, Journals: 136 e-Journals: 235

Library Committee suggested a list of books based on interaction with the students and faculty members. This list was forwarded to concerning authority for sanction and purchase of books.

ICT Infrastructure

LCD projectors , Desktops, printers, Internet switches, Dot matrix printers, UPS, application software and systems software's

Sports

The institute has several sports facilities like Gym. Hall, Play grounds, carom boards, chess boards, badminton kits, cricket kit, TT kit, volleyball, football, etc. are available

6.3.6 Human Resource Management

A well established team manages Human Resource of the College. It is responsible for the attraction, selection, training, assessment, and rewarding of employees, while also overseeing organizational leadership and culture and ensuring compliance with employment and government laws. Proper care is taken in the selection process for keeping quality in the appointments. Staff sent for various types of training programme and workshops for enhancing their competence. Work distributed as per qualifications and experience of the staff. Incentive given to the staff.

The Governing Body is the supreme body which is headed by the Chairman of the Management Council. Two members of the Management (Correspondent and Secretary), UGC, University and the State Government Nominees, the Principal, Vice-Principal, Trustee, two External members as educationists and two Senior Professors of the College are the members. The Governing Body meets at least once in a year for providing valuable guidance in planning, organizing and execution of all academic and administrative activities.

The Principal of the College is the academic head of the Institution. He looks after the academic activities of the Institution and maintains a cordial relationship with the management and all stakeholders of Higher education.

6.3.7 Faculty and Staff recruitment

The faculty and staff recruitment is done on the basis of merit. The vacancies arising at different points of time are notified in news papers and applications are received. The candidates will be called for an interview through advertisement in regional/national newspapers, College Website and in response to their application for the posts submitted voluntarily.

- ▶ Constitution of the Selection Committee, consisting of the Members of the Management, Principal, HOD concerned and subject expert from outside.
- ▶ Conduct the interview paying importance to their aptitude, communication skill, interest in teaching profession, educational qualification, professional competency, subject knowledge etc.
- ▶ The College Committee will finally approve the selection and the Chairman will issue the appointment order to the selected candidate.

Qualification, eligibility criteria, pay scale are as per the AICTE & state government norms

6.3.8 Industry Interaction / Collaboration

- The Industry Institute Partnership Cell (IIPC) at SNSCT is intended to be the face of the institute to the industry. It aims to facilitate the process of close industry-institute interaction and actively promoting fresh avenues for the same. The Industry Institute Partnership Cell (IIPC) at SNSCT strives to enhance industry interaction with students and bridge the gap between academic and corporate world. IIPC invites entrepreneurs, executives and policy makers to address students thereby facilitating practical learning.
- Major events organized by the departments along with IIPC are,
 - Guest lectures
 - Industry visits
 - Inplant Trainings
 - Internships
 - Personality development and grooming sessions
 - Placement sessions
 - CEO Talk
 - MoU Signing
 - Industrial Projects

6.3.9 Admission of Students

The College ensures transparency in the admission process by strictly adhering to the guidelines issued by the AICTE, Govt. of Tamil Nadu , Directorate of Technical Education and Anna University.

In B.E./ B.Tech., 65% of seats are admitted through Counseling by Single Window System conducted by Anna University Chennai. Remaining 35% seats are admitted through Management Quota. Admission for Management Quota is done as per the procedure given by the Consortium of Self Financing Professional, Arts & Science Colleges in Tamil Nadu.

For PG Programmes such as MBA & MCA, 50 % seats are filled by Government Quota and the remaining 50% by Management Quota, in case of M.E/ M.Tech programmes out of 18 seats sanctioned 15 seats are filled by management quota and 3 seats by counseling.

