



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

KCG COLLEGE OF TECHNOLOGY

**KCG COLLEGE OF TECHNOLOGY, KCG NAGAR, RAJIV GANDHI SALAI, OLD
MAHABALIPURAM ROAD (OMR), KARAPAKKAM**

600097

www.kcgcollege.com

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

KCG College of Technology, founded in 1998 by Dr.KCG Verghese, is a Christian minority institution affiliated to Anna University-Chennai, approved by AICTE and certified as an ISO9001:2015 Institution. The campus is beautifully landscaped in a 38-acre land at Karapakkam on the Old Mahabalipuram Road (OMR), the IT corridor of Chennai.

KCG College of Technology is a unit of Hindustan Group of Institutions (HGI). Way back in the sixties, Founder-Chairman Dr.KCG Verghese felt the need for an institution that offers non-formal technical education and set up Hindustan Engineering Training Centre (HETC). Today, HGI has several institutions unified by the founder's vision of imparting quality education in the fields of engineering, aviation, applied sciences, and management. Each of these institutions has ideal infrastructure and is committed to promoting quality learning, making the Hindustan Group a force to reckon with in the field of education. KCG College is one such institution that strives to fulfill Dr.KCG Verghese's vision "To Make Every Man a Success and No Man a Failure".

The college offers ten under-graduate and four post-graduate programmes. Five undergraduate programmes (CSE, ECE, EEE, IT and Mechanical Engineering) are accredited by NBA. Five departments - CSE, ECE, EEE, Mechanical and Physics - have been approved as research centers by Anna University to offer MS (by Research) and Ph.D. KCG College is listed among colleges under Sections 2(f) and 12(B) of UGC. The college has been accorded recognition as Scientific and Industrial Research Organisation (SIRO) by the Department of Scientific & Industrial Research Organisation (DSIR).

Under the able guidance of Dr.Elizabeth Verghese, Chairperson, and Dr.Anand Jacob Verghese, Director & CEO, the college seeks to produce graduates who will think innovatively, communicate effectively, act ethically and participate meaningfully in a rapidly changing world. Towards this, the college creates an environment conducive for effective teaching and active learning. Our core philosophy is rooted in the belief that education, beyond imparting knowledge must nurture the holistic development of the entire personality. Today, KCG College of Technology acts as a springboard for thousands of aspirants for a world-wide career with the support of a team of experienced faculty.

Vision

KCG College of Technology aspires to become a globally recognized centre of excellence for science, technology & engineering education, committed to quality teaching, learning, and research while ensuring for every student a unique educational experience which will promote leadership, job creation, social commitment and service to nation building.

Mission

- Disseminate knowledge in a rigorous and intellectually stimulating environment.
- Facilitate socially responsive research, innovation, and entrepreneurship.

- Foster holistic development and professional competency.
- Nurture the virtue of service and an ethical value system in the young minds.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

KCG College of Technology is run and managed by highly qualified educationists who are committed to improving the quality of technical education.

KCG College is known for:

- Imparting holistic education
- Focusing on innovation and entrepreneurial skills of the students
- Developing the leadership skills of the students through annual Hindustan Young Leaders' Conference (HYLC), ToastMasters Club and other regular activities

KCG College is proud of:

- NBA accreditation for five programmes
- Centres of Excellence: KCG-Intel CoE in IoT, KCG-CDCE CoE in Factory Automation and Robotics, KCG-Dell EMC Centre of Academic Excellence in DataScience, KCG-Virtusa CoE in Java & New Age Technologies, KCG-GE CoE in Sub-Station Automation, KCG-Bosch Bio-Medical CoE, KCG-Bosch CoE in Automobile engineering, KCG-NSDC CoE in Renewable Energy, KCG CoE in Simulation Dynamics and KCG Autodesk CoE.
- Industry incubation centers with Zoho, Servion Global Solutions, Virtusa, DataPatterns
- Special Interest Groups (SIG) that bring together students with interest in a specific field of engineering
- Student chapters of professional associations
- KCGConnect, our registered Alumni Association with a strong network of alumni who help the current students and has also launched a social outreach wing
- Extension and outreach programs in the neighborhood community

KCG College focuses on:

- Disseminating knowledge in a creative and effective way using modern tools
- Celebrating diversity on the campus by recognizing the uniqueness of individuals
- Encouraging students to organize and participate in technical events like symposia, conferences, guest lectures, workshops, etc.
- Counseling students interested in pursuing higher education through Higher Education Cell
- Helping students develop their hobbies and passion through different technical and non-technical clubs

KCG College's major achievements include:

- Receiving grants from DST/AICTE/UGC/IET/ICMR/IEI/ISRO etc.
- Enhancing the lab infrastructure with the support of Government under FIST/MODROBS scheme and Industries like Hyundai, Ford, BMW, Benz, Nord Drives etc
- Achieving excellence by winning several awards including 'Best Institute Fostering Academia

Research Industry Partnership Award' by ASSOCHAM, 'Best Industry-Linked Electrical Engineering & Allied Institute' by AICTE-CII

- Winning prizes by students in technical competitions like Go-Kart, Smart India Hackathon, Carbon Zero Challenge, IIT-PALS/Innowah, ELECRAMA, NRDC etc, and in sports/cultural events at the national/international level

Institutional Weakness

KCG College of Technology is always interested in overcoming the limitations it encounters. It takes proactive measures to improve the quality of teaching, learning, and research. Though the institute has scripted and continues to script many success stories, there are certain areas in which it needs to make a move forward. There is a need to overcome the limitations in the following areas:

- Attracting more core companies to campus for recruitment. Besides major IT companies, the need to bring more core companies has been felt. Sincere efforts are being made to sign MoUs with some more industries.
- Recruiting more number of engineering faculty with industry experience. At a policy level, it has been decided to give preference to faculty with industry experience during the recruitment process.
- Being more successful in getting research grants from external funding agencies and filing of patents. An exclusive research cell has been formed to encourage and guide teachers and scholars on procuring grants, publishing papers in Scopus Indexed journals and obtaining patents.

Institutional Opportunity

It is optimism that drives any institution to move forward. In the past two decades, KCG College of Technology has made use of the opportunities available and moved ahead with a high level of optimism. The college has the capacity to script more success stories in the days to come taking due advantage of the following opportunities.

- The best of all opportunities is the institute's progressive thinking and commitment to quality engineering education.
- Proximity to major IT companies is another great opportunity. The college is on the Old Mahabalipuram Road (OMR), known as the IT corridor of Chennai. The IT/ITES companies that are on the OMR can facilitate industry-institute interactions and motivate students to choose the college for engineering programmes.
- The college has a supportive partner in Hindustan Institute of Technology and Science (HITS), a reputed deemed to be a university in Chennai. KCG College and HITS, both being units of Hindustan Group of Institutions, can collaborate with each other in research and professional development activities.
- The college has adequate infrastructure to integrate technology into education for twenty-first-century digital learners.
- The campus is beautifully landscaped in a lush green stretch of land with no pollution, plastic-free, no smoking, and environment-friendly.
- Moreover, the overall development in technological and industrial fronts and the current growth-oriented environment provide more opportunities for KCG College of Technology to progress.

Institutional Challenge

As KCG College prepares students for 21st-century challenges, the institute too faces many challenges.

- Enrolments for engineering programmes across India have fallen because of the huge supply of graduates in comparison to the demand. Attracting quality students to engineering programmes is a huge challenge.
- Lack of motivation among current generation students is a concern. Motivating them to achieve success and excel in engineering remains a challenge.
- Unless the students are technically strong and have skills required by the industry, they will not be absorbed by the Industry. Being an affiliated institute, imparting value added courses on niche technologies to bridge the curricular gaps and student exchange programmes with international universities have always been a challenge.
- Meeting the industry demands and expectations in terms of emerging technologies still continues to be a challenge since the pace at which technology advancements take place in various fields is rapid for a higher education institution to catch up in terms of expert faculty and infrastructural augmentation.
- Attracting the best talent into the teaching profession has been a constant concern. The dearth of qualified and passionate teachers has been a challenge.
- The current generation outlook and attitude to higher education also need to be understood by the faculty and also how best to keep them engaged and occupied intellectually is a huge challenge to higher education institutions.
- The biggest challenge is to know what parents vs students want from a college. Should a higher education institution be one which encourages free thinking and allows students to learn progressively or should the organization culture be strict and over-disciplined so as to keep the students focussed to only achieving marks and not take part in non-academic activities?

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college follows the curriculum and syllabi prescribed by Anna University. It has formulated the following strategies for the effective delivery of the prescribed curriculum.

- Vision, Mission, PEO, PO, PSO, and CO are well-defined and OBE is followed.
- Every department has a Department Advisory Board (DAB) with various stakeholders (Representatives from Faculty, Alumni, Industry, R&D Organisation, Professional Body, Students) which meets every year to review and give suggestions for improvement. Suggestions are conveyed to the university through DAB minutes and members of the faculty in syllabus subcommittee.
- Programme Assessment Committee (PAC) comprising of senior faculty members monitors the academic activities.
- Academic Schedule in compliance with the schedule of the affiliating university is planned.
- Time-table is prepared well in advance and includes hours allocated for value added courses, training, library and project.
- Project-based experiential learning is adopted and the gap in the curriculum is addressed through demonstrating experiments beyond curriculum and conducting tutorial classes, value added courses,

seminars, and conferences.

- Class committee meetings and online course feedback are conducted twice a semester to monitor the progress of the courses.
- Centralised internal assessment tests are conducted by setting two sets of question papers with an evaluation scheme.
- Remedial classes are conducted for slow learners and special attention is given to advanced learners
- Students and teachers are encouraged to attend conferences, industrial training, to undertake internships and publish their research work in conferences and journals.
- IQAC collects suggestions and feedback from the students' representatives and prompt actions are taken
- MoUs signed with the industries, Centres of Excellence and research labs, facilities like smart classrooms, video conferencing technology, NPTEL, Certificate/ Diploma programs provide rich learning experiences to students.
- Importance of maintaining pollution free environment and holding professional ethics and human values are inculcated by offering courses, and seminars.
- New courses are introduced periodically
- Value Added Courses (VAC) are made a mandate for all the students on all semesters. All the VACs are certified either by an Industry or Skill Development Organisations
- CBCS has been implemented for all the programmes

Teaching-learning and Evaluation

- The college admits students who meet the eligibility criteria formulated by the affiliating University
- Average enrollment percentage is 71.73%
- Average percentage of students from other states and countries is 7.75%
- Average percentage of seats filled as per the reservation policy is 100%
- Student-Full-time teacher ratio is 10.98
- Each mentor on an average has approximately 15-20 students under their care for academic and stress-related counseling. The ratio of students to mentor is 10.98. A full-time student counselor is also available in the college.
- Average percentage of full-time teachers against sanctioned posts is over and above 100%
- Average percentage of full-time teachers with Ph.D. is 16.99%
- Average teaching experience of full-time teachers is 10.8 years
- Average percentage of full-time teachers who received awards and recognition fellowship at State, National, International level from the government, recognized bodies is 80.77%
- Average percentage of full-time teachers from other States is 17.47%
- Teachers and students of all programmes are made well aware of PO, PSO, and CO
- Student-centric methods, such as experiential learning, participative learning, and problem-solving methodologies are adopted for enhancing learning experiences
- Special programs for advanced learners and slow learners are conducted after assessing the level of learners
- Average percentage of teachers using ICT for effective teaching with LMS, e-learning resources etc., is 100%
- To achieve the teaching objectives, the teachers adopt different instructional tools and methods which include the use of Smart Classrooms; conduct of Workshops, Guest Lectures, Seminars, Symposiums, Conferences, Video Lectures, Industrial visits, Project Based Learning and encouragement to participate in Paper presentations, Group Discussions, Project Competitions like Hackathon. These methods

promote creativity and innovation in teaching-learning.

- Continuous Internal Evaluation System (CIE) is conducted as per the schedule and is subjected to reforms. The assessment system is transparent and robust in terms of frequency and variety.
- Mechanism to deal with examination-related grievances is also transparent, time-bound and efficient
- The Institution evaluates the attainment of CO, PO, and PSO
- Average pass percentage of students is 97.24%
- Vision, Mission, Core Values, PEO, PO, PSO, and CO are published in various sources and are disseminated among various stakeholders

Research, Innovations and Extension

The college encourages both teachers and students to contribute to research by presenting and publishing papers, guide aspiring research scholars, carry out innovative and socially relevant projects and filing patents. The details of research, innovation and extension activities during the last five years are as follows:

- Regular upgradation of faculty skills is done by sending them to industrial training and FDPs in reputed institutes
- Received research grants to the extent of Rs.355.14 lakhs from government and non-government sources to carry out research projects
- 40 faculty members (16.26%) are recognized research supervisors of various universities
- 81 research projects funded by Government and Non-Government agencies
- The Institution has Innovation and Entrepreneurship Development Centre (IEDC) and Industry Incubation Centre to identify young talents and involve them in research
- Number of Workshops/seminars conducted on Intellectual Property Rights and Industry-Academia innovative practices is 370
- The Institution has a Research Cell that has framed a code of ethics and has software to check plagiarism in research
- The teachers are encouraged to do research and incentives are being awarded to teachers who receive State, National and International recognition
- A total of 29 scholars have completed Ph.D. degree
- 447 research papers are published in reputed journals
- 493 books/chapters in edited volumes/books and papers in national/ international conference-proceedings are published
- Different extension activities are regularly conducted by NSS / YRC / NCC/ Engineers Without Borders (EWB) / e-cell, Y's Men Club, Rotaract Club, and Toastmasters Club to sensitize students to social issues
- Received 113 awards from the government/recognized bodies
- A total of 128 extension and outreach programmes were conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Clubs
- 85.22% of our students have participated in extension activities
- 1007 linkages for faculty-exchange, student-exchange, internship, on-the-job training, and research are available
- 194 functional MoU's with ongoing activities

Infrastructure and Learning Resources

The college has adequate infrastructure and resources that cater to the needs of the students. The details of the infrastructure and learning resources that are available are as follows:

- 69 classrooms (47 with LCD facilities), 8 classrooms with Wi-Fi/LAN facilities and 5 seminar halls with ICT facilities
- Centers of Excellence and Advanced Research Laboratory facilities in specific areas to inculcate research habits among the student community
- Adequate facilities for outdoor and indoor games
- Well-equipped Gymnasium
- Yoga is practiced and encouraged
- 22 clubs which offers a mixture of technical and non-technical activities to develop the organizational skills of the students and SIG's to further scale up their talent and focus on their area of interest in subsequent years
- DST supported IEDC & MSME supported TBI for promoting innovation and entrepreneurship ecosystem
- Automated library using Integrated Library Management System (ILMS), with a total collection of 52,767 books, 905 back volumes, 3105 project reports, 116 printed journals, 40 magazines, 6 newspapers and 1962 multimedia packages like CDs and DVDs
- Additionally, a Hindustan Book Bank with an exhaustive collection of 2.5 lakh volumes covering International and Indian authors
- Department library in every department with books and journals related to their department
- Digital library services unit with 18 advanced Apple computers and 12 i-pads with a high-speed internet connection
- Subscriptions like e-journals, e-ShodhSindhu, Shodhganga, ebooks, and other databases
- WiFi connectivity in the administrative and academic areas
- Surplus Ethernet ports all over the campus, for laptops/devices in need of internet connectivity
- Leased line Internet Connectivity with a bandwidth of 100Mbps
- Facilities such as Media Centre, Recording facility, Lecture Capturing System (LCS) for e-content development
- Established systems and procedures for maintaining and utilizing physical, academic and support facilities

Other Details:

