YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**AL-AMEEN ENGINEERING COLLEGE**
• Name of the Head of the institution	**Dr. A. M. J. MD. ZUBAIR RAHMAN**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Phone No. of the Principal	**04242501354**
• Alternate phone No.	**04242500354**
• Mobile No. (Principal)	**9677794947**
• Registered e-mail ID (Principal)	**amjzubair@gmail.com**

• Address	**Karundevan Palayam, Nanjai Uthukkuli Post**
• City/Town	**Erode**
• State/UT	**Tamil Nadu**
• Pin Code	**638104**

2.Institutional status

• Autonomous Status (Provide the date of conferment of Autonomy)	**08/01/2020**
• Type of Institution	**Co-education**
• Location	**Rural**
• Financial Status	**Self-financing**
• Name of the IQAC Co-ordinator/Director	**Dr. G. BALAJI**
• Phone No.	**04242500754**
• Mobile No:	**9842739394**
• IQAC e-mail ID	**aeciqac@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.alameen.ac.in/images/2021/AQAR-2019-20.pdf
4.Was the Academic Calendar prepared for that year?	**Yes**

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

  https://www.alameen.ac.in/images/2021/Academic-Calender-2020---2021.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.05	2017	22/02/2017	31/12/2025

6.Date of Establishment of IQAC

02/09/2015

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
INSTITUTION	UGC 2(f)	UGC	04/12/2017	0

8.Provide details regarding the composition of the IQAC:

- Upload the latest notification regarding the composition of the IQAC by the HEI	View File

9.No. of IQAC meetings held during the year

	2
- Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?	Yes
- If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded

10.Did IQAC receive funding from any 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)

Orientation Programme for newly recruited teaching staff and First Year Students was conducted successfully.
IQAC coordinated the visits of faculty members from several institutions for faculty enriching programmes.
Collaboration with other stakeholders of higher education for quality evaluation, promotion and sustenance.
Soft skill programmes and personality development programmes for students proposed by IQAC have helped significant increase in placements.
Smart Class rooms were created and usage of ICT was increased.

12.Plan of action chalked out by IQAC at 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
To achieve good records in Daily attendance	Attendance Eligibility Satisfied as prescribed – 100%
To achieve good records in Academic results	Overall Pass% in University Examinations – Minimum 70%
To achieve good records to participate in Extra and co-curricular activities	90% of mentees to participate in Extra and co-curricular activities
To achieve good records in bonding with mentors and their menteees family members	If any parent wants to know any detail about their wards / college, first they have to contact Mentor. This will only happen if the "Mentors are one of their family members"

13.Was the AQAR placed before the statutory body? | Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Annual Governing Council Meeting	29/08/2020

14.Was the institutional data submitted to AISHE ?	**Yes**

- Year

Year	Date of Submission
02/06/2020	02/06/2020

Extended Profile

1.Programme	
1.1 Number of programmes offered during the year:	8
2.Student	
2.1 Total number of students during the year:	564
2.2 Number of outgoing / final year students during the year:	212
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	564
3.Academic	
3.1 Number of courses in all programmes during the year:	365
3.2 Number of full-time teachers during the year:	80
3.3 Number of sanctioned posts for the year:	0
4.Institution	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	276
4.2 Total number of Classrooms and Seminar halls	31
4.3 Total number of computers on campus for academic purposes	369
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	21

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The Institute has the systematic procedure for development, revision and implementation of curriculum of all the departments. The Primary objective of the institute is to create Techno-Managerial power for the global needs. The curriculum is designed carefully by addressing the recent technologies and the opportunities existing in regional and global level with all necessary fundamentals.

Factors for Curriculum Design:

The Curriculum is designed to ensure that the students have the required domain knowledge, skills and attitude. The factors considered for design of curriculum are: (i) Syllabus of various reputed Indian and International Universities (ii) Model curriculum prescribed by AICTE, (iii) The Program Specific Outcomes of professional bodies, (iv) Suggestions by industry experts and alumni, (v) Syllabi of various competitive exams like GATE, IES, etc,

Implementation of Outcome Based Education (OBE) in the Curriculum:

- The initial phase for ensuring academic quality is the design of the curriculum, in particular, the types of courses, the number of electives, and the curricular structure, with complete details of the course title and course contents as per the regulations.
- The next phase, the Course Outcomes (COs) for every course is mapped with the Program Outcomes (POs) of NBA and the Program Specific Outcomes (PSOs) of the program.
- An effective implementation of this Outcomes Based Education (OBE) ensures that our graduating engineers have all the 12 POs defined by NBA, and hence can compete on a global platform, and have expected global attributes. Specific to every program, we have 3-5 Program Educational Objectives (PEOs) that are measured through the performance of the alumni.

The Institute keenly observes the attainments of PEO, PO and PSO for the respective programs which intern relates to Vision and Mission of the institution and Department as well.

Process for Curriculum Design:

The initial version of the curriculum is prepared by having the above design criteria, through discussions with stakeholders. The proposed curriculum is then discussed in DAB (Department Advisory Board) and is put forth to BOS (Board of Studies) where the experts from industry, academia, Alumni in addition to senior faculty members. The curriculum is then placed for approval during the Academic Council (AC). Curriculum is finally evolved and published in our college.

The academic autonomy of the Institution provides the opportunity to frequently revise the curriculum based on needs and suggestions from various stake holders.

The students are made mandatory to upgrade their knowledge by undergoing MOOCS courses through NPTEL. Further the Internship made compulsory for all the students and as a result the student can upgrade the knowledge base in diversified fields. In addition to the curriculum, student's skills are upgraded by conducting various value added courses and become industry ready.

File Description	Documents
Upload additional information, if any	**View File**
Link for additional information	**Nil**

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

8

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	**View File**
Details of syllabus revision during the year	**View File**
Any additional information	**No File Uploaded**

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

8

File Description	Documents
Curriculum / Syllabus of such courses	**View File**
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	**View File**

MoUs with relevant organizations for these courses, if any	**View File**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

41

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	**View File**
Any additional information	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**View File**

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

8

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	**View File**
Any additional information	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**View File**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Our Institution integrates Cross-cutting issues of the society like Moral Values, Human Values, Professional Ethics, Ethical Values Gender Equality, Environmental Awareness, which are inseparable part of our curriculum.

Moral Values, Human Values & Professional Ethics

Six days Induction Programme related to values and ethics is an integral part of the curriculum of the first year. The Mandatory course "Universal Human values & Professional Ethics" and "Constitution of India" for Second year & Professional Elective course "Professional Ethics and Human Values" for the Third and Final year is an important part of Curriculum. Students will be able to understand the importance of ethics and values in their personal, social & professional life after studying these courses.

These subjects provide free environment for inculcating values and developing ethical competence among the students. It is in response to a long- felt and urgent need to integrate value education with decision making skills in their personal, social and professional life.

College celebrates days of National and International importance as Republic day, Women's day, Independence Day, Teacher`s day, Human Right Day, International Yoga Day etc. These celebrations nurture the moral, ethical and social values in the students.

Gender Sensitization

The college has Women Grievance Cell and Grievance Redressal Cell to provide counseling to students, promote gender equity among students and also deal with related issues of safety and security of female students, staff and faculty. The college campus is secured with CCTV and high level security. There are separate Boys & Girls hostel for providing the safe environment to all students.

Environment & Ecology

The course "Environmental Science and Engineering" related to ecosystem, its balance & sustainability is an integral part of the curriculum of the First year. University prescribed this course for creating awareness and developing importance of environment among students. Awareness about Environment is necessary for the protection of the environment and survival of human life. The basic aim of this subject is to make the students aware about the importance of ecosystem to human life.

The College has an integrated rain water harvesting System along with STP. The waste water is reused for gardening in the college campus .The STP water is also used for floor cleaning and washing purposes. There is an extensive ongoing tree plantation program. College celebrates the

day of National importance as Earth day, Environment day and Ozone day. Keeping in view the environmental aspect, college has already set up a "Center for Alternate & Renewable Energy (CARE)".The college organizes workshop/ seminars on Environment & Ecology to make students aware about efficient use of natural resources.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	**View File**
Any additional information	**No File Uploaded**

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

33

File Description	Documents
List of value-added courses	**View File**
Brochure or any other document relating to value-added courses	**No File Uploaded**
Any additional information	**No File Uploaded**

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

532

File Description	Documents
List of students enrolled	**View File**
Any additional information	**No File Uploaded**

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

413

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	**View File**

Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	http://alameen.ac.in/images/2021/Feedback-2020---2021.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following	A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	Nil
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

143

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

46

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The institution assesses the learning levels of the students in two ways at the time of the commencement of the programme. Students enrolled in various disciplines are identified as slow and advanced learners based on their +2 marks and the entry level test conducted by each department. This helps to identify the slow learners and to design special coaching sessions or tutorial sessions to bridge the gap between the slow learners and the advanced learners. The Mentors of the respective classes of UG and PG extend valid support in classifying the students with reports based on observation and class tests.

- The institution organizes Orientation programmes/Induction programmes for freshers both at the college level and at the department level. The facilities in the college and the scope of the subjects being learnt are introduced in these sessions. Apart from this, sessions are also included to inculcate positive attitude and competitive spirit. This process helps as a base for monitoring the future progress of the students.
- Bridge Courses are conducted at the departmental level to lift the students to the level of higher education. The Departments of Science and Humanities organize bridge courses at the beginning of the academic year for the non-subject students enabling them to cope with the programme to which they are enrolled. The Departments of Science and Humanities also organizes Orientation / Bridge Course in Basic English Grammar to enable Tamil medium students to cope with the course.

Strategies adopted for slow learners

- **Remedial Classes are conducted with an aim to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities. This practice helps the struggling learners to improve subject knowledge and helps them catch up into their peers.**
- **Group Study System is also encouraged with the help of the advanced learners.**
- **Academic and personal counseling are given to the slow learners by the Mentors and by the HOD.**
- **Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding**
- **Provision of simple and standard lecture notes/course materials**

Strategies for the advanced learners

- **Special Coaching classes for the first 5 class toppers of every class after the Internal Assessment Examinations are conducted regularly to secure University Ranks.**
- **Coaching is also given in Skill Development Programme like Communicative English, Aptitude and Placement.**
- **Advanced learners are encouraged to enroll in MOOC Courses – Swayam, EdX**
- **Provision of additional learning and reference material**
- **Assignment and Student Seminars on contemporary topics to enable them for placement**
- **Advanced Learners are provided coaching classes for competitive exams.**
- **Students are encouraged to participate and present papers in various Seminars/ Conferences/ Workshops/ Inter-Collegiate Competitions organized by other colleges. Students representing the college in various inter-collegiate meets are provided with the benefit of retest.**
- **Participation by the students in the in-house competitions such as Debate, Group Discussion, Problem Solving – Decision Making Exercises and Quiz Programmes are also encouraged.**
- **Talented students are motivated to participate in extra-curricular activities, exhibitions and cultural competitions.**

The academic achievements of the students are extremely motivated and highly praised by the College by celebrating Graduation Day every year. Students, who secured Ranks in the University Examination, are honored with Medals and Cash Awards in the Graduation Day.

File Description	Documents
Upload any additional information	[**View File**](#)

Paste link for additional information	**Nil**

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/03/2021	**564**	**82**

File Description	Documents
Upload any additional information	**View File**

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:

Al-Ameen Engineering College provides an effective platform for students to develop latest skills, knowledge, attitude, values to shape their behavior in the correct manner. All departments conduct innovative programs which stimulate the creative ability of students and provide them a platform to nurture their problem-solving skills and ensure participative learning. The institute organizes annual technical fest, Technovation in which students showcase their learning in the form of innovative projects. Also, students are motivated to participate in inter college as well as national level competitions.

The institute focuses on the student-centric methods of enhancing lifelong learning skills of students. Faculty members make efforts in making the learning activity more interactive by adopting the below-mentioned student-centric methods.

1. Experiential Learning: Each department conducts add-on programs to support students in their experiential learning. The institution imparts the following experiential learning practices to enhance creativity and cognitive levels of the students –

- Laboratory Sessions are conducted with content beyond syllabus experiments.
- Summer Internship -Students get hands on training while working in the company.
- Add-on Courses on latest technologies with NPTEL, ICT-IITK, SAP, etc.
- Project development on latest technologies by students where they showcase their working model in the technical fest.
- Industrial Visits to engage them in experiential learning while visiting the organization.

