Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions

(For Affiliated/Constituent Colleges)

(Revised as per Revised Accreditation Framework in November, 2017)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value Sysstem among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – *Vision*

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) Relevant and quality academic/ research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of assessment and evaluation process;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks

b) Parameters for various academic and administrative activities of the institution;

c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters to all stakeholders;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Periodical conduct of Academic and Administrative Audit and its follow-up

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

a) Ensure clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. Teachers to represent all level (Three to eight)

3. One member from the Management

4. Few Senior administrative officers

5. One nominee each from local society, Students and Alumni

6. One nominee each from Employers /Industrialists/Stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

➧ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

➧ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/

Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework
NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.
Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016**:

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution
(data may be captured from IIQA)
1. Name of the Institution   : PPG INSTITUTE OF TECHNOLOGY

Name of the Head of the institution: Dr.R.PRAKASAM

- Designation: Principal

- Does the institution function from own campus: Yes

- Phone no./Alternate phone no.:   9047777277

- Mobile no.: 90477 77277, 90477 77977

- Registered e-mail: ppgit@ppg.edu.in

- Alternate e-mail : ppgitprincipal@yahoo.com

- Address   : NH 209, Sathy Road, Saravanampatti Post

- City/Town   : Coimbatore

- State/UT   : Tamilnadu

- Pin Code   : 641035

2. Institutional status:
- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/~~Men/Women~~
- Location : ~~Rural/Semi-urban/~~Urban
- Financial Status: ~~Grants-in aid/ UGC 2f and 12 (B)/~~ Self financing

- Name of the Affiliating University: ANNA UNIVERSITY
- Name of the IQAC Co-ordinator : Dr.P.Sathiaseelan
- Phone no. : 9047777277
- Alternate phone No.: 9842205515
- IQAC e-mail address: iqac.ppgit08@gmail.com
- Alternate Email address: ppgitprincipal@yahoo.com

3. Website address: www.ppg.edu.in

Web-link of the AQAR: (Previous Academic year) http://www.ppg.edu.in/engg/AQAR2017-18.doc

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: www.ppg.edu.in

Weblink: http://www.ppg.edu.in/engg/ACD -CALENDER 2018-19.doc

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B+	2.52	2017	from: February 2017 to: January 2022
2nd				from: to:
3rd				from: to:
4th				from: to:
5th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 01/07/2015

7**.** Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Meeting of Internal Quality Assurance Cell (IQAC)	06.06.2018 & 10.01.2019	20 & 21
Participation in NIRF		
ISO Certification		

Note: Some Quality Assurance initiatives of the institution are:
   (Indicative list)
- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*

- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

8. Provide the list of funds by Central/ State Government-

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

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/~~No~~: Yes
IQAC Composition

Members	Numbers
Teachers	10
Administrative/Technical staff	2
Students	4
Management representatives	1
Alumni	3
Other stakeholder and community representatives	1
Employers/ Industrialists	2
Total No. of members	23

10. No. of IQAC meetings held during the year: 2

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….
Yes/~~No~~ (Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   Yes -   No ✔

        If yes, mention the amount: -   Year: -

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

➢ To conduct external and internal academic audit for all programmes.

➢ To increase the interactions of co-curricular activities like NSS, YRC etc.

➢ To make students take part in all Swatch Bharath Schemes.

➢ To increase the peer teaching to help all the slow learners by conducting special coaching classes in evening hours.

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

Plan of Action	Achievements/Outcomes
Academic audit by IQAC	Members of IQAC assigned to the department audited the academic process of that department every semester.

14. Whether the AQAR was placed before statutory body?   Yes / ~~No~~

Name of the Statutory body: Management   Date of meeting(s): 22.03.2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
Yes/No: No   Date: -

16. Whether institutional data submitted to AISHE: ~~Yes~~/No

Year: -   Date of Submission: -

17. Does the Institution have Management Information System?
Yes ✔   **No** -

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)
The following modules of MIS system are currently used in our Institution.

➢ Accounts and Financial works

➢ Store and material requisition

➢ Staff attendance biometric

➢ Library Information System

➢ Reformation System

➢ SMS Facilities

➢ Daily Absent Report (student)

➢ Student records

➢ Evaluation and Examination procedures

➢ Others : E – Learning Module – this provides an excellent suite of tools for the teaching-learning process, including the provision to set up question banks, conduct online exams, share teaching materials & resources, host discussion forums, conduct surveys & polls, generate course-related performance-reports, etc.