- An average of 44.63% of the budget is allocated for infrastructure augmentation
- Annual expenditure per year for the purchase of books and journals is Rs.89.69 lakhs
- Per day usage of the library by teachers and students is 15.3
- Student-Computer ratio is 3.11
- Average expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component is 33.28%

Student Support and Progression

The college has taken a lot of initiatives in providing financial assistance to deserving, meritorious and economically weaker students. It also offers services for students' personal and professional development. The details of the support and services given to students during the last five years are as follows:

- Average percentage of students who received scholarships from the government is 56.31%
- Average percentage of students who received scholarships and other freeships from the institution is 30.8%
- Students are supported with services like guidance to perform in competitive examinations, training on communication and soft skills, remedial coaching for slow learners, counseling for academic and stress-related issues, physical and mental fitness through sports, yoga, and meditation etc.,
- Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution is 100% being it mandate
- Average percentage of students benefited by Vocational Education and Training (VET) is 100% being it mandate
- Grievance redressal mechanism that is in practice is transparent and effective. Students grievances related to teaching-learning, ragging, and sexual harassments are attended and sorted out immediately.
- Average percentage of placement of outgoing students is 82.1%
- Average percentage of outgoing students going for higher studies is 22.44%
- Average percentage of students qualifying in State/ National/ International level examinations 74.03%
- 319 awards/medals for outstanding performance in sports/cultural activities at national/international level has been received
- Students are provided with opportunities to develop their organizational skills, managerial skills, leadership skills, technical skills through Student Association activities
- Students' voice in class committee meetings, online feedback mechanism, meetings with Principal, Vice-Principal and Deans, IQAC meetings, meetings related to co-curricular activities are recognized
- Average number of sports and cultural activities/ competitions organized at the institution level per year is 35.2
- Alumni Association, a registered society, invite alumni to give guest lectures on the topic beyond curriculum and also conducts mock interviews to give students a hands-on experience of the interviews
- Alumni contribution during the last five years is between 3 and 5 lakhs
- A total of 27 Alumni Association / Chapters meetings were held during the last five years

Governance, Leadership and Management

The governance, leadership, and management of the college strive to translate its vision and mission statements into reality in the following ways:

- Governing Council (GC) of the college meets once a year to discuss and come to a consensus on the administrative and academic functions of the college
- Principal heads the academic and administrative setup
- Vice Principal and Dean(Academic) support the Principal in various academic activities
- Various committees headed by senior faculty members are formed by the Principal. These committees help in the decentralization of work and ensure collective responsibility among faculty.
- All staff members are given enough freedom to express their views and their innovative ideas
- Principal and Registrar have been authorized to sanction any expense upto an amount of Rs.20,000/- and Rs.10,000/- respectively.
- HoDs plan the Annual Budget of respective departments
- Principal, Deans, and HoDs are also given imprest amount for incidental expenditure
- Recruitment of faculty is done in a transparent manner by giving advertisement in the newspapers and the shortlisted candidates are interviewed by a panel comprising of Management representative, Principal, respective HoD and two-course experts.

- The Grievance Redressal Committee looks into the grievances of both the students and staff, conducts an enquiry within 24 hours and try to settle grievance related issues in a cordial manner
- Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies is 87.49%
- Average number of professional development programs organized by the institution is 97.8 and Average percentage of teachers attended is 100%
- As general welfare measures, accommodation, educational support to children, traveling allowances, insurance benefits, relief funds, awards, and incentives are given to both teaching and non-teaching faculty
- A well-defined system for faculty appraisal is followed in the institute
- External and internal financial audits are conducted periodically and appropriate strategies are developed based on the audit report
- Funds/Grants received from non-government bodies, individuals, Philanthropists is 190.4 lakhs
- IQAC of the college ensures the progress of students' performance in academics and placement. Introduction of additional assessments and ninth period were based on the suggestion made by the student members of IQAC

Institutional Values and Best Practices

The institution holds a set of values and a few best practices which shows the institution's commitment towards the development of not only its students and teachers but also the society and nation at large.

- The college believes in providing fair treatment to both men and women and there is no discrimination against women
- A total of 65 gender equity promotion programs were organized
- The college is keen on providing safety and security for girl students and women employees and has a separate common room for boys and girls
- The top administrative positions are also held by women
- The college has a 100kW Solar Power-Plant and also practices energy efficient lighting
- Percentage of the annual power requirement met by renewable energy is 26.14%
- Percentage of annual lighting power requirements met through LED bulbs 37.78%
- The college has invested in green initiatives like Rain Water Harvesting, Organic Farming, Herbal Garden, Reverse Osmosis, Grey Water Recycling, and water conservation by using sprinklers to water plants in the garden
- Average percentage expenditure on green initiatives excluding salary component is 1.76%
- College provides resources that are friendly to differently abled persons
- College has been taking social responsibility initiatives like organizing awareness programmes, blood donation camps, book donation camps, sapling planting
- 93 initiatives to address locational advantages and disadvantages and 74 programmes for the benefit of the local community were conducted
- College has a code of conduct book for students, staff, and administrators. College calendar has the code of conduct for students, HR Policy book explaining service rules, leave policy and procedures of administration has the code of conduct for staff and ISO Quality Manual explains the roles of a good administrator.
- 55 activities were conducted to promote universal values
- The college builds in faculty and students, the consciousness of national development by organizing programmes related to constitutional rights and voting rights

- The college follows a set of procedures for maintaining transparency in all its financial, academic and administrative activities
- Aligning our motives to the vision of our beloved Chairman, our college has focussed on holistic professional development of students through KCG Clubs

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	KCG COLLEGE OF TECHNOLOGY
Address	KCG College of Technology, KCG Nagar, Rajiv Gandhi Salai, Old Mahabalipuram Road (OMR), Karapakkam
City	Chennai
State	Tamil Nadu
Pin	600097
Website	www.kcgcollege.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Professor	P.Deiva Sundari	044-28389002	9500047727	044-28389003	associatedean@kcgcollege.com
Principal	G.Prabhakaran	044-28389001	9600075082	044-22342170	principal@kcgcollege.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority Approval Order compressed.pdf
If Yes, Specify minority status	
Religious	Christian Minority Institution
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	23-03-1998			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Tamil Nadu	Anna University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	28-09-2016	View Document		
12B of UGC	28-09-2016	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	10-04-2018	12	

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	AICTE CII Award
Date of recognition	27-12-2017

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	KCG College of Technology, KCG Nagar, Rajiv Gandhi Salai, Old Mahabalipuram Road (OMR), Karapakkam	Urban	38.04	67137.79

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BE,Aeronautical Engineering	48	Higher secondary and Diploma	English	60	47
UG	BE,Civil Engineering	48	Higher secondary and diploma	English	60	11
UG	BE,Computer Science And Engineering	48	Higher secondary and Diploma	English	120	109
UG	BE,Electrical And Electronics Engineering	48	Higher secondary and Diploma	English	120	24
UG	BE,Electronics And Communication Engineering	48	Higher secondary and Diploma	English	120	70
UG	BE,Electronics And Instrumentation Engineering	48	Higher secondary and Diploma	English	60	5
UG	BE,Mechanical Engineering	48	Higher secondary and Diploma	English	120	69
UG	BTech,Information Technology	48	Higher secondary and Diploma	English	60	47
UG	BE,Automobile Engineering	48	Higher Secondary and Diploma	English	60	16
UG	BTech,Fashion Technology	48	Higher Secondary and Diploma	English	60	4
PG	ME,Computer Science	24	UG Degree	English	18	4

	And Engineering					
PG	ME,Electrical And Electronics Engineering	24	UG Degree	English	18	2
PG	ME,Electronics And Communication Engineering	24	UG Degree	English	18	0
PG	ME,Mechanical Engineering	24	UG Degree	English	18	2
Doctoral (Ph.D)	PhD or DPhil,Computer Science And Engineering	36	PG Degree	English	1	1
Doctoral (Ph.D)	PhD or DPhil,Electrical And Electronics Engineering	36	PG Degree	English	1	1
Doctoral (Ph.D)	PhD or DPhil,Electronics And Communication Engineering	36	PG Degree	English	1	1
Doctoral (Ph.D)	PhD or DPhil,Mechanical Engineering	36	PG Degree	English	1	1
Doctoral (Ph.D)	PhD or DPhil,Science And Humanities	36	PG Degree	English	1	1

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	22				38				124			
Recruited	14	8	0	22	22	16	0	38	56	68	0	124
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				94
Recruited	63	31	0	94
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				42
Recruited	33	9	0	42
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	14	8	0	3	5	0	4	6	0	40
M.Phil.	0	0	0	5	5	0	0	18	0	28
PG	0	0	0	14	6	0	52	44	0	116

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	4		1		5

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	3	0	0	0	3
	Female	1	1	0	0	2
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	1682	116	0	0	1798
	Female	492	30	0	0	522
	Others	0	0	0	0	0
PG	Male	2	4	0	0	6
	Female	11	6	0	0	17
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	17	38	41	52
	Female	11	11	14	21
	Others	0	0	0	0
ST	Male	0	0	1	1
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	211	384	350	392
	Female	78	89	99	169
	Others	0	0	0	0
General	Male	77	77	73	96
	Female	15	21	21	42
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		409	620	599	773

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 1288

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	15	15	15	15

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2702	2855	3095	3055	3004

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
334	388	413	357	420

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
508	558	693	582	548

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
246	241	255	238	190

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
251	252	236	213	189

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 74

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1637.16	1524.80	1409.86	1513.74	1484.30

Number of computers

Response: 870

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

- Vision, Mission, PEO, PO, PSO and Course Outcomes (CO) are well-defined and OBE is followed
- Every department has a Department Advisory Board (DAB) with various stakeholders which meets every year to review and give suggestions for the next academic year
- Various changes/suggestions about the curriculum are given to the University through the DAB minutes and also through the faculty members in syllabus subcommittee. The DAB suggestions of BE-Fashion Technology paved the way to revise the curriculum for all the affiliated colleges of AU
- Programme Assessment Committee (PAC) comprising of senior faculty members monitors the academic activities
- The institution academic schedule for each semester is prepared well in advance to meet Anna University (AU) academic schedule strictly
- Before the commencement of the semester, the course allotment is done based on faculty competency and the faculty prepares the Course Delivery Plan (CDP), lecture notes, question bank and manuals
- Time table will be prepared including value added courses, training, library and project hours
- Various active learning methods like project-based learning, blended learning, etc are adopted by the faculty to engage the students effectively
- A good learning environment is given to the students by providing smart classrooms, Videoconferencing facilities, and NPTEL facilities to improve the effectiveness of curriculum delivery
- Practical courses are given more emphasis with additional experiments beyond the syllabus
- Tutorial classes are conducted for the analytical courses by dividing the class into smaller groups for enhancing their problem-solving skills
- Apart from Library books, Textbooks for all courses are issued to the students from Hindustan Book Bank every semester
- Feedback about courses is collected in order to monitor the progress in a formal and informal way. Class committee meetings and online course feedback are conducted twice a semester. Principal, Dean-Student affairs and HODs also collect feedback from students
- IQAC collects suggestions and feedback from their students' representatives and prompt action will be taken
- Centralized internal assessment tests are conducted by setting two sets of question papers with an evaluation scheme. The evaluated answer sheets are given to the students and the marks are also communicated to the parents
- Slow learners are identified and given more attention by conducting remedial classes after working hours and on weekends
- Students with good academic performance and outstanding co-curricular activities are motivated by several means especially through Innovation and Entrepreneurship Development Cell (IEDC)
- Students are encouraged to publish their project work in Conferences / Journals to stimulate the

research in the young minds

- Mentoring or Counseling is done to support students to improve their performance
- Industrial collaborations are encouraged through MOU's in order to expose students to the current industrial needs. Various activities are being arranged through the MOU's on regular basis
- Various Centres of Excellence (CoE) and research labs pave the way to inter-disciplinary projects
- Regular upgradation of faculty skills is done by sending them to industrial training and FDPs in reputed institutes

File Description	Document
Any additional information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 199

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
44	47	55	35	18

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 131.62

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
75	60	59	62	52

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 61.88

1.2.1.1 How many new courses are introduced within the last five years

Response: 797

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 14

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 100

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2702	2855	3095	3055	3004

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

Gender:

- There is no gender discrimination in the institution. Girls are given equal opportunities in admission, training, and placement, co-curricular, extracurricular activities like NSS, NCC and sports and in club activities. Separate events for women students and faculty in sports day are conducted.
- Women's coding club is a unique initiative which improves the coding and programming knowledge of the women.
- IEEE- Women in Engineering Wing is a specialized professional chapter which actively involves in various social activities like basic computer education to the girl students in Government schools.
- Women's day is celebrated in a grand manner where both students and staff are encouraged to participate. Popular women celebrities are invited as chief guests to motivate and encourage women.
- The Institution has Women Empowerment Cell and Gender Grievance cum Redressal Committee.
- Much higher level administrative positions (Chairperson, Director, Vice principal, Dean-Student Affairs, Associate Deans and 4 out of 10 HODs) are held by Women.
- Faculty Ratio (Female: Male) is 54:46
- Women faculty and students are encouraged to attend various seminars, workshops about women empowerment both inside and outside the institution

Environment and Sustainability:

- Environmental Sciences course is offered to all branches of Engineering in 2008, 2013 and 2017 regulations. This course focuses on Environment, Ecosystems, Bio-diversity, addresses environmental pollution and conservation of natural resources. The various courses offered related

to Environment and Sustainability is given also in the additional information

- Being an NSDC Training Partner, the college offers NSDC certified Roof Top Solar Grid Engineer course which is more relevant to sustain greener environment and pollution free atmosphere
- A Roof-top solar power plant of 100kW is installed
- Plastic-free green campus
- Tree plantation and various environment-related seminars are the ones on regular basis to inculcate the importance of the environment to the student community

Professional Ethics and Human Values:

- Professional Ethics and Human Values course are offered to all branches of Engineering in all the regulations. This course focuses on human values and discusses engineering ethics, explains safety and risk factors, responsibilities and rights of engineers and addresses global issues, computer, and environmental ethics
- All the students and faculty members are expected to follow the Institute's code of ethics which is published in the calendar and the website for dissemination
- Students are encouraged to join various Professional societies which create awareness about their subject related ethics
- Final year project and third-year mini-project in which the students group them to do a project teaches research ethics like plagiarism
- Code of ethical practice for research is followed strictly by the faculty
- The institute has 22 technical and non-technical clubs for enhancing human values and social activities of the students
- NSS is included as a part of the curriculum which makes the students understand the human values and do social works
- Rotaract club involves students in blood donation, tree plantation and other social campaigns
- To reinstate the ethical values among all the students, PSO of all the Programmes has a Professional Code of Ethics included

File Description	Document
Any Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 168

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 168

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 65.8

1.3.3.1 Number of students undertaking field projects or internships

Response: 1778

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:**A. Feedback collected, analysed and action taken and feedback available on website****B. Feedback collected, analysed and action has been taken****C. Feedback collected and analysed****D. Feedback collected****Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 7.75

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
212	223	245	228	231

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 71.73

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
620	599	773	757	862

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
948	1020	1020	1020	1020

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
334	388	413	357	420

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The Secretary, Tamil Nadu Engineering Admissions (TNEA), admits first-year B.E./B.Tech students under Government Quota through single window system based on their Higher Secondary Examination (HSC) marks. The seats under Management Quota are filled through Consortium of Self Financing Colleges.

