

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

### I. Details of the Institution

1.1 Name of the Institution

**HINDUSTAN INSTITUTE OF  
TECHNOLOGY & SCIENCE  
(HITS)**

1.2 Address Line 1

Post Box No.1, Rajiv Gandhi Salai  
(OMR)

Address Line 2

Padur, (Via) Kelambakkam

City/Town

Chennai

State

Tamil Nadu

Pin Code

603 103

Institution e-mail address

hetc@vsnl.com

Contact Nos.

+91-44-27474395 / 27474262

Name of the Head of the Institution:

**Dr.S.Ramachandran  
Vice-Chancellor**

Tel. No. with STD Code:

044 – 67475006

Mobile:

9840274079

Name of the IQAC Co-ordinator:

Dr.V.Paramasivam

Mobile:

9940370746

IQAC e-mail address:

paramasivam@hindustanuniv.ac.in

1.3 NAAC Track ID (For ex. MHCOGN 18879) \_\_\_\_\_

1.4 Website address:

www.hindustanuniv.ac.in

**Web-link of the AQAR:**

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	<b>B</b>	<b>2.82</b>	<b>2013</b>	<b>5</b>

1.6 Date of Establishment of IQAC : DD/MM/YYYY

01 / 11 / 2012

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

2013-2014

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

**NIL**

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other ( <i>Specify</i> )	<b>Self Financing</b>
UGC-COP Programmes	-		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	11		
2.2 No. of Administrative/Technical staff	2		
2.3 No. of students	Nil		
2.4 No. of Management representatives	1		
2.5 No. of Alumni	1		
2.6 No. of any other stakeholder and community representatives	1		
2.7 No. of Employers/ Industrialists	1		
2.8 No. of other External Experts	1		
2.9 Total No. of members	18		
2.10 No. of IQAC meetings held	2		
2.11 No. of meetings with various stakeholders:	No.	32	Faculty
			20
Non-Teaching Staff	5	Alumni	2
		Others	5

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. Technology Enhanced Learning</li> <li>2. Outcome – based syllabus</li> </ol> |
|--|

2.14 Significant Activities and contributions made by IQAC

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. To Sensitise various stake holders about the prime need of quality</li> <li>2. To carry out feedbacks from stake holders</li> <li>3. To keep an eye on the quality of teaching –learning process through detailed exam results analysis.</li> </ol> |
|---|

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. To review the recommendations of NAAC Peer team regarding quality enhancement	1. The action taken are reported in <b>Annexure- I</b>
2.To carryout feedbacks from various stakeholders during the year	Samples of feedback from students given as <b>Annexure- II</b>
3.To carryout Result analysis of exams during the Odd and Even Semesters of the year	Samples of Result Analysis from students given as <b>Annexure- III</b>

*\*The Academic Calendar of the year given as **Annexure- IV**.*

2.16 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

1. To provide mentoring services to students by faculty
2. To improve teaching skills of faculty through FDPs
3. To improve Research Culture among students and staff

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	40	2	42	42
PG	37	2	39	39
UG	16	1	17	17
PG Diploma	1	-	1	1
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>			-	-
Interdisciplinary	15	2	17	17
Innovative	10	2	12	12

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	56
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

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

*\*Please provide an analysis of the feedback in the Annexure*

*Analysis of students of feedback provided in Annexure. II*

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

- All Curriculum and syllabi are outcome based.
- Syllabi revised to make it more explicit without any ambiguity as to what topics are included and what are excluded.
- Mathematics syllabi are made more applied and application oriented rather than pure maths oriented.
- In each semester, number of theory subjects reduced from 6 to 5 and number of practical subjects increased from 3 to 4

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

1. Department of Defence Studies , Department of Library Science and Department of Bio-Technology newly created

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	<b>299</b>	<b>203</b>	<b>31</b>	<b>59</b>	<b>6</b>

2.2 No. of permanent faculty with Ph.D.

**82**

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
<b>203</b>	-	<b>31</b>	-	<b>59</b>	-	<b>06</b>	-	<b>299</b>	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	<b>51</b>	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	<b>20</b>	<b>80</b>	<b>100</b>
Presented papers	<b>20</b>	<b>60</b>	<b>75</b>
Resource Persons	<b>10</b>	<b>20</b>	<b>25</b>