- **Certification Courses (Value Added Courses) by the market experts such as Microsoft/ Google/ NSE etc. to develop their expertise**
- **Participation in simulated events such as simulated stock exchanges or hackathons where they acquire experience of working on some real-life model.**
    1. **Participatory Learning: In this type of learning, students participate in various activities such as seminar, group discussion, wall papers, projects, and the skill based add on courses. Students are encouraged to participate in activities where they can use their specialized technical or management skills, such as**
- **Annual Tech Fest – It is organized every year for engineering students where selected projects are displayed at the larger platform.**
- **Management Fest- This is organized every year by the management students in which students from different colleges participate and learn from each other.**
- **Annual cultural program – This is organized every year for the students of the college to give a vent to their creativity.**
- **Regular Quizzes- Quizzes are organized for student participation at intra or inter college level.**
- **Seminar Presentation – Students develop technical skills while presenting papers in seminars.**
- **Presentation and publishing of papers in conferences and journals - The objective is to give them exposure to learn and imbibe new skills.**
- **MOOC Programs (NPTEL, ICT-IITK, SAP, COURSERA etc.)**
    1. **Problem-solving methods: Departments encourage students to acquire and develop problem-solving skills. For this, college organizes expert lectures on various topics, motivate students to join MOOC courses, participate in various inter-college and intra-college technical fests and other competitions such as:**
- **In-house summer training with project development**
- **Regular Assignments based on problems**
- **Mini Project development**
- **Regular Quizzes**
- **Case studies Discussion**
- **Class presentations**
- **Debates**

Participation in Inter college events

File Description	Documents
Upload any additional information	**View File**

Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following tools are used by the Institute-

ICT Tools:

1. Projectors- 14 projectors are available in different classrooms/labs
2. Desktop and Laptops- Arranged at Computer Lab and Faculty cabins all over the campus.
3. Printers- They are installed at Labs, HOD Cabins and all prominent places.
4. Photocopier machines - Multifunction printers are available at all prominent places in the institute. There are four Photostat machines available in campus.
5. Scanners- They are installed at Labs and all prominent places. Multifunction printers are available at all prominent places.
6. Seminar Rooms- Seminar Halls are equipped with all digital facilities.
7. Smart Board- One smart board is installed in the campus.
8. Auditorium- It is digitally equipped with mike, projector, cameras and computer system.
9. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom)
10. HackerRank (Online Coding Platform)- inter college competition
11. MOOC Platform (NPTEL, Coursera, SAP, Udemy, Edx etc)
12. Digital Library resources (DEL NET, MYLOFT etc)

Use of ICT By Faculty-

1. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.
2. Industry Connect- Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.

3. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.
4. Video Conferencing- Students are counseled with the help of Zoom / Google meet applications.
5. Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.
6. Online competitions- Various technical events and management events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.
7. Workshops- Teachers use various ICT tools for conducting workshops on latest methods such as SPSS, Programming languages, simulations etc.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	Nil
Upload any additional information	**View File**

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

73

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	**View File**
Circulars with regard to assigning mentors to mentees	No File Uploaded

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Preparation and Adherence of Academic Calendar: The institution prepares the academic calendar every semester in advance. The coverage of academic calendar covers the list of examination dates, seminars, conferences, guest lectures, workshops and industrial visits holidays, vacation dates, festivals, etc. Academic calendar provides the total effective working days available in a given semester. Then the HOD and coordinator pf the Department prepare the time table by correlating the working days available and coverage of curriculum of the subjects. Thus the academic calendar monitors the effective delivery of the program with academic and business inputs.

Preparation and Adherence of Teaching Plan: The concern faculties prepare teaching plan for their respective subjects of 30 hours. These 30 hours are distributed among class room teaching, case studies, role play, workshops and lab session as per the subject requirements.

These plans are made in advance and serve as guide for conducting sessions.

The HODs check the progress of each course and ensures timely and effective completion of course in the specified time frame with perfect blend of practical and theoretical inputs.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	**View File**

2.4 - Teacher Profile and Quality

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

82

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	**View File**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**
Any additional information	**No File Uploaded**

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

14

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	**View File**
Any additional information	**No File Uploaded**

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	**View File**
Any additional information	**No File Uploaded**

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	**View File**
Any additional information	**No File Uploaded**

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

37

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	**View File**
Upload any additional information	**No File Uploaded**

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Examination reforms by the College

The college keeps its examination system open for modifications and thus strengthens it from time to time, ensuring the system fool proof and address the grievances of students, if any. The institutional reforms in all the activities of the examination system are kept at par with the reforms pushed by the AICTE for various engineering disciplines. The drivers for reforms in

examination system of Indian engineering education taken up by the premier technical institutions have been incorporated into our examination system and they include OBE- frame work for assessment process, evaluation of higher order abilities and professional skills in different forms like MOOCs, internship experience and project works, Bloom's taxonomy for assessment design etc.

The following significant reforms were effected in the Examination system.

- Credit system was introduced for the benefit of the students.
- Quizzes / Assignments /Project works and assignments are made part of evaluation.
- Tools of information technology are utilized for most of the activities associated with the conduct of examinations, evaluation and declaration of results.
- Continuous Internal Assessment (CIA) includes Mid examinations thrice in a semester for each course, periodical assignments/tests/quizzes etc. to keep the students meaningfully engaged with the subject content throughout the semester.

Reform(s)	Positive impact(s)
2 sets of question papers are maintained for each subject / course	Confidentiality in the question paper selection
Setting the question papers from all the units with internal choice and moderation of question papers.	1. Maintain standards and coverage of syllabus among all the units 2. Students are required to study all the units in a given course 3. Improve the course outcomes by implementing internal choice
Preparation of detailed scheme of evaluation by internal subject / course experts	1. Uniformity in the evaluation among the evaluators 2. Fair judgment for the students
Appointment of squad consisting of senior faculty members of other reputed institutions and internal faculty to monitor the semester end examinations	Strict vigilance for smooth conduct of examinations
Establishment of Spot evaluation center	1. Confidentiality and custody of answer booklets are ensured 2. Declaration of results within the stipulated time

Establishment of CCTV Surveillance System	1. Continuous monitoring of activities of examination section and spot evaluation process 2. Restricted entry and surveillance of the entry of un-authorized persons into the examination section 3. CCTVs in the vicinity of the examination rooms to curb untoward incidents of malpractice
Encoding and decoding of answer booklets	Provides confidentiality and unbiased evaluation.
Evaluation of 5 answer booklets by all the examiners of the concerned board at the beginning of evaluation	1.Ensure uniform evaluation
Automation of examination management system	1. Improvement in reliability, efficiency, security, ransparency, confidentiality and accuracy in the entire process 2. Software developed by the institute provides flexibility to incorporate autonomous curriculum requirements
Personal verification and revaluation system	Accountability of the evaluation process and improving the transparency in the evaluation
Advance Supplementary examinations and timely publication of results & issuing necessary certificates in time.	Provides more scope to final year students for their placements and higher studies
Inclusion of security features in grade sheets as well as in answer booklets	Chances of manipulations are nullified.

The College has initiated major reforms in evaluation. Ten marks are allotted for attendance in the respective theory subjects in a graded manner. Ten more marks are earmarked for quiz/online examination/surprise class tests by the concerned teacher in the respective theory subjects so that the students update themselves with the subject content regularly. Implementation of these measures created a positive impact on students' attendance and the results.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional Information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

In strict compliance with the objectives of Outcome Based Education (OBE), the Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are framed by the department offering the concerned program after rigorous consultation with all faculty and the stakeholders. After attainment of consensus, the same are widely propagated and publicized through various means such as display and/or communication specified hereunder.

- Website
- Curriculum /regulations books
- Class rooms
- Department Notice Boards
- Laboratories
- Student Induction Programs
- Meetings/ Interactions with employers
- Parent meet
- Faculty meetings
- Alumni meetings
- Professional Body meetings
- Library

While addressing the students, the HODs create awareness on POs, PSOs and COs. The faculty members, class teachers, mentors, course coordinators, program/ISO coordinators also inform the students and create awareness and emphasize the need to attain the outcomes.

Program specific outcomes (PSOs) are the specific skill requirements and accomplishments to be fulfilled by the students at micro level and by the end of the program. The programme co-ordinators prepare the PSOs, usually two to four in number, in consultation with course coordinators. The BOS, including Head of the Department and subject experts, of the individual departments will discuss the same and approve it after endorsement by the Principal.

Program Outcomes (POs) are broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the program. POs incorporate many areas of inter-related knowledge, skills and personality traits that are to be acquired by the students during their graduation.

Course outcomes (COs) are direct statements that describe the essential and enduring disciplinary knowledge, abilities that students should possess and the depth of learning that is expected upon completion of a course. They are clearly specified and communicated. The Course Outcomes are prepared by the course coordinator in consultation with concerned faculty members teaching the same course. The Module coordinator will verify it. Finally, they are discussed in the concerned department's BOS meeting course-wise and approved.

The POs/PSOs of the programme are published through electronic media at individual Department site located on the college website. The COs of the courses are also published through electronic media at the Department site located on the college website. In all the interactions with the students, awareness on POs, PSOs and COs is consciously promoted.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	**View File**
Upload any additional information	**View File**
Link for additional Information	**Nil**

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Method of assessment of POs / PSOs

The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods.Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, internal exams and home assignment. Finally, program outcomes are assessed and Program Assessment Committee concludes the PO attainment level.

At the end of each semester, Based on the results of End Semester Examinations published the course outcomes are measured. Assignments are given at the end of each module. The assignments are

provided to students and they refer the text books and good reference books to find out the answers and understand the expected outcome of the given problem.

Three Continuous Internal Assessment tests are conducted per semester for the following purposes:

To ensure that students have achieved desired level of competencies at module level. To evaluate, whether corresponding COs are achieved or not. According to the performance of the student in answering each question, mapping is carried out with the respective COs for assessing the attainment level of the specific CO of the subject.

Alumni survey is an important assessment tool to find out following important factors:

Indirect once in a year Level of relevance of the curriculum with the expected skills of the industries. The level of attainment of goal for the specified program. Employer surveys are conducted for finding out whether the knowledge, skill and attitude learned from this institution is adequately satisfying their expectation or not. The objective the conducting the student exit survey is to identify several factors for future strategy framing once in a year. To understand the impact of training they understand the strength and weakness of various value added courses and pre-placement training imparted.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional Information	Nil

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

170

File Description	Documents

Upload list of Programmes and number of students appear for and passed in the final year examinations	**View File**
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

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

http://alameen.ac.in/images/2021/Feedback-2020---2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Research is promoted at department levels through curriculum based undergraduate research projects and internship projects. Our Institution promotes research by faculty as well as students through its research committee which was established in 2015. The Research committee (RC) takes care of various issues of research including ethical matters. The committee comprises of a Core Group of 5 members and an extended group consisting of the head of every Department. The Committee screens research proposals for their feasibility, robustness and applied value. College also facilitates the participation of the faculty members in seminars, conferences, workshops, etc. at national and international levels. It helps in conducting departmental Seminars and community outreach programmes as well. College encourages staff and students to travel national and international conferences to present their research work. RC plays pivotal role in initiating research works in the departments which are funded by reputed organizations like, UGC . It has also been proposed to constitute an Ethical Review Committee to look at the issues involved in research as follows:

- advancing funds for sanctioned projects
- providing seed money
- simplification of procedures related to sanctions / purchases to be made by the investigators
- autonomy to the principal investigator/coordinator for utilizing overhead charges
- timely release of grants
- timely auditing
- Submission of utilization certificate to the funding authorities.

All the mechanisms stated above are being implemented for smooth running of research schemes/projects. In addition to the above, the Institute takes care to provide physical infrastructure such that the faculty and students involved with research are physically proximate. This enhances interactions that are very critical to research. Facilities required for research in the IT area is computers, servers etc., will be provided to faculty members and to every research student. Centralized facilities include library with a rich collection of physical and electronic subscription to journals, abundant bandwidth and internet facilities etc are also available.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	**No File Uploaded**
Provide URL of policy document on promotion of research uploaded on the website	**Nil**
Any additional information	**View File**

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

1.8

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	**No File Uploaded**
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	**View File**
List of teachers receiving grant and details of grant received	**View File**
Any additional information	**No File Uploaded**

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	**No File Uploaded**
List of teachers and details of their international fellowship(s)	**No File Uploaded**

Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

36.59

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	**View File**
List of projects and grant details	No File Uploaded
Any additional information	No File Uploaded

3.2.2 - Number of teachers having research projects during the year

20

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	**View File**

3.2.3 - Number of teachers recognised as research guides

3

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	No File Uploaded
Institutional data in Prescribed format	**View File**

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

File Description	Documents
Supporting document from Funding Agencies	**View File**
Paste link to funding agencies' website	**Nil**
Any additional information	**No File Uploaded**

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The academic and research expertise of the institution continually contribute to the Innovation Ecosystem through breakthrough solutions and suggestion for solving critical problems, and motivating students to become Entrepreneur.

Center of Entrepreneurship Development

The Center of Entrepreneurship Development devised a system to guide and motivate student and faculty to become Entrepreneur and Start- up. This Center is developing students for Entrepreneurship & Start -up by providing guidance on project report preparation, financial assistance, market survey and marketing of product. Entrepreneurship awareness workshops have been organized in collaboration with industries. Management based seminar and workshop have been organized by the center for the students to give them an idea to manage and run their entrepreneurial venture. The center motivates students to incubate their start ups in the campus by offering them guidance, services and consultancy in current developments technology.

Inter-disciplinary collaboration

An interdisciplinary collaboration between various department are working towards development of innovative projects of students in the latest technology of IoT, Computer Science, Robotics, Renewable Energy, Automation ,Civil Engineering and Aeronautical engineering.

Start-ups

Additionally, Start-ups have been incubated in the campus offering services and consultancy in Fabrication and Research in Solar LED Tube light panel and LED light panel. Also ideas are incubated from student in current developments in Information Technology, IoT and Automation.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**Nil**

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	**No File Uploaded**
List of workshops/seminars conducted during the year	**View File**
Any additional information	**No File Uploaded**

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software	**B. Any 3 of the above**

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	**View File**
Any additional information	**No File Uploaded**

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

4

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

74

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

21.64

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	**View File**
List of consultants and revenue generated by them	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

15.64

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	**View File**
List of training programmes, teachers and staff trained for undertaking consultancy	**View File**
List of facilities and staff available for undertaking consultancy	**View File**
Any additional information	**No File Uploaded**

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighbourhood community.