Admission for Management quota is done as per the procedures of Consortium of Self Financing Professional, Arts & Science Colleges in Tamil Nadu.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Certificates of appreciation for producing 100% results in theory subjects and 85% and above results in analytical subjects in University examinations in the subjects handled. • Monetary incentives for publication / presentation of papers in peer-reviewed Journals and Conferences. • Granting permission for attending Conferences, Seminars, Workshops ,Faculty Development Programme , Summer /Winter school etc.[50% of registration fee] • Permission to register for doing M.E/ Ph.D., programmes to enhance their qualifications. • Some other benefits : <ul style="list-style-type: none"> Group medical insurance Medical leave facility On duty facility Provident fund ESI
Non – Teaching	<ul style="list-style-type: none"> ➤ ESI Contribution by the Management ➤ Group Insurance ➤ Concessional Transport Facility ➤ Medical leave facility
Students	<ul style="list-style-type: none"> ➤ Financial assistance to economically weaker students ➤ Merit Scholarship based on their academic performance ➤ Remission of Tuition fees for deserving ➤ Sports Concession in Tuition Fees ➤ Free Lap top / iPad to MCA/ MBA Students ➤ Best Student Award ➤ State/Central Government Scholarship facilities ➤ Support for getting Educational Bank Loan / Financial Assistance from Private Trust. ➤ Subsidized Bus Fare ➤ Group Insurance Scheme

6.5 Total corpus fund generated

5 Crore

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	IQAC
Administrative	Yes	K.S.Palanisamy & Co, Coimbatore	Yes	Mr.V.Vaidyanathan

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Multiple choice question are introduced
 Case studies are introduced for MBA programme
 Planning to introduce online tests for continues assessment.
 Students can get photo copy of answer sheets and apply for revaluation.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Anna University, Chennai has taken the following efforts to promote autonomy :

- Academic freedom in autonomous colleges by encouraging introduction of innovative academic programmes
- Facilitate new courses of study, subject to the required minimum number of hours of instruction, content and standards
- Permitting them to issue their own provisional, migration and other certificates
- To reduce work effort by university people and with depute various nominees of the university to serve in various committees of the autonomous colleges and get the feedback on their functioning
- Providing opportunity to conduct examination more innovatively
- Academic flexibility to the institute
- The University Reviews the functioning of autonomy once in three years.
- Nominates its representatives to the statutory bodies - Board of Studies, Academic Council and Governing Body.

6.11 Activities and support from the Alumni Association

- The alumni association has been established to have strong linkage
- They also make generous contribution for the development of the college and students.
- An alumni meeting is conducted every year in the month of March/April.
- They regularly interact with the students to create corporate awareness.
- Guest Lecture are conducted through alumni.
- Department wise meeting is also held at least once in a year.
- Assist the college in getting placement for the current students.
- Member of various bodies/committees of the college and contribute to Curriculum revision, Program Outcome revision etc.,.

6.12 Activities and support from the Parent – Teacher Association

- Parents suggest the ways and means for the development of the college during parents meeting.
- Co-operate with the staff for the regularity and discipline of the students.

6.13 Development programmes for support staff

- Encouraged to do higher studies in our college or outside.
- Training programmes are regularly conducted to improve their skills

6.14 Initiatives taken by the institution to make the campus eco-friendly

The college is lying on the lap of green and resplendent natural beauty with a variety of flora and fauna. The inmates of the college are very careful to keep the campus plastic free. Various clubs and forums are actively involved in the maintenance of ecological; balance in the campus. The initiatives that have been put in place to promote the concept of '**reduce, reuse and recycle**' contribute to protecting the environment. The institute have the following eco-friendly scenarios. They are

- Waste Segregation
- Water Recycling
- Rainwater Harvesting
- Replacing tube lights with CFC bulbs.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Payment of fees in instalment for the needy.
- Study notes uploaded
- Attendance intimation system for Parents
- Increased involvement of management members
- Enhanced collaboration with other local bodies
- Seminar Classes for all years
- Linguistics and Logical Ability Test from II Year – IV Year
- Redesigned website
- Inaugurated a Free Clinic for the Public

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

IQAC planned the objectives for current year (2013-14) and its progress was monitored through action taken report monthly from all concerned persons. In its meeting these action taken reports were discussed and correction was done appropriately whenever it was required

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Refer Annexure iii

7.4 Contribution to environmental awareness / protection

SNS College of Technology seeks to provide an education combining the generous arts, work and service with a strong commitment to environmental responsibility and cross-cultural understanding in a setting that promotes wisdom, spiritual growth and contribution to the common good.