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

- |   |
|---|
| <ul style="list-style-type: none"> <li>(i) Lectures on all subjects uploaded on-line and made available to the students.</li> <li>(ii) Tutorial classes conducted in all subjects</li> <li>(iii) Seminars by students conducted by subject teachers.</li> <li>(iv) Remedial classes conducted for weak students.</li> </ul> |
|---|

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

<b>180</b>
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Internal Assessment Marks increased to 50%</li> <li>• Assignments, Tutorials, Quizzes and Seminar presentations given weightage in Internal Assessment</li> <li>• For PG Subjects, Question paper settings and Answer Script Valuation done by Internal Faculty only.</li> <li>• For UG subjects, 80% internal faculty and 20% external examiners are</li> </ul> |
|---|



2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	<b>200</b>	<b>180</b>	<b>50</b>
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2.10 Average percentage of attendance of students	<b>82.5</b>
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2.11 Course/Programme wise distribution of pass percentage :

<b>Title of the Programme</b>	<b>2013-14 Odd Semester</b>	<b>Total no. of students appeared</b>	<b>Pass %</b>
School of Science & Humanities	UG	990	52.9
Aeronautical Engineering	UG	564	59.2
	PG	182	83.5
Automobile Engineering	UG	277	45.5
	PG	38	76.3
Architecture	UG	399	72.7
Chemical Engineering	UG	37	67.6
Civil Engineering	UG	309	52.4
	PG	96	91.7
Computer Science and Engineering	UG	295	61.4
	PG	57	87.7
Electronics and Communication Engineering	UG	246	53.3
	PG	65	96.9
Electrical and Electronics Engineering	UG	245	51.4
	PG	26	100
Electrical and Instrumentation Engineering	UG	190	66.3
	PG	30	90.0
Information Technology Engineering	UG	155	54.8
	PG	28	100.0
Mechanical Engineering	UG	491	43.6
	PG	53	67.9
Management Sciences	UG	97	37.1
	PG	199	68.3
Master of Computer Application	UG	26	38.5
	PG	112	64.3
Fashion Design Technology	UG	17	94.1
Master of Library Sciences	PG	4	100.0

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

The IQAC office collects the class time tables in a standard format from the Departments.

The IQAC office conducts Time-Table Committee meetings periodically to see that all class time tables are prepared in time. Also the time table contains details of students strength, class teacher, class room allocated as well as names of teachers handling the subjects. Feed-back from students on the teaching performance of the teachers are collected every the semester and analysed. A typical feedback Analysis report is provided in **Annexure-II**. Also after the exam results are announced, an analysis of the results is carried out to identify subjects where low pass percentage is obtained. A typical Result Analysis Report is provided in **Annexure-III**.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	<b>100</b>
HRD programmes	<b>300</b>
Orientation programmes	<b>75</b>
Faculty exchange programme	<b>5</b>
Staff training conducted by the university	<b>250</b>
Staff training conducted by other institutions	<b>60</b>
Summer / Winter schools, Workshops, etc.	<b>20</b>
Others	-

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	<b>201</b>	-	-	-
Technical Staff	<b>100</b>	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

The following Initiatives have been taken:

1. Weekly Colloquia are organized where the Research Scholars and Faculty members make Presentations.
2. Invited Lectures and Seminars are being organized.
3. DRDO-HITS Lecture Series has been initiated and Distinguished Scientists and Directors of DRDO Laboratories are being invited to deliver the Lectures.
4. Visits of Faculty to DRDO Laboratories are being organized.
5. Faculty members who register for Ph.D are being given concession in the Fees.
6. Faculty members are given Leave for doing Ph.D in National Institutions.
7. Internal Funding for carrying out research work is being provided.
8. Generic Training Programme is being organized for the Research Scholars.
9. Incentives are given for Journal Publications.
10. Incentives are being given for carrying out Funded Projects.
11. Policy for sharing revenue for carrying out Consultancy Projects has been evolved.
12. Faculty members are being sponsored to attend / present their work in Conferences / Workshops / Seminars.
13. Faculty members and Scholars are funded for presenting their research work in Conferences abroad.
14. Workshops are being organized on “Proposal Writing”, “Making an Effective Presentation” and “Technical Writing”.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>9</b>	<b>9</b>	<b>3</b>	<b>14</b>
Outlay in Rs. Lakhs	<b>94.44</b>	<b>1761.53</b>	<b>73.42</b>	<b>1118.47</b>