NSS organizes a residential seven day camp in nearby adopted village and several activities were carried out by NSS volunteers addressing social issues which include cleanliness, tree plantation, water conservation through construction of Bandhara, road construction, Shramdan, Social interaction, Group discussion Eradication of superstition, Environmental awareness, Women empowerment, National Integrity, Aids awareness, Blood donation camp, Health check up camp, Veterinary guidance ,Farmers meet, Awareness about farmer's suicide etc.

The NCC unit of the college aims at developing qualities of leadership, patriotism, maintaining discipline, character building, spirit of adventure and the ideal of self service. The NCC unit of the college organizes various extension activities as tree plantation, Road safety awareness, Save fuel save country programme, National equality awareness.

Other than NSS and NCC units, the various departments of the college is conscious about its responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes like Environmental Awareness, Personal Health and Hygiene, Diet awareness, Road Safety, Tree Plantation, Soil and Water Testing, Plastic eradication, No vehicle day, Programme on female foeticide, organizing visit to Orphanages and Anganwadi, Voters awareness, Blood group detection ,Health check -up camps, Blood donation camps, Dental checkup camp, etc.

All these mentioned activities have positive impact on the students and it developed student community relationship, leadership skill and self confidence of students. It also helped in cultivating hidden personality of students and created awareness among students.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	Nil

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

17

File Description	Documents
Number of awards for extension activities in during the year	**View File**
e-copy of the award letters	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

6

File Description	Documents
Reports of the events organized	**View File**
Any additional information	**No File Uploaded**

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

473

File Description	Documents
Reports of the events	**View File**
Any additional information	**No File Uploaded**

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

28

File Description	Documents

Copies of documents highlighting collaboration	**View File**
Any additional information	**No File Uploaded**

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

26

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	**View File**
Any additional information	**No File Uploaded**

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 equipments, etc.

The College encompasses a well maintained lush green campus spread over 13.34 acres of land ensuring adequate availability and optimal utilization of physical infrastructure for teaching learning activities.

Classrooms: college encompasses sufficient number of well-furnished, well ventilated, spacious classrooms equipped with LCD projectors for conducting theory classes.

Technology Enabled learning facility: The College has ICT Classrooms where the provision of Multimedia learning, Wi-Fi connectivity and internet access is given.

Seminar Hall: The Seminar hall is regularly used for conducting Seminars, Conferences and various progarammes at the college. The students are promoted for active involvement in paper presentations, group discussions, etc.

Tutorial rooms: Separate tutorial rooms are there in the college campus for tutorial lecture, doubt clarification and special remedial classes for weak and needy students.

Laboratories: All laboratories are well equipped with state of the art equipment and facilities. All the laboratories are established as per AICTE and Anna University norms. These labs are utilized for conducting practical classes as per the requirements of the curriculum. Labs are also utilized for technology learning & training as a part of teaching contents beyond the syllabus. Labs have sufficient licenced software and open source tools to cater the requirements of curriculum & industry enabled teaching.

Wi-Fi: The entire campus is Wi-Fi enabled with 24/7 internet facilities to the students and staff.

Available band width: 200 mbps (Faculty Band width limit- 2.5Mbps/User, Students bandwidth limit - 2 Mbps/User). Internet facility is available in whole campus including labs, classrooms, library, offices of all Departments and hostels.

Central Library: Our central library is fully computerized by automating the issue of books with bar code reader. The library has 5346 titles covering all major fields of Science and Engineering. The library covers an area of 6385 sq. ft. with conference room and an ample study space.

Excellent Resources are available for self-learning at Central library

- **Access to library and books from book bank - Library has a collection of 5346 book titles (76782 volumes) covering all major fields of science and engineering.**
- **Access to NPTEL Video/Web Course (511 Title Video & 418 Title Web)**
- **Membership of National Digital Library**
- **Local chapters of NPTEL, EdX and Coursera (access to free certifications)**
- **Nalanda E-Consortium of AKTU – access to popular Digital libraries like IEEE Explore, Springer Nature, ASCE, ASME, Elsevier, Science Direct, Taylor Francis, JSTOR etc.,**
- **Access to CBT, CDs, e-journals through multimedia computers with internet connectivity in order to encourage online learning- Library has 4219 international journals and 92 Indian journals.**
- **Access to millions of books you need, for free. Unlimited downloads. You may browse by title or author, etc. Currently 274376478 books are available for free and every minute, around 50 new books are added to the database. All downloads are free.**

File Description	Documents

Upload any additional information	**View File**
Paste link for additional information	**Nil**

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

Our college having a well maintained campus spread over 10 acres of serene green land. Our Management believes in the all-round development of our students. There is a lots of encouragement for the students to participate in sports and culture activities simultaneously and thus they are awarded and rewarded accordingly.

We have a spacious and well equipped Sports room, where pupils can play In door games like table tennis, chess, caroms etc.,

We have a Yoga Class room where students and faculty members do meditate and even practice yoga.

Qualified Physical Directors are been appointed to take care of day to day games and sports activities of the college.

College teams are formed to take part in state level and University level competitions and other inter collegiate competitions.

Sports event competitions are conducted in the inter departmental level in an academic year and the winners are awarded and rewarded accordingly.

The outdoor games such as shuttle badminton, volley ball, throw ball, cricket, football, kabaddi, hand ball, kho-kho etc., are well practiced and played by the students.

Students are very much encouraged to participate in the cultural events held in the college like Technical fests, Freshers, Annual Sports Day, Annual Day, Farewell etc., to exhibit cultural talents.

Students are even sent to other colleges for intercollegiate competitions like dances, skits, mimicries etc., We got some clubs/ Committees to enhance the hidden talent of the students

We have a spacious and well equipped Auditorium to conduct many fests in National levels.

File Description	Documents

Geotagged pictures	No File Uploaded
Upload any additional information	**View File**
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

15

File Description	Documents
Upload any additional information	No File Uploaded
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**View File**

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

27.07

File Description	Documents
Upload audited utilization statements	No File Uploaded
Details of Expenditure, excluding salary, during the years	**View File**
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource

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

Library is the center for intellectual and academic excellence. It is regarded as an essential instrument for putting progressive methods into practice. It is an abode of learning and aids in holistic development of an individual.

VISION:

To preserve, promote and provide universal reach to a broad range of knowledge resources, information, ideas in an intellectually stimulating innovation and interactive ambiance and also

provide free and equitable access to learning services which meet the changing needs of Josephites.

MISSION:

1. To encourage and facilitate information, competency, critical thinking & intellectual independence among Josephites.
2. To provide assistance in locating, evaluating & effectively using library resources.
3. To incorporate new technologies and disseminate knowledge.
4. To promote library as a center of quality information for college community.
5. To provide prompt, unbiased & knowledgeable responses.
6. To ensure a comfortable & safe learning environment.

OBJECTIVES OF LIBRARY:

1. To help in all educational & instructional programmes of the college.
2. To develop a habit of deep & advanced study of subjects beyond textbook.
3. To enhance the understanding of different subjects among the students.
4. To assist the research work & lay down the initiative base for research scholars.
5. To inculcate reading habits among the students.

USERS:

1. Students
2. Faculty Members
3. Non-Teaching Staff

RESOURCES:

1. Books
2. Journals
3. Periodicals
4. Projects
5. CD ROMs'

6. Newspapers

The library follows open access system. The new books acquired are classified, catalogued, processed and displayed for a week. After display these new arrival are put into circulation books are shelved subject wise. The books required by the students can be searched through OPAC (Online Public Access Catalogue).

LIBRARY RULES :

1. Maintain silence in the Library.
2. Sign in the visitor's register before you enter the Library.
3. Every student will be issued a minimum of 4 books on their borrower's cards for 15 days
4. Each and every library book should be returned / renewed on or before the due date.
5. If a student loses a Book /Journal /Magazine he or she must replace the same.
6. Students are not allowed to enter Stack room.
7. Books can be reserved.
8. Books reserved should be collected within 2 days.
9. Foreign Journals / New Magazines will not be issued.

BEST PRACTICES

1. Book Display Programme: We organize exhibitions and book display programme for creating awareness, interest and inculcating reading habits among students. This also helps and provides an opportunity for users to know the various types of information resources available on a particular aspect in the library and information centre.
2. Orientation Programme: Students are oriented on the library resources and library services available for maximum utilization of the library.
3. New Arrivals: To make the students aware of the new arrivals, they are displayed in the separate section.

FACILITIES

1. Reprography: Students and faculty can make use of the Xerox/photocopying facility in the library.

2. Circulation desk: All the units in the Libraries are computerized. Students are given computer-generated cards for taking the books from the library. Each student will be issued 4 cards. A student can take 4 books with his/her library cards. Each book is Bar- coded and scanned so that there will not be any delay in issuing the books to the students.
3. Books Reservation: Books can be reserved by the students using the computers provided in the library.
4. DELNET (Developing Library Network): It was established with the objective of sharing of resources to its member library.
5. OPAC (Online Public Access Catalogue):Students can access this (OPAC) system and find out if the books are available in the library or not. For this, systems are provided in the library. By this the students can know the status of the books whether they are issued or on shelves.
6. INFLIBNET (Information Library Network): This is the scheme by UGC for accessing e-books & e-journals
7. E- Research: E- Research is a research platform available to the students to make them industry ready & to help them for their research & project works. The students also have opportunity to correlate theory with live market & economic situation.
8. Book Bank: Books are issued to economically backward students for the entire semester.
9. Inter- Library Loan: In co-ordination with DELNET books are taken on loan for a maximum period of one month

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	Nil

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources	A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	**View File**
Upload any additional information	No File Uploaded

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

5.61

File Description	Documents
Audited statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**View File**

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

157

File Description	Documents
Upload details of library usage by teachers and students	**No File Uploaded**
Any additional information	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Purpose of IT Policy

- **To maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the College on the campus.**
- **To establish College-wide strategies and responsibilities for protecting the information assets that are accessed, created, managed, and/or controlled by the College.**
- **To work as a guide to stakeholders in the usage of the College's computing facilities including computer hardware, software, email, information resources, intranet and Internet access facilities.**
- **To set direction and provide information about acceptable actions and prohibited actions or policy violations.**

Scope of IT Policy

- College IT Policy applies to technology administered by the College centrally or by the individual departments, to information services provided by the College administration, or by the individual departments, or by individuals of the College community
- This IT policy also applies to the resources administered by the departments such as Library, Computer Labs, Laboratories, and Administrative Offices of the College
- Computers owned by the individuals, or those owned by research projects of the faculty, when connected to campus network are subjected to the Do's and Don'ts detailed in the College IT policy.
- Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the College's information technology infrastructure, must comply with the Guidelines.
- IT policies broadly concentrates on the following areas
    - IT Hardware Installation and Maintenance Guidelines
    - Software Installation and Licensing Guidelines
    - Network (Intranet & Internet) Use Guidelines
    - E-mail Account Use Guidelines
    - Web Site Hosting Guidelines
    - College Database Use Guidelines
    - Role of Network/System Administrators

IT Hardware Installation and Maintenance Guidelines

- IT Hardware Installation and Maintenance is performed by System Administrators
- Faculty and the departments can submit IT Hardware requirements based on their academic requirements.
- Procurement of IT Hardware should be initiated based on the availability of stock and the requirements submitted by the departments.
- Stock Register should be updated immediately when IT Hardware is procured.
- IT Hardware Installation and maintenance services are provided only after receiving an approval from the concerned Head of the Department and the Principal.

- Maintenance of Computer Systems should be done periodically by System administrators and the same need to be recorded in Maintenance register.
- Movement of IT Hardware within the college or outside the college should be recorded in Movement Register.
- The major e-waste such as written off instruments /equipment's, CRTs, Printers, Computers, batteries should be sold regularly.
- The Faculty or The Department is solely responsible for the IT Hardware provided to them and any damage or loss or theft need to be addressed bared by them only.

Software Installation and Licensing Guidelines

- College IT policy allows authorized and open source software installation on the College computers. In case of any violation the College will hold the Department/Individual personally responsible.
- Open source software should be used in their systems wherever possible.
- Licensed software need to be installed in the systems.
- Antivirus Software need to be procured and installed in the systems
- Backups of Data should be taken periodically by the system administrators and stored in External Hard Disk.
- Software's used for academic and administrative purposes should adhere to ISO standards

Network (Intranet & Internet) Use Guidelines

- Any computer (PC/Server) that will be connected to the College network should have an IP address assigned by the System Administrators.
- An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port.
- Change of the IP address of any computer by staff or student is strictly prohibited.
- Configuration of a network will be done by system administrators only.
- Individual departments/individuals connecting to the College network over the LAN may run server software only after bringing it to the knowledge of the System Administrators.
- Access to remote networks using a College's network connection must be in compliance with all policies and rules of those networks.

- Internet and Wi-Fi facilities should be used for academic and administrative purpose only..

Email Account Use Guidelines

- Every faculty is provided with an E-mail
- The E-mail facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- Using the E-mail facility for illegal/commercial purposes is a direct violation of the College's IT policy and may entail withdrawal of the facility.
- Faculty should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.
- Impersonating email account of others will be taken as a serious offence under the College IT security policy.
- It is ultimately each individual's responsibility to keep their e-mail account free from violations of College's email usage policy.