Part-B

CRITERION I – CURRICULAR ASPECTS
1.1 Curriculum Planning and Implementation
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

 YES

As Institute is affiliated to Anna University, we follow the prescribed syllabus of the University for all UG and PG programs. Before commencement of new academic year we prepare Academic Calendar as per University guidelines. At the beginning of the semester we prepare objective driven and outcome based teaching plan.

All faculty members follow continuous evaluation documents which contain

a) Program Educational Objectives, outcomes and its mapping

b) Course Objectives, outcomes and its mapping with PO

c) Lesson Plan and assessment tools

d) Topic covered and number of lectures conducted

e) Teaching methods

f) Assignment questions and results of the unit tests

g) Content beyond the syllabus keeping pace with industrial development

h) Practical plan its implementation

 In every semester performance of the student is assessed by means internal assessment tests scheduled as per university guidelines. For the slow learners, remedial classes are conducted for different subjects. Industrial visits are arranged to bridge the gap between theoretical knowledge and real life scenario. To make students involved in the teaching learning process, new and innovative teaching techniques in addition to the traditional lecture method are introduced. Guest lectures are conducted by inviting distinguished personalities from different Institutes and Industries. Each member of the teaching faculty is entrusted with the task of mentoring 15 students. They are responsible for academic and personal mentoring of these students. This is to strengthen the bonds of appreciation and affection that exists between teacher and students.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
-	-	-	-	-

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	**Date of Introduction**	**Course with Code**	**Date of Introduction**
-	**-**	**-**	**-**

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	**UG**	**PG**	Date of implementation of CBCS / Elective Course System	**UG**	**PG**
B.E. CIVIL	✔		2017-2018	-	-
B.E. CSE	✔		2017-2018	-	-
B.E.EEE	✔		2017-2018	-	-

B.E.ECE	✔		2017-2018	-	-
B.E.MECH	✔		2017-2018	-	-
B.E.MCT	✔		2017-2018	-	-
M.E. ED		✔	2017-2018	-	-
M.E.VLSI		✔	2017-2018	-	-

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Courses
No of Students	-	-

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled
ROBOTICS	20.02.2019	41
PLC SCADA PROGRAMME & CONTROL PANEL WIRING	01.02.2019	41
Python	08.01.2019	50
PHP,Android	20.02.2019	48
Revit Architecture	19.03.2019	42
STAAD Pro.	19.02.2019	42
ANSYS	19.03.2019	91
SOLIDWORKS	19.02.2019	95

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
CNC LATHE /MILLING	7
FANUC	3
ADVANCED EMBEDDED SYSTEMS	2
Internship	40
Field Project – School Construction	82
Field Project – Hogenakkal Water supply scheme	80
Internship Training Programme at Kerala State Road Transport Corporation Regional Workshop	7
Internship training programme at Airports authority of India, Calicut International Airport	1
One Month internship training at Kaarthik Automobiles, Coimbatore	1

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents

Yes/ ~~No~~	Yes/ ~~No~~	Yes/ ~~No~~	Yes/ ~~No~~	Yes/ ~~No~~

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

PPG Institute of Technology upgrades Alumni Feedback Form once in a year. The form consists of Teaching – Learning process and its effectiveness throughout the course completion and Caring, Counseling cum Guidance offered by the administrators and also a kind of exposure given to the students towards Value Added Courses, Career Guidance, Higher Education, Personal and Professional Grooming, Motivation towards for Lifelong Learning in order to enrich their effective Communication and soft Skills in order to meet the needs of the Industry. Same way, the form also includes suggesting the valuable ideas and methods to be inculcated both in academics and career to the current students for their welfare. The feedback analysis also extend some questions to the alumni students for the sake of overall assessment and to receive the information from the alumni towards their satisfaction regarding the meeting convened and their interest and contribution to the college as a member of the Alumni over their Professional, Academic, Co- Curricular, Extracurricular activities and their Success through the College Life.

In the Parent's Feedback Form - The Intimation about Ward's Attendance, Progress and Performance, Imbibing Soft Qualities, Professional mannerism and ethical behavior among the ward, facilities like Transport, Canteen Photocopying, College Infrastructure, Disciplinary activities, Placement Avenues and Opportunities, arrangement of Parent- Teacher Meeting, Motivation towards Curricular, Co-curricular, Extra –curricular activities which includes Women Development Cell and other community services done through NSS, YRC and other clubs provided for Effective Learning and to develop professional skills among the ward etc., has been mentioned thoroughly.