3.3 Details regarding minor projects - NA

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	<b>199</b>	<b>17</b>	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	<b>135</b>	<b>170</b>	

3.5 Details on Impact factor of publications:

Range **0.253 - 3.73** Average **1.863** h-index **9** Nos. in SCOPUS **61**

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (in lakhs )	Received (in lakhs )
Major projects	<b>2013-2015</b>	<b>NRB (DRDO)</b>	<b>63.24</b>	<b>46.47</b>
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	<b>2014-2015</b>	<b>University</b>	<b>15.00</b>	<b>14.00</b>
Students research projects <i>(other than compulsory by the University)</i>	<b>2014-2015</b>			
Any other(Specify)				
<b>Total</b>				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from - **NA**

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

3.9 For colleges  
 Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	<b>2</b>	<b>12</b>			
Sponsoring agencies	DST, DRDO, CSIR,ICMR	<b>DRDO</b>			

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	<b>4</b>
	Granted	<b>Nil</b>
International	Applied	<b>Nil</b>
	Granted	<b>Nil</b>
Commercialised	Applied	<b>Nil</b>
	Granted	<b>Nil</b>

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

Total	International	National	State	University	Dist	College
<b>13</b>	<b>1</b>	<b>12</b>	<b>3</b>	<b>9</b>		

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

**90**

**261**

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

**5**

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

JRF **15**      SRF **1**      Project Fellows **2**      Any other **2**

3.21 No. of students Participated in NSS events:

University level **100**      State level **-**  
National level **-**      International level **-**

3.22 No. of students participated in NCC events:

University level **-**      State level **23**  
National level **-**      International level **-**

3.23 No. of Awards won in NSS:

University level **-**      State level **-**  
National level **-**      International level **-**

3.24 No. of Awards won in NCC:

University level **-**      State level **2**  
National level **-**      International level **-**

3.25 No. of Extension activities organized

University forum	10	College forum	15	
NCC	7	NSS	-	Any other <span style="border: 1px solid black; text-align: center;">-</span>

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

- Blood donation camp,
- Aids & Pollution Awareness Programmes in the adopted Village,
- Personality Development Programme,
- Computer awareness Programme for Govt. School Students,
- English & Maths Coaching classes for govt. school students,
- Medical camps in the Adopted villages
- Anti-ragging Day - 26.07.2013
- Health Awareness Programme conducted by NSS - 30.07.2013
- Workshop on Stress Management by NSS - 17.08.2013
- Independence Day Celebrations at University - 14.08.2013
- Free Eye Camp AG Eye Care Hospital - 23.10.2013
- Industrial Visit to Port to see Vikrant and then to INS Adyar- 12. 11.2013
- Family at Sea Trip on Ins JALASHWA - 13.11.2013
- International Conference on Defence by CDTS - 16.11.2013
- NCC Day Celebrations taken the cadets to OTA, Chennai - 23.11.2013
- Annual Training Camp II 2013 at Avadi - 23.12.2013 to 01.01.2014
- Republic Day Celebration at HITS - 25.01.2014
- Marina Republic Day Celebration at Marina, Chennai 26.01.2014
- Eligible University NCC Cadets(3) appeared “C”Certificate Exam 23.02.2014
- All Saturdays conducted NCC Parades - 120 Hours

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	37.72 acres	38.02 acres		
Class rooms	88	152		
Laboratories	59	81		
Seminar Halls	7	17		
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		500		
Others				

#### 4.2 Computerization of administration and library

##### **ADMINISTRATION - 88 Nos.**

##### **LIBRARY**

- Library circulation activities namely issue and return of books are computerized in LIBSYS software system. 19 databases are available in library website to enable the research scholars to browse review of literature for their thesis. E-books and Online Journals are available in the website for library users.

##### **INTERNET ACCESS**

100 Mbps Broad Band Internet connections are provided for enhancing the classroom study and for access to the e- resources. There are 60 apple **i-mac** computers available in the digital section to access various educational institutions websites.

##### **E-BOOKS & E-JOURNALS**

Our library subscribes more than 27,101 Online Journals, 1,700 Transactions, 4,735 E-Books and has access to over 12,68,000 journals, magazines and newspaper articles from international societies.