Web Site Hosting Guidelines

- The College Website should be used to provide academic and administrative information for its stake holders.
- Website Updation Committee is responsible for content updation and maintenance of the website.
- Maintain up to date pages. Proofread pages and test links before putting them on the Web, and regularly test and update links.
- The contents hosted on website should be correct and clear.
- Website Updation Committee need to take proper measures in safeguarding the security of the data hosted on the website.

College Database Use Guidelines

- The databases maintained by the College administration under the College's e - Governance must be protected.
- College is the data owner of all the College's institutional data generated in the College.

- Individual or departments generate portions of data that constitute College's database. They may have custodianship responsibilities for portions of that data.
- The College's data policies do not allow the distribution of data that is identifiable to a person outside the College.
- Data from the College's Database including data collected by departments or individual faculty and staff, is for internal College purposes only.
- One's role and function define the data resources that will be needed to carry out one's official responsibilities/rights. Through its data access policies the College makes information and data available based on those responsibilities/rights.
- Data directly identifying a person and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the IQAC Office of the College
- Requests for information from any courts, attorneys, etc. are handled by the Office of the College and departments should never respond to requests, even with a subpoena. All requests from law enforcement agencies are to be forwarded to the IQAC Office of the College for response.
- At no time may information, including that identified as 'Directory Information', be released to any outside entity for commercial, marketing, solicitation or other purposes.
- All reports for UGC, MHRD and other government agencies will be prepared/compiled and submitted by the Dean, IQAC coordinator, Controller of Examinations and Finance officer of the College.
- Tampering of the database by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to .
- Certain violations of IT policy laid down by the College by any College member may even result in disciplinary action against the offender by the College authorities. If the matter involves illegal action, law enforcement agencies may become involved.

Responsibilities of Network/System Administrators

- To Design College Network and perform Backbone operations
- To follow Global Naming & IP Addressing conventions
- To review the existing networking facilities, and need for possible expansion.
- Configuring and maintenance of Wireless Local Area Networks
- To configure and maintain IT facilities provided in class rooms, Labs and Semi
- To receive and address complaints from users of college network

- **To Maintain servers in the server room**
- **To look into the Maintenance of Computer Hardware , Peripherals and Networking devices.**
- **To discourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.**

E-waste Management

- **The Institution as undertaken a number of E-waste Management initiatives with the objective of creating an eco-friendly environment in the campus.**
- **E-Waste Management: Electronic goods are put to optimum use; the minor repairs are set right by the Laboratory assistants and teaching staff; and the major repairs are handled by the Technical Assistant and are reused.**
- **Old configuration computers and LCD Projectors are transferred to the schools run by our education society.**
- **The major e-waste such as written off instruments/equipment's, CRTs, Printers, Computers are sold out.**
- **UPS Batteries are recharged / repaired / exchanged by the suppliers.**
- **Electronics gadgets, circuits, kits have been written off on regular basis and then it is sold out to buyers**
- **All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for safe disposal.**
- **The waste compact discs and other disposable non-hazardous items are used by students for decoration**
- **The awareness programs have been undertaken in the institution where the students are made aware of the E-waste management techniques.**

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**Nil**

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers

564	369

File Description	Documents
Upload any additional information	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus	C. 20 Mbps – 35 Mbps

File Description	Documents
Details of bandwidth available in the Institution	No File Uploaded
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing	A. All four of the above

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

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

25.69

File Description	Documents
Audited statements of accounts	No File Uploaded
Upload any additional information	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students. Laboratory- Record of maintenance account is maintained by lab Incharges and supervised by HODs of the concerned departments. Other measures to maintain laboratories are as follows:

- The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises.
- There is systematic disposal of waste of all types such as bio-degradable chemical/chemical and e-waste.

Library- The requirement and list of books is taken from the concerned departments and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.

- Every year in the beginning of session, students are motivated to register themselves in library to use INFLIBNET.
- Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
- To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
- The proper account of visitors (students and staff) on daily basis is maintained.
- Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee.

Sports: Regarding the maintenance of indoor Badminton/ Volley Ball court / TT Courts /Gym on the college sports in charge consult coaches. In their guidance accommodates are arranged. College students also won prizes in Chess, Boxing, Football, Basket Ball , Table Tennis, 400 mts Race, 100 mts race in Univ. level sports.

Computers- Centralized computer laboratory was established and proper maintenance of computers in the college by the technician. Computer maintenance through AMC is done regularly and non-repairable systems are disposed off.

Classrooms- The college has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipments.

- With the help of sweepers cleanliness of class rooms is maintained. They are well equipped with modern tools of cleaning such as mops, gloves and vacuum cleaner.
- A complaint register is maintained in office in which students as well as faculty can register their problems which are resolved within a set time frame.
- Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.

There are technicians, masons, plumbers, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

493

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	**View File**
Upload any additional information	No File Uploaded

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

106

File Description	Documents

Upload any additional information	No File Uploaded
Institutional data in prescribed format	**View File**

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	**https://www.alameen.ac.in/**
Details of capability development and schemes	**View File**
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

424

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**View File**

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents

Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

175

File Description	Documents
Self-attested list of students placed	**View File**
Upload any additional information	No File Uploaded

5.2.2 - Number of outgoing students progressing to higher education

6

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	**View File**
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

File Description	Documents
Upload supporting data for students/alumni	**View File**

Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

0

File Description	Documents
e-copies of award letters and certificates	**View File**
Any additional information	No File Uploaded

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Students have active representation on academic and administrative bodies and committees of the Institute.

Class Committees

All programmes have class committees for each course that comprise of student members representing meritorious as well as weak students, along with faculty members nominated by the Head of the Department, other than the course teacher. The Class Committees provide feedback on all aspects of the programme and respective course. Class Committee Meetings are held regularly, at least twice in each semester.

Cultural and Sports Committees

Students have strong representations in all cultural and sports and games committees and help in organization and management of events.

Hostel Administration

Students provide strong support in the administration and management of hostel affairs. Each hostel has a Captain, Vice-Captain, Mess Committee, Cultural Committee, Sports Committee and Cleanliness Committee. Students manage the entire functioning of the co- operative mess and organize extra-curricular events and competitions throughout the year.

Organization of Special Events

Students organize, and celebrate the National Teachers Day, on Sept. 5, every year by honoring teachers and presenting cultural programme, intra-faculty and inter-faculty cultural and sports competitions, Shiksha Diwas on Jan. 1, Founder's Day celebrations on Jan. 31 and other National celebrations that include, Independence Day, Republic Day, Engineers Day, Science Day and various NSS and social service activities.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**Nil**

5.3.3 - Number of sports and cultural events / competitions organised by the institution

10

File Description	Documents
Report of the event	**No File Uploaded**
List of sports and cultural events / competitions organised per year	**View File**
Upload any additional information	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Alumni Association provides an interface for establishing a link between the alumni, staff, and students of the institute. The alumni are currently working at various positions all over the globe and proving their mettle in all spheres of management.

The Alumni Association Contribution through various means:-

1. **Book Donation: Contribution by donating Books.**
2. **Alumni Interaction: Alumni of our institution give inputs to aspiring upcoming graduates. They are invited as resource persons at various events, guest lectures and panel discussions. They provide inputs and share their experiences regarding skills, recent technologies & trends in corporate world, application of knowledge and corporate working culture.**
3. **Placement & Career Guidance Assistance: Alumni are working in organizations at various capacities. They keep the faculties and the placement officer abreast about the available job opportunities. They assist and guide the students to crack the interviews. They also share their experience with the students and motivate them for their career development in various domains.**
4. **Campus recruiters: Alumni come to campus as recruiters for their companies and also recommend and promote our students to their employers for campus placements.**
5. **Summer Internship Opportunities: SIP being a part of our curriculum; Alumni provide innumerable opportunities in various companies to the students.**
6. **Entrepreneurship Awareness: Some of our Alumni have established startups in different sectors, many of them are first generation entrepreneurs. They decided to become entrepreneurs during their academic span. Through the journey as an entrepreneur they learnt various skills & knowledge. They enlighten the students with their success stories and challenges faced.**
7. **Alumni Meet: We have a tradition of inviting alumni for Annual Alumni Meet "Convergence". In this meet the alumni get chance to reconnect with the Alma mater and old friends. This is the best platform for networking and sharing new trends and current happenings in the corporate world. These inputs are helpful to academicians for moulding the aspiring students.**
8. **Institute Social Responsibility: Our Alumni in association with our institution are engaged in conducting social activities for the welfare of the society through Donations in the form of Books, Blankets, Chairs, Mats, Storage containers, Stationary etc.**

File Description	Documents
Upload any additional information	**View File**
Paste link for additional Information	**Nil**

5.4.2 - Alumni's financial contribution during the year	**E. <2 Lakhs**

File Description	Documents

Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Our governance body is so reflective and the prime focus is on the vision and mission of the institute.

VISION

It is our endeavor to evolve as a globally competent Technical University and to build Centre of Excellence in Engineering, Technology, Applied Science and Management.

MISSION

We are committed to achieve sterling standards in Academics, Research and other Social service activities besides being poised to produce outstanding and holistic professionals

The following strategic characteristics and aspirations enable the College to realize its vision:

- Modern and precise educational experiences that develop the engineers
- An atmosphere that facilitates personal commitment to the educational success of students in an environment that values multiplicity and society
- Education and research partnerships with Universities, colleges and industries
- Highly successful alumni who contribute to the profession in the global society
- Undergraduate and Post graduate programs that integrate global awareness, communication skills and team building across the curriculum
- Practical and responsible resource management;
- Training that prepares students for interdisciplinary engineering research and advanced problem solving
- Leadership and service to meet society needs.

Governing body designs and executes Short-term, Long-term plans integrating departmental plans, findings of SWOT analysis and other recommendations from the stake holders. Every year this process is conducted in the institution and at present long term plan of VISION - 2022 is on. The

policy and planning are carried out according to consultation with stake holders. Top management with the help of the department wise committees formulates quality policy and integrates the same in the strategic plan.

Formulation of action plans and defining the policy objectives attempts to address the issues of systematic change to provide quality education. Creating robust principles, frameworks, systems and processes the institution intends to reinforce the culture of excellence. All the systems work together as a team aiming to be champions of organizational change. The Departments fosters a healthy competitive atmosphere among themselves and each one strives to accomplish excellence in their standards.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional Information	**Nil**

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

There are different associations in which students & teachers participate and take decisions and conduct various activities. The Heads of Departments take decisions regarding academic innovations and other related activities in consultation with the members of staff. Senior members of staff are assigned with the responsibilities such as Administrative Bursar, Academic Bursar and Accounts Bursar and are considered vital members of decision making body. There is a staff club in the College which is an unofficial body but operates as unifying factor among the members of staff and organizes various social cultural and welfare activities.

Institutional Context of the Key Indicator:

The institution practises decentralization and participatory management in keeping with its belief in collective leadership and democratic traditions. A particular reflection of this practice may be seen in the extensive delegation of authority to the Heads of the various Departments in the college. The Ways in which Heads of Departments participate in the Management Process:

• The Head of the Department oversees the Teaching Plans of his/her departmental members.

• He/she is empowered to make adjustments in the routine, and to allot teaching assignments and evaluation duties.

• He/she enjoys the privilege of convening departmental meetings where the programmes for the entire term are decided.

• He/she often takes the lead in planning seminars, workshops, career counselling sessions, remedial measures, interdepartmental or/and inter-college exercises, departmental excursions and study tours.

• He/she is at liberty to introduce creative and innovative measures for the benefit of his/her students.

• Heads of Departments plan, prepare and publish the departmental magazine or working paper in consultation with his/her departmental colleagues.

• He/she organizes and conducts the Parent-Teacher meetings in which the academic progress of the students is communicated to their Parents.

• He/she, in consultation with his/her department oversees the paper-setting, moderation, evaluation, and marks submission of all internal examinations of the department, and determines the admission and promotion criteria of the students.

• He/she decides on the nature, pattern and duration of special and remedial classes for the students of his/her department.

• He/she even takes the initiative, at times to organize alumnae chapters of the department within the larger framework of the Alumnae Association of the college.

• The Head enjoys the creative wherewithal to introduce Syllabus Component Enhancement/Vocational Courses such as the GIS Course conducted in the college for the students.

• The Head, in consultation with his/her departmental teachers enjoys total flexibility in planning and organizing seminars from the UGC sponsored level to that of students' seminars.

• Through their adept handling of their departments Heads discharge their function as nodal agents of the academic and administrative processes in the college thereby contributing to the health and vibrancy of the management mechanisms in the college. The above enumeration of features comprising participatory management points fairly conclusively to the ethics of decentralization which is integral to the institution and informs its functioning at every level.

File Description	Documents
Upload strategic plan and deployment documents on the website	**View File**
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Core Values of our Institution

- Excellence in Teaching and Learning
- Involvement of all Stakeholders of the Institution in Decision-making
- Community Engagement
- Respect and Commitment
- Holistic Development of Students

Objectives of Perspective Plan

While preparing the present perspective plan, the IQAC has considered following main objectives:
NAAC - To ensure top quality standards in higher education

- Contributing to National Development
- Developing requisite competencies amongst students of the college
- Inculcating a Value System among the Students
- ICT-based teaching and learning.