In order to groom the budding students of the college to meet the Current Industry Needs and Standards the Employer's Feedback Form helps a lot for the Professional development of the college. The form consists of the attitude and discipline of the employers foreseen in and out of the classroom, their level of adequate technical knowledge and skills, leadership and managerial qualities, improving the attitude and performance of the budding students, following roles and responsibilities of the employers, Professional mannerism and Ethical behavior in profession were clearly mentioned and analysed for the further development.

Meanwhile, the Faculty Feedback Form emphasizes about the availability of ATM facility and courier services given to the members of the faculty, the financial and other supports, on duty provided for the participation of seminars, conferences, FDP conducted in and out of Campus , Staff cabins provided, pay scale as per AICTE norms, Administration rendered for professional growth like higher studies and research, support for income tax payment, facilities for Class room, transport, Library books , Journals accessibility, canteen, Recreation , medical services, reprographies, project works etc., and encouragement extended for involvement in external consultancy work and overall assessment done regarding the satisfaction seen in the members of the faculty to work in the college peacefully .

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.E. CIVIL	60	42	12
B.E. CSE	60	41	18
B.E.EEE	30	23	03
B.E.ECE	60	37	12
B.E.MECH	60	36	12
B.E.MCT	60	25	06
M.E. ED	18	06	04

M.E.VLSI	24	06	03

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	728	15	107	14	Nil

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
121	90	Projector, Video Capture Card, Wi-Fi and internet facility	5	2	NPTEL lectures and Courses, YOU tube Educational videos, Digital library, Course Material CD,

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes.

Student Mentoring System is available in the institute. Each faculty is the mentor for a group of 15 students. First year students have mentors from the department of Basic Engineering & Science and second, third, fourth year students have mentors from the parent department. Departmental faculty will continue to be the mentors for the same group of students till their graduation. Every week there is one slot in time table for interaction with students. In this meeting mentor communicates personally with each student to understand the academic problems or personal issues of the students. If the problem is within her/his scope he/she resolves it.

Responsibilities:
The mentor takes care of student in following ways.
1. Meet the group of students every week.
2. Continuously monitor, counsel, guide and motivate the students in all academic matters.
3. Advise students regarding choice of electives, project, summer training etc.
4. Contact parents/guardians if situation demands e.g. academic irregularities, negative behavioural changes and interpersonal relations, detrimental activities etc.
5. Advise students in their career development/professional guidance.
6. Keep contact with the students even after their graduation.
7. Intimate HOD and suggest if any administrative action is called for.
8. Maintain a detail progressive record of the student in the student profile.
9. Maintain a brief but clear record of all discussions with students.

HOD

1. Meet all mentor of his/her department at least once a month to review proper implementation of the system.
2. Advice mentors wherever necessary.
3. Initiate administrative action on a student when necessary.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
728	121	1:15

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
121	121	Nil	Nil	6

2.4.2 Honours and recognitions received by teachers
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
--	--	--	--

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year
As the institute is affiliated to the Anna University, Institute strictly adheres to norms and guidelines regarding evaluation and reforms given by university.

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.E. CIVIL	103	II/I,IV/II,VI/III,	07.06.2018	29.06.2018
B.E. CSE	104			
B.E.EEE	105			
B.E.ECE	106	II/I,IV/II,VI/III,	07.06.2018	29.06.2018
B.E.MECH	114			
B.E.MCT	115			
M.E. ED	408	II/I		
M.E.VLSI	419			
M.E.CSE	405			
M.E.PED	415			
FINAL YEAR				
B.E.	103			

CIVIL					
B.E. CSE	104				
B.E.EEE	105				
B.E.ECE	106	VIII/IV		07.06.2018	26.05.2018
B.E.MECH	114				
B.E.MCT	115				
M.E. ED	408				
M.E.VLSI	419	IV/II			
M.E.CSE	405				
M.E.PED	415				

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Primary objective of Continuous Internal Evaluation (CIE) is to monitor student progress. The Continuous Internal Evaluation(CIE) is done on the following parameters:

- Assignments
- Presentations
- Industrial visits and training
- Class interactions
- Group discussions
- Workshops/Seminars
- Projects work
- Written and practical tests
- Overall attendance and conduct during the session
- Extracurricular activities from the students
- Guest lectures
- Paper presentation
- Written Exams
- Practical Exams

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar is prepared with reference to university calendar before the commencement of academic year 2018-19. This calendar is uploaded in the college website.