##### **WEB OPAC**

The Library follows Open Access System. There is a provision for remote access to online public access catalogue.



#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value INR	No.		No.	Value INR
Text Books	67175	15944502.00	956	Text Books	67175	15944502.00
Reference Books	33086	7853262.00	471	Reference Books	33086	7853262.00
e-Books	3235	3988518.00	4735	e-Books	3235	3988518.00
Journals	320	13782458	218	Journals	320	13782458
e-Journals	22598	9306542	27101	e-Journals	22598	9306542
Digital Database	17 PCK		2 PCK	Digital Database	17 PCK	
CD & Video	3102	145832.00		CD & Video	3102	145832.00
Others (specify)				Others (specify)		

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	1343	27	Yes		1	88	1185	70
Added	167							
Total	1510							

Printer - **164 Nos.**

Server – **21 Nos.**

Software – Microsoft Academic Alliance, Oracle, Open Source Software and other licensed software.

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

45 mbps to 100 mbps (1:1) Leased line
---------------------------------------

4.6 Amount spent on maintenance in lakhs :	(Rs. In Lakhs)	
i) ICT		<b>253.26</b>
ii) Campus Infrastructure and facilities		<b>111.06</b>
iii) Equipments		<b>73.45</b>
iv) Others		<b>150.65</b> + <b>257.736 – Vehicle &amp; Fuel</b>
<b>Total :</b>		<b>588.42</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has constituted a number of committees to carry out and overs see students support services. These committees are mentioned below.

1. Anti –ragging Committee
2. Students cultural Programmes committee
3. Students Grievances Redressal Committee
4. Students Hostel committee
5. Advisory Committee for International students
6. NSS/NCC/YRC committee
7. Placement Committee
8. Sports and Games Committee

#### 5.2 Efforts made by the institution for tracking the progression

- The Committee mentioned in 5.1 meet periodically and submit annual reports tracking the progression of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
<b>4322</b>	<b>931</b>	<b>263</b>	<b>12</b>

(b) No. of students outside the state

**4425**

(c) No. of international students

**91**

Men	No	%	Women	No	%
	<b>67</b>	<b>73.63</b>		<b>24</b>	<b>26.37</b>

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>3549</b>	<b>212</b>	<b>75</b>	<b>1427</b>	<b>1</b>	<b>5264</b>	<b>4036</b>	<b>173</b>	<b>62</b>	<b>1256</b>	<b>1</b>	<b>5528</b>

Demand ratio **1 : 4**

Dropout % **3%**

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

Faculty and External agencies have been employed to take classes during the week and on weekends to help the student appear for the respective courses. Seminars, and other communication like mails SMS etc. are sent to the student to sensitize them on the importance and scope of taking these exams

No. of students beneficiaries

**38**

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	<b>20</b>	CAT	<b>8</b>
IAS/IPS etc	-	State PSC	-	UPSC	<b>10</b>	Others	-

5.6 Details of student counselling and career guidance

Class Representative Meeting every Semester.

No. of students benefitted

**200**

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
<b>38</b>	<b>696</b>	<b>536</b>	<b>Nil</b>

## 5.8 Details of gender sensitization programmes

A grievance redressal committee for women is organised with the following duties and responsibilities.

- To create awareness of equal opportunity for women, which will ultimately lead to improved attitude and behaviour.
- Bring about attitudinal and behavioural change in adolescent youth of the female gender.
- Providing working / living harassment free atmosphere by identifying and fixing responsibility on concerned persons for ensuring equal treatment of and participation by women in all areas.
- Conduct programme for ladies to empower them financially, emotionally, mentally and physically.
- Deal appropriately with reported cases of sexual harassment, abuse of discrimination, initiate action against particular grievances in respect of unfair treatment due to gender bias.