- After the students got admitted to our institution, orientation programs are organized for the fresher's to help them understand the engineering curriculum
- A Refresher course is also conducted for four weeks which includes basic refresher courses, project-based learning, presentations, all departments' orientation, and many more activities
- A diagnostic test is conducted for the first year students to categorize them before appearing for Business English Certificate (BEC) and Business English Language (BEL) training programs
- Ninth hour has been introduced in the timetable for conducting remedial classes for slow learners and developing higher cognitive skills for fast learners
- There are 22 active Technical/Non-Technical Clubs. All the students are given a chance to be a member of at least one club in their first year and based on their interest participate in Special Interest Groups (SIG) like Critical thinking club in their higher semester
- Training which includes quantitative aptitude, soft skills, management skills, and technical value added courses are given to all the students based on their interests and learning ability

Steps for Improving the Performance of Slow Learners

- Students who scored less than fifty percent are given more attention by conducting classes beyond

- working hours, weekends and before the commencement of the University Exams
- Supporting study materials and Assignments are also given
- Important topics in each course, based on university question papers are also discussed during the special classes
- Mentoring to encourage students to learn by maximizing their potential is done at individual academic levels

Methodologies to Encourage Fast Learners

- Students with good academic performance are identified, their performance is closely monitored and are counseled regularly by the academic counselor headed by Dean (Student Affairs) for achieving higher levels
- Additional advance level concept books are given to enhance their technical knowledge
- During the tutorial hours, extra higher knowledge level problems are given to develop their analytical skills
- Challenging assignments and questions are given to them to improve their computational capability
- To improve their soft skills, students are given special training through Infosys Campus Connect Programs and pre-placement residential training programs
- Mock Interviews are also conducted for them by Industry people to improve their confidence level to face the interviews
- They are encouraged to participate in symposia, seminars, workshops, national and international conferences organized by reputed institutions
- Students are also sponsored for attending such national and international level competitions
- Special cash awards are given to the class toppers and best projects during college day
- Medals along with gift vouchers are given for the rank holders during their graduation day function
- Merit Scholarships are given to deserving students
- Students who excel in sports are also motivated to participate in several events and are appreciated by trophies and cash awards

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 10.98

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Apart from the conventional chalk and talk method, the teaching process has been upgraded so as to provide quality education and good learning experience for the students. The innovative methods so far practiced are listed below:

- ICT based learning
- Collaborative and Cooperative Learning
- Project-based learning
- Case study methods
- On the job training
- Special lectures and guest lectures by industrial experts and eminent educationalists.
- Hands-on experience in real-time applications through workshops and seminars.
- The college digital library has many e-resources with e-journals and databases. Book Bank Scheme is available to all the students from which the students are provided with six books each semester for the respective courses.
- Well-equipped laboratories in the campus to strengthen the students' involvement in research activities.
- Students are taken to Industries, Research Institutes, and Field Visits to expose them to the latest developments in their discipline.
- Tutorial and Remedial Sessions for analytical courses to enhance the problem-solving skills are being conducted regularly

Methodologies for Improving the Teaching and Learning Process

- The faculty members are constantly asked to adopt innovative approaches in the classroom.
- Group discussions are often held in the classrooms to discuss the particular topic of interest. This practice increases the knowledge and verbal skills of students.
- Seminar presentations by the students are conducted on various topics to have a comprehensive understanding of the course.
- Industry Institute Interaction is given importance for the benefit of the students.
- Regular industrial visits are being arranged for the students to gain an overall idea of the industrial arena.
- Efforts are also made to improve the soft skills of the students and make them industry ready by conducting Training Sessions.
- Mock Interviews are conducted for the students by industry people to face the interviews confidently.
- The students are also motivated to undertake the value-added program, which is designed by

industry experts along with expert faculty members to fill the curricular gaps and also beyond the curriculum.

- The IEDC mentors the students to do innovative projects helps to develop the prototypes and promote entrepreneurial spirit among the students.
- The college has government-funded Technology Business Incubator (TBI).
- Various Industry supported Centers of Excellence emerge with interdisciplinary projects.
- Have tied-up with Industries for Incubation Model to train the students in Niche Technologies and make them ready for the specific industry
- Students are encouraged to participate in various National and International competitions. Hackathons and Project Competitions are also organized regularly in campus
- There are over 22 technical and non-technical clubs and Special Interest Groups to give the students a holistic professional growth

File Description	Document
Any additional information	View Document

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

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 246

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 10.98

2.3.3.1 Number of mentors

Response: 246

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The potential and preparedness of the learners, the skill and knowledge of the teachers are the two aspects of a teaching-learning process. To achieve the teaching objectives, the teachers adopt different strategies like:

- **Group Discussions:** This involves discussion among a group of students to assess the application of various concepts to gain a better perspective on the merits & demerits of the concepts.
- **Quiz:** At the start of the lecture, faculty conducts a follow-up quiz on the material covered in the previous lecture to review and revise the previous class concepts.
- **Role Play:** For explaining complex systems, the faculty uses the role-play method where each sub-system is enacted by a particular student, to involve the students much better into the teaching-learning process.
- **Case Studies:** Teaching using case studies enable the students to apply what they have learned in the classroom to real-life situations.
- **Assignments:** Giving assignments to the students can provide an opportunity for them to apply critical thinking skills as well as help them to learn course content.
- **Interactive Seminars:** During their presentation skills' hours, each group in a class will prepare a recent research topic or technical facts to present.
- **Tutorials:** For the analytical courses, a minimum of two periods are allotted for Tutorial sessions. The entire class of sixty will be divided into two batches and tutorial sessions are conducted in two different classrooms. Two faculty members will be deputed for conducting one tutorial session. By this method, individual attention will be given to the students.
- **Workshops/Guest Lectures/Seminars/Symposiums/Conferences:** Workshops, seminars and conferences are organized every year for gaining the knowledge and increase the research potential of the students and the faculty members.
- **Video Lectures/Webinars:** Teaching through video lectures inspire the students to like the environment and enhances the clarity in the understanding of concepts through visual objects.
- **Industrial Visits/In-plant Training/Internships:** Two Industrial visits for each semester are arranged for the students to experience and know the recent technology. Students are encouraged to undergo internships in industries.
- **Industry Incubation Model:** Competent students are identified, provided training on specific topics, continuously monitored for their performance, send them for an internship to the specific company and place them. The industries tied-up for this scheme are Infosys, Zoho, Servion Global Solutions, Virtusa, DataPatterns
- **Working Models/Demos:** Simple demos to illustrate the basic principles are displayed in the laboratories. Cut sections are also available for students to understand.
- **Project-Based Learning:** In order to learn the practical courses more effectively, the students will be instructed to do mini-projects during the pre-final year. Being a technical institute, this method is extensively used to provide empirical evidence of theory learned.
- **Paper Presentation:** In order to improve the presentation and communication skill of the students, a paper presentation contest is mandatorily conducted for all pre-final year students.
- **Project Competitions/Hackathons:** Students are motivated to participate in various competitions like Hackathons, Prototype Competitions, Innovative Challenge, Smart India Hackathons to explore their technical skills. We also organize these events regularly.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
Response: 102.79	
File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years				
Response: 16.99				
2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
55	48	38	31	28
File Description	Document			
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document			
Any additional information	View Document			

2.4.3 Teaching experience per full time teacher in number of years	
Response: 11.84	
2.4.3.1 Total experience of full-time teachers	
Response: 2911.62	

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 80.77

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
78	50	19	23	19

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 17.47

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
51	43	41	39	27

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The institution is affiliated to Anna University and the process of evaluation is followed as per the University guidelines.

The quality of engineering education is the direct outcome of knowledge implanted and evaluated through formal examination. The education process in any discipline of learning ends with examinations. The entire effort put in by the teachers on teaching and the student on learning is centered on getting a good level of success rate in the examinations.

The objectives of the internal assessment tests are to

- Expose the students to continuous evaluation and also focus on practice through learning methodologies
- Emphasize on students to perform consistently and not study in a sporadic manner

Process of Internal Tests Question Papers Setting

- The Exam Cell will coordinate all the activities related to the conduct of Internal Assessment Tests
- The Department has Test Coordinator to facilitate the examination process in a smooth and efficient manner
- Question Papers for internal assessments are prepared by keeping Bloom's Taxonomy Levels as the reference
- Two sets of question papers along with answer keys are collected for each course. The question papers are checked for the CO coverage and knowledge level by the Program Assessment Committee (PAC) and approved by the HoD
- The Exam Cell collects the two sets of Question Papers for every course and selects one question paper randomly
- Unit test 3 covering two marks of all the units is conducted at the end of the semester to test the students' conceptual knowledge and make them confident

Criteria for Evaluation

- All the answer scripts are evaluated and checked by PAC. Evaluation of internal assessment is rated based on the Bloom's Taxonomy Level and the CO, PO, and PSO to which it corresponds. Depending upon that, the CO attainment and corresponding attainment of PO and PSO for the respective course are analyzed and appropriate actions are suggested and implemented.
- The corrected answer scripts are distributed to students by the faculty as per the schedule and the solutions for questions are discussed with the students inside the classroom
- Marks are entered in the college database for future reference and also in counseling records to analyze their performance regularly
- Result analysis is done for all the classes in the department and necessary action will be taken to improve the pass percentage like conducting retest for failed students, providing regular counseling
- Internal Marks are calculated by the University for each student based on their performance in the internal assessment
- The university exam question paper will be discussed with the students and feedback will be conveyed to the University based on the needs??????

Assignments

An assignment is a type of reflective learning activity in which the students' level of understanding about the course is conveyed to the faculty. The assignments are focused on developing the writing, interpersonal and collaborative skills of the students. Different knowledge levels of assignments are given for the advanced and the slow learners. Hence, the continuous assessment of the students through assignments will enhance their higher level thinking.

File Description	Document
Any additional information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

- The process of internal assessment is well defined and transparent and is communicated to the students, faculty, and parents. The academic schedule in line with the Anna University schedule is prepared well ahead and is circulated to all the students.
- The evaluation criterion which includes attendance monitoring, internal assessment marks, end semester question paper pattern is disseminated to all the students.
- Orientation day for fresher's serves as the best platform to communicate the process of the evaluation system to all the parents and students.
- Regular interactions of HoDs and faculty with the students during department meetings, class committee meetings and counseling sessions are regularized for better understanding between staff and students.
- At the beginning of each semester, HODs convene staff meeting to disseminate information on any changes in the evaluation/assessment system.
- The answer scripts of examinations are shown to the students after evaluation to bring out the discrepancies, if any, to the notice of teacher concerned, and the necessary corrections are carried out.
- The marks awarded to the students in the continuous assessment tests and the attendance percentage are communicated to parents by the institution, which is also accessible through the website of the affiliating university (www.coe1.annauniv.edu)
- The students are made aware of the evaluation procedures including revaluation and challenge valuation, examination pattern of college and the university, well in advance through circulars as well as information printed in the college calendar.
- Any change in the schemes of evaluation, updates on curriculum revision, alterations in the question paper patterns are conveyed to the students and the faculty through circulars received from the University and the same is displayed in the University web portal (www.coe1.annauniv.edu)

File Description	Document
Any additional information	View Document

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

Response:

- As per the Anna University regulations, 80% marks are for the end semester exams and 20% for internal marks. The performance of the students in the internal assessment tests is informed to the students immediately after the completion of assessment tests. The students who have any grievance in the evaluation process can approach the faculty member who had evaluated the answer sheets for any discrepancies in the mark.
- The marks in the internal tests are then uploaded in the Anna University web portal along with the attendance periodically as scheduled by the Anna University. The performance of the students in internal tests and end semester examinations will also be sent to the parents through ERP.
- The University provides the students with an option of obtaining the photocopy of their answer sheets after the declaration of end-semester exam results. The student can review his / her answer sheets and apply for re-evaluation on the recommendation of the subject handling faculty.
- If a student is not satisfied with revaluation results, he/she can go for a review with the recommendation by the head of the department and Principal. Challenge evaluation fee is reimbursed by the University to the students in case of improvement in the grades in comparison to the first evaluation.
- Other types of grievances like data missing in the question papers, questions from outside the syllabus, question paper being tough etc., are communicated to the controller of examinations by the concerned course faculty on the approval of the Principal through the web portal on the same day of the examination.

File Description	Document
Any additional information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The academic year starts on the date as prescribed by Anna University. The university publishes in advance, the academic calendar containing plans for curricular and co-curricular activities based on the available working/teaching days as per university norms. The institution academic calendar for each semester is designed to meet the university academic schedule.

Allotment of Courses and Preparation of Time Table

- Before the commencement of the semester, the time-table coordinator circulates the course option form which has details of faculty competency to each faculty member. Based on that, the HoD will allocate appropriate courses to all the faculty.
- Based on the course allocation, the time table coordinator will frame the time table.
- For the interdisciplinary courses, the respective departments will be requested through the proper

channel to handle the respective courses.

- In addition, value-added courses are also conducted to enhance the knowledge, bridge the gap in the curriculum and to meet the industry expectations.
- Slow learners are closely monitored and in addition to the regular classes, weekend classes are being handled to cater to their needs.
- Bright students are motivated to score high grades and to secure university ranks.

The Head of the Department circulates the template of the course delivery plan upon instruction from the Principal. Based on the academic schedule given by the University, the CDP is prepared by the course handlers and approved by the course coordinator. All the CDPs will be then submitted to the HoD for approval.

Every course has five units as prescribed by the Anna University curriculum. During the semester, after every planned unit completion, a 'Lesson Plan Follow-Up' format is circulated to all the faculty and will be asked to fill the status of completion of the Unit.

The HoD reviews the lesson plan follow-up format. If any discrepancy is found in completion, the HoD will discuss the matter with the individual faculty. The lesson plan follow-up format is then submitted for Principal's review. There is an academic counselor appointed by the Principal/HOD for each year of the program who monitors the day-to-day conduct of the lectures based on the time table.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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 on website and communicated to teachers and students

Response:

The Vision and Mission statements of the Departments, Programme Educational Objectives, Programme Outcomes, and Programme Specific Outcomes are published in:

- Website of the Institute (<http://www.kcgcollege.ac.in>)
- HOD's Room, Faculty Rooms, Class Rooms, and Department Laboratories
- Course Log Books
- Display Boards
- Course Delivery Plans
- Laboratory Manuals and Record Note Books
- News Letters

The Course Outcomes of all the Courses in all the Programmes are published in:

- Course Log Books
- Course Delivery Plans
- Laboratory Manuals
- Question Banks

The Vision and Mission of the Institute & the Department and Programme Educational Objectives are disseminated among various stakeholders as detailed in the following Table.

S. No.	Dissemination			
	To	By	Content	Event / Mode
1.	Alumni	Overall Alumni Coordinator	Vision and Mission Statements of the Institute	1. Alumni Meet 2. Website of the Institute
1.	Alumni of the Department	Department Alumni Coordinator	1. Vision and Mission Statements of the Department 2. Programme Educational Objectives	1. Alumni Meet 2. Website of the Institute
1.	First-Year Students	Principal	Vision and Mission Statements of the Institute	1. Orientation Programme 2. Website of the Institute 3. Academic Calendar 4. Lab Manuals & Records
1.	Students of the Department	Head of the Department	1. Vision and Mission Statements of the Department 2. Programme Educational Objectives	1. First Day of Academic Calendar 2. Website of the Institute 3. Lab Manuals & Records
1.	Parents	Principal	Vision and Mission Statements of the Institute	1. Orientation Programme 2. Website of the Institute 3. Progress Reports
1.	Parents	Head of the Department	1. Vision and Mission Statements of the Department 2. Programme Educational Objectives	1. Orientation Programme 2. News Letter 3. Website of the Institute 4. Progress Reports

1.	Faculty Members of the Department and Service Departments	Programme Coordinator	<ol style="list-style-type: none"> 1. Vision and Mission Statements of the Department 2. Programme Educational Objectives 3. Programme Outcomes 4. Programme Specific Outcomes 5. Awareness and Implementation of Bloom's Taxonomy Levels in Teaching and Learning Process 6. Preparation of Course Delivery Plans 7. Assessment Systems and Tools 	<ol style="list-style-type: none"> 1. First Faculty Meeting in the Academic Calendar 2. Website of the Institute 3. Academic Calendar 4. Course Log Books
1.	External Stake Holders	Institute	Vision and Mission Statements of the Institute and the Department	<ol style="list-style-type: none"> 1. News Letters 2. Placement Brochure 3. Research Brochure 4. Website of the Institute

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

1. Attainment of Course Outcomes:

The effectiveness of assessment of the Course Outcomes (COs) can be justified with the help of performance in Internal Assessment and Course End University Examination. The Internal Assessment

includes Unit Tests, Assignments and Model Examination. The Course End Examination is conducted by the University, for both theory and practical courses.