The environmental degradation is arrested through

- ▶ Luxuriously grown trees
- ▶ Tree Planting whenever necessary
- ▶ Conservation of energy by replacing the tube lights with CFL bulbs,
- ▶ Turning off electricity in class rooms and hostels, and other places when sunlight is naturally available in plenty
- ▶ Prohibition of movement of vehicles inside the campus
- ▶ Water harvesting
- ▶ Use of solar energy
- ▶ Hazardous waste management
- ▶ Inclusion of a course on 'Environmental Studies' in the curriculum.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT

Strength

- ▶ Expanding Infrastructure with modern facilities and learning resources
- ▶ Well designed need based curriculum
- ▶ Development of research culture among the faculty and motivation for the research publications
- ▶ Impressive support services to students
- ▶ Participative Management System and eco-friendly initiatives

Weakness

- ▶ Students from rural background with low income and First Generation learners
- ▶ More Major Funded Projects to be obtained
- ▶ Research and Consultancy services to be enhanced
- ▶ Research publications with impact factor to be improved

Opportunity

- ▶ To introduce Inter Disciplinary courses
- ▶ To avail the maximum number of Funded Projects
- ▶ To develop foreign University tie-ups
- ▶ To introduce choice based credit system to students

Threats

- ▶ To meet the fierce competition in Higher Educational field
- ▶ Lack of qualified staff
- ▶ Sharp rise in expenditures
- ▶ Government regulations with regard to fee structure for students

8. Plans of institution for next year

1. Take steps for NBA Accreditation with Tier II system.
2. Conduct international seminars.
3. Energize the activities of all the clubs and forums in the college.
4. Equip the fitness centre with more equipment.
5. To achieve high standards in Research and Development
6. Collaboration with institution and industries to be strengthened

Name: Dr.L.M.NITHYA

Name Dr.S.CHENTHUR PANDIYAN

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____



**SNS COLLEGE OF TECHNOLOGY
COIMBATORE-35**



ACADEMIC SCHEDULE [ODD & EVEN SEMESTER]

Sl. No	Contents	Academic Year 2013-2014	
		ODD	EVEN
	Reopening of II, III & IV IT	III, IV IT- 03.07.2013, II IT- 10.07.2013	02.01.2014
	IA1	14.08.2013- 22.08.2013	13.02.2014- 19.02.2014
	IA2	18.09.2013- 24.09.2013	24.03.2014- 29.03.2014
	IA3	24.10.2013- 31.10.2013	10.04.2014- 19.04.2014
	Last Working Day	11.11.2013	24.04.2014
	Practical	04.11.2013	21.04.2014
	Theory	13.11.2013	26.04.2014

Sl. No	Contents	Academic Year 2013-2014	
		ODD	EVEN
	Reopening of I IT	02.08.2013	20.01.2014
	IA1	11.09.2013- 20.09.2013	13.02.2014- 19.02.2014
	IA2	24.10.2013- 31.10.2013	24.03.2014- 29.03.2014
	IA3	13.11.2013- 21.11.2013	05.05.2014- 12.05.2014
	Last Working Day	06.12.2013	16.05.2014
	Practical	25.11.2013	14.05.2014
	Theory	09.12.2013	19.05.2013

Stakeholder's Feedback Analysis

a. Feedback from alumni

Feedback on curriculum is obtained from Alumni, when they come to the college to get their original Certificates / Degrees on completion of the course and attend the Alumni Meet arranged by the department concerned periodically. Based on the feedback, the necessary recommendations are proposed in the Board of Studies for discussion and approval. Alumni are also a member in the Board of studies. The recommendations made by the alumni, subsequently discussed and approved by the BOS.

b. Feedback from Parents

During Parents' Meeting, parents meet the faculty to know about the academic performance, regularity, conduct and behaviour of their wards and they provide such information about the usefulness or suitability of the programme of their wards.

c. Feedback from Peers

The College gets feedback from the Subject Experts, Resource Persons, Members of Inspection Commission and External Examiner for conducting Viva-voce, Special invitees to the seminars, symposium and workshops arranged in the College campus to enrich the curriculum.

Based on the feedback, the necessary recommendations are proposed in the Board of Studies for discussion and approval. Some of the recommendations made by the Peer Team, subsequently discussed and approved by the Board of Studies.

d. Industrial Experts

Each Board of Studies is represented by a noted person from Industry. His / Her elucidations on the requirements of industry with regard to subject knowledge and skill are faithfully taken for consideration while revising / updating the curriculum.

Based on the feedback, the necessary recommendations are proposed in the Board of Studies for discussion and approval. Some of the recommendations made by the industrial experts subsequently discussed and approved by the Board of Studies.