## 5.9 Students Activities

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

State/ University level **130** National level **6** International level **4**

No. of students participated in cultural events

State/ University level **6** National level **171** International level **-**

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

**Sports** : State/ University level  National level  International level

**Cultural:** State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	228	Rs. 1,87,95,750
Financial support from government	<b>No support from Govt. since it is a Deemed to be University</b>	
Financial support from other sources	<b>Financial support from the Hindustan Engineering Training Centre (Parent Society) to present cash prizes to the Rank Holders</b>	<b>Rs. 15,00,000/- (Per year)</b>
Number of students who received International/ National recognitions	<b>Over forty Recognitions received by participants in the International/ National Competitions.</b>	

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

School adoption, Camps, Blood Donation, Medical Camps etc.,

5.13 Major grievances of students (if any) redressed:

Regarding Attendance, Internal Marks, External Marks, Conflict resolution between Students & Students and Students & Security

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

**Vision:** To make Every Man a success and no Man a failure.

**Mission:** To inculcate comprehensive and contemporary principles of engineering and developing skills that will enable graduates to become leaders who can make significant, contributions to their profession and to the social environment, instilling the highest ethical standards and sense of professionalism.

#### 6.2 Does the Institution has a management Information System

A management information system generates timely reports for the Management on the following aspects.

- (i) No. of student – absentees on every working day.
- (ii) No. of staff-absentees on every working day.
- (iii) Minutes of all meetings held sent to management within two days of the meeting. Also Action Taken Reports.
- (iv) Reports on summary of feedbacks from stake-holders.
- (v) Reports on student performance in Tests and Exams.

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

### 6.3.1 Curriculum Development

#### **Curriculum Development Cycle involves:**

- Determine and agree the educational or professional context in which the programme is to be developed and delivered
- Define the needs of the learners in line with the requirements of professional bodies
- Determine the aims and broad learning outcomes of the programme
- Identify ideas and constraints
- Agree the broad structure and framework of the programme, the main areas of teaching and learning, the sequence of the main topics and the key assessments
- Allocate the detailed development of each topic or course area in terms of defining objectives and learning outcomes to individuals or teams
- Course teams to develop coherent programmes which have defined learning outcomes, timetables, content, appropriate teaching, learning and assessment methods and which utilise relevant and available learning resources
- Implement and refine the programme
- Develop an appropriate and deliverable evaluation strategy
- Review and revise the course in line with feedback – has it met the identified needs of the learners and other stakeholders?

#### **Key elements of the curriculum shall contain:**

- Aims
- Learning outcomes/objectives (knowledge, skills and attitudes)
- Content
- Teaching and learning methods
- Assessment methods

#### **Supporting elements:**

- Learning resources (teachers, support staff, funding, books/journals, IT support, teaching rooms)
- Monitoring and evaluation procedures
- Placement activities
- Recruitment and selection procedures, including promotional materials
- Student support and guidance mechanisms

### 6.3.2 Teaching and Learning

- This is done through collecting feedback from the students on the teaching performance of the teachers.
- Remedial courses are conducted for the students with arrears.

### 6.3.3 Examination and Evaluation

The University is slowly moving towards complete internationalisation of Examination and Evaluation Activities. Presently only about 15% of this work is done by external members. This switch-over has resulted in early completion of the examination process including declarations of results.

### 6.3.4 Research and Development

The Scholars have to attend the Generic Training Programme compulsorily. They are encouraged to publish their work in top Indexed Journals published in their area of Research. Scholars can have Supervisors from abroad. A review is conducted every six months by experts. The Doctoral Committee consisting of an External expert from Institutions like IIT reviews the work carried out by the candidate and suggestions are given.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Network – Structured cabling  
Backbone – Optical Fiber Cabling



### 6.3.6 Human Resource Management

1. We have adopted the API Score in the annual appraisal for faculty members. By quantifying the appraisal the improvement factors are reflected through this system.
2. We could derive the strategic plan for improving the factors such as .
  - a. Pass percentage of students.
  - b. Teaching – Learning Process.
  - c. Self development.
  - d. Co-curricular & extra-curricular activities.
  - e. Developmental programmes.
  - f. Publications.
  - g. Students development.
  - h. Professional Body Association & Other factors.

### 6.3.7 Faculty and Staff recruitment

1. We are having competency matrix when the staff leave the institution or if the competency level is low. We are recruiting the staff based on the competency requirements.
2. Based on the requirements – we are recruiting the staff by which
  - a. The competency level to be maintained.
  - b. Who can apply for funded research projects, consultancy and do research work.

### 6.3.8 Industry Interaction / Collaboration

All departments have close interaction and collaboration with related industries. Board of Studies of each department has a member from the industry. Students are sent to industries for in-plant training. Files on these aspects are kept in the departments and have been verified by IQAC during internal audit.