Weightage: 80% (University Exam) and 20% (Internal Assessments)

Internal Assessments are conducted periodically as per the schedule given by the University and the COs of the respective courses is assessed based on the performance of the students. All the assessment components and the course outcome target attainment levels are fixed before the commencement of the course by the course teacher and are reviewed by the PAC.

The target attainment levels will be set by considering the students' previous course outcome attainments in the earlier semesters' courses and the nature of the particular course. Target levels vary from course to course. For internal assessments, attainment is measured in terms of actual percentage of students getting the percentage of marks set for the individual course and for University Examinations, attainment is measured in terms of actual percentage of students getting grades better than the target grade fixed for the individual course.

2. Attainment of Program Outcomes and Program Specific Outcomes:

The assessment tools and processes used for measuring the attainment of each of the Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) are also well described. The POs and PSOs are evaluated by direct and indirect assessment methods. The following methods of assessment are identified for assessing.

- **Direct Assessment**

At the end of every semester, the Course Outcome attainments for all the courses undergone by a particular batch of students will be calculated as described above and is tabulated to analyze the contribution of those courses for the Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) attainment. At the end of the programme, after all the courses are completed, PO and PSO attainment levels for a particular batch are obtained.

- **Indirect Assessment**

At the end of the programme, an exit survey is collected from all the students. The survey feedbacks are consolidated and the Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) are calculated.

Weightage: 80% (Direct Assessment) and 20% (Indirect Assessment)

The PO and PSO Assessment process are done by the following procedure:

- At the end of the academic year, after all the courses for the CAY graduating batch of students are completed, Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) attainment levels for that particular batch are calculated using the Courses-PO / PSO mapping.
- The student exit survey feedbacks are also consolidated and the Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) attainment are calculated.
- It is determined whether the POs and PSOs have reached the target level. If the target is not

achieved, then necessary actions to be taken will be decided by the PAC, to make the next batch of students reach the target level.

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students

Response: 97.24

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 494

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 508

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 355.14

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
156.6	90.54	77.72	12.12	18.16

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 16.26

3.1.2.1 Number of teachers recognised as research guides

Response: 40

File Description	Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 1.73

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 81

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 234	
File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

- **Innovation and Entrepreneurship Development Centre (IEDC)**

There are two wings of operation, namely i-cell (innovation cell) and e-cell (entrepreneurship cell).

With the support of our management, the college became a member of the National Entrepreneurship Network (NEN) who backed the formation of e-cell & i-cell in November 2008 & May 2009 respectively.

On the basis of our students' innovative projects, DST selected our institution to establish IEDC with a Grant-in-Aid of Rs.44.45 Lakhs over a period of Five years. This led the students to be intrapreneurs and entrepreneurs.

1. Every year 25 to 30 ideas would be submitted by students from which 10 to 12 ideas were short-listed based on the innovation, feasibility, social relevance, and cost-effectiveness
2. Each selected team was mentored by a faculty coordinator
3. These teams were groomed in presenting and validating the ideas by an advisory panel consisting of members representing DST, MSME, Industry, and Academia
4. Other short-listed projects were also mentored

Students of IEDC participated in competitions like NASSCOM, Hackathons, GSEA, Google Summer of Code (GSoC), IIT PALS (consecutive winners for the past 3 years), Mozilla FireFox, Yahoo Hackathon, AICTE – Smart India Hackathon (consecutive winners for the past 2 years) and several other events. 41 Patents have been filed in the past 3 years

Apart from this, Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes are organized. Interaction and interning with practicing entrepreneurs is also facilitated. Also, the awareness regarding IPR, Start-up Registration, Finance, business opportunities, processes, technologies, market, etc. are given. IEDC has successfully turned about 160 students as entrepreneurs in the Field of technical, Service, Hospitality, Software development etc.

IEDC has also received various awards: Best Institutional Award for Entrepreneurship by Society for Educational and Entrepreneurship Development (SEED) at the India International Centre, New Delhi;

Runner-Up Award in National E-Week 2015 & 2016 by NEN.

All these achievements of IEDC made our management to invest in setting up a Technology Business Incubator-KCGIIEC in 2015. Today, this TBI houses 6 businesses from the community as well as our alumnus. About 7 companies have matured from KCGIIEC. It also provides an opportunity for students to intern with the incubatees.

In 2016-17, KCGIIEC has been approved by MSME as Host Institution/Business Incubator. This grant will nurture the Incubatees (maximum of 10) with the financial support of Rs.6.25 lakhs each for one year.

In 2017-18, we have tied-up with FORGE, an innovation accelerator launched by Coimbatore Innovation and Business Incubator, catalyzed by the DST-NSTEDB. An internship program called PROTOSEM for a period of 6 months is given to the selected students to convert the idea to product.

- **Industry Incubation Model**

With an intention of making students industry ready and reducing industry investment, we have initiated industry incubation centers. The process is to identify competent students, provide training for the identified students on specific topics, continuously monitor the performance, send them for an internship to the specific company and place them. The industries tied-up for this scheme are Infosys, Zoho, Servion Global Solutions, Virtusa, DataPatterns.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 370

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
105	74	72	78	41

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research	
Response: Yes	
File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards	
Response: Yes	
File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years	
Response: 0.73	
3.3.3.1 How many Ph.Ds awarded within last five years	
Response: 29	
3.3.3.2 Number of teachers recognized as guides during the last five years	
Response: 40	
File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 1.91**3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
133	134	102	71	7

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**Response:** 2.11**3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
204	97	87	74	31

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities**3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years****Response:**

Student and faculty members of NSS, NCC, Engineers Without Borders (EWB), E-Cell, Y's Men Club, Rotaract Club and ToastMasters' Club of our College are actively involved in the extension activities of the neighborhood community.

- More innovative projects related to social and environmental problems of day to day life are done by our students and few have been widely covered in media
- Various rallies like Helmet Awareness, Rights to Vote, Swachh Bharat, Women Safety, Save the Farmers, NO to drugs, Rally for Rivers, Fire Safety etc. are regularly organized
- Cancer Awareness Programs and various programs on Women Empowerment are organized. Our girls' NCC cadets have been appreciated by many eminent guests
- Health awareness programs like distributing Nelavembu Kasaayam to prevent Dengue fever are organized
- To make the students and the community focus on sanitation various Swachh Bharat programs are organized in the campus and neighborhood community. Coastal cleaning camps are also organized on the International Coastal Cleaning Day
- To motivate the students to donate blood, blood donation camps are conducted on regular basis in the campus and one such was organized on 05.08.2016 where around 181 units of blood were donated
- 7-Days NSS camps are organized every year in the month of March in the nearby Panchayat Schools, where computer training, tree plantation, sports and campus cleaning activities take place in the schools
- International Yoga Day is celebrated every year. During the residential training for the pre-final year students, every morning Yoga is made compulsory
- KCG-EWB students' chapter has volunteered in the RTE Social Awareness Program in Association with Bhumi on 26-Aug-2017 at Adambakkam which created awareness about the procedure for applying for admission under RTE Act
- KCG-EWB chapter received the seed bombs from 'The Hindu' under the scheme 'Friends of Chennai' and *seed graha*-seed plantation activity was initiated by planting nearly 100 seeds in our college campus
- Any eminent guest who visits our campus will plant a tree to promote tree plantation culture among students and faculty
- Various school connect programs like Hour of Code, Science for Fun, Career Awareness, Leadership Camps are done in the nearby schools every year
- Our Y's Men Club donated school kits to 1000 underprivileged government school Children. We also provide snacks every day to the students staying for special classes in the evening at Government Higher Secondary school, Karapakkam
- During the natural calamities like Chennai floods in December 2015 and Kerala floods in August 2018, all our faculty donated their one-day salary for the relief. Also, our students went to different flood affected villages with the relief materials collected from all students and helped them to revive back their normal life
- Even after leaving our campus, our Alumni through KCGConnect continue their social activities
- National festivals, birth/death anniversaries of great personalities, Constitution Day, World Citizen Day, World Mental Health day, Women's Day, Teachers Day, Engineers Day are celebrated to promote the Universal and human values, national integration and communal harmony among the students

File Description	Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 113

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
32	25	18	22	16

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 128

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
46	20	27	17	18

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 85.22

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2702	2855	3095	2652	1180

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 1007

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
238	334	209	158	68

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 194

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
73	49	32	24	16

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

1. Academic activities

KCG College of Technology provides state of art infrastructure to the students to become a globally recognized center of excellence for science, technology & engineering education, committed to quality teaching, learning and research.

- The Institution has a sprawling campus spread over 38.04 acres with modern buildings, technology-enabled classrooms and excellent infrastructure to create a learner-centric environment. The college has a positive progressive approach for creation and enhancement of the infrastructure which facilitates the effective teaching-learning process.
- The college management frequently interacts with the stakeholders to improve the infrastructure facilities. The facilities of the college like classrooms, tutorial rooms, ICT enabled smart classrooms, laboratories, library, digital library and seminar halls are also constantly upgraded to meet the requirements and every department is equipped with their own computing resources as well as department library.

2. Co-curricular activities

The College promotes myriad co-curricular activities to expand the knowledge of the students beyond the curriculum and to provide industrial exposure.

- Our college has 4 auditoriums and 3 seminar halls for conducting various co-curricular activities. The college organizes several seminars, invited talks, workshops, symposiums, hackathons, project-based technical events, Faculty Development Programs (FDP) related to emerging technologies to keep everyone updated in their respective fields.
- We have **22 clubs** which offers a mixture of technical and non-technical activities to develop the organizational skills of the students and SIG's to further scale up their talent and focus on their area of interest in subsequent years.
- **DST supported IEDC & MSME supported Technology Business Incubator** for promoting innovation and entrepreneurship ecosystem are functioning.

3. Laboratories

- The laboratories are equipped with state-of-the-art equipment and are more than sufficient to conduct the experiments as per the Anna University curriculum. The programming laboratories are equipped with licensed software as per the AU regulations.
- In addition to the regular curriculum, students are encouraged to pursue their project work and conduct many case studies in the emerging areas of research.
- The college has established **Centres of Excellence** and **Advanced Research Laboratory** facilities

in specific areas to inculcate research habits among the student fraternity.

4. Centres of Excellence (CoE)

- KCG-Intel CoE in IoT
- KCG-CDCE CoE in Factory Automation and Robotics
- KCG-Dell EMC Centre of Academic Excellence in Data science
- KCG-Virtusa Centre of Excellence in Java & New Age Technologies
- KCG-GE CoE in Sub-Station automation supported under FIST scheme
- KCG-Bosch Bio-Medical Centre of Excellence
- KCG-Bosch Centre of Excellence in Automobile engineering
- KCG-NSDC CoE in Renewable Energy supported under AICTE- MODROB
- KCG CoE in Simulation Dynamics
- KCG Autodesk Centre of Excellence

Facilities	Total Numbers	Area in Square meters
Class Rooms	69	6665
Labs	34	8222
Seminar Halls	3	2808
Staff Rooms & HoD Rooms	175	1088
Auditoriums		
1.Mirza	1	408
2.KMC	1	665.8
3.Open-Air (Zeplin)	1	836
4.Open-Air (Quadrangle)	1	605
Video Conference Room	1	50
Conference Rooms	9	360
Workshop	1	2054
Drawing Halls	4	984
SAE Lab	1	111
Computer Labs	7	1042
Library	1	648
Oasis & TBI	2	246.9

File Description	Document
Any additional information	View Document

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

Response:

Sports Facilities

- The College has excellent facilities for both outdoor and indoor games. Outdoor courts/stadium are available for Basketball, Ball Badminton, Cricket, Football, Five-a-side Football, Handball, Kabaddi, Throw-ball, Kho-Kho, Tennis, and Volleyball.
- Indoor facilities are available for chess, carom board, table tennis, and snooker.
- College teams participate regularly in these sports and have won numerous intercollegiate events. Interdepartmental competitions, as well as athletics, give ample opportunities for students to take part in outdoor activities.
- A fully equipped gym with both cardiac training equipment and weight training equipment is available in Campus.

Outdoor Sports Facilities

- Basketball
- Ball Badminton
- Five-a-side Football
- Handball
- Kabaddi
- Throw ball
- Kho-Kho
- Tennis
- Volleyball
- Horse Riding

Indoor Sports Facilities

- Chess
- Carom Board
- Table Tennis
- Snooker

Gym Facilities

Cardiac Training Equipment

- Treadmill
- Elliptical Machine
- Cycling
- Rowing Machine

Weight Training Equipment

- Cross Pulley Machine
- Smith Machine
- Bench Press Isolated
- Multi Chest Press
- Lat Pull Down Machine

- Leg Press Squat Machine

KCG Sports Clubs

- KCG – PANTHERS (Football - Men's team)
- KCG – SCORPIONS (Volleyball - Men's team)
- KCG – JAGUARS (Handball - Men's team)
- KCG – WARRIORS (Cricket - Men's team)
- KCG – AVENGERS (Basketball - Men's team)
- KCG – PHOENIX (Tennis - Men's team)
- KCG – DOLPHINS (Throw ball - Women's team))
- KCG – UNICORNS (Staff Cricket - Men's team)
- KCG – SHARKS (Kho Kho - Men's team)
- KCG – SPARTANS (Hockey - Men's team)
- KCG – FENCERS (Fencing)
- KCG – JUDKAS (JUDO)
- KCG – PEGASUS CLUB (Horse Riding)

Cultural Activities

- KCG College of Technology strongly believes in the holistic development of the students. The college encourages many extra-curricular activities. The Cultural Coordinator is assisted by a cultural committee comprising faculty members and students.
- A Talent Hunt in the first semester identifies the talents of the new students in varied fields ranging from photography to dramatics.
- Various Inter College and Intra-departmental competitions are held to provide a creative outlet for students.

The various cultural clubs are listed below.

Dance Club: Auditions are held and selected students are trained by the professional dance academy after the class hours and on weekends.

Music Club: The College has a music room with a range of instruments. Talented students are identified in the first year and encouraged to practice regularly and participate in a variety of events.

MUN Club: The college has a MUN club which hones the students debating skills, ability to persuade and influence, and helps you emerge as a leader.

Dramatics Club: The college has a dramatic club with a view to promoting various aspects like acting, voice modulation, body language, script writing, and stage design.

File Description	Document
Any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc**Response:** 81.08**4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

Response: 60

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.**Response:** 44.63**4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
350	520	440	740	1300

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

KCG College of Technology Central Library is automated completely using Integrated Library Management System (ILMS) named **PALPAP INSPROPLUS**. The important features of the Standard Module of **PALPAP INSPROPLUS ERP**, ILMS Software are mentioned below:

I MASTER

This master module contains details regarding rack master creation, periodical master entry,

supplier/publisher, member, library card creation, books, book updation, book bank, and non-books details. All the data entered can be edited and can be updated, which gets stored in the corresponding table.

II OPERATION

This module is designed to do operations such as a user in and out entry, city information, thesis, standard call number, and code number, proceedings, notifications, search all the databases using simple and advanced query search options, important fields and print the search results in any desired format/order.