BEST PRACTICES

BEST PRACTICE I

1. Title of the Practice

Management Review Meeting - A Monitoring Mechanism /MIS for Quality Enhancement and Excellence

2. Objectives of the Practice

The 'Management Committee' consists of the Chairman of SNS Institutions, the Correspondent, the Technical Director, Trustee of this Institution. The Management Committee meets the Principal, the Vice Principal and all the Heads of the Departments atleast once in a semester to discuss and deliberate all the academic and administrative aspects for the development of the College.

A one page monthly report is also submitted to the management by all the HoDs and Principal.

The Management Committee on the one hand and the Principal, the Vice Principal and all the teachers of the department on the other would participate in the departmental review meeting. The Management committee meets each Department at least once in a semester and also conducts unscheduled meetings with the faculty whenever necessary.

The Objectives are:

- ▶ To foster cordial relationship between the Management and the faculty for Institutional development.
- ▶ To post the Management with the first hand knowledge about the academic and administrative activities pertaining to each Semester.
- ▶ To share the constraints and limitations of both sides and arrive at remedial measures for quality assurance and enhancement in the Institution.
- ▶ To analyze students' academic performance, achievements in curricular and extracurricular activities, support services and requirements.
- ▶ To weigh the output of the faculty, their contribution to the Department as well as the College.
- ▶ To inspire the faculty to better their qualifications, enhance their competency, teaching skill and research inclination.

- ▶ To discuss plan of action for starting new programmes, augmenting facilities, introducing innovative practices.

3. The Context

The advent of liberalization and globalization impacted the Central and State Governments, even three decades ago, to such an extent that they permitted Private Sectors to serve in the field of education. As a result, Private Participation in Higher Education increased beyond comprehension bringing a sea - change in the education system itself. The NAAC that came into existence in 1994, made quality assurance an integrated part of the functioning of HEIs. The Private Sectors in education realized that unless quality is sustained/ enhanced in their institution, it cannot survive in the competitive world. Hence, the Private Managements adopted certain mechanisms for quality enhancement.

This Management has an inborn desire for perfection and excellence in any activity that it undertakes. It believes in “Direct Participation” instead of “Distance Administration” as in elsewhere. Hence “Management Review Meeting” has been in vogue as a process of the involvement of the Chairman, the Correspondent and the Secretary of the College in its academic and administrative activities as one among the staff and students. This practice has sincerely been adopted both by the “Management and the Departments for periodic assessment and promotion of quality of the Departments/ Institution”.

4. The Practice

The Chairman of the ‘Management’ has been passionate enough to uphold the quality and standard of education in the institution. He initiated “Management Review Meeting” from the inception of the college. The meeting would be conducted for three or four times in a year primarily to analyze the Results of University Examinations, discipline of students, performance of staff, preparation of Lesson Plan and study materials by faculty and the ways and means to improve the institution further and further.

Subsequently, this Meeting has been formalized in a such a way that it is held at least twice in a year at the beginning of each semester. It is held Department - wise to review the academic and administrative activities of the Department pertaining to the previous semester. The members of the ‘Management’, the Principal, Vice-Principal, Head of the Department and the teachers of the Department concerned participate in it instead of all the teachers of the College.

On getting intimation from the Management about the conduct of the meeting, the Principal sends Circular to all the Departments mentioning the Date, Time and Agenda for the meeting. The items normally taken for review are,

- ▶ Results of (Autonomous) Semester Examinations.
- ▶ Action Plan of the Department for the Semester.
- ▶ Submission of Lesson Plan and Study Materials for students.
- ▶ Teachers Performance in attending Seminar / Symposium/ Workshop, submission of Papers.
- ▶ Publishing research Papers/ Articles by staff in refereed Journals.
- ▶ Submission of Projects to funding agencies.
- ▶ Extension activities by staff and students.
- ▶ Achievements of staff and students

The Chairman presides over the meeting, the HOD concerned presents the details, item-wise, by submitting documents and wherever necessary through PPT. The “Management” analyzes each item in depth and gives enough room for interaction with all the members of staff. The Chairman, in particular, firmly instructs each Department that,

- ▶ Remedial classes be offered to the failed students and their progress watched.
- ▶ The members of staff should publish at least two papers in a Semester.
- ▶ The member of staff should possess Lesson Plan and study materials with them.
- ▶ Proposals for Minor/ Major Projects be submitted to the finding agencies by all the members in the department.
- ▶ The teaching – learning process / the interaction with the students be in English for enhancing Communication skill of students.
- ▶ The Department be known for the maximum number of Ph D holders and publications of Research papers in refereed journals.
- ▶ Curricular, Co-curricular and Extension Activities in the Department should go on without slackening.
- ▶ The Department should maintain fruitful relationship with industry, alumni and local community

The HODs take the minutes of the meeting and document them for further action.