Policy Guidelines for carrying out consultancy Projects have been evolved. Faculty members attend the CII Panel Meetings. MoUs for collaboration are being done with Industry to improve the quality.

### 6.3.9 Admission of Students

- Entrance Examination is conducted as per UGC regulations for admission of students for the UG & PG courses.
- The University participates in various exhibitions in India & Abroad for students' admission.
- Advertisements are given in various Major Media to attract merit students.
- Merit Scholarship is provided to the students with above 90% marks in higher secondary examination.

### 6.4 Welfare schemes for Staff and Students

<b>Teaching / Non – teaching</b>	<ul style="list-style-type: none"><li>• Staff members are given Provident Fund coverage as per the Employees Provident Fund and Miscellaneous Provisions Act, 1956. The staffs covered under the Provident Fund Scheme are eligible for Family Pension subject to the rules of the Provident Fund. Staff members who are exempted under this Act are also covered under the P.F.</li><li>• Employee State Insurance scheme benefits are given to the staff members.</li><li>• Personal Accident Insurance provided to all Staff members.</li><li>• Staff quarters are provided at the minimum charges towards accommodation and electricity.</li><li>• A/c vehicle is provided to the HODs, Senior Faculty members from their residence to the University.</li><li>• Free Transport for select faculty</li><li>• Emergency loans are given to employees for medical emergencies / emergencies caused due to natural calamities.</li><li>• Interest free loans.</li><li>• Educational Advance for higher studies (Conditions apply)</li><li>• Festival Advances are given to the Staff.</li><li>• Housing Loan / Marriage Loans are given considering their service.</li><li>• Free boarding and Lodging for Senior Professors, Staff holding Warden / Assistant Warden Post.</li><li>• Free Family accommodation provided for senior faculty.</li></ul>
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	<ul style="list-style-type: none"> <li>• Gratuity is paid to the staff members as per the Payment of Gratuity Act.</li> <li>• Provision of a separate A/c Dining Hall for the benefit of staff members.</li> <li>• In the event of death of an employee, while in service his / her dependent will be considered for employment, depending on individual merits subject to the availability of the posts. (2 staff got employment since 2000).</li> <li>• The supporting staffs are given ex-gratia amount not exceeding one month Basic Pay and D.A during Deepavali festival.</li> <li>• Medical Clinic is available for the Staff and Students in the Campus. Free Consultations are provided by the Medical Officers and free treatment is also given including free medicines. Free Medical Camps are organized by the Campus Clinic for the benefit of the students and staff.</li> <li>• Senior staffs are given special permission to stay in the holiday homes belonging to the Institution at Kerala, Ooty, Delhi, Ranni, Pondicherry.</li> <li>• Staff and students are permitted free travel in aircrafts for Training Programmes, meetings, etc.,</li> <li>• Free Internet facility.</li> <li>• Special permission to the staff participating in indoor or outdoor games during intercollegiate tournaments.</li> </ul>
<p><b>Students</b></p>	<p>The University offers the following students supportive services to address their grievances. The coordinator for each support service will do the follow up with student as well as Government agencies for effective functioning of the concerned cell :</p> <ul style="list-style-type: none"> <li>• All students are covered under Group Insurance Scheme</li> <li>• The Equal Opportunity Cell</li> <li>• Grievance Redressal Cell &amp; Ombudsman</li> <li>• Women’s Grievance Cell</li> <li>• Exam Grievance Cell</li> <li>• Anti Ragging Forum</li> <li>• Students’ Counseling and Mentoring</li> <li>• Remedial / bridge courses</li> </ul>