III REPORT MANAGEMENT

This module is designed to generate the report and print a large number of reports such as utilization report, books issued and return report, bibliography reports, book reports categorized by accession number, author, subject, department, supplier and publisher, call number, title, availability etc. It also generates book unique title report, missing number report and member reports.

SYSTEM ADMINISTRATION

Name of the ILMS	Nature of Automation	Version / Year of Automation
PALPAP INSPROPLUS (ERP)	Fully	17th Version / 2016
AUTOLIB Library Management Software	Fully	MS-SQL Version-Multi User LAN Version with WEB OPAC including Gate entry module /2013
LIBA SOFT	Fully	Updated version / 2004
LIBA SOFT	Fully	Latest Multi-User/ 2001

File Description	Document
Any additional information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The library is an integral part of the intellectual power of our college. The library has an area of 648 sq.m

and seating capacity for about 150 readers.

- Has a collection of about 52,767 books, 905 back volumes, 3105 project reports, previous year question papers, and more than 1962 multimedia packages like CDs and DVDs
- 116 print journals, 40 magazines, and 6 newspapers are subscribed
- Additionally, we have a Hindustan Book Bank with an exhaustive collection of 2.5 lakh volumes covering International and Indian authors at estimated spending of Rs.2,500 (approx.) per student per year. All the students are given textbooks for all the courses every semester
- Digital library services unit has 18 advanced Apple computers and 12 i-pads with a high-speed internet connection. Students can access digital content in the computing facility available in the library
- E-Resources Packages such as IEEE Journals online, Elsevier Journals Package and Springer online journals are subscribed. Other knowledge resources of 293 web NPTEL courses and 308 NPTEL VIDEO courses and open resources are also available
- Also, our college library has institutional membership with Anna University Library, British Council Library, American Library, DELNET, MALIBNET and NDL (National Digital Library)
- We also have access to Hindustan library E-Resources through a separate login for KCG
- Our IET Professional Membership also gives access to all the online IET journals
- We have **1045 rare book** collections in our library
- Every department has its own department library with books and journals related to their department as below:

S. No.	Department	No. of Volumes
1	CSE	1543
2	ECE	1874
3	EEE	1287
4	MECH	1501
5	IT	651
6	AERO	149
7	CIVIL	245
8	EIE	155
9	S&H	450
	TOTAL	7855

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 89.69

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
75.48	93.04	88.08	99.34	92.49

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 15.3

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 451

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

In the entire campus, the LAN connects all the computers with 100 Mbps speed capacity leased line provided by Pulse Telecom.

- Wi-Fi connectivity is provided in the administrative and academic areas. Surplus Ethernet ports are provided all over the campus, for laptops/devices in need of internet connectivity.
- Computer laboratories are equipped with state-of-the-art technology and are available to all the staff and students.
- Sonic wall Firewall is provided to prevent the unauthorized Internet users from/to accessing private networks connected to the Internet, especially intranets.
- Licensed Antivirus is used to enable the security of the computers. Our college has 870 computers, 7 servers, and all the departments have software packages as per the curriculum needs.
- The institute upgrades the software packages and also purchases software currently being used in the industry to make the students, industry ready.
- A separate team with in-house staff takes care of the IT related needs of the campus such as hardware and networking.

Upgradations in IT Facilities are mentioned below.

Wi-Fi Facility:

- **Name of the Internet provider :** Pulse Tele Systems Pvt. Ltd, Chennai
- **Available Bandwidth:** 100 Mbps
- **Wi-Fi Availability:** Available in administrative and academic blocks
- **Internet access in labs, library, classrooms, and offices of all department:** 365 Nodes
- **Security arrangements:** Firewall Enabled Network and K7 Antivirus

Server Details:

CONFIGURATION	
Server Name	System Configuration
KCG\CENTRALIZED\SERVER-1	Brand : IBM Series / Model:

(Domain Server – Window Server 2012)	X3400-M3 Processor: Intel Xenon E5620 @ 2.40 GHz Memory : RAM: 8 GB / Hard Disk: 600 GB
KCG\ CENTRALIZED\SERVER-2 (Linux Server - Fedora)	Brand: Intel Xeon CPU / Model: X3420GPV Processor: Intel Xenon X3430 @ 2.40 GHz Memory : RAM: 8 GB / Hard Disk: 2 TB
KCG\ CENTRALIZED\SERVER-3 (Oracle Server – Oracle 12c)	Brand: IBM Series / Model: X3400 Processor: Intel Xeon CPU E5405 @ 2.00 GHz Memory : RAM: 2 GB / Hard Disk: 250 GB
KCG\ CENTRALIZED\SERVER-4 (FTP Server – Window Server 2008)	Brand: IBM Series / Model: X3400 Processor: Intel Xeon CPU E5405 @ 2.00 GHz Memory : RAM: 4 GB / Hard Disk: 250 GB
KCG\ CENTRALIZED\Server – K7	Intel ® Xenon CPU X3420GPV Processor: Intel(R) Xenon® x3430@2.40GHz Memory 4GB RAM, Hard Disc 500GB
KCG\ CENTRALIZED\Server – Windows 2008	IBM Series X3400 Processor: INTEL XENON 2.13GHz Memory 8GB RAM/Hard Disk 1500GB
KCG\ CENTRALIZED\Server –Windows 2003	IBM Series X3400 Processor: Intel Xenon E5405 2

GHz	
Memory: 8 GB RAM, Hard Disk 250GB	
4.3.2 Student - Computer ratio	
Response: 3.11	
4.3.3 Available bandwidth of internet connection in the Institution (Lease line)	
>=50 MBPS	
35-50 MBPS	
20-35 MBPS	
5-20 MBPS	
Response: >=50 MBPS	
File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)	
Response: Yes	
File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years
Response: 33.28
4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
548.55	557.85	474.29	471.98	467.63

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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

Response:

- The college has appointed personnel for maintaining facilities such as buildings, transport, electrical, gardening etc.
- Separate complaint registers are maintained for various services
- Regular cleaning of college floors, classrooms, laboratories, equipment, and restrooms are being done by the housekeeping team.
- Stock verification of all labs and other facilities is done at the end of every year by the staff members from other department and the report is submitted to the Principal

Maintenance of Laboratory Equipment

- Periodical check-up of equipment is carried out as per schedule by the lab coordinators
- The measuring instruments are calibrated regularly
- In addition, maintenance is being done weekly, monthly and yearly and respective registers are maintained in the laboratories
- As per the requirement, minor repairs are carried out by the lab instructors or faculty member
- Major repairs for all laboratory equipment are outsourced by following the procedure as follows:

1. The service request is forwarded to principal through Lab-in-Charge and HoD
2. After approval, Quotation for service is called for and the recommended service provider is identified and forwarded to the principal
3. After approval, the service is carried out in the presence of Lab-in-Charge
4. After service, the work completion statement and bills are submitted to the accounts

Maintenance of Computer Laboratories

- Maintenance of computers is taken care by an in-house IT admin team
- Preventive maintenance and breakdown maintenance procedure is followed. Installation of antivirus and firewall ensure that the software and system are secured. A weekly status check on the hardware and software condition of the machines is undertaken and the same is noted in a register.
- Breakdown maintenance wherein the system fails due to SMPS problem or boot failure is recorded

in a register. If the problem is minor, the technical support staff of the lab will rectify it. For major failures, support from the vendor is taken.

- Periodic maintenance is done by regular cleaning of the lab spaces, software updates, and antivirus updates

Vehicle Maintenance

- Preventative maintenance is performed daily which includes fuel and fluid level checks.
- Breakdown maintenance is carried out for worn-out components by sending for repair or replacement.
- Vehicle records with all maintenance tasks performed, vehicle miles and emission control reports are maintained

Library Maintenance

- Library maintenance involves continuous monitoring and verification of the stack, displaying of new material on the display racks and arrangement of the books on the racks.
- Also, the book materials are cleaned at periodic intervals to reduce the damage caused by dust, insects and pest infestation

Sports Infrastructure Maintenance

- Indoor and outdoor sports infrastructure facilities are properly maintained by the markers throughout the year.
- Playfield and gym equipment are also maintained regularly.

Maintenance of sensitive equipment, power and water supply

Category	Capacity	Total Number	Maintenance AMC
Generator	250kVA	1	Kirloskar
	180kVA	1	Kirloskar
RO Plant	1000LPH	1	Primus
	500LPH	1	AQUA
Lift	Johnson (13 persons)	1	-
UPS	5kVA to 30kVA (420 Batteries)	Sufficient numbers available in 16 labs	-
Solar Power Plant	100 kVA	1	-
Sewage Treatment Plant	1 lakh liters per day	1	-

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 56.31

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1380	1849	1794	1684	1581

File Description

Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 30.8

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1328	1022	1005	603	506

File Description

Document

Any additional information

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

- 3. Soft skill development
- 4. Remedial coaching
- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 100

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2702	2855	3095	3055	3004

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 100**5.1.5.1** Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2702	2855	3095	3055	3004

File Description**Document**

Details of the students benefitted by VET

[View Document](#)

Any additional information

[View Document](#)**5.1.6** The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)**5.2 Student Progression****5.2.1** Average percentage of placement of outgoing students during the last five years**Response:** 82.1**5.2.1.1** Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
478	540	525	422	391

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 22.44

5.2.2.1 Number of outgoing students progressing to higher education

Response: 114

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 74.03

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
19	16	46	37	52

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
25	22	62	50	71

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

<p>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) during the last five years.</p> <p>Response: 319</p>				
<p>5.3.1.1 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-wise during the last five years</p>				
2017-18	2016-17	2015-16	2014-15	2013-14
98	108	44	49	20
File Description	Document			
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document			
e-copies of award letters and certificates	View Document			

<p>5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution</p> <p>Response:</p> <p>Departments have an association with the Student Council. The student council plays a vital role in departmental activities such as organizing symposiums, seminars, conferences, and workshops. The council members and all the other students deliberately involve in their Department newsletter preparation. Especially department symposia are completely planned and conducted by students under the supervision of faculty.</p> <p>The students' representatives also actively participate in the following academic committees.</p> <p>Class Committee</p>				
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Every class shall have a class committee consisting of Course handling faculty, student representatives and a chairperson who is not teaching the class. The functions of the class committee include

1. Discussing problems experienced by students in the classroom and laboratories and any general problem
2. Informing the student representatives, details of regulations regarding weightage used for each assessment

The class committee shall be constituted within the first week of each semester. Two subsequent meetings may be held in a semester at suitable intervals before the internal assessments.

Online Feedback

The online feedback is taken twice in a semester. It is taken from all the students for each course. Corrective actions are taken based on the consolidated feedback of each course.

Interactive Feedback by Principal & Dean-Student Affairs

Feedback on the regular progress of the courses is obtained by the Principal and Dean once in a semester during the interactive session with a group, normally of an equal ratio of boys and girls, totaling 9 students ranging from slow-learners to advanced-learners, inclusive of day-scholars and hostellers.

IQAC

The main objective of IQAC is to develop a system which will consciously work and serve as a catalyst to improve the academic and overall performance of the institution. IQAC has representatives from both faculty and students. The team is currently working on the strategy to improve the academic performance of the students and the placement opportunities. The main role of the team is to analyze the cause for lower placements through brainstorming and to develop a solution that can be implemented on a common platform. IQAC student's team frequently addresses the fellow students to get their suggestions for the overall benefit of the student's community.

Other Co-Curricular Committees

- Students are actively involved as Cultural and Sports Coordinators, HYLC organizing team etc.
- The NSS unit at KCG was started in 2004 and is fully managed by the students. The various programmes conducted by the NSS have brought about a remarkable change in the outlook of the students and their attitude towards life and society
- The NCC unit was started in 2009 with an aim to develop character, comradeship, discipline, leadership, secular outlook, the spirit of adventure, and the ideals of selfless service amongst the cadets.
- Students' chapters of various Professional Bodies like IET, IEEE, SAE, CSI, ISIS, and IE are actively taken forward by the students
- The 'Cloud 10 Bazaar' is an annual feature where students put up stalls and experience first-hand, the joys and difficulties of marketing, and hone their management skills

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 35.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
38	33	38	33	34

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The Alumni Association of KCG College of Technology (KCG Connect) is a registered society with registration number 458/2016 dated 12.9.2016. The KCG Connect Alumni Association is an official unit of the Institute with the primary objective to strengthen alumni connections with their Alma Mater and to promote the establishment of alumni chapters at different geographical locations having an adequate congregation of alumni. On 08.12.2016, an election was held and new members were elected. One of the objectives of the association is to develop a mutually supportive relationship with alumni so as to encourage lifelong learning and continued growth of the alumni and at the same time provide opportunities to alumni to contribute in their own way to their Alma mater. The Goals are to:

1. Enhance employment and internship opportunities and help current students receive mentoring support from the Alumni
2. Inspire, Motivate and educate young minds through Guest Seminars/Workshops
3. Collaborate and support Technology Business Incubation
4. Raise funds to support social causes such as Educational sponsor and Environmental awareness
5. Upkeep and uplift the reputation of the College and the Institutional Group

- We have our college alumni group named KCGConnect on Facebook with more than 4000 active members in it who eventually harness alumni activities which is beneficial for students. The link

for KCGConnect page is www.kcgconnect.in. This webpage which has Alumni registrations is maintained by our Alumni Mr. Russell of Computer Science department of 2012 batch.

- Every DAB has two Alumni members who meet every year and contribute to identifying curricular gaps
- Nearly 50 guest lectures and mentoring sessions for career and interpersonal skills have been given by our Alumni in the past 3 years. Experiences that are shared by our alumni with students in time management, financial management, development of self-discipline and character, or in career management are more easily accepted as guidance and inspire students to follow
- We also have a practice of organizing Mock Interviews for our final year students before they start attending their placement drives. Nearly, 16 mock interviews by Alumni from the reputed organization were organized last year
- We also have initiated an Alumni Expert Talk, wherein departments bring in their Alumni to share their expertise with juniors
- Our alumni association has been registered and a bank account is being maintained effective from Nov 2017 and has a fund of Rs.3,50,000 which is utilized for various activities
- Alumni Meet is organized every year mostly in the month of August. In Dec 2017, the Hindustan Group of Institutions conducted HGI Golden Convergence Meet. Many Alumni were nominated for Awards under various categories. Young Achiever Award was given to Jegatheeswaran, Deputy Collector, Government of TamilNadu
- An Alumni survey is taken every year which is valuable feedback for the growth of the institution
- KCGConnect team has also launched a social outreach wing and is involved in community activities helping the needy people

We are really proud of its brilliant alumni who are currently positioned all over the globe and have distinguished themselves in all spheres of high-end engineering and technology.

File Description	Document
Any additional information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: 3 Lakhs - 4 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**Response:** 27

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	5	5	6	2

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

VISION

KCG College of Technology aspires to become a globally recognized center of excellence for science, technology & engineering education, committed to quality teaching, learning, and research while ensuring for every student a unique educational experience which will promote leadership, job creation, social commitment and service to nation building.

MISSION

- Disseminate knowledge in a rigorous and intellectually stimulating environment
- Facilitate socially responsive research, innovation, and entrepreneurship
- Foster holistic development and professional competency
- Nurture the virtue of service and an ethical value system in the young minds

GOVERNANCE

KCG College of Technology, a unit of Hindustan Group of Institutions, was established in the year 1998 by the perseverance and cognizant efforts of our founder late Dr. KCG Verghese to fulfill his motto "To Make Every Man a Success and No Man a Failure". The College was established in the year 1998 and functions under Hindustan Engineering Training Center (HETC) Society and is managed by a Governing Council (GC) consisting of members of the Management, eminent Academicians and Industrialists.