This practice, in spite of its uniqueness has its constraints / limitations. Other than a few senior members, the rest of the members of staff members are unable to shine in Research Activity for want of experience, resource materials, financial assistance etc.

5. Evidence of Success

This practice has constantly been triggering the spirit and morale of the Departments to contribute consistently to the Institution.

- ▶ The Management Review Meetings played a vital role in the Institution getting conferment of Autonomous status, being accredited with 'A' Grade by NAAC.
- ▶ Each Department has improved their Pass Percentage and graduation rate.
- ▶ Number of teachers who publish research papers / articles has been on the rise each year.
- ▶ Number of teachers who have acquired Ph.D. has also increased only because of the constant motivation.
- ▶ The Curricular, Co-curricular and Extension activities have got a new impetus on account of the involvement of staff and students.
- ▶ Industry linkage, consultancy and Alumni Meeting etc. have been strengthened by Departments due to this practice.
- ▶ The scheduled and unscheduled review meetings strengthened the academic and administrative activities such as improving the admissions, success rate, introduction of new programmes, research activities, publications of books, increase in extension and consultancy activity, proposals for funding agencies, increase in the employee retention rate, immediate fulfillment of the infrastructural requirements, active participation of students and alumni in various activities, concessions and scholarships to the economically weaker sections/meritorious/sports, increase in placement, etc.

6. Problems encountered and Resources required

- ▶ The members of the Management have to find time to review the performance of each of the 12 Departments due to their pressure of work in other Institutions; however, they find it convenient to convene the meeting to review the academic and administrative performance in the meeting because of their total commitment in the development of the Institution.
- ▶ Preparatory work and extra working hours to attend the meeting, though an additional assignment to faculty, the members accept this willingly in the interest of the development of the College.

A convenient room for the Meeting, provisions for the presentation of PPT, Time to suit the convenience of the department as well as the Management are the resources required for implementing this practice.

These resources are provided by the management in the form of a fully air conditioned board room, with all the facilities, immediately and is in place in this Institution to implement this practice.

7. Notes : Other Information that may be relevant for adapting / implementing the Best Practice in other Institutions

- ▶ The entire Management Committee members are highly qualified, well experienced and dedicated towards the cause of higher education. The Correspondent of the Institution is the founder and involved in the growth and development of the College in all its dimensions from its inception. The Correspondent visits the College every day and involves herself in guiding and assisting all the academic and administrative activities. The Secretary being the founder Principal of the College is closely associated with each and every aspects of the development of the College to enhance both the curriculum and the extensive work related to the students and community. This enviable aspect may be emulated by every other Institution to make this kind of practice successful.
- ▶ Allocation of duties to be made to the members in the department with accountability.
- ▶ Documentation / supportive records (self-explanatory in nature) to be preserved in connection with the performance of activities.
- ▶ Team-spirit and sense of commitment should prevail among the members.
- ▶ To maintain the coordination and cooperation among teachers.

BEST PRACTICE II

1. Title of the Practice

Career Development Programme

2. Objectives of the Practice

- ▶ To prepare the students to be successful in job market
- ▶ To shape the students to achieve Core Competencies to face not only local demand but also global requirements
- ▶ To build the capacity of students in soft skills namely, Aptitude, Communication, Intrapersonal and Interpersonal, Group Discussions, Interview and Presentations and Technical Skill
- ▶ To develop human resources for National Development
- ▶ To meet the increasing pressure in Higher Education System by amalgamating the “World of Competent Learning” and the “World of Skilled Work”

3. The Context

The Chief Executives of MNCs / Vibrant Corporate who rule the job market lament that more than 80% of graduates who come to them for employment are not employable for want of required skills, right temperament and needed leadership acumen. This sad state of affairs may be due to the students’ socio-economic background, study in Tamil medium schools and non-exposure to current development. However, this reality is realized, of late, by all the stakeholders of higher education. To arrest this trend of increasing unemployable graduates, Autonomous Colleges especially, have to play a vital role in revamping of curriculum by embedding Soft Skill Courses in existing programmes. In this context, this Institution has introduced under Part IV, Skill Based Subjects I, II and III in Semesters III, IV and V respectively. These courses are designed to equip the students with Aptitude Skills, Communication Skills, Intrapersonal and Interpersonal, Group Discussions, Interview and Presentations and Technical Skills. This innovative Soft Skill and Aptitude Training Programme is further expanded from 2013-2014 to the whole strength of students at UG and PG level with the support of Professional Trainers who train the trainers and students.