Perspective Plan:

To maintain continuously good academic performance

To develop and execute effective teaching- learning process

To encourage research culture in faculty and students

To develop a comprehensive system of student mentoring and student support and ensure transparency in evaluation process of students

To empower faculty about emerging trends in their profession for academic advancement

To facilitate a friendly, efficient and flawless administrative set up ensuring a smooth day to day functioning

Focus of Strategic Plan

To make students more employable

- Providing various courses which will help in increasing their practical knowledge
- Conducting UPSC and MPSC courses free of Cost
- Periodic interaction with the distinguished guests who have excelled in their field.
- Industrial visits to various business premises

Apart from these, we also plan to conduct the following in future:

- Conducting basic computer courses like MS-CIT, Tally etc. through Skill India Scheme so that there is seamless transformation from academic to professional life
- Conducting soft skills and lectures on etiquettes To maintain continuously good academic performance
- Increasing students' engagement in learning
- Increasing students' responsibility towards learning
- Motivating students by periodic interaction with distinguished guests To develop and execute effective teaching- learning process
- ICT-based teaching
- Organize Study tours for students
- Provide state of art library facilities
- Encourage teachers to participate in Seminars and Conferences
- Encouraging the teachers to participate in Orientation Programme, Refresher Courses, Short Term Courses, etc.
- Encourage students to participate in Seminars, Conferences and workshops. To encourage research culture among faculty and students
- Encourage teachers to present research papers in seminars and research conferences.
- Promoting faculties to undertake minor and major research project.
- Develop university-recognized research centres in college.
- Organize Seminars and Conferences to promote research culture.

To develop a comprehensive system of student mentoring and student support and ensure transparency in evaluation process of students'

- Provide Mentor Teacher for every class
- Provide Remedial Coaching to Slow Learners
- Identification of Fast Learners and help them to achieve their potential
- Continuous tracking of Attendance of the students
- Establishment of Women Development Cell
- Publish evaluation process in the prospectus of various courses and explain to the students
- Establishment of Centralized Assessment System

To empower faculty about emerging trend in their profession for academic advancement

- Encouraging the teachers to participate in Orientation Programme, Refresher Courses, Short Term Courses, etc.
- Encourage teachers to participate in Seminars and Conferences
- Provide Internet Facility and Laptops to Faculty Members
- Upgrade Books in Library every year by making provision in Departmental Budget

To facilitate a friendly, efficient and flawless administrative set up ensuring a smooth day to day functioning

- Delegate authorities and responsibilities to Principal, Vice-Principal, Faculty Members and Administrative Staff
- Conduct periodic and need-based meetings
- Promote team-spirit and healthy relations amongst staff members of the institution

File Description	Documents
Strategic Plan and deployment documents on the website	**View File**
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

VISION

It is our endeavour to evolve as a globally competent Technical University and to build centre of Excellence in Engineering, Technology, Applied science and management.

MISSION

We are committed to achieve sterling standards in Academics, Research and other social service activities besides being poised to produce outstanding and holistic professionals.

OBJECTIVES

"To be a good leader in providing self disciplined, quality education, training and research in Engineering and Technology with dedicated support of staff members and infrastructure for developing manpower to face the challenges of Globalization".

- Empowering the youth through technical education and providing professional leadership
- Placing faith in human values
- Providing excellent teaching and research environment
- Industrial interaction
- Providing excellent infrastructure facilities
- Aiming at continual improvement in all activities

1 PLANNING

1.1 HUMAN RESOURCE PLANNING

1. The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.
2. He will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
3. He will consider appointing a Professor to be the Head of every discipline, besides the number of Associate Professors and Assistant Professors required in accordance with the teacher student ratio prescribed herein.
4. The teacher student ratio shall be 1:20 and for this purpose the Professor shall also be included in counting the number of teachers.
5. The minimum contact hours during the week for each category shall be maintained as follows:

Principal	–	2
Vice Principal	–	4
HODs	–	6
Professors	–	8
Associate Professors	–	12
Assistant Professors	–	16

1. He will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts.

1.2 RECRUITMENT

1. The selection committee shall prepare a job description and job specification for the candidate to be recruited.
2. The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
   1. Advertisement in the Newspapers
   2. Files maintained for storing the unsolicited applications
   3. Campus recruitment
3. The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.
4. The committee shall short list the candidates in the following processes:
   1. Personal Interviews
   2. Aptitude tests, including class room demonstrations

1. The committee shall finalize the sort listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Secretary and Correspondent who in turn Interview the candidates and decide on the appointment.
2. An Offer of appointment shall be released by the Principal/Chairman /Correspondent in the Form 1 appended to this manual.

1.2.7 Assistant Professor in Engineering Departments:

B.E. / B.Tech. and M.E. / M.Tech. or equivalent in the appropriate branch of Engg. / Tech with first class either in Bachelor's or Master's degree

Assistant Professor in Science and Humanities: Atleast 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject with additional M.Phil., Qualification.

1. Associate Professor in Engineering Departments: Ph.D. with 1st Class at Bachelor's or Master's level or both in the appropriate branch of Engg./Tech. with experience out of which 2 years shall be after Ph.D. Or

B.E. / B.Tech and M.E. / M.Tech. or equivalent in the appropriate branch of Engg. / Tech. with first class in either Bachelor's or Master's degree along with 13 years experience after B.E. / B.Tech. is also eligible for appointment as Associate Professor.

Associate Professor in Science and Humanities: Atleast 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject with 7 years out of which 2 years shall be after Ph.D. Or Atleast 55% of marks (or) an equivalent CGPA at the Master's degree level with 15 years after Master's Degree

1.2.9 Professor in Engineering Departments:

Ph.D. with 1st Class in Bachelor's or Master's level or both in the appropriate branch of Engg. / Tech. with 10 years experience out of which 5 years experience as Associate professor or a total of 13 years experience.

Professor in Science and Humanities:

Atleast 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D degree in the relevant subject with 10 years experience out of which 5 years of experience as Associate Professor (or) a total of 13 years experience.

1.3 ORIENTATION

1. Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.
2. The Principal shall take him/her to the department of his/her work and introduced to the Head of the Department.

1. The HOD will give a brief introduction about the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
2. He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
3. The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.
4. The HOD will introduce the new faculty members to the students where the faculty is going to take class for the first time.

2 SALARY AND INCENTIVES

2.1 POSITIONS AND PAY SCALES

1. The College will have the following positions of hierarchy in the teaching departments:
   1. Principal
   2. Professors
   3. Associate Professors and
   4. Assistant Professors
2. In addition, each department shall have support staff like Programmers, Lab Assistants, Department Clerk and Department Attendant.
3. The College Office will have the following positions of hierarchy in the administrative department.
   1. Administrative Officer
   2. Accountant, Clerical Assistants
   3. Office Assistants.
4. The Scale of pay:

For various teaching and non-teaching staff members, basic pay is as per 6th pay commission. DA varies based on experience of the individuals.

2.2 DEARNESS ALLOWANCE

1. In addition to the Basic Salary, a monthly dearness allowance shall be extended to Teaching Faculties.

2. Management can also decide other allowances for Principal, Professor and Special posts.

2.3 YEARLY INCREMENTS

1. Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution.
2. Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

2.4 BENEFITS

1. Employees Provident Fund (EPF).
2. Children Education – Fees Relaxation.
3. Festival / Function Advance - 0% interest.
4. Medical Emergency Fund - 0% interest.
5. Undertaking to get loan from 'Co-operative Society', Chinniampalayam.
6. Treatment at 'Be Well' Hospital, Erode with 20% discount on medical expense.

2.5 INCENTIVES AND REWARDS

1. Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution.

1. 100% results in a theory subject: Rs 1000/- Cash Award.
2. 90% and above results in a theory subject: Rs 500/- Cash Award.
3. 'Top grade' results in a theory subject: Rs 300/- Cash Award.
4. Paper presentation in national conference:

Registration fee & TA

1. Paper presentation in International conferences being conducted in India: Registration fee & TA
2. Paper presentation in International conferences being conducted in abroad: Registration fee up to 50% will be sponsored

3. International / national journal publication in Annexure -I as per Anna university: One time incentive of Rs.2000/-
4. International / national journal publication in Annexure -II as per Anna university: One time incentive of Rs.1000/-
5. Attending conferences, workshops etc.: Registration fee
6. Full Book with International publisher: One time incentive of Rs.5000/-

1. Full Book with national publisher with ISBN: One time incentive of Rs.2500/-
2. Full Book with other local publisher: One time incentive of Rs.1500/-
3. Chapter contributed in book with International publisher: One time incentive of Rs.2000/-
4. Chapter contributed in book with National publisher with ISBN: One time incentive of Rs.1000/-
5. Faculty members qualifying in the GATE / NET / National Level examination: One time incentive of Rs.5000/-

3.1 CASUAL LEAVE (CL)

3 LEAVE

1. Every Staff members can avail casual leave after getting prior permission (one day before) from their respective HOD. In case of emergency, they can inform their HOD through phone call before 9:00 AM. HODs shall get permission from Principal.
2. Every employee is eligible to avail upto a maximum of 14 days of Casual Leave in a academic year (1st June to 30th November – 7 Days, 1st December to 31st May – 7 Days).
3. Half a day CL : FN CL – Shall report to the institution before 1:00 PM. AN CL – Shall leave the institution after 12:30 PM.
4. Absent without getting permission from HOD / Principal (or) taking leave beyond 7 days per semester will be treated as Leave on Loss Pay.
5. Normally only one day casual leave will be sanctioned in a month (upto 12 months from the date of joining).

3.2 COMPENSATORY LEAVE (CPL)

1. In general, prior approval of Principal should be obtained by the HOD, for carrying out works on compensatory leave basis to the staff. However, compensatory leave towards unscheduled

hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on specific reason and recommendations of the HOD within three days from the date / period of carrying out such work.

2. Minimum 3 hours work – ½ day Compensatory Leave Minimum 5 hours work – 1 day Compensatory Leave

3. Later on, the compensatory leave can be availed only after applying to the principal and getting it sanctioned in advance. The record of such compensatory leave will be maintained in the Office. The compensatory leave should be availed within two months after the actual date of working.

4. Compensatory leave will not be granted to any staff for special classes, educational tours, university examinations, ISO, accreditation, inspection of AICTE / university, other bodies, etc.

3.3 ON DUTY (OD)

1. On Duty Permission will be granted only after getting the prior permission from the Head of the Department and an approval by the Principal.

1. The Teaching staff members will be allowed a maximum of 18 working days in an academic year as ON DUTY for the purpose of attending board meetings / Central valuation / Examination duties connected with university during the college working days. Staff should produce evidence from the competent authority for having done the intended duty. Otherwise if this absence will be treated as leave.

2. HODs will be allowed a maximum of 14 working days in an academic year as ON DUTY for the purpose of attending board meetings / Central valuation / Examination duties connected with university during the college working days. HODs should produce evidence from the competent authority for having done the intended duty. Otherwise if this absence will be treated as leave.

3. All other ON Duties if any, pertaining to the college should be specially allotted by the HOD or Principal and permission should be obtained in advance from the Principal.

3.4 VACATION LEAVE (VL)

1. Every Teaching Staff members and Non-Teaching Staff members with minimum 1 year experience in AEC are eligible to avail vacation leave for 3 weeks (21 days) per year.

1. Vacation can be availed only during the vacation period. The vacation period will be declared by the Principal. Generally the semester and vacation period as follows:
   1. Odd Semester – June to October succeeding Winter Vacation – November to December.
   2. Even Semester – November to April succeeding Summer Vacation – May to June.

For both Odd and Even semesters the Vacation Period starts from the date of commencement of University Theory Examinations and ends on the date to be announced then and there.

1. Vacation Leave may be availed in two In November – December, the vacation leaves will be 2 weeks (14 days) and in May to June, the vacation will be 1 week (7 days).
2. CL, CPL, OD etc cannot be combined with Vacation Leave.
3. Staff members shall be present on the previous day and on the next day of their vacation spell to their duties. Failing which will be treated as Leave on Loss of Pay.
4. Vacation Leave should be applied well in advance and got sanctioned before availing the same.
5. Vacation Leave may be curtailed or refused depending upon the exigencies of works.

3.5 PERMISSION

3.5.1   Maximum two 'one hour permissions' are allowed per month for staff members.

3.6 CONVERTING VACATION LEAVE INTO CASUAL LEAVE

3.6.1 Staff members not able to avail vacation due to institutional responsibilities shall convert their vacation leave into casual leave with prior permission from HOD and Principal. 1 week Vacation Leave shall be converted to 6 days of converted Casual Leave.

3.7 MATERNITY LEAVE

1. The leave can be granted to all lady staff subject to the following conditions:
   1. Should have completed the minimum of three years of satisfactory service.
   2. The maternity leave is limited to a maximum of 6 months only.
   3. Should give an undertaking that they will work for two years after rejoining the duty.

3.8 MEDICAL LEAVE (ML)

1. For treatment and hospitalization of serious compliant like TB, cancer, leprosy, heart surgery, kidney transplantation or retina transplantation etc., the medical leave will be decided as per the merit of individual case.
2. For other ailments and hospitalization the medical leave will be given on submission of medical certificate and discharge certificate from recognized hospital subject to the following conditions.

0 – 5 Years - Nil

5 – 10 Years - 1 Week.

10 – 15 Years - 2 weeks

3.9 HIGHER STUDIES LEAVE (HL)

1. Higher studies leave may be sanctioned for the following category of work after getting a consent letter from the HOD and Principal
   1. Course work - Examination Dates.
   2. During Synopsis submission – 2 Days.
   3. During Thesis submission – 1 Week.
   4. Public Viva Voce Examinations – 4 Days.

3.10 SABBATICAL LEAVE

1. Sabbatical Leave shall be admissible to a permanent member of the academic staff. The allotment of Sabbatical leave by Principal is final based on their request.