The main functions of GC are:

- Decisions on administrative and academic matters
- Budget approval
- Decisions on the addition of new programmes and change in intake
- Sanction for activities - academic and non-academic
- Decisions on recruitment
- Improving infrastructure facilities
- Approval to procure major equipment
- Enhancing general amenities

Based on the recommendations of the GC, the Principal plans and executes the various tasks after discussing with the Management, Vice-Principal (VP), Deans and Heads of Departments (HoDs).

PERSPECTIVE PLAN

The Institution has various perspective plans for the holistic development of the Students.

- Aiming for various Recognitions and Accreditations
- Strengthening Industry-Institute Relationship
- Upgrade the quality of Faculty through FDPs, Induction Programs and Industrial Trainings
- Strengthening the Programs by practicing the outcome based education and updating the Value-added courses
- Enhancing the Research and Development Activities and Creating Centers of Excellence
- Developing the Innovation and the Entrepreneurial Skills of students
- Improving the Infrastructure and Placements

PARTICIPATION OF TEACHERS IN DECISION-MAKING BODIES

- The principal is the head of both the academic and administrative bodies
- Every member of the faculty and administration is involved in the process of decision making in his/her own capacity within a general hierarchical framework for duties, responsibilities, and rights including HoDs for executing the policies in their department
- The faculty members are given privileges to express their opinions in the department meetings where the department policies are finalized and to associate themselves in several initiatives at all levels including Governing Council Body
- The faculty members are nominated as members of various committees such as Department Advisory Board (DAB), Programme Assessment Committee (PAC), IQAC, Course Committee, Discipline Committee etc. so that they can put forth their innovative ideas
- The faculty members actively take part in various college functions like College Day, Teachers Day, Sports Day etc. as part of organizing committee and are encouraged to give ideas pertaining to the growth and betterment of the college.

File Description	Document
Any additional information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The Principal is the Head of the Institution and he ensures that the right ambience is created for the smooth functioning of all academic activities, intellectual growth, and research pursuits. He periodically convenes meetings with the HoDs, where ideas gathered from faculty members are exchanged and decisions are made regarding the better infrastructure and improvement in the academic performance of the students. He creates various committees in consultation with the VP, Deans and the HoDs. To name a few Committees: IQAC, Disciplinary and Anti-Ragging Committee, Grievance and Redressal Committee, R&D Committee, Academic Committee, etc. These committees help in the decentralization of work and collective responsibility.

The Deans and HoDs work for the holistic development of the students. This is done with the help of academic coordinators, class teachers and counselors, who provide academic support, guidance, counsel, address grievances, maintain the database, keep tracks on attendance and communicate student progress to the stakeholders.

Case study

The institution offers decentralization and participative management in practice in the overall schema

- HoDs play a crucial role in decentralizing the resources by scheduling the activities of the department and assigning responsibilities to the department faculty.
- HoDs have functional autonomy in proposing the budget, course allocation, framing time table and takes the ownership of the department.
- Organizing seminars, guest lectures, workshops, symposium, conferences, competitions, industrial visits, and in-plant training are delegated often to the faculty members by the HoD.
- Faculty members are involved in the purchase and maintenance of equipment and consumables.
- Faculty members act as representatives in the Governing Council, DAB, PAC, budget committee, library committee and other statutory bodies where important decisions are taken.

One of the main objectives is to mentor the students, as quality citizens for the society at large, as participative management.

- A mentoring system for the students is implemented with the participation of the faculty members in the ratio of 15 to 20 students to each faculty.
- Each and every faculty maintain the record of complete students' profile.
- A schedule is made periodically for monitoring the students' performance.
- In addition to the curriculum, the extra-curricular and co-curricular activities are also considered for mentoring.

Delegation of Financial Powers

- Budget is allotted for programmes organized at the institutional level (College Day, Graduation Day, Sports Day, Orientation Day, Fresher's Day, Hindustan Young Leaders Conference etc.) and VAPs like workshops, guest lectures, conferences, FDP etc., by the respective departments. Any programme to be organized is discussed with the Principal. After approval by the management, money is sanctioned and programmes are conducted.
- Annual Budget for the respective department is prepared by the respective in-charges (lab procurement, infrastructure etc.) and forwarded to the Management for approval through Principal by HoDs.
- Principal and Registrar have been authorized to sanction any expense up to an amount of Rs.20,000/- and Rs.10,000/- respectively.
- Other than these, certain members are given an imprest amount for any incidental expenditure

1. Principal – Rs.50,000/-
2. Deans & HoDs – Rs.10,000/-
3. Admin Manager – Rs.3,000/-

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The institution has designed a strategic plan for institutional growth and the holistic development of the students such as Teaching & Learning, Research & Development, Industry Interaction, enhancement of infrastructure and extracurricular activities. Enhancement of infrastructure for the better learning experience of students is one of the major agenda in the Strategic Plan.

Enhancement of Infrastructure

The campus of KCG College of Technology is beautifully landscaped in a lush green stretch of land spread over 38 acres at Karapakkam, which is about 10 km from Adyar on the Old Mahabalipuram Road, the IT corridor of Chennai.

The institution had a humble beginning with one main block and year after year, the institution is witnessing upward journey in creating and expanding infrastructure facilities. The institution is now functioning with three main blocks. The construction of the new building is going on due to the addition of new courses such as Fashion technology and Automobile engineering. At KCG, the quality of student experience is our main priority. We seek to ensure that our students benefit from a high quality learning environment that includes spacious classrooms/ tutorial rooms, well-equipped state of the art laboratories, computer facilities, knowledge resource centres/ digital library, smart classrooms, seminar halls, auditoriums, cafeteria, first class sporting facilities with indoor and outdoor complexes, practice and rehearsal halls for cultural activities, facilities for disabled, homely hostel accommodation facilities and extensive facilities for on-campus training and placement. There are also other facilities which include RO plant, transport, solar power system, ATM, medical facilities, ambulance etc.

With the intention of providing ample avenues, enhancing the infrastructure facilities by means of construction of new blocks, classrooms, new laboratories and auditoriums have been on the agenda of the continuous process. Though the needed facilities are in place as per the requirements and the recommendations of the affiliating University, they are enriched with the aim of fulfilling the goals in the strategic plans which go beyond the syllabus, as well as to make the student fraternity not only through professionals, but also responsible citizens who can contribute for the development of the society and the nation.

Few of the facilities enriched in the past few years over and above the mandate facilities are:

- KCG-Technology Business Incubator (TBI)
- OASIS
- Club Facilities
- Centers of Excellence
- Skill Training Facilities
- Seminar Halls / Auditoriums
- Smart Class Rooms and ICT facilities

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Governing Council (GC) is the Governing Body approving the administrative functions of the Institution. The GC meets normally once every year.

The main functions of the Governing Council are

- Decisions on administrative and academic matters
- Budget approval
- Decisions on the addition of new programs depending on the intake of students
- Sanction for activities - academic and non-academic
- Decisions on recruitment
- Improving infrastructure facilities – curricular and co-curricular
- Approval to procure major equipment
- Enhancing general amenities
- Any other major decision

Administrative Setup

- The Principal heads the administrative setup and is the key decision maker with regard to academic and administrative matters.
- Vice Principal and Dean (Academic) support the Principal in various academic activities.
- Dean (Student Affairs) takes care of the welfare of the students.
- Registrar ensures good order in college and an atmosphere conducive to academic activity by producing timely and accurate statistics, class rosters, grades, certifications, and other reports.
- All departments have their own respective department offices headed by the respective heads of departments.
- The accounts manager monitors financial transactions and all the monetary transactions (both the receipts and payments) are processed through a nationalized bank.

Service Rules

Service rules, leave rules, policies and procedures for the institution are documented in the form of a book. The service rules book is being published every year since 2010. This book of rules is circulated to ensure that the staff members are aware of the rules. They are made known to all newly recruited staff members through an induction program. It is modified as and when the necessity arises and circulated to all staff.

Recruitment policy is transparent. An advertisement is given in the newspapers and the shortlisted candidates are called for interview. The interview committee consisting of the Management representative, Principal, respective HoD and two-course experts interview the candidates. Candidates are then selected on merit.

Grievance Redressal:

All grievances of staff and students are addressed immediately. All are free to voice their grievance to their higher authorities. These grievances are heard and appropriate action is taken as per the need of the issue. Other than these, there is a Grievance Redressal Committee that looks into major or serious grievances.

The main functions of the Grievance Redressal Committee are

- Receives appeals from the students and staff
- Identifies the gravity of the appeal
- Ascertains the legal implications of the appeal
- Classifies appeals into academic, administrative or others
- Arranges for Enquiry
- Enquires into the issue
- Discusses the enquiry
- Submits report
- Finalizes action to be taken

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The institution has framed different committees and cells to cater to the needs of the smooth functioning and growth of the institute. All the cells have their own objectives and responsibilities.

Case study

ISO Certification from 9001:2008 to 9001:2015

The ISO team of KCG College of Technology is striving towards ensuring the quality in the systematic implementation of procedures for the academic as well as supporting activities. The ISO team has initiated the work related to the entire revamping of QMS procedures from ISO 9001:2008 to ISO 9001:2015. The quality process manual and various forms/templates were prepared in line with OBE practice to suit the requirements of any accreditation process. The procedures related to core processes such as Academics, Management system coordination, Conduct of examination, Admission, Placement, Placement training, Library, HR development are completed. Key aspects like (i) Objectives and targets, (ii) Process knowledge, (iii) Risk Procedure (iv) Risk assessments are also included.

During this process of revamping, the departments were instructed to adopt the new forms and the Department ISO coordinators were requested to conduct meeting once in 15 days within the Department to check the status of ISO files and new formats.

EXTERNAL AUDIT

The Re-Assessment & Up-gradation Audit (ISO 9001:2008) was carried out by a team of experts from “BSI Group India Pvt Ltd” from 30th July 2019 to 1st August 2019. The team appreciated the readiness and understanding of the transition from ISO 9001:2008 to ISO 9001:2015, uniformity in data capturing across the departments, maintenance of records, and also on the efforts taken by the management and

process owners in maintaining the infrastructure facilities. The Audit was completed successfully without any NCs and the institution was certified as ISO 9001:2015 institution, for three years.

INTERNAL AUDIT

All the departments are audited once in 6 months. Trained and independent auditors carry out internal audits. Before every audit, an internal audit plan as per KCG/SC/03 is released by MR at least 2 days in advance and is informed to all auditors and Auditees.

Prior to commencement of the audit, an opening meeting is conducted by MR (along with Principal and members of Management based on their availability) between auditors and Auditees to finalize the audit plan incorporating any changes required.

Management review is done through a meeting among the following members at least once in 6 months. Following are the members of the Management Review:

- Principal (as Chairman)
- Core Committee Members*
- Registrar
- HoDs/ ISO Coordinators
- Exam Cell in charge
- Librarian
- Placement Officer
- Head-Training
- HR Manager
- Purchase in charge
- MR
- DMR(s)

Minutes of the meeting is prepared by MR as per KCG/SC/07 and circulated to all members with the approval of Principal. If the meeting is conducted in the absence of Principal, draft minutes of the meeting are submitted to the Principal and minutes are finalized with his feedback if any. It is ensured that minutes of the meeting include actions and decisions related to opportunities for improvement, any need for changes to QMS and resources.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Faculty Development Measures:

- Funded FDPs are organized in campus
- MoUs with foreign Universities for joint projects and staff exchange programs
- A 5-day exclusive induction training for new faculty
- Every discipline has senior persons from industries & research organizations as full-time advisors
- Expert lectures on niche technologies are organized regularly
- Faculty exchange programmes with foreign universities
- Joint collaboration with leading industries for projects and faculty training
- QIP and Sponsorship for higher studies including doctoral research

Awards / Incentives:

- Awarding good performers every year on special occasions like Teachers Day, College Day etc.
- Reimbursement of expenses towards travel by train/air and accommodation per day for attending various programs
- Faculty Skill Certification and Patent fees fully borne by the Institution
- Proportional monetary compensation for faculty engaged in research project and consultancy works based on the contractual value
- Awards and incentives for publications in reputed journals and books
- Incentives for conducting GATE / IAS Coaching at College (60:40)
- Special awards for 5 years / 10 years / 15 years of services towards department and institution
- Candidates from reputed institutions like IIT, NIT and University Rank holders and Valid Gate Score holders are given extra remuneration

General Welfare Schemes:

- Educational support to teachers' children through Scholarships among Hindustan Group of Institutions
- Free boarding and accommodation for Senior Professors and Staff holding Warden / Assistant Warden Posts
- Free transport for select staff and pooled car facilities for HoDs and senior faculty
- Free consultations are provided by the Doctor on campus
- Personal Accident Insurance and Group Insurance
- Provident fund and family pension scheme
- Separate A/C dining facility for faculty
- 12 days Casual Leave, 3 days Medical Leave, Maternity Leave, 30 days of Vacation Leave and 3 days Special Leave (for Self's Marriage / Death in the family)
- Sabbatical Leave (OD) for attending FDPs, Conferences, etc.
- In-house daycare facilities for kids

Welfare measures for non-teaching staff

- Various awards are given for excellence in specified fields
- Educational support to the children
- Emergency personal interest-free loans for medical/natural calamity
- Free boarding/lodging in the campus for certain maintenance staff and food for drivers at a subsidized rate
- A minimum amount of Rs.2,500/- as death relief to employees in the event of the death of any member in the family

- Restricted holidays and Festival Advance of 50% of the Gross Salary for Non-Teaching Technical / Admin employees
- Two sets of stitched Teri-cotton uniform with a pair of shoes and socks along with rain Coats / Umbrellas are given every year to the supporting staff
- Lab coats are provided to the Lab Instructors and Lab Assistants
- Personal Accident Insurance and Group Insurance
- Free consultations are provided by the Doctor on campus
- 12 days Casual Leave, 3 days Medical Leave, Maternity Leave, 20 days Earned Leave and 3 days Special Leave is granted

File Description	Document
Any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 87.49

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

2017-18	2016-17	2015-16	2014-15	2013-14
225	217	257	224	116

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 97.8

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
120	111	105	89	64

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 100

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
246	241	255	238	190

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

A well-defined system for faculty appraisal is followed in the institute. This may be a valuable process for both the institute and the faculty, as it enhances communication channels and thereby establishing a constructive dialogue between the appraisers and the appraised.

The faculty members are expected to:

1. Provide periodical reports that correspond to their teaching and learning activities and cater to the needs of all instructional and mentoring responsibilities as specified in the policies and procedures.
2. Participate in scholarly and research activities which enhance their professional development.
3. Assist the department, institute and university committees.
4. Afford professional services to the university and community.

Implementation and Effectiveness of Faculty Appraisal System

- The performance appraisal is conducted at the end of every academic year. An effectively designed Performance Appraisal Form is provided to every faculty member for self-evaluation. The weightage of the parameters in the Self Appraisal Form vary for Doctorates and Professors, Associate and Assistant Professors.
- Individual faculty's contribution to institutional performance and their administrative responsibilities will be filled by the faculty in their self-appraisal form. The assessment is done based on the self-appraisal evaluation form.
- The individual faculty member will then be asked to give a presentation in front of a committee which constitutes of Management, Principal, Vice Principal, the respective HoD and an external subject expert. The presentation comprises of their academic performance, knowledge upgradation, notable contributions to the department and the institute and comparative statement of the past and present commitments.
- Suggestions and feedback will be given to improve their contribution in the subsequent year.
- This Performance Appraisal System has revealed an opportunity for every faculty member to know their strengths and weaknesses. The accomplishment of this evaluation process is the development of the institution along with self-growth of every faculty member.
- The feedback for each faculty, department wise is taken, formatted and sent to HoD with a copy to the Principal. The HoD discusses this with the faculty on a one on one basis and appreciates or counsels depending on their feedback.
- The scores obtained in the feedback are taken as one part that qualifies the faculty for the "Best Teacher Award". If the faculty has not met the commitments, they will be called and mentored by the Principal for improvement. The scores are also considered for increments.
- The system has been implemented successfully for the past ten years and found to be more effective to enrich the credentials of the faculty members.
- The HoDs present their department activities for the academic year in front of a committee which constitutes of Management, Principal, Vice Principal, and an external subject expert. The strengths and weaknesses of the department will be thoroughly discussed and suggestions will be given by the committee for the next academic year.
- The Non-Teaching technical and administrative staff's performance appraisal system is based on various Self-developmental activities.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

A complete budget is prepared every year well before the academic year begins. Annual Budget for the respective department is prepared by the respective in-charges (lab procurement, infrastructure, faculty development, student development, conference/symposium, maintenance, software, consumables etc.) and submitted to the Registrar through Principal by HoDs. Another budget including infrastructure augmentation and maintenance is prepared by the Registrar in consultation with the respective team.