Academic Calendar starts with orientation Program for first and second year newly admitted students. This calendar contains various activities plan like at the start of every semester.

Final Year Project Progress is reviewed as per schedule in Academic Calendar. Three internal tests are conducted during each semester as per academic plan. Once in semester Parent- Teacher Meet is scheduled and conducted on the same date.

Teacher's Day, Engineer's Day, Independence and Republic Day are celebrated along with technical and cultural activities of patriotism.

At the start of second term Sports and cultural activities has been planned and conducted accordingly. Academic calendar also considers schedule of various technical activities like Guest lecture, industrial visits, workshop, Paper presentation, Science exhibition etc.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the web link)

http://www.ppg.edu.in/engg/po and co(2018-2019).doc

2.6.2 Pass percentage of students

Progra		Programme name	Number of students	Number of	Pass

mme Code		appeared in the final year examination	students passed in final semester/year examination	Percentage
103	Civil Engineering	66	31	47
104	Computer Science Engineering	23	17	74
105	Electrical Electronics Engineering	12	03	25
106	Electronics And Communication Engineering	22	15	68
114	Mechanical Engineering	87	33	38
115	Mechatronics	24	15	63
205	Information Technology	06	04	67

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects *(other than compulsory by the College)*	-	-	-	-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Internet of Things	CSE	26.07.2018
Embedded Systems	EEE	22.08.2018
Micro electro mechanical systems [MEMS]	ECE	05.09.2018

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
-	-	-	-	-

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
-	-	-

Name of the Start-up	Nature of Start-up	Date of commencement
-	-	-

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
-	-	-

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*

Name of the Department	No. of Ph. Ds Awarded
-	-

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	CIVIL	1	5.02
International	MCT	6	4.19

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
-	-

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
-	-	-	-	-	-	-

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the pap	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

er						
-	-	-	-	-	-	-

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	1	17	-	3
Presented papers	14	-	-	-
Resource Persons	1	-	-	-

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
International Yoga Day	CEBACA	5	200
Campus Cleaning	PPGIT	3	20
Green India Rally	Friends of Police	4	25
Quit India Moment	PPGIT	10	200
Independence Day Celebrations	PPGIT	45	150

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
-	-	-	-

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
Swachh Bharat	Self	Road show	10	152

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
-	-	-	-

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year			
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)
--	--	--	--
Organisation		Date of MoU signed	Purpose and Activities
Sunrise Automation & Solutions		01-09-2016	FDP, Value added courses and Seminars
Texas Instruments		17-12-2016	Value added courses
Max CADD		21-12-2016	FDP, Value added courses and Seminars

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget allocated for infrastructure development
NIL	Rs. 3,50,000/-

Facilities	Existing
Campus area	10 acres
Class rooms	46
Laboratories	43
Seminar Halls	6
Classrooms with LCD facilities	5
Classrooms with Wi-Fi/ LAN	15
Seminar halls with ICT facilities	2
Video Centre	1
No. Of important equipments purchased (≥ 1-0 lakh) during the current year.	NIL
Value of the equipment purchased during the year (Rs. In Lakhs)	NIL
Others	NIL

Name of the ILMS software	Nature of automation (fully or partially)	Version
Palpap Library Management Software	fully	-

	Existing		Newly added		
	No.	Value	No.	Value	No.
Text Books	5963	22,87,300	193	50,762	6156
Reference Books	202	80,800	30	10,500	232
e-Books	-	-	-	-	-
Journals	106	1,56,555	-	-	106
e-Journals Digital Database	2 Collections	1,12,500	2	11,000	2
CD & Video	1350	4,05,000	58	16,500	1408

Library automation	Yes				
Weeding (Hard & Soft)	Nil	Nil	Nil	Nil	Nil
Others (Newspaper)	8	13,310	8	13,310	8

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computer	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depts.	Available band width (MGBPS)	Others
Existing	604	340	30 mbps	1	1	10	264	20	
Added	-	-	-	-	-	5	-	10	
Total	604	340	30 mbps	1	1	15	264	30	

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

30 MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NPTEL videos	-

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
NIL	NIL	NIL	NIL

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs.1,00,000	Rs.75,000	Rs.1,00,000	Rs.90,000

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)*   (information to be available in institutional Website, provide link) http://www.ppg.edu.in/engg/procedures and policies.doc

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.