4. The Practice

Considering the mediocre level of students in studies and their insufficient potentialities, the Institution had been offering for many years Spoken English classes for all the First year UG

students and Aptitude classes for Final year UG and PG students. These classes were handled by the faculty of English and Mathematics respectively with a view to strengthen the Communication Skill in English, Aptitude, Mental Ability and Reasoning Skill of the students to make them successful in getting employment. The Placement Cell of the College arranged Pre-Placement Training by conducting Group Discussion, Mock-Interviews, Tests in Aptitude, Analytical and Logical Reasoning at the Final Semester of the UG and PG Programmes.

On the College becoming autonomous from 2013, it decided to revamp the curriculum by including the course in each programme at UG level. They are designed as Career Development Programme I, II, III & IV to be studied in Semesters III, IV, V and VI respectively. Each Course is allotted with 4 hours per week carrying 2 credits. These courses are handled by the regular faculty belonging to English, Mathematics and faculty from departments concerned.

The syllabus / contents are well designed in advance for each year, keeping in mind their progression from basics to advanced level.

This unique / innovative programme has its attended constraints or limitations:

- ▶ The faculty who handle this programme containing various components such as Communication, Aptitude, Group Discussion etc., are not fully resourceful.
- ▶ Professionally trained persons in these components are to be posted for recharging the regular teachers.
- ▶ On-line testing in aptitude, mental ability, analytical and reasoning skills are to be stepped gradually by augmenting the infrastructure.
- ▶ Limited contact hours only could be apportioned per week in each semester for First / Second / Third year students.
- ▶ Students find it difficult to grasp the contents quickly as many of them are first generation learners. They studied in Tamil medium schools, and possess limited exposure to outside world.

5. Evidence of Success

An analysis of the feedback obtained from the UG and PG students on the usefulness and relevance of the Soft Skill courses clearly shows that they welcome this innovative step with open mind. Some of the senior UG and PG students feel this is a right step at right time taken by the college to enhance their performance in getting placements in MNCs and becoming entrepreneurs.

The Placement Cell is quite satisfied with the splendid performance of students in Campus / Off Campus interviews. Some of the students, who would have been eliminated at the entry stage itself during recruitment drive, are short-listed in leading corporate organizations due to their proficiency in communicating in English and performance in Aptitude Tests. The number of students placed in MNCs such as DELL, WIPRO, TCS, iGATE etc., has increased when compared with the number of students placed in the previous years.

Negligible absenteeism of students in these classes speaks of the success of this practice and its positive and fruitful impact on students' progression in terms of employment.

6. Problems Encountered and Resources Required

The expansion of this practice to all students in all semesters has made college to face the problem of shortage of professionally trained teachers to handle Skill Based Subjects. The college, therefore, entered into MoU with Professional Trainers to handle these Subjects which are supportive services to the students. The regular teachers who are not fully resourceful to handle these subjects are recharged with the assistance of Professional Trainers in a regular manner.

Most of the students belong to first generation learners, rural areas, and Tamil medium schools. As a result, it is a problem to sustain their grasping power, concentration and interest throughout the class. The contents, teaching methodology and evaluation process and constant counseling refined these students to make this practice a fruitful one.

Competent teachers, well prepared study materials, facilities for conducting on-line tests are the resources required for the successful implementation of this practice.

7. Notes: Other information that may be relevant for implementing this Best Practice in other Institutions:

- ▶ This practice should invariably be introduced as a course in each programme.
- ▶ The contents of this practice should be of high standard.
- ▶ Online facilities for conducting tests have to be strengthened.
- ▶ While recruiting the teachers, adequate care must be taken in assessing their attitude, aptitude and teaching skills to handle logical, verbal, non-verbal reasoning, numerical ability, communicative skills and soft skills.
- ▶ Teachers who are handling this course must be professionally trained and skilled.

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