Every semester, there will be an internal audit by the faculty team supported by accounts department to consolidate the budget utilized and the report will be submitted to the Registrar. The internal audit report will be reviewed by the Finance Controller and suggestions will be given in the Management Advisory Board Meeting of the Hindustan Group of Institutions.

The external audit is done by the Auditors and the audited statement is published in our website.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 190.4

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
102.26	52.11	21.92	7.61	6.5

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Annual statements of accounts	View Document

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

Response:

Mobilisation of Funds

- Admissions are based purely as per Tamil Nadu Government Higher Education norms
- Following the norms laid by the Fees Fixation Committee of State Government, fees amount is collected from each student
- The fee amount is deposited in Public sector banks as short term deposits
- The fees and the interest earned from the deposits are utilized for the development of the college and towards recurring expenses like salaries, electricity maintenance, and vehicle fuel, infrastructural maintenance etc.

- Alumni association fund is also utilized towards recurring expenses
- Term Loans and Hire Purchase Loans from Public sector Bank at a minimum rate of interest is availed and this amount is utilized for the development of infrastructural facilities
- Grants from AICTE, DST, and other organizations under MODROBS, FIST schemes are availed to purchase the latest laboratory equipment, updated version of the software and others regularly
- Grants and sponsorships from various organizations including Professional Bodies to conduct various Symposiums, Seminars, National and International Conferences and other similar activities are also obtained
- Grants from the various research and development funding agencies are applied to support the research activities of students and faculty
- The innovation activities were supported by DST funding and TBI is now supported by MSME
- International Economic Development Council supports students' project work and development activities
- Subsidies by the government are applied for the Green initiatives. This amount is utilized for Green infrastructure development in the college atmosphere and for waste management activities
- Amounts received from alumni, philanthropists and other well-wishers are also used for students' research and project activities
- The college also gets various sponsorships from industries, private firms, and individuals for labs and libraries in the form of models, equipment, books etc.
- The college is functioning under Hindustan Engineering Training Centre Society. The Corpus funds of the Society is also allocated to the college

Optimal Utilization of Recurring Expenses

- A clear budget is prepared well before the academic year begins and the expenses are reviewed by the finance controller. The budget includes day-to-day operational and administrative expenses and maintenance of the fixed assets
- Students' fee collection is utilized for salary to staff, academic activities, and payment of bank interest
- Bank loans and donations received from well-wishers and philanthropist are efficiently utilized for the infrastructure development of the college
- Adequate funds are utilized for the development and maintenance of very good infrastructure for the college
- Funds are also allocated for social service activities as a part of social responsibility

File Description	Document
Any additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

IQAC focuses on the academic performance of the students, teaching-learning process and monitors the continuous improvement. There is a centralized IQAC academic team comprising of faculty and students from all departments focussing on the initiatives for academic improvement. Out of the many initiatives, two are explained here:

1. Introduction of additional assessments

- Initially there were three internal assessments out of which the first two assessments were for 50 marks (Part-A: 5 – 2 Marks; Part-B: 2 – 13 Marks & Part-C: 1 – 14 Marks) and the third assessment was the model exam for a period of 3 hours with 100 marks (Part-A: 10 – 2 Marks; Part-B: 5 – 13 Marks & Part-C: 1 – 15 Marks). After receiving feedback from the students, IQAC team suggested an additional assessment test with question paper pattern comprising only two marks questions. Currently, there is a practice to conduct an internal assessment–III with 25 two marks (containing questions from all five units) for a period of 1 hour and 30 minutes. The preparation for unit test–III with questions from all five units enables the students to comprehend the complete course and perform better in the university examinations
- To ensure uniform paper correction among different batches for the same course, the practice of submitting the question paper along with answer key was also initiated
- This scheme was implemented from 2017-18 Even Semester and is in practice now

2. Introduction of the Ninth Hour

To cater to the needs of the heterogeneous group of students, IQAC students' team proposed to implement the 'Ninth Hour' in the regular time table. One course is allotted for each day's ninth hour.

- Students were divided into two categories as slow learners and advanced learners based on their previous semesters' performance by the Class-in-Charges
- Slow learners will be taught the same course again which was earlier covered during the regular class to improve their understanding. Along with that, additional study materials, assignments and regular test series are given periodically. Individual attention is given during this time which helps them to perform better
- For advanced learners, during ninth hour additional online courses like NPTEL, higher analytical tutorial problems, project discussions are assigned to improve their skills. Advanced learners are also given additional concept books from the department library to enhance the technical knowledge. They also make use of the ninth hour to prepare for competitive exams and competitions

File Description	Document
Any additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

After reviewing the teaching-learning process, the IQAC Academic team proposed to make the study materials easily available for the students and the IQAC Placement team proposed to include Technical Training in the pre-final year before placement.

1. Easy availability of study materials

- Apart from the textbooks given for all the courses for all the students from the Hindustan Book Bank, comprehensive study materials were prepared by the faculty for all the courses and given to all the students
- 16 online tutorial videos were created and uploaded in the website for the benefit of students. These online videos are also accessible to students through LAN on the campus
- Faculty and students based on their domains are encouraged to register and undergo online certification courses in NPTEL. Signed up with NPTEL at IITM as a Local Chapter and have received all the Course Materials available with NPTEL in our LAN for access to students anytime
- MOOC (Massive Open Online Course) was created for 2 courses initially

2. Pre-placement technical training and company-specific training

- An exclusive placement training for students from their first year to the final year is planned and executed by a separate Training Cell
- IQAC has been instrumental in providing inputs to the Training Cell
- The Quality Management System, through its well-documented structure collects the feedback of every recruiter and the same is passed on to the Training Cell for analysis and necessary corrective actions
- Placement training through online tests, training on aptitude skills, BEC are focused during the training
- The performance of the students in aptitude and analytical skills are also evaluated periodically through tests
- A common 6-Days Residential Pre-Placement training in Aptitude & Soft Skills was in practice from 2015 for the pre-final year students. Based on the feedback received from the IQAC Placement Team, department specific technical training was also included for another 5 days for all the departments
- Company specific training prior to the major recruiters' placement visit is scheduled and all the eligible students are given training as per the requirements of the company

File Description	Document
Any additional information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 15.6

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
25	21	13	11	8

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

2013-2014

- Mechanical department recognized as AU Research Centre (AU-RC)
- Placement training redesigned to start from the first year to instill employability skills in the students
- Research Forum and Focus Groups were initiated

2014-2015

- CSE, ECE, Physics departments recognized as AU-RC
- IT Department received AU Permanent Affiliation
- 145 journal and conference publications
- 130 awards and achievements by students
- Digital library with 18 apple computers and 12 i-pads inaugurated
- IET Students chapter received 'Dynamic Chapter Award'
- Research Forum inaugurated and research focus groups formed

2015-2016

- EEE Department recognized as AU-RC
- KCG-TBI inaugurated
- 189 journal and conference publications
- 129 awards and achievements by students - Winner of "IIT PALS Innawah Challenge"
- KCG-ToastMaster Club awarded the prestigious Golden Gavel Plus by ToastMaster International
- OBE introduced
- Pre-placement residential training and Mock Interview by HRs from Infosys introduced
- 91% placement with highest CTC of 24 lakhs
- 32 Active MoUs
- Close to 75 lakhs Research funding granted

2016-2017

- ECE Department received AU Permanent Affiliation
- Industry supported CoEs on Niche Technologies started. KCG is the first college under AU to start 'CoE in Simulation Dynamics'
- IQAC formed as per NAAC guidelines
- 14 students' clubs launched
- Mini-Project made a mandate for Pre-final year
- Awards:
 1. ISTE 'National Best Private Engineering College'
 2. AICTE-CII 'Best Industry linked Electrical Engineering and Allied Institute Award'
 3. 'Sustainable Industry Institute Partnership Award' from Society for Educational Entrepreneurial Development (SEED)
 4. 'Educational Excellence and Education Technology Award' at Indo-American Education Summit
- Magazine Rankings – 'One of the Top 30 Colleges in India' by India Today Aspire and 'All India Rank 104' by Times

- Recognized as Affiliated Training Center by NSDC-Skill Council for Green Jobs
- KCG-ToastMasters Club and KCG-YouthMasters Club achieved Distinguished Status
- 231 journal and conference publications
- Faculty sponsored to visit foreign Universities
- Students participated in National Competitions: KCG-D'ARC team won first place in Smart India Hackathon-2017 by MHRD, NRDC Meritorious Award and Prize Winners of "IIT PALS Innowah"
- 20 research projects close to 1 Crore
- 49 Active MoUs
- Industry Incubation Model initiated with Zoho

2017-2018

- Five programs accredited by NBA
- EEE Department received AU Permanent Affiliation
- CBCS introduced
- 175 awards and achievements by students. Students encouraged to participate in International Competitions. Team KCG-Tech Guys won first place for the project "Learning kit for Dyslexia-Lexi-Check" in Smart India Hackathon-2018; SAE Supra Inferno Racing Team ranked eleventh in India and first in Tamilnadu; Top Ranked Indian Team in the International Robotic Challenge held at China
- 337 journal and conference publications
- Awards: "Best Institute Fostering Academia Research Industry Partnership Award" by ASSOCHAM; 'Best Industry Interface Engineering College in Tamilnadu' by PrimeTime
- Magazine Rankings – AAA+ Category (Careers360), 56th among the Top 100 Engineering Colleges (Outlook India), listed in Top 150 Colleges (Times of India), 68th among the Top 165 Engineering Colleges (India Today)
- 20 research projects worth around 1.5 Cr including one India-UK Collaborative project under Newton-Bhabha Scheme
- Lab infrastructure enhanced with DST-FIST and AICTE-MODROBS
- 73 Active MoUs including International Organisations
- Smart classrooms for all departments
- 55 faculty with PhD
- 40 Patents Filed

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 65

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
18	13	12	10	12

File Description	Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

Following are the ways and means through which the institution shows gender sensitivity in providing facilities

1. Safety and Security

- Women Empowerment Cell and Gender Grievance cum Redressal Committee is in place
- Lady Doctor and Clinic facilities are available
- Ambulance facility is available throughout the day with a driver
- Proper lighting and security measures are ensured for students when they stay after office hours
- CCTV Camera facility is available in required places of the campus to monitor the safety and security of the girl students
- Transport facilities are available for both boys and girls
- Separate hostel for girls within the campus

2. Counseling

- Lady Student Counsellor on campus full time
- Separate Counselling sessions for girls
- A team of faculty is available for mentoring students with depression, psychological problems and even gender-related issues apart from regular academic counseling
- Grievances box / online grievance provision is made available to share their grievances in a confidential way
- Special programmes regarding women safety and health issues are organized

3. Separate **Common rooms** are available for boys and girls. Apart from the regular facilities in common rooms, ladies restroom has a sanitary napkin incinerator machine.

Others

- Women enrolment in NCC, NSS
- More girls participate in sports and they are as captains of houses
- Participation in the Toastmasters club (both faculty and Students) for women to improve their leadership and communication skills
- Significant roles to play in I-cell and E-Cell to innovate their ideas and begin start-ups
- Leadership roles as office bearers of professional bodies
- Separate Coding Club for Women
- The celebration of Women's day every year
- Best Out-going Girl Student award is instituted

Women in Administrative Positions (Leadership):

1. Chairperson
2. Director
3. Vice Principal and IEDC Cell In-charge
4. Dean – Student Affairs
5. Associate Dean - Industry Partnership & Corporate Affairs
6. HoD – EEE, E&I, Civil, S&H, ECE
7. Head – Training
8. Head – Research
9. IQAC – Coordinator

Faculty Members Ratio (Men: Women) is 46: 54

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 26.14

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 154464

7.1.3.2 Total annual power requirement (in KWH)

Response: 590857

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 37.78

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 34

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 90

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

At KCG College of Technology, activities pertaining to keep the environment green and pollution free are encouraged and best efforts to manage waste from its origin to its final disposal is done. This includes the collection, transport, treatment and disposal of waste. It is worth mentioning that it is mandatory for students of all branches to undergo a course named Environmental Science through which awareness about the environment and related issues with solution strategies is imparted. Many awareness environment awareness programs are also organized.

Waste Management is classified into three broad categories. They are:

Solid Waste Management

1. Separate Dustbins for recyclable and non-recyclable wastes are available in common places
2. Paperless communication (e-mail / WhatsApp communication) is a regular practice
3. Usage of one-sided paper is encouraged
4. Metal and other scraps are given to agents for further processing
5. KCG Cattle Farm caters manure for our garden
6. Sanitary napkin incinerator machine is available in the ladies restroom

Liquid Waste Management

1. Sewage Treatment Plant (STP) is installed and the treated water from STP is used to water the garden
2. Sprinklers are used in gardens to prevent water wastage
3. Rain Water Harvesting system is in place
4. Wastewater from the RO plant is also used for watering the plants

E-Waste Management

1. Used batteries and electronics wastes are disposed of through outside agencies
2. Outdated computers with minimum configurations not suitable for the revised regulations of the University are given to the needy school students for their usage or sold as scrap to authorized buyers.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain Water harvesting

The rainwater-harvesting facility has been implemented in all academic and hostel buildings of the campus, which results in raising the groundwater table and has saved a significant amount of water expenses.

Rainwater collected from the buildings is also channelized into 2 ponds located inside the campus. Also, the runoff water collected on the roads is drained and conveyed to the ponds.

Following are some of the reasons for considering rainwater harvesting system to be established in our campus

- First and foremost, rainwater harvesting allows controlling the water supply allowing self-sufficiency and water conservation.
- Also, rainwater is a free and relatively clean source of water.
- Because of its lack of chlorine, rainwater is ideal for landscape gardens and plants.
- Rainwater Harvesting also helps in reducing runoffs and solving drainage problems while giving unrestricted access to free and clean water
- It is an inexpensive and easy-to-maintain source of water

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

A Green Campus is a place where sustainable and eco-friendly practices are promoted. Greening the campus is done through sweeping away wasteful inefficiencies, using conventional sources of energies for its daily power needs, correct disposal handling, purchase of environment-friendly supplies and effective recycling program.

The campus is beautifully landscaped in a lush green stretch of land spread over 38 acres with a built-up area of 4 lakh square feet. Being situated near the lakeside with more than 50% of open land, the campus has a natural breeze around the year. Being situated away from the main road, it's also free from air and noise pollution.

The College has taken various initiatives and practices to make the campus green.

Green Initiatives:

- Roof-Top Solar Power Plant of 100 kW capacity is commissioned
- Reverse Osmosis (RO) water treatment plant is installed to get cleansed drinking water
- Sewage Treatment Plant (STP) & Reverse Osmosis (RO) plant are installed and the treated water from STP and wastewater from RO Plant are used to water the plants in the garden.