Laboratory-Record of maintenance account is maintained by lab technicians 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.
 ➢ Laboratory equipments are regularly cleaned and maintained by the concerned departments and   are maintained by lab technicians and supervised by HODs of the concerned departments.
 ➢ There is systematic disposal of all types of wastes.

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

DELNET. Student's continuous feedback helps a lot in introducing new ideas regarding library enrichment.

➤ To ensure return of books, 'no dues' from the library   for students before appearing to the examinations.

➤ The proper account of visitors (students and staff) on daily basis is maintained.

➤ The 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 sports equipments, concerned in-charges carried out at regular intervals.

Computers-The college has adequate number of computers and internet connections and the utility software are installed and updated as and when required. All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. Two computers are installed in the staff room for the faculty for preparing teaching slides.All these computers are well maintained and being repaired as and when required by the AMC party of the institute.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	PPG Merit Scholarship	62	Rs.40,00,000
Financial support from other sources			
a) National	-	-	-
b) International	-	-	-

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Introduction to Yoga & Manavalakalai	27.06.18	102	Manavalakalai Mandram

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-2019	Importance Of Gate For Higher Studies	180	-	-	-
	Job Opportunities in Public Sector	-	200		

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance

		redressal
-	-	-

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
9	150	125	-	-	-

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
--	--	--	--	--	--

5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET /SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	-	-
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other	-	-

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Anna University Zonal Level Hocket Tournament	Zonal level	120 (12 team)

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
-	-	-	-	-	-	-

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The institute has active cell of student council. This council consists of Students chairman, vice chairman and other student class coordinators from each department along with a teaching faculty. This student

council actively participates in all activities of the institute with guidance of the teaching faculty coordinator. Actually this council acts as a mediator between the faculty and the students. This council helps the teaching faculties as well as management of the institute both in academic as well as administrative activities as follows:

- Coordination of academic activities throughout the semester
- Coordination of co curricular and extracurricular activities smoothly
- Coordination of industrial visits
- Coordination of seminars/workshops by inviting external guests
- Presenting the problems of students in front of teaching faculty as well as management
- To assists teaching faculties heading various academic as well as administrative committees
- Motivating the students to actively participate in various activities initiated by the institute.

Institute also provides the necessary support to student council for organization of any activity. Council helps the teaching faculty coordinators in many of the other committees as institute magazine, library, hostel, mess, grievance etc

5.4 Alumni Engagement

5.4.1 Whether the institution has registered Alumni Association? ~~Yes~~/No, if yes give details (maximum 500 words): We have effective alumni registration, but it is not registered.

5.4.2 No. of ~~registered~~ enrolled Alumni:

824

5.4.3 Alumni contribution during the year (in Rupees) **:**

20,000

5.4.4 Meetings/activities organized by Alumni Association **:**

2

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The management gives sufficient freedom to the principal, who is the academic head of the institute to function in order to fulfil the vision and mission of the institute. The institute delegates authority and provides operational autonomy to the departments to work towards decentralized governance system. The policies largely aim at reducing central management size, reorganizing delivery and creating new partnerships. Academic responsibilities are fairly divided among all the staff members. Committees are appointed for the various academic and co-curricular activities to be conducted in the course of the academic year. The responsibilities are communicated to the faculty members through regular staff meetings. The participative decision-making ensures total participation of all the people concerned.

The management is always open to discussion with the teaching and nonteaching staff which, in turn, encourages the involvement of the staff for the improvement of effectiveness and efficiency of the institute process. There is a network system of coordinative mechanism for the successful conduct of the institute activities. Not only the department meetings are conducted but also intra departmental meetings are arranged for common issues. The principal with the heads of the departments discusses the needs, problems and suggestions to improve the educational quality and infrastructure improvements to talk to the management for further action. The teaching and non-teaching staffs are represented in the institute committees. The department involves and allows the faculty members to participate voluntarily with involvement in every work. There are various committees constituted to manage different institute activities.