4 PROMOTION POLICY

1. All promotions shall be considered on the basis of merit- cum –seniority basis.
2. The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Institutions.
3. The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.

4. Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, subjected to however, he/she had completed the minimum number of years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:
   1. Associate Professor: Ph.D., with 4 years experience as Assistant Professor or 7 years experience as Assistant Professor, however they are advised to complete their Ph.D. at the earliest.

1. Professor:
   1. Ph.D., with 3 years experience as Associate Professor
   2. Ph.D., with 10 years of total experience
   3. M.E with 13 years of total experience with industrial exposure. However, they are advised to complete the Ph.D at the earliest.
2. Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

5 RETIREMENT

5.1 RETIREMENT FROM SERVICE

1. All teaching and non teaching staff shall retire on completing the age of superannuation, which is 65 for teaching and 60 non-teaching.
2. The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
3. If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.
4. The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

6 DISCIPLINE AND GRIEVANCE

6.1 CODE OF CONDUCT

1. Teachers shall be at the appointed classroom at the appointed time without any exception.

2. Every teacher shall take attendance at the beginning of the teaching hour.
3. Every teacher shall close the hour punctually at the end of the hour.
4. A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be
     - taking correctional action if it is within his/her power, or
     - reporting the matter to the Principal
5. Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
6. Faculties and staff members shall not engage themselves in other activities/ businesses, which affects their effective contribution in the Department and the College.

1. Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favouritism.
2. Teachers shall maintain a respectable work conduct in terms of:
   1. Preparation for the particular day's Classes, with latest information added to earlier course content.
   2. Keeping all teaching aid material required for conducting the class in an orderly manner.
   3. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
   4. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
   5. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
   6. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
   7. Teachers shall observe good personal conduct in terms of:

1. Not using any abusive language towards students, fellow teachers, parents and other members of public.

1. Not entering into quarrels, fights or any act of disrespectable nature.
2. Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
3. Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and the reputation of the Institution.
   1. Faculties shall conform to the Ethical Standards of a teacher as described in Annexure 6.

6.2 DISCIPLINARY PROCEDURE

1. Any teacher who is violating the code of conduct defined in Section 6.1 of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.
2. If a teacher commits an act of misconduct or misdemeanour by violating the code of conduct, anyone can report in writing to the Principal.
3. The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
4. If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

1. He shall proceed with issuing a Show Cause Notice, fully describing the office and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
2. On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
3. The course of action for disciplining a teacher shall be under the following categories:
   1. Memo and Censure.
   2. Warning in writing, with recovery of money, where financial loss is involved in the act.
   3. Suspension from work without remuneration.
   4. Dismissal or discharge from service.
   5. Any staff member receiving more than two memo or warning will be given punishments mentioned in c or d.
4. Where the punishment proposed is in the categories c or d under Section 6.2.7, the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
5. The Principal shall report the proceedings periodically to the Secretary and Correspondent.

6.3 GRIEVANCE PROCEDURE

1. The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
2. The Grievance Committee shall be composed of among the ranks of Head of the Departments, Principal/Vice Principal and Secretary & Correspondent.

3. The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
4. The grievance committee shall:

- have a member secretary, to monitor the proceedings
- meet once every month on a stipulated day and time
    1. Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
    2. The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
    3. The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.
    4. The Member-Secretary shall record and maintain the minutes the meetings.

7 CONSULTING POLICY

(Consultancy Projects, Sponsored Projects, Training Programmes and CEP's)

Industrial consultancy is vital in the growth of any Organization imparting higher technical Education. Continuing education enables us to reach to the outside world and contribute towards societal improvement at large. AEC aims to be in the forefront of all these activities and thus be an aid in the national Growth.

1. Norms for consultancy and Industrial projects: Type A

Consultancy and industrial projects would only be accepted after approval through proper channel. AEC would enter into any such industrial project or provide consultancy to it by signing proper consultancy agreement between the two parties. Such agreement would clearly mention the terms and conditions, financial aspects and related terms involved, institute liability, legal aspect, time constraints, deliverables, and limitations of the project consultancy agreement. The Document would be signed by the Faculty/Staff, Head of the organization and the competent authority from the other party in agreement.

Consultancy projects would be taken up by the departments of the institute shall be examined from the point of view of science and technology content and it is likely to benefit to the academic

and R&D activities at the institute, which can in turn influence Quality and standard of academics at AEC.

Every project proposal would be examined and approved by institute level committee before it is being accepted for being conducted. The committee would consist of

- Principal AEC (Chairman)
- Concerned Head of the Department (Advisory Member)
- Technical Expert in the subject area (Nominated by Principal AEC) (Advisory Member)

The Department R&D Coordinator would maintain the documentation /Records of such committee meetings. The Department R&D Coordinator would further fix and schedule such meetings as and when required and send invitations to the chairman, convenor, Advisory members and invitees as per everyone's convenience, the minutes of such meetings would be officially recorded.

The faculty members proposing to take up the consultancy work would be termed as invitees at such meetings and they would be required to make a presentation of the consultancy proposal. In case of testing, the concerned faculty may present the case. The work shall be classified as Class A type of work if it adheres following constraints:

Type A: consultancy and industrial Projects (Individual / Joint)

A1: That do not require laboratory Facilities

A2: That require laboratory Facilities

1. Norms for Training Programmes and CEP's: Type B:

Individual Faculty members or departments may take up Training program. Such continuing Education program undertaken by the Department or individual faculty need to be presented in front of Principal AEC. The proposal to arrange such a Training program should contain the need and necessity of such training program, The Trainers and their academic and trainer profile, Module wise syllabus, Time scheduling, Fees, Evaluation method of the trainees at the end of training, Certificate Sample, Advertising Leaflet, Venue, Requirements and human resource support from the organization as may be required. The head of the institution would examine and approve such proposal if found suitable and in the interest of the trainees and the organization. The organization would enter into a formal agreement if the training is arranged by an Outside

individual / Organization or a faculty which would mention the resources that would be provided by the institute and the revenue sharing aspect thereof.

The said training programmes can be offered to people/Students/ outside faculty from outside of the college and outside organizations in non academic hours.

The said consultancy shall be classified as Type B if it is subjected to following constraints.

Type B: Training courses and Continuing Education programs

(Individual or Joint) Offered for inside or outside participants

B1: Imparted by Institutes manpower B2: Imparted by outside agency

Revenue Sharing

The Revenue sharing here implies the difference of income and expenditure. Type A: consultancy and industrial Projects (Individual / Joint)

A1: That do not require laboratory Facilities A2: that require laboratory Facilities

Type B: Training courses and Continuing Education programs (Individual or Joint) Offered for inside or outside participants

B1: Imparted by Institutes manpower B2: Imparted by outside agency

Revenue sharing in Percentage

Type	Institute	Principal	HOD	Faculty/Staff
A1	40	5	5	50
A2	50	5	5	40
B1	40	5	5	50
B2	80	5	5	10

Indicates that such a revenue would be shared within the faculties if more than one (should be clearly mentioned in agreement paper also).The Faculty who brought the consultancy should also be considered in it).

The revenue would be deposited in the account of Principal AEC by cheque/draft/Cash (Small amount)less than Rs/- 5000).The Account section would divide the revenue as per the instruction of the Undersigned authority and table as mentioned above.

The Institute Share would be retained by the institute in the principals account and the remaining amount would be disbursed in the form of cheque/draft/Cash (Small amount)less than Rs/- 5000) to the concerned (Principal share/ HOD share/ Faculty or staff share).

The Account section would also issue a revenue disbursement certificate mentioning all the shares including the institutes share for records to be kept in the respective departments.

8 INHOUSE R&D AND SEMINARS

/ WORKSHOPS

8.1 IN-HOUSE R&D

1. The College encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members.
2. Each Department is given a sanction of Rs 250000/- in a year, towards in-house R&D activities.
3. Staff members can submit their proposals through the HEAD of the Department and can avail a maximum of Rs 50000/- per project, towards developing a prototype or model.

8.2 SEMINARS/WORKSHOPS

1. The College encourages its faculties to organize AICTE / ISTE funded Seminars and Workshops for the benefits of fellow teachers and students.
2. The Management provides additional funds for any AICTE / ISTE funded programs.

9 INCENTIVES - STUDENTS

1. The Management is pleased to announce the following incentives and rewards for Students:
    1. Student securing 1st Rank in a semester, Rs 1000/- Cash award.
    2. There will be a BEST-OUTGOING AWARD
    3. There will be BEST STUDENT AWARD (Department wise).
    4. There will be a BEST PROJECT AWARD Rs. 1000/- Cash award.
    5. There will be Prizes for BEST PERFORMANCE IN SPORTS. First Prize - Rs. 2000/- and Second prize - Rs. 1000/- Cash awards.
    6. Incentives awarded for doing funded student project.
    7. 50% of Professional Society Fees (annual) will be paid by Management for Students.
    8. There will be free personality development, entrepreneurship, ethics, and communications skills, computing skills and placement specific programs for Students.
    9. There will be free and subsidized add-on skills programs as per Industries Requirements.

File Description	Documents
Paste link to Organogram on the institution webpage	**chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/viewer.html?pdfurl=https%3A%2F%2Fwww.alameen.ac.in%2Fimages%2F2019%2FHR-Policy-Handbook.pdf&clen=538492&chunk=true**
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination	**B. Any three of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Documen	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Details of implementation of e-governance in areas of operation	**View File**
Any additional information	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

Our Institution has effective welfare measures in place for its teaching and non-teaching staff.
The various welfare schemes are as follows:

1. Medical Allowance
2. Child Educational Allowance
3. Maternity benefits as per norms
4. Child Care
5. Leave Travel Concession
6. All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. program.
7. Subsidized on campus medical facilities
8. DEI Employees' Welfare Fund
9. Opportunities for international exposure, as per norms

The following facilities are also provided to employees for efficient functioning:

1. Medical leave
2. Yoga classes
3. Psychological counseling
4. 24 hour power back-up (100%) through solar power plants
5. Wi-Fi facility.
6. Workspace
7. Computing facility
8. Crèche facility
9. Cafeterias
10. Free e-transport in campus
11. Identity cards
12. Shopping outlets managed by students
13. Sports facilities

A new and innovative initiative has been taken by providing a crèche facility for the children of staff. The campus is vehicle-free and free e-transport has been provided within the campus. Psychological counseling is available for the staff. A large number of faculty members have been supported for International visits by Staff members to MoU Institutions and Conferences. In order

to encourage the young faculty to pursue a vibrant research career Internal projects and Seed money have been provided early in their career. Uniforms are available for the students at very low cost. Subsidized milk and dairy products are available on a daily basis. Low rental cost housing is available wherein the rents amount to almost nothing is available. Various kinds of scholarships are available on basis of merit, merit-cum-means and for the underprivileged sections of the society. These are from the Institute's own resources apart from the Government schemes that are available. Special scholarships are available for students with less means pursuing PhD. A Thrift Society provides financial support to its members at times of need. Mechanism is available for providing non-refundable loans in case of medical emergencies to staff as per need. The staff is encouraged to give suggestions and regular feedback to improve the welfare measures in the Institute.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**Nil**

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

81

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**View File**

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

21

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	**View File**
Upload any additional information	**No File Uploaded**

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

56

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	**View File**
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Our College conducts internal and external financial audits. It has a full-time Treasurer and Accounts Department since inception to ensure maintenance of annual accounts and audits.

1. The following agencies conduct regular financial audit in the Institute:

External Audit: External Audit is conducted by the Chartered Accountant of the Institute

Internal Audit: Internal Audit is conducted by an Internal Auditor.

2. Our College conducts statutory audit covering all financial and accounting activities of the Institute. This includes scrutiny of the following:

(a) all receipts from fee, donations, grants, contributions, interest earned and returns on investments;

(b) all payments to staff, vendors, contractors, students and other service providers.

3. All observations/objections are communicated through their report.

4. Chartered Accountant of the Institute conducts regular accounts audit and certifies its Annual Financial Statements. All Utilization Certificates to various grant giving agencies are also countersigned by the CA. All Financial Statements have been certified by the CA.

5. Work of Internal Audit of the Institute has been entrusted to the Internal Auditor of the Institute. This is mainly pre-audit of major receipts and paymentsand concurrent/post audit of all other receipts and payments. He also pre-checks salary fixations, pension and gratuity payments and final payments of GPF.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**Nil**

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	**No File Uploaded**
Any additional information	**No File Uploaded**

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

Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute has designed some specific rules for the fund usage and resource utilization.

- **Mobilization of Funds, the student Tuition fee is the major source of income for the institute.**
- **The management provides need-based loans to individual colleges.**
- **Various government and non-government agencies sponsor events like seminars and workshops.**
- **Alumni contribute to the institute by raising funds to purchase items like water coolers, wall clocks, etc.**
- **Sponsorships are sought from individuals and corporate for cultural events and fests.**

Utilization of Funds

- A finance committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses
- The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.
- The quotations are scrutinized by the finance and purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc.
- The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget. The intervention of the management is sought in case the expenditure exceeds the budget.

Resource Mobilization Policy and Procedure

- Before the financial year begins, Principal and Heads of Departments prepare the college budget.
- The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.
- It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses.
- The budget is scrutinized and approved by the top management and Governing Council.
- Accounts department and Purchase department monitor whether expenses are exceeding budget provision.
- Statutory auditors are also appointed who certify the financial statements in every financial year.
- The grants received by the college are also audited by External certified auditors.