	<ul style="list-style-type: none"> <li>• Foundation courses / Basic Technical English course</li> <li>• Value Added courses</li> <li>• Rigorous Pre-placement Training and Internships</li> <li>• Scholarship (Sports, Merit and Economically Backward)</li> <li>• Women Safety &amp; Security Task Force</li> </ul> <p><b><u>Campus facilities</u></b></p> <ul style="list-style-type: none"> <li>• Excellent Infrastructure for Cultural &amp; Sports Activities</li> <li>• Yoga, Aerobic Activity Club, Well Equipped Gym</li> <li>• Water Sports</li> <li>• Campus restaurants / Fast Food Centre's, Coffee Shop</li> <li>• Internet Café</li> <li>• Counseling Centre with full-time counselor</li> <li>• ATM, Bank, Stores, Laundry, Stationery &amp; General Stores in campus</li> <li>• Campus Clinic with full time Doctor &amp; Nurse</li> <li>• Excellent Indoor Games / Out Door Games Facility</li> <li>• Eco-friendly Green Campus</li> <li>• Nature Club</li> <li>• On campus Hostels with A/C / Non-A/C rooms for 1500 students</li> <li>• Fleet of 35 buses &amp; several LMV for transportation of students and staff</li> <li>• Wi-Fi facilities</li> <li>• Mind and Body Alignment Centre</li> <li>• Air conditioned Guest House for parents</li> <li>• Faculty Accommodation</li> </ul>
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6.5 Total corpus fund generated

Rs.5 Crores

6.6 Whether annual financial audit has been done

Yes

Y

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	A Committee Comprised of internal members with an external expert.
Administrative	-	-	Yes	ISO – Audit team conducts audit every year.

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

For UG Programmes      Yes     No

For PG Programmes      Yes     No

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

- Question paper setting and valuation were made completely internal for PG Programmes (2013 batch onwards) and in a phased manner, it will be introduced for all UG programmes.
- Introduced On line exam fee payment and it was tested for Revaluation.
- Students can view their End Semester exam result through Online.

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

**NA**

6.11 Activities and support from the Alumni Association

This information is provided in Annexure –I , Section 9,

6.12 Activities and support from the Parent – Teacher Association

- We have periodic Parent – Teacher meetings department wise at the University. So that clarification raised by the parents is cleared.
- The Parent – Teacher association is bringing student related issues to the notice of Management to address the problem and to ensure the students are studying without any stress in the University.

### 6.13 Development programmes for support staff

- Professional Skills Development Program.
- Soft Skills Training program.

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

- The University received Good Green Governance G<sup>3</sup> Award 2013 under the Higher Educational Institution Category in recognition for spear-heading Green University Revolution in India, continuously in the last three years.

## Criterion – VII

### 7. Innovations and Best Practices

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

- (i) On-line uploading of all lectures
- (ii) Improvement courses for students who did not do well in Exams
- (iii) Monetary incentives for Paper and Book Publications.

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

Provided as **Annexure - I**

#### 7.3 Give two Best Practices of the institution

- (i) Scholarships to students taking part in sports and cultural activities
- (ii) Providing faculty training programmes to faculty

#### 7.4 Contribution to environmental awareness / protection

- Green Governance award given to the University by Shristi, New Delhi three times.
- 150 KLD capacity Waste Water Treatment Plant has been installed in the campus to treat and reuse the treated water.
- 100 kW Solar Power System has been installed and the same is producing 400 units of **Green** Power.
- Students are involved in cleaning the campus.
- UG and PG students are involved in doing projects in Solid Waste Management, Solar energy systems.
- The campus is provided with a 4000 lit / hr. R.O plant to supply drinking water.
- M.Tech in Environmental Engineering program enables students to study more about Environment.

7.5 Whether environmental audit was conducted? Yes  No

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

- (i) The Institute has made MOUs with a number of Industries for Joint Programs.
- (ii) Tie-ups with a number of foreign Universities for Collaboration.

## 8. Plans of institution for next year

- New Academic and Research partnerships
- ABET Accreditation
- Introduction of flexible choice based credit system
- 24 hour Computer Centers and Library
- Enhance percentage of faculty with Ph.D. to at least 50% and recruit minimum 250 TRAs and JRFs
- Establishment of additional Centre of excellence, chairs, research laboratories, high end computing facility
- Effective enhancement of student and staff exchange programmes under various MOUs
- Conversion of at least 50% classrooms to smart classrooms by 2016
- Start at least 1 industry sponsored specialized course per department
- Increase enrollment of research scholars
- Establish incubation Centre for startups and full-fledged product development Centre (PDC)
- Augment number of publications, conferences and such other technical events
- Augment computing infrastructure to 1:1 ratio and bandwidth to 100Mbps
- Increase student accommodation on campus to 3000
- Increase faculty accommodation to a minimum of 100 units
- Augment academic infrastructure by 50,000 sq. m. in 3 years
- Construction of indoor stadium, swimming pool (international standard) and auditorium with 3,000 capacity

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*