6.1.2 Does the institution have a Management Information System (MIS)?

 Yes/~~No/Partial:~~

Yes. MIS is used for-

Accounts and financial works (e.g. Tally) - Institute accountant used to keep record of all financial on license software Tally which includes fees of students, operational expenses, equipment, furniture, maintenance etc.

• Staff attendance biometric- Staff attendance record is maintain by biometric attendance.

• Library Management Software - This software is helpful to incorporate barcode system for books issue and return. It keeps the record of book issued and return. OPAC system allows students to search books available and put requisitions through Personal computer in the library.

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ Curriculum Development

Curriculum is set by Anna University as our college is affiliated to Anna University. Suggestions from the faculty are forwarded to the University. Our faculties have attended curriculum enrichment program at Anna University for First Year B.E   Syllabus. Faculty used to interact with academicians through workshops Conferences.

❖ Teaching and Learning:

Semester Pre-commencement Preparations-

- ➢ Lesson plans
- ➢ Course learning Objectives and Course Outcomes
- ➢ Topic learning Objectives and Outcomes
- ➢ Course notes
- ➢ Updating the library with appropriate books as suggested by the faculty
- ➢ Monitoring students performance through Internal Unit Test-I ,II and III, Assignments and seminars projects.
- ➢ Oral feedback from students in the class committee meeting with Head of department and during Mentoring sessions.
- ➢ Result analysis at the end of semester examination.
- ➢ Additional classes for slow learners.
- ➢ Inputs from IQAC, Department Academic advisory committee, Parent-Teacher association and various feedback mechanisms is considered for improvising the teaching-learning.

❖ Research and Development

Research and Development Cell is formed to promote Research and Development in the institute. The cell includes faculty, academicians and researchers. The cell meets once in a semester and delivers guidelines for quality improvement in R&D.

- ➢ The institute motivates the faculty to undertake research activities through post graduate studies and doctoral studies. It motivates them to publish Research Papers. In 2017-18, 05 faculty members are pursuing PhD.
- ➢ The institute motivates the students to undertake complex engineering projects as a part of curriculum as well as for participating in external project competitions. Financial assistance is provided by the institute for genuine researchers. Final year students' project exhibition is organized.

❖ Library, ICT and Physical Infrastructure / Instrumentation

Library:

- ➢ Central Library committee gives guidelines for improving the quality of library resource.
- ➢ Suggestions from student's committee for Library and IQAC suggestions are used for improvement in quality of library resource.
- ➢ New books/journals are purchased every year to update the library.

- ➢ Presently, Library Circulation is fully automated. The services like Web OPAC (Online Public Access Catalogue).
- ➢ Institutional membership of DELNET(Developing Library Network)is taken which gives access to more than 10,000 e-books and e journals and NDL(National Digital Library) which gives access to million of e resources.

Physical Infrastructure:
- ➢ Physical infrastructure is increased to address the needs of a trade or a course or the intake capacity of the course.
- ➢ Computers and Software has been added in language laboratory.
- ➢ In 2017-18, CC TV's are installed in appropriate places.
  - ❖ Human Resource Management:

While recruiting and retaining the HR, the institute adheres to the quality improvement strategy.
- ➢ The institute organizes HR development programmes for faculty, staff and students for skill up gradation and training.
- ➢ For compensation and benefits of the students and the staff, welfare schemes exist in the institute.
- ➢ The institute uses performance evaluation methods for the HR. At the end of every year, Performance evaluation of the staff is done by head of the department/section. This is used for deciding promotions and increments. Self appraisal evaluation is done by the faculty and reports are submitted to the Principal.
  - ❖ Industry Interaction / Collaboration :
- ➢ Inclusion of industry experts in departmental Advisory Board (DAB).
- ➢ In view of sharing technical resources and expertise, MOUs are signed with reputed companies.
- ➢ Orientation programs are conducted for the students and guest lectures by the Industry experts.
- ➢ Alumni placed in the reputed industries are invited for informal dialogue with the students.
- ➢ Entrepreneurship training workshops are organized for the students.
- ➢ Industry offers internship programs to the student.
  - ❖ Admission of Students :
- ➢ Admission of the students is through a central process TNEA conducted by a state government where students choose an institute as per their requirement.

| 6.2.2   :   Implementation of e-governance in areas of operations: |

- ❖ Planning and Development

Institute's Vision and Mission is available on website. All activities in the institute are adhering to Vision and Mission of Institute. Institute Website continuously updated with upcoming events at institute like examination schedule, admission deadline, technical sports and cultural activities. Also after finishing every activity report and photographs are uploaded on website.