Optimal utilization of resources

- The college aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels.
- The faculty, who exhibit initiative and receive substantial grants for R&D works or for strengthening the infrastructure in the institute would be encouraged and will receive special

commendation.

- Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on availability of funds.
- Effective utilization of infrastructure is ensured through the appointment of adequate and well-qualified lab technicians & system administrators.
- The optimal utilization is ensured through encouraging innovative teaching-learning practices.
- The available physical infrastructure is optimally utilized beyond regular college hours, to conduct remedial classes, co-curricular activities/extra-curricular activities, parent-teacher meetings.
- The college infrastructure is utilized as an examination centre for Government examinations/University Examinations.
- Library functions beyond the college hours for the benefit of students, faculty, and alumni.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional Information	**Nil**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

1.College being an autonomous institution may introduce CBCS on top priority

Introduced Choice Based Credit System from the academic year 2017 and Outcome Based Education from 2020

2.Teaching quality may be improved through use of ICT more widely

The college is facilitated with Wi-Fi and all the classrooms are equipped with LCD projectors with internet access for enhanced usage of ICT in teaching and learning.

3. Initiate consultancy services

Efforts are underway to make enhance consultancy services

4. Strengthen research profile, research support publication, research funding and collaborative research

- Two international and 4 National Conferences have been organized in collaboration with reputed institutions
- Faculties are encouraged to participate and present/publish articles by providing financial assistance and deputed on-duty
- Facultiesy are encouraged to apply for research. Permissions, facilities and assistance is provided
- 12 faculty have been awarded PhD
- 01 faculty submitted thesis
- 3 staff enrolled as research scholars for PhD
- Preference is given for Ph.D./NET qualification during staff recruitment
- Research publications have enhanced
- Workshop. Seminar and Conferences enhancing Research culture are organized by the college

5. Preparation of long term perspective plan for the growth and development of the college

Prepared and adopted for progressive development

6.More teachers may be encouraged to obtain PhD and qualifying NET examination

- 12 faculty have been awarded PhD
- 01 faculty submitted thesis
- 3 staff enrolled as research scholars for PhD
- Permissions, facilities and assistance provided
- Rewards and increments are given to encourage the faculty to pursue research

7.Hostel facilities may be established for boys and girls

The institution has an MoU with a private hostel in the neighbourhood for providing hostel facility.

8.vocational courses

- New Programme B.Tech. was launched
- PCB Design, Gaming, Mobile Technologies, Web Technologies etc were introduced as add-on courses

9.Institution- industry interface to be established formally Collaborated with the following:

- Compulsory industry linkage for conducting Add-on courses
- Collaborations for organising Conferences / Seminars / Workshops/Industrial visits

10. College may provide considering adequate Sports facility for the benefit of the students

- Grounds are hired for outdoor games
- MoU was established
- Indoor sport facilities have been improved
- Fee and attendance waiver for Sports persons
- Permissions for participating in competitions and practice sessions
- Sports dress given
- Financial assistance for participating

The other quality enhancement initiatives implemented in last five years are:

Curriculum, Teaching & Learning

- Increase in the number of UG Programmes in collaboration with reputed institutions
- New curriculum designed for our Autonomous Status
- Well planned Academic and Administrative activities at the beginning of the Academic year through Annual Planner, Semester planner, Almanac and disseminate the information to the students by Student Handbook, website, Notice Boards and Public Address system
- Enhanced Faculty Development Programmes
- Mandatory two Value Added Programmes (Certificate Courses) with MoU with reputed organizations to be completed by the students
- Preparing Lesson Plans and maintaining Academic records, Teaching Diary and Self Appraisal book
- Introduced OBE from academic year 2020-2021
- Enhanced Industry - Institution interactions and collaborations,
- Increased certificate courses in collaboration with eminent organizations with MoUs
- Enhanced usage of ICT and e-resources

Research

- Regular conduction of Regional/ National/ International Conferences/ Seminars/ Workshops for Faculty
- Enhanced research publications
- Increase in PhD qualified and enrolment of faculty

Infrastructure

- Biometric attendance system for staff members
- Classrooms equipped with LCD Projectors
- Enhanced Lab facilities with latest equipment in Computer Labs, Physics Lab, Electronics Lab, IBM Lab, Language Lab, Mechanical Lab and Electrical Lab
- Up-gradation in IT infrastructure
- Separate Digital Library Facility with enhanced library resources
- Wi-Fi Campus with enhanced Bandwidth
- Website revamped
- Installing Public Address System
- Grid-Connected Roof Top Solar Power System
- Installation of CCTVs
- RO Water Plant installed
- Laying of Parking Tiles
- Proper Disposal of Solid, Liquid and E-waste and efforts for Carbon neutrality
- Rain Water Harvesting facility
- Roof Garden
- Renovation Library, Principal's Office, Reception, Wellness Centre
- Construction and modification of few classrooms
- Remodelling of Seminar Hall and Conference Hall
- Sanitary napkins Vending Machines and Incinerators

Student Centric & Community Engagement activities

- Inclusive admission Policy
- Orientation and Induction Programmes conducted regularly
- Engagement in Morning Prayer and Campus Radio
- Monitored discipline and attendance

- Regular conduction of Guest Lectures, Seminars, Workshops, Field Visits and Model making for Students
- Beyond curriculum club activities by respective department
- Learning Management System for effective curriculum teaching and learning
- Remedial classes for slow learners and activities for advanced learners
- Regular conduction of Campus Recruitment Training Programme and support to Career progression and Placement activities
- Regular organization of Inter-College Academic & Cultural Festival
- Vibrant Student Quality Assurance Cell and involvement of students in various committees, cells and student centric activities with immediate grievance redressal mechanism as per the issue
- Encouragement, facilities and financial support provided for students participating in various Academic, cultural, sports and extra-curricular activities
- Effective Mentoring system and regular conduction of Parent-Teacher Meeting
- Activities conducted on women empowerment, gender sensitisation, human values and ethics
- Inculcating and Facilitating Social Responsibility through NSS and YRC.
- Conduction of awareness programmes on energy conservation and using LED lights in the campus
- Sensitizing and involvement in environmental consciousness and maintenance
- Smooth and fair conduction of examination process. Results declared as per the guidelines laid by the parent university
- Increased support for scholarships and concessions
- Regular conduction of Alumni Meeting

Welfare Measures

- Staff welfare measures enhanced with the introduction of EPF, group medical insurance, fee concession to the ward of the staff, medical leave, seed money for research enhancement, gratuity amount limit enhancement and family get-together programme
- Provide an stimulating work environment for faculty and staff, where merit and hard work are recognised and rewarded

Governance & Leadership

- Regular conduction of Statutory Body meetings

- **Regular conduction of IQAC & General Staff Meetings**
- **Faculty recruitment procedure followed as per the policy of the Society**
- **Social Media, You Tube Channel for the Institution and Web based learning**
- **Computerized administrative office**
- **Academic & Administrative Audit conducted Annually (Internal & External)**
- **Feedback collected from various stakeholders, analysed and action taken**

Create campus in terms of sustainability, usage of energy and water and recycling of materials

- **Created two more deeper and wider rain water harvesting pits**
- **Installed RO water system**
- **Installed Solar Panels**
- **Created Roof garden**

File Description	Documents
Upload any additional information	**View File**
Paste link for additional information	**Nil**

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. Admission to various programmes, summer, winter and mid-term vacations, examination schedule and declaration of results are notified in the Academic Calendar.

All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching- learning process, the system of continuous evaluation, compulsory core courses, various co- curricular activities, discipline and culture of the Institute. All students are also given a guided tour of the campus and the various facilities.

All students are provided with the Student Diary that provides all details relevant for students. Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences.

Important announcements are circulated to all the classes and attendance and conduct of classes are monitored by the IQAC, HODs and Mentors of various classes. The Deans and Senior faculties make random visits to ensure smooth functioning of classes. Class Committees are regularly conducted with students to take feedback and appropriate steps are taken to enhance the teaching-learning process.

Feedback from students is also taken individually by teachers for their respective courses, by Mentors and by IQAC. Students are also free to approach the Principal of the Institute for feedback and suggestions. Feedback is properly analyzed and shared with the Deans, HODs and individual faculty members.

The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations. The major initiatives taken over the last five years include the following:

1. Introduction of Daily Home Assignments
2. Automation of Admission Processes - Provision for online fee payment
3. Automation of Examination Processes
4. Curriculum Development Workshops in many subjects
5. Introduction of B.Tech. programme
6. Green initiatives in Campus – tree plantation, Biodiversity Park, Biogas plant, solar photovoltaic power plants, e-vehicles etc.
7. MoUs with prestigious Institutes, Universities, Govt. agencies
8. International student exchange programmes
9. Student manufactured products and Student managed outlets: Institute Uniforms and Dairy Products
10. Application for NIRF, ISO and NBA Certifications

In addition to IQAC, the Institute also considers the recommendations of the Advisory Committee on Education, a think tank comprising eminent and renowned educationists and academicians from within and outside of our institution, which regularly reviews the progress and makes necessary recommendations in an advisory capacity.

File Description	Documents

Upload any additional information	**View File**
Paste link for additional information	**Nil**

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)	**A. Any 4 or all of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	**Nil**
Upload e-copies of accreditations and certification	**No File Uploaded**
Upload details of quality assurance initiatives of the institution	**View File**
Upload any additional information	**No File Uploaded**

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

Our Institution Shows gender sensitivity through various initiatives and actions for creating safe, Secure and healthy atmosphere in the campus. Sensitization of the students is done through special lectures and functions. Specific initiatives with respect to key areas are as follows

·Safety and security

*Hi-Tech Surveillance system:

E- Surveillance with high resolution cameras through day and night facility of distributed recording in control room has been set up in the campus, entry of unwanted element is monitored through these cameras. This system ensures that all Female staff, students can move freely in the campus and feel assure that they are secure at all the time in the campus.

*Hostels:

Separate hostels for boys and girl students exist in and off the campus respectively. Behavior of students is monitored under set of well defined rule under the guidance of wardens. All student and staff compulsory were their ID cards at all times on the campus thus ensuring non entry of any outsiders also unauthorized persons.

*Security personnel:

The Institution has strong security personnel deployed all around the campus to create secure enrolment

*Medical Facilities:

Health centre with One doctor and Nursing staff is available in the campus to provide medical care to the students, Specialists are for also invited to visit the campus as and when necessary ,nursing and other staff is available 24 hours with emergency medicine and ambulance .

·Counseling:

The Institution has a system of mentoring in each PG epartment for inculcating social, Moral and ethical values .Women cell also create gender awareness through different program. All Senior officials are available both for boys and girls for solving their problem any time without any appointment.

·Common Rest Room:

In each block of the Institution separate washroom are available for girls and boys. 24 hour's water is available with proper ventilation in the washroom. Separate girl's common room is created with facilities like indoor games, first aid box and newspapers.

File Description	Documents
Upload any additional information	**View File**
Paste link for additional Information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: 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
Geotagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

1. Solid waste management
2. Liquid waste management
3. E-waste management
4. Waste recycling system

1. Solid waste Management

The Institution has the waste management system for better efficiency and sustainability. The campuses have a well-developed waste management system implemented successfully. The main initiatives taken for the solid waste management are given as below:

Integrated sustainable Waste management system for the whole campus

Grass fields for Cattle feed

Solid waste collection

Ponds for the irrigation and ecosystem maintenance

2.Liquid waste management

Waste water management system for treating the water for agricultural process.

Waste water treatment centre

The wastewater and sewage water treatment plant at Vimal Jyothi Campus is of aerobic sewage treatment model. It is located to the rear side of the PG hostel with in a space of 0.40 acres. The capacity of the sewage treatment plant is between 50000 litres to 150000 litres per day. The major waste reaching the plant is in the form of sullage from the hostels and the mess and canteen as well. The type of treatment practised is aerobic treatment. The aerobic treatment helps in the reduction of foul smell being emitted at least to a certain level. The aerobic oxidation process is adopted for the treatment. The treated waste water is used for the cultivation and gardening process.

Oil trapping tanks

The oil extraction from waste water is done effectively through the Oil trapping systems installed in the waste water line. The oil extraction is needed to be made before the waste water treatment.

3.E-waste management

The e-waste is limited in the campus by maintaining as own repair centre for computer and computer-based items. The computer maintenance and repair is centralized for better coordination and all the repair or non-operating complaints are streamlined through google forms and the report of the repair service is monitored. The irreparable systems are discarded and the usable parts are used for the replacements. The discarded parts of the systems and other electronic equipment are sold out to venders for their own recycling process.

4.Waste recycling system

The waste recycling system consisted of

1. Reduce and Reuse strategies
2. Bio-recycling system of the wastes with life stock
3. Waste water recycling system
4. MoUs for the solid waste management using the eternal expertise agents

1.Reduce and reuse strategies

These are the very effective strategies implemented with full support of the students. The non-renewable energy is reduced to a minimum with conscientisation of the staff and students. The plastic wastes reduced considerably with plastic ban of June 2018. The single use items are discouraged for all functions and steel plates and Templers are used in the campus. The Note book reuse is encouraged. Dust bin is distributed with Green Clean campus awareness.

2.Bio-recycling system of the wastes with life stock

The Bio-recycling system of the wastes with life stock is successfully implemented in the campus. The cattle, goat farms, aerobic oxidation are the main biotic activities that naturally converts the waste to value added products.

3.Waste water recycling system

The water after the purification process is used for gardening, agricultural purpose, and cattle feed cultivation. The one side printed papers used for further use, the waste note books collected to use the note pads. The usable electronic components are used as spares for repair. The leaves and other bio-wastes are used for producing manure.

4.MoUs for the solid waste management using the eternal expertise agents

The e-wastes and other non Bio degradable solid wastes are recycled with help of the expert agencies of the field. The MoUs are made to do as it is not financially and environmentally viable to recycle the wastes that produced in the campus.

| File Description | Documents |

Relevant documents like agreements/MoUs with Government and other approved agencies	**View File**
Geotagged photographs of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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
Geotagged photographs / videos of the facilities	**No File Uploaded**
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**	**B. Any 3 of the above**

File Description	Documents
Geotagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institution's initiatives to preserve and improve	**A. Any 4 or all of the above**

the environment and harness energy 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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.	B. Any 3 of the above

File Description	Documents
Geotagged photographs / videos of facilities	No File Uploaded
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
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, socio-economic and other diversities (within a maximum of 200 words).

Al-Ameen Engineering College is undertaking various initiatives in the form of celebration of days of eminent personalities National Festivals, NSS, YRC and other such activities to provide for an inclusive environment by bringing students and teachers with diverse background on single platform for creating inclusive environment. These functions help in developing tolerance harmony towards culture, region and linguistics and also communal social economics and other diversities. The subject Constitution of India and professional ethics is made mandatory to all UG students across disciplines. Convocation ceremony is conducted every year, where the convocation address is delivered to inspire and motivate the students for future journey.

Two important national festivals, Republic Day and Independent Day are celebrated every year in our college. All teaching, non-teaching staff and students participate for the cause of nation. The inspiring speeches are conducted.

Days celebrated	Date
Sadbhavana diwas,	1 Day(3rd December)
Gandhi jayanti	1 Day(2nd October)
Ambedkar Jayanti	1 Day(14th April)
Kanakdas Jayant	1 Day(3rd December)
Teachers day	1 Day(5th September)
Yoga day	1 Day(21st June)
Independent day	1 Day(15th August)
Republic day	1 Day(26th January)
Engineering day	1Day(15th September)
NSS day	1 Day(24th September)
Women's day	1 Day(8th March)
World Environmental day	1 Day(5th June)
Karnataka Rajostvaa	1 Day(1st November)
Voters Day	1Day (25th January)
Maharshi Valmiki	

Jayanti	1 Day(24th October)

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**

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

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities.

The college curriculum is framed with courses like Introduction to Constitution of India, Professional Ethics, Value Education, Philosophy of Human Rights and Applied Philosophy as a small step to inculcate constitutional obligations among the students. The department of Economics also framed a certificate course on Legislative Assembly.

The institute hoists the flag during national festivals and invites eminent persons to inspire students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules. The institution encourages participation of students in Sports and Games, NCC and NSS at National level to strengthen nationwide bond and relation.

The institution takes pride of raising up successful leaders among the students by conducting the Student Council election every year. The elected representatives are given leadership training and delegate the responsibilities of organising college programmes with the support of other student volunteers. Staff members participate in the national celebrations, Flag Day and take oaths for the cause of the nation.

The institution takes many initiatives like conducting awareness campaigns, organizing orientation Programmes, training Programmes, seminars and workshops to sensitize the future leaders to inherit human values coping with the constitutional obligations. Ethical Values, rights, duties and responsibilities of citizens are some of the topics that are enlisted in Elocution / Debates activities. The institution has strived forward with great effort to increase the level of awareness and appropriate practices amongst the students in the following areas:

Fundamental Duties and Rights of Indian Citizens: The Faculty of Geography and History has organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens. The students have enthusiastically participated in various activities like seminar, conferences, expert talks, poster making competition, competition on various contemporary legal issues. Legal awareness camps to impart awareness of such issues etc.

Constitutional Obligations: The students of Economics have participated in parliament house visits to promote the awareness about various constitutional and legal obligations. The Faculty of History celebrates the Constitution Day on an annual basis and thus contributes to the spreading of Constitutional values and ideals amongst students.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	**View File**
Any other relevant information	**No File Uploaded**

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization 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 Annual awareness programmes on the Code of Conduct are organized

A. All of the above

File Description	Documents
Code of Ethics - policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Institution celebrates/ organizes national and international commemorative days, events and festivals. National festivals play an important role in planting seed of Nationalism and Patriotism among people of India. Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout.

Republic day- The institution celebrates Republic day on 26thJanuary every year, commemorating the adoption of Indian constitution and spreading the message that India is the largest democratic country in the world. This is a day to remind the students about the constitution of the country and the need to abide by it at all times. The celebration includes the hoisting of national flag and spreading a warm message of nationalism in a speech by the Principal.

Independence Day is celebrated every year on 15th of August, parades and flag hoisting is organized and is celebrated to mark freedom of India from British rule. The institution encourages students to remember our national leaders and their sacrifices.

Gandhi Jayanti is celebrated every year on 2ndOctober to understand the ideology of our great leader Mahatma Gandhi wherein pledge is taken by students and staff. In today's times we inspire students of our institution to follow the Gandhian ideologies of truth and non- violence and inspire them to contribute towards the peace and prosperity of the Nation.

Martyr's Day is observed to salute the Father of the Nation and the other martyr soldiers on 31st October every year.

Sadbhavana Diwas celebrated on 20thAugust every year to commemorate the birth Anniversary of Sardar Vallabh Bhai Patel.

International Yoga day is celebrated on 21st June every year. The yoga Instructor organizes the yoga camp and a speech is conducted to make everyone aware on how Yoga embodies unity of mind and body; thought and action; restraint and fulfilment.

Voters Day is celebrated on 25th January wherein the students are given awareness on their duties and rights as a loyal citizen.

File Description	Documents

Annual report of the celebrations and commemorative events for during the year	**View File**
Geotagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practices of the Institution

Best Practice- I:

ACTIVE PRACTICES TO IMPROVE THE STUDENT QUALITY

Goal

The goal is to bring awareness about the professional thinking and developing the overall personality of the students. Apart from mere listening and taking notes, the students are made to participate in mixture of class activities like loud reading, presenting, discussion, sharing the views, etc. In addition, the students are patterned to develop the following.

- **Active learning**
- **Branding them self**
- **Communicating in professional way**
- **Developing their own values**
- **Enhancing the leadership Quality**
- **Formulating and preparing the life skills**

Context

There is always space between the skills of the students and the expectations of the stakeholders. The skill set of a student cannot be judged based on the involvement in day- to - day activities of learning in the class.

Most of the HR personalities stating that, more than 75% of the graduates are not employable because of lack of technical and communication skills. This state of affairs may be due to the students' socio-economic background study in Tamil medium school and non-exposure to current development. To arrest the drift of increasing unemployable graduates, the value added courses are

designed to kit out the students with higher order thinking, activity based learning, aptitude skills, leadership qualities, communication skills, inter-personal and intra-personal relationship, group discussion, interview, presentations, and technical skills.

The Practice

- The Aptitude Training is enhanced for the students to get clicked through the first round and it completely grows the I Q of solving problems and build creative ideas. The trainers train them in various method of solving aptitude in shortcut type and procedural type.
- Group Discussion is been trained and practiced through a theory called IPF theory (Involvement, Participation and Following)to develop their Communication Skill, Body Language, Eye Contact and Confidence.
- Quality Analysis is to examine the skill sets of students and analysis their performance by conducting Mock Interviews.
- Participative learning is also practiced through Active learning exercises.
- Conducting various activities such as roll play, tell about the company, management games, self-introduction, just a minute talk, current affairs, health tips, debate, etc.
- Collaborative learning (team, peer or group learning) through which students are actively involved in their own learning and establishing a connection between the learner and the learning object.
- Technical Training are given through Value Added Courses to escalate the technical knowledge.
- Guest Lecture's & Motivation Sessions are given by bring the HR& Technical Personalities from various corporates and motivational speakers.
- Team Building Session are conducted during placement hours to make the student become a team player and also to develop the leadership quality.

Evidence of Success

More than 90% of the students are actively involved in collaborative learning and team building activities. Methods of solving various aptitude questions and explaining it to other students is carried out regularly. Thousand Plus students (All under Graduates) are actively involved in placement training activities like Group Discussion, Just a Minute Talk, Presentations, etc. These activities helped the students to overcome their stage fear, lack of confidence, nervousness, and lack of communication. The placement cell is quite satisfied with the splendid performance of the students in on-campus and off-campus interviews. Some of the students who had been eliminated at the first level itself during the recruitment drive. Some students are shortlisted in leading Corporates due to their proficiency in English communication and performance in face to face interviews.

Problems Encountered and Resources Required

The expansion of this practice to all the students in all the semesters has made the institution to face the problem of shortage of professionally trained teachers to handle activity based learning. The institution assigns professional trainers to train the trainers through FDPs. Most of the students belong to the 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 counselling refined these students to make this practice a fruitful one.

Best Practice-II

STUDENT-MENTOR RELATIONSHIP

Goal

The purpose of this practice is to ensure openness among the mentor and students towards improving overall personality. This relationship ensures better understanding of the students and to lend support to overcome their problems with the guidance of mentors. Each student can share and discuss about their personal problem which helps to build a good rapport with the students. This rapport helps the facilitator and the student to succeed.

The Context

A mentor is assigned to each class at the maximum of 1:15 ratio wherein he does the work of a friend and a philosopher. The mentor collects each and every detail of the students assigned and keeps a record of the important facts and analyzes the overall performance of the students under him/her. A mentor understands the problems of the students and helps them to overcome which is felt by the student both inside and outside the classroom. Necessary guidance in studies and career are also rendered by the mentor. A mentor even does the role of a counsellor conducting personal session with the students to sort out their issues.

The Practice

A mentor takes care of the students under him/her and helps them to get additional learning apart from class room learning. Additional coaching classes are arranged for the slow learners with them help of subject handling faculty. The students are well informed about the co-curricular and extra-curricular activities happening, both inside and outside the college campus and are

encouraged to participate. Moreover for the financially needy students are identified by each mentor and available scholarships are informed and arranged to acquire it. Apart from these, fees concessions are also provided for the deserving students.

Evidence of Success

This Relationship helps to create a bond between the student and the mentor and this in turn helped to get better results from the students in the semester exams. As the students were encouraged to participate in the co-curricular and extra-curricular activities, the level of understanding the subjects has improved and it was evident in the overall knowledge they have acquired.

Problems Encountered and Resources Required

Initially the students were reluctant but with the parental approach we were able to create a good relationship among the students assigned and counsel them on their difficulties to overcome. The mentors are instructed on counselling through various development programmes on understanding the student's psychology.

File Description	Documents
Best practices in the Institutional website	**chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/viewer.html? pdfurl=https%3A%2F%2Fwww.alameen.ac.in%2Fimages%2F2019%2FBest-Practices-of-the-institution.pdf&clen=106032&chunk=true**
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

An Atmosphere that facilitates personal commitment to the educational success of students in an environment that values multiplicity and society.

The Institution is very keen at facilitating personal commitment to the educational success of students and thus the Academic committee consisting of Principal, Controller of Examinations, Deans, HODs, senior faculty members prepares the academic calendar well in advance before the

commencement of the semester. The faculty members before the commencement of semester prepares the lesson plan, and make it available to the students.

So many efforts are being made for the past few years to change the Teaching – Learning environment into activity based learning. Following are the methods adopted to transform the academic environment:

- Changing the teaching methodology by encouraging the faculty to use power point presentation where ever required.
- Extensive use of online – content and other Video lectures to support the Class – room teaching.
- Students are encouraged to present poster and oral paper presentations. Counseling system:
- Every Faculty member is allotted 15-20 students to whom one acts as a Mentor. The Mentor identifies the academic and personal problems of his/her ward.
- The wards are encouraged to participate both in curricular and extra- curricular activities.
- Each department arranges guest lecturers periodically addressed by the eminent persons from Industry, Academic and Research Institutions.
- Eminent experts of National reputed people are invited from academic /organization /industries for seminar, workshop, conferences etc.

In addition to the classroom interactions, following are the other methods of learning experiences provided to the students:

- Project work
- Short term Industrial visit o Internships.
- Oral presentation
- Seminars/ Symposiums/ Workshops
- Paper presentations/ Group discussions
- Providing access to e-journals and e-books by use of ICT in delivering and learning process

Emphasis is paid to obtain feedback from parents, students, faculty members and alumni through informal contact to obtain information about qualitative changes which are required.

Feedback System –

- Students give feedback about the faculty at the mid of each semester.
- Feedback is taken from the parents of the wards.
- Feedback is also taken from alumni

The students play major role in the events like Annual day, Sports day etc., which are being organized by the college and inculcate the qualities of co-operation, co-ordination and team work.

Personality development programs and seminars are being conducted from the first year to· improve communication skills & soft skills of the students.

Social Responsibility Activities like Go Green Activity through plantation,· Blood Donation· Visiting Hospitals· & Interacting with patients and distribution of nutritious food, plantation and visiting nearby villages and helping them according to their requirements.

Achievement:

- Improved students understanding in domain knowledge.
- Improved results and pass percentage.
- Reduced backlogs and detention.
- Improved placements and opting for higher studies.

File Description	Documents
Appropriate link in the institutional website	**Nil**
Any other relevant information	**View File**

7.3.2 - Plan of action for the next academic year

1. NBA Accreditation

2. UGC 12 B Status