- ❖ Administration

Office maintains all student data related to their admission, Scholarship, Examination etc. all on computer. Also Student fees, other finance related data is maintained through MIS

- ❖ Finance and Accounts

Planning Board (for financial planning and implementation) involves the participation of HODs and teaching staff. Budgets for each department at the beginning of the academic year also form part of the discussions. The Library committee prepares and plans for the book budget with individual departments.

- ❖ Student Admission and Support :

Anna University offers online applications through TNEA registration for Engineering Aspirants. Students are able to fill online option form and can do confirmation of admission by freezing institute option. Institute also confirm student admission online. Institute admission form and other admission related data is available on website of institute.

- ❖ Examination

All Examination Forms are filled online. Results are declared online on university website. Also for photo copy and revaluation applications are possible through online form filling.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
-	-	-	-	-

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
-	-	-	-	-	-

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Faculty Development Programme	3	(06.06.2019 - 07.06.2019) (04.06.2019 - 09.06.2019) 24.06.2019 – 28.06.2019)

6.3.4   Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
121	121	24	Nil

6.3.5 Welfare schemes for

Teaching	PPG Faculty Club
Non teaching	PPG Faculty Club
Students	Insurance

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

 (with in 100 words each)

Internal Audit: After every six month institute undergoes half yearly internal audit. Institute appoint professional who are currently working under Charted Accountant to do internal audit. They verify and confirm all finance related document. Report of audit is submitted to Principal and Registrar. In case of query, they instruct Chief account to take necessary action.

External Audit: Institute each year undergo financial audit in the month of May and June. This audit is done by practicing Charted Accountant (CA). Account department uses Tally software. CA checks all entries in Tally software and verifies all books of accounts.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during

the year(not covered in Criterion III)		
Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
-	-	-

6.4.2 Total corpus fund generated

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	TUV-SUD	Yes	HOD
Administrative	Yes	Chartered Accountant	Yes	CAO

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

- Parents - Teachers meeting is conducted twice in a year
- Their feedback is taken to improve quality of education and other facility.

6.5.3 Development programmes for support staff (at least three)

- Supporting staff are involved skill development programmes like SURIYA MITHRA and PMKVY
- Training on Chip level maintenance of computers
- Training programme is provided on fire safety.

6.5.4 Post Accreditation initiative(s) (mention at least three)

- Research Cell established to foster academic research among staff and students.
- To enhance employability Industry Institute Interaction is strengthen. As a result placement of the student is increased during this academic year as compared to last year.
- Enhanced use of ICT by faculty in the teaching-learning process

6.5.5

a. Submission of Data for AISHE portal   : (~~Yes~~ /No)
b. Participation in NIRF   : (Yes /~~No~~)
c. ISO Certification   : (Yes /~~No~~)
d. NBA or any other quality audit   : (~~Yes~~ /No)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
2018	Anti-Plagiarism and Intellectual Property Rights Workshop	July 2018	20th and 21th July 2018	68

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period **(from-to)**	Participants	
-	-	Female	Male
-	-	-	-

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

- Institute conducts the activity of tree plantation with the help of NSS (National Social Service) cell and GREEN CLUB. This helps to protect the environment as well as to develop the environmental awareness in between the students.
- Percentage of power requirement of the College met by the renewable energy sources

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	-
Provision for lift	No	-
Ramp/ Rails	Yes	02
Braille Software/facilities	No	-
Rest Rooms	Yes	-
Scribes for examination	Yes	01
Special skill development for differently abled students	No	-
Any other similar facility	No	-

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018 - 19	-	1	10.08.2018	Use of LED lights	Energy conservation	35/3

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
NIL	NIL	NIL

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
-	-	-

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

➢ Rain water harvesting
➢ Tree Plantation
➢ Sewage water treatment

7.2 Best Practices

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the

institution as per NAAC format in your institution website, provide the link

http://www.ppg.edu.in/engg/best_practices.doc

- Continuous monitoring and assessment of students performance

The continuous assessment and monitoring the system of teaching and learning process helps the faculty members in recording the academic progress of each and every student. A Multi-pronged strategy is required to address these problems. First of all, academically poor performing students are identified by a well-defined evaluation system, formulated by the examination cell through unit tests. overcome the difficulties faced due to the medium of instruction, a well-planned and well spanned communication skill development program is provided with the help of external trainers in the first four semesters for all the students. A continual assessment and monitoring system is followed to solve problems like confidence level, awareness issues and attitude problems.

In practice, each faculty member is allotted with15-20 students and is acting as Tutor for those students. Tutor act like a local guardian and interact very closely with the students with the parental approach. They try to understand the academic and personal problems of their ward. Since the students attending the classes regularly will help them to understand the subject, it is monitored on hourly basis by the tutor. Any discrepancies in this regard are addressed by counseling and involving the parents.

Tutor help them in their learning process by checking their class notes and recommending materials and books to be followed and also suggest methods in reading and understanding concepts of the subject. During unit tests, the tutor visits the examination hall and observes their approach and presentation. Tutor discusses the corrected answer sheets with their wards pointing out the areas to be improved and also suggests how to be prepared for examinations.

To help them, remedial measures like extra class, hourly test and assignments are provided and monitored. In addition, they are supplied with University question papers and question banks. Regular counseling and motivation by the tutor helps him solving attitude problems.

- Institutional Automation System (PALPAP ERP)

The Institutional automation system has been designated with the objective of storing and providing all the necessary information based on the requirements of the management, Principal, HoDs', class Advisors, Tutors, Students and Parents. A separate dedicated team of staff members are working for the automation related activities. The important features of the Campus Management System are

- Student's personal data

The student's profile such as Name, Name of the parents, Date of birth, Address, Photo etc., will

be added during the admission.

- *Student's academic performance*

    The course registered, the marks scored in the internal assessment tests and the end semester examination results are available.

- *Staff Management System*

- Staff's personal profile

    The staff profile such as Name, Designation, Qualification, Date of birth, Address, photo etc., will be added during joining.

- Staff work load details
    - ✓ The academic workload / timetable of all the staff members is available.
    - ✓ Staff Leave particulars.
    - ✓ Daily attendance of staff can be entered.
    - ✓ Staff can enter their Timesheet – hour Wise topics (Class room delivery and syllabus completion details).
    - ✓ This system can be accessed by the concerned staff member, Department Heads and Principal. Staff alteration (in case of Leave) has to be entered by the HoD.

- *Examination Management System*
    - ✓ Internal tests marks report.
    - ✓ Internal tests result analysis.
    - ✓ End semester examination results.

- *Library Management System*
    - ✓ Books, Magazines and Journals database.
    - ✓ Search for Books, Magazines and Journals.
    - ✓ Access to e-resources.
    - ✓ Book issue/return database.
    - ✓ Stock report.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the web link of the institution in not more than 500 words
http://www.ppg.edu.in/engg/performance_of_ the_institution .doc

Institute is always adhered to its vision statement which involves the technological as well as sociological aspects.
To remain adhere with the technological aspect, Institute has taken technical symposium namely PRAVAAH. Also to be connected with the sociological aspect, Institute has arranged the social camp through NSS (National Service Scheme) cell.
PRAVAAH was scheduled specially for the students from pre- final year and final year. The objective of this

programme was to provide the platform for the students to share their technical knowledge and to discuss the recent trends in their respective domain through paper presentation. In this programme, more than 200 students from various institutions were presented their papers.

PPGIT organizes social camp through NSS (National Service Scheme). Many social awareness programs were arranged. The guests from various fields were invited for this purpose. Students gave their contribution by teaching to village children, doing cleanliness activity.

8. Future Plans of action for next academic year (500 words)

➢ Institute has planned to contribute in social activities by arranging the camp in rural area through NSS (National Service Scheme) cell. With the conduction of this camp; various social awareness programs will be conducted with active participation of the student coordinators.

➢ Institute has planned to encourage more number of faculties to complete their doctorate or at least register for the same.

➢ Institute has planned to carry out more number of trainings, workshops and submission of funding proposals so as to have overall upliftment of the institute. All these activities will be carried out with the help of incubation centre.

➢ Institute has planned to sign more number of MOU's with the various industries as well as premium institutes. With the help of this; sharing of expertise and facilities will be focused prominently. This will help to both the students as well as faculties to be in touch with new technologies as well as research methodologies.

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

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For Communication with NAAC

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