- Sprinklers are used in gardens to prevent water wastage
- Rain Water Harvesting system is in place
- Grey Water Recycling is done
- Energy Efficient Lighting system is established through LED bulbs
- Energy Monitoring System (EMS) is installed for effective utilization of energy

Green Practices:

- 23 college buses are available from different parts of the city for the students and faculty and this enables individuals commuting through their own vehicles to the college. Public Transport (Metropolitan Transport Corporation - MTC) Bus passes are also facilitated through the college. At times, faculty and students also do carpool. There is 'Bus Tracking System' software is used to track the movement of buses which in turn helps in monitoring and controlling the fuel usage
- Battery operated car is used for movement within the campus
- All the vehicles mandatorily have Emission Test Certificate
- Smoking is strictly prohibited inside the campus.
- Plastic-free Campus
- Paperless communication (e-mail / WhatsApp communication) is a regular practice
- Usage of one-sided paper is encouraged
- Faculty and Student details, library and other administrative details are maintained in ERP to avoid paper usage
- Metal and other scraps are given to agents for further processing
- Separate Dustbins for recyclable and non-recyclable wastes are available in common places
- KCG Cattle Farm caters manure for our garden
- Cattle farm also caters to the dairy needs of the hostel
- Organic Garden is maintained in the college campus
- Used batteries and electronics wastes are disposed of through outside agencies
- Various awareness programs like tree plantation, energy conservation etc. are regularly organized
- Environmental Science is also a mandated course for all the students

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 1.76

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
12.3	64.7	10.1	12.2	33.9

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: A. 7 and more of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 93

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise

during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
33	24	18	11	7

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 74

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	15	11	11	8

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website**Response:** Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics**Response:** Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**Response:** Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five

years

Response: 55

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	12	11	9	9

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The college celebrates national festivals and the commemoration of the birth/death anniversaries of great Indian personalities through the following:

- Independence Day
- Republic Day
- Teachers Day
- Engineer's Day
- Dr. Abdul Kalam Memorial Day
- Founder's Day
- Martyrs Day
- Pongal Celebration
- Christmas
- Pooja Celebration
- Onam Celebration
- International Yoga Day
- National Science Day

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

We have a well-defined set of procedures for maintaining transparency in all its financial, academic and administrative activities.

a) Financial

- Students and parents are given the clear breakup of fees through a letter every year
- Students availing educational loans are provided with bonafide and the fee details on the college letterhead
- On receipt of the fee amount, a receipt with all the breakup details regarding the fees collected is given to the students
- Apart from the tuition fees, a system generated fee receipt is also provided for the University exam fees
- A transparent digital fee payment option is available
- Management scholarships to students, awards for the staff for achieving academic excellence and sponsorship to staff and students participating in various conferences are informed to all by regular office circulars
- Audited statements are available online on the college website

b) Academics

- The academic calendar is given at the beginning of every academic year and academic schedule prepared in line with AU is given at the beginning of every semester
- Lesson Plan is prepared based on the academic schedule and circulated from the Principal's office
- Course Delivery Plan is prepared by the course coordinator before the semester beginning
- All the internal tests are controlled by the centralized exam cell
- Two sets of question papers are prepared with answer key and submitted to the exam cell
- Cross Evaluation of answer scripts is done mostly
- The internal test answers scripts are given to the students by the respective faculty member with duly giving academic advice to improve their scores
- Students can also give their feedback and concerns in the Class Committee Meeting and online feedback is obtained twice a semester for continuous improvement
- Performance of all the students in the internal assessments and their class attendance is updated to their parents regularly through SMS to the registered phone number
- Marks are also available online and can be seen via ERP software and a separate login is given to every student
- Marks and attendance database are available in ERP for analysis to every faculty
- Decisions are taken by the Principal on discussion with the HoDs and other executives. Regular meetings of the Heads are conducted and MoMs are circulated to all faculty members
- Students can get the photocopy of answer scripts of the university exam

c) Administrative

- The information pertaining to administration, rules, and code of conduct are available as policy

- documents in the HR policy manual for the faculty and in the college calendar for the students
- They are also available online on the college website
- A general staff meeting is organized at the beginning of every semester to disseminate the academic schedule and also any change in policy
- New faculty will be given a 3 days orientation in the first week
- Any change in the policy is updated to the faculty members and students through office circulars
- All the achievements are circulated to all stakeholders and both monetary and non-monetary supports are provided to both faculty and students as a token of appreciation

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice 1:

Title: Toastmasters Club for Faculty and Students

Objectives

Good communication skill of a teacher is the basic need for the academic success of students, and professional success of life. Teacher communicates more instructions orally in the classroom to students. Communication skills are important for many professions but are crucial for teachers. Teachers communicate with students, parents, colleagues, and administrators every day. Whether communicated face-to-face, on the phone, in print, electronically or through the public address system, the message must be constructed carefully and delivered clearly to be properly received. A Teacher with effective communication skills will alone be able to convey technical content in a more structured way to the students enabling them to learn and promote their academics. Also, all educators take on leadership roles. Teachers are considered as role models and are responsible for molding future leaders and are a source of inspiration for sharpening the leadership skills of the wards. Thus to enhance these two skills the Toastmasters club was started in the year 2011.

The Context

Joining Toastmasters allows teachers to build the skills they need to become more confident public speakers and stronger leaders in every area of their lives. Toastmasters offer a proven education program meant for educating teachers through the process of self-improvement, communication and leadership training so that they may increase their confidence and usefulness in professional and community life. The mission of the club is to provide a mutually supportive and positive learning environment in which every individual member has the opportunity to develop oral communication and leadership skills, which in turn foster self-confidence and personal growth.

The Practice

- KCG TM Club is the first club started exclusively for the teaching fraternity in district 82 of Toastmasters International (TMI) covering Tamilnadu and Srilanka.
- The College sponsored the chartered fee of 125 \$ and 45 \$ per head (30 members) for term 1 and 30 \$ per head for term 2 during the year of installation (Approximately 1.6 Lakhs).
- We meet on every Tuesday between 2.00 pm and 4.00 pm and every meeting will be conducted in a more structured form. We will have three parts namely 1. Prepared Speeches, 2. Table Topics (impromptu speeches) and 3. Evaluation Session. TMI provides a curriculum containing a list of projects, guidelines of executing and evaluating the same.
- Every project given in the curriculum is provided with clear guidelines for content delivery and the speeches are well structured and timed. We have evaluation speech contests, humorous speech contests, table topic speech contests and prepared speech contests conducted at the club, area, division, district, and international level every year.

Evidence of Success

1. Have received Golden Gavel Award Twice, the highest recognition for a club in good standing
2. Have been certified as distinguished club continuously for 5 years.
3. We started the students club 'KCG Youthmasters TM's club in 2015-16.
4. We are involved in conducting soft skills programmes and speechcraft programmes for our students. It also enables the industry-institute relationship as the members of the corporate clubs are invited as resource persons for guest lectures, seminars, training programmes, and conferences. We have hosted three division conferences in our college campus as venue partners.
5. Our members have completed certifications like Competent Communicator, Competent Leader, Advanced Communicator Bronze, Advanced Communicator Silver, Advanced communicator Gold, Advanced Leader Bronze and awards like 'Excellence in Leadership', 'Best Secretary Award', 'Smedly Award', 'Rising Star Award' etc.
6. Two of our members have served as district officers for 2 respective terms (Area Directors)

Problem Encountered and Resources Required

Myth: 1. Teachers by default are good communicators 2. A Technical Teacher has nothing to do much on communication 3. Leadership skills are sufficient for managing students 4. Communication is all about good Language and rich vocabulary

Solution Strategy and Resources :

1. Some of the teachers were hesitant to attend the meetings as they felt there is no significant need for improving their communication skills as they are already better communicators and leaders.
2. On the other hand, some of them felt sub-standardized that they are not effective communicators though they were very strong in the technical aspects.
3. Therefore we appointed mentors and club coaches from the corporate clubs who visited every week on Tuesdays. They conducted a series of educational sessions to address these issues and made them understand the scope of these skills in a business environment and how well it is required to be transferred to students to make them industry ready.
4. After this, the members started enjoying the meetings. It took almost one term to set the right temperament for the club members to be inducted into the program and motivate them and make

them familiar with the protocols and practices of the club.

Best Practice 2 :

Title: Innovation and Entrepreneurship Development Centre (IEDC)

KCG College of Technology has two wings of operation, namely i-cell (innovation cell) and e- cell (entrepreneurship cell). Keeping in line with the vision & mission of the institution, IEDC aimed at excellence in technology facilitating innovation, entrepreneurship and social entrepreneurship.

Objectives

The aim of IEDC is to guide and encourage the students to convert their ideas into innovations, to create an entrepreneurial ecosystem on campus, to train the students to analyze the market opportunity through entrepreneurial skills and to convert innovation to commercialization.

The Context

With the support of our management, the college became a member of the National Entrepreneurship Network (NEN) who backed the formation of e-cell & i-cell in November 2008 & May 2009 respectively. This brought an all-new buzz of entrepreneurship on campus to develop and support our next generation of entrepreneurs and entrepreneurial leaders – young people who will take India to the next level of development and growth. On the basis of the innovative projects developed by our students, DST selected our institution to establish IEDC with a Grant-in-Aid of Rs. 44.45 Lakhs over the period of Five years. The IEDC Grant-in-aid is a unique initiative by the Government of India to impart knowledge-based and innovation-driven hands-on experience to students while pursuing their graduate studies and to train the students and faculty on entrepreneurship. This led the students to be intrapreneurs and entrepreneurs

The Practice

Ideation

1. Students were asked to submit their ideas using a simple 6W (what, why, who, when, where & How) format. The submissions were reviewed by a panel of members consisting of faculty & Industry experts
2. Every year on an average 25 to 30 ideas would be submitted by students from which 10 to 12 ideas were short-listed based on the innovation, feasibility, social relevance, and cost-effectiveness
3. Each selected team was allocated a faculty coordinator to refine their idea
4. Each one of the teams was groomed in presenting and validating the ideas
5. All these teams presented the ideas to an advisory panel consisting of members representing DST, MSME, Industry, and Academia
6. Other short-listed projects were also mentored.

Apart from this, Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes, Faculty Development Programmes are organized for the benefit of Faculty and Students. Interaction and interning with practicing entrepreneurs is also facilitated. Also, the awareness regarding IPR, Start-up

Registration, Finance, business opportunities, processes, technologies, market, etc. are given.

Evidence of success

- **Learning by Doing**

Having acquired this skill of learning *by doing*, students showed progress in academic performance and in their project work which forms a part of the curriculum. The shortlisted students and their project work motivated other students to look at i-cell and e-cell as an opportunity to emerge as successful intrapreneur/entrepreneur. The entrepreneurial ecosystem on campus was building momentum.

- **Students Participation in Competitions**

Students of i-cell and e-cell participated in a competition like NASSCOM, Hackathons, GSEA, Google Summer of Code (GSoC), IIT PALS (consecutive winners for the past 3 years), Mozilla FireFox, Yahoo Hackathon, AICTE – Smart India Hackathon (consecutive winners for the past 2 years) and several other events. 36 Patents have been filed in the past 5 years and 10 have been published.

- **Entrepreneurship Trained Faculty**

The management encouraged faculty to get trained by NEN and NSTEDB sponsored EDCs as entrepreneurship educators who in turn trained other faculty and students. This enabled the faculty to intertwine curriculum and entrepreneurship in their classroom teaching which helped students see entrepreneurship as another career path.

- **Skill Development**

The participation of students in all these activities developed in them the following skills

1. Communication skill
2. Presentation skill
3. Team building skill
4. Negotiation skill
5. Decision-making
6. Networking skill
7. Time management skills
8. Social skill

- **Flagship Event**

In order to enable students to have an experience as an entrepreneur, IEDC introduced the Cloud10 BAZAAR an annual event which is a platform for budding Entrepreneurs to experience and learn the following business skills

1. Resource management
2. Supplier Identification
3. Customer relationship management
4. Product pricing

- 5. Advertising and promotion
- 6. Marketing Skills
- 7. Finance

- **Entrepreneurs from IEDC**

IEDC has successfully turned about 160 students as entrepreneurs in the Field of technical, Service, Hospitality, Software development etc.

Best Institutional Award for Entrepreneurship: Won the prestigious SEED-2016 award by the Society for Educational and Entrepreneurship Development (SEED) at the India International Centre, New Delhi.

Bagged The Runner-Up Award in National E-Week 2015 & 16 Conducted By National Entrepreneurship Network (NEN)

- **Funding from DST**

In the year 2010, the National Science & Technology Entrepreneurship Development Board (NSTEDB), DST India, approved the establishment of IEDC with the grant-in-aid of **Rs.44.5 Lakhs** (Rs.4.45 Lakhs as Non-recurring budget + Rs. 8 Lakhs/year as recurring) covering a period of five years until 2015. The IEDC Grant-in-aid is a unique initiative by the Government to impart knowledge-based and innovation-driven hands-on experience to students while pursuing their graduate studies.

- **KCG Innovation Incubation and Entrepreneurship Centre (KCGIIEC)**

The experience of operating a campus company has enriched the skills to *become their own boss*. This achievement of i-cell and e-cell made our management to invest in setting up a Technology Business Incubator- KCGIIEC in 2015. Today, this TBI houses 6 businesses operated by entrepreneurs from the community as well as an alumnus of KCG College of Technology. About 7 companies matured from KCGIIEC. It also provides an opportunity for students to intern with the incubatees. In 2016-17, KCGIIEC has been approved by MSME as Host Institution / Business Incubator to function in the premise of KCG College of Technology. This grant will nurture the incubatees (to a maximum of 10) with the financial support of Rs.6.25 lakhs for a period of one year. It offers Wi-Fi enabled air-conditioned workspace with shared office facilities and business and professional services to promote, nurture and support early-stage growth of technology and technology-based enterprises in the areas of Software, Electronic products, Mechanical Design & products, and Renewable energy.

Problem Encountered and Resources Required

The major challenge for the affiliated institutions is balancing between the academic schedule and these activities. The students learned time management and project management to complete their projects.

Some of the other challenges met by the entrepreneurs are financial issues, parental expectation, criticism from peers, understanding between the partners/friends, hiring employees for the first time, dealing with stress and self-doubt, and finding right customers.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Distinctive Feature: Holistic professional development through KCG Clubs

**“ To make every man a success and no man a failure” – Dr. K.C.G.Verghese,
Founder Chairman**

Aligning our motives to the vision of our beloved Chairman Dr. K.C.G Verghese, our college focuses on holistic education.

The main objectives of holistic education are learning about oneself, developing healthy relationships and positive social behaviors, social and emotional development, resilience, and the ability to view beauty, experience transcendence, and truth. Holistic education notes that students need to not only develop academically but develop the ability to survive in the modern world. They need to be able to rise and face the challenges presented to them in the future and contribute to the world in which they live. Students need to learn to first value themselves, their worth, and recognize their abilities and how to be able to do what they want in life.

With this perspective of sensitizing them to the needs of the society, we have established 22 clubs including technical, non-technical and social clubs during the first year of every UG programme offered in the institute. The technical clubs are liable for forming SIG (Self Interest Groups) later in the departments and the non-technical clubs both cultural and social, help in grooming the students as socially responsible citizens. Clubs offer a fun means of developing and honing leadership skills and the ability to work collaboratively. Club activities to engage in a rich variety of opportunities to distinguish one-self while enjoying the communion of fellow students who share the same passion and interests. These clubs function on every working Saturday in the afternoon sessions.

Technical Clubs: 1. Aero Modeling 2. Mobile Apps 3. IoT 4. Robotics 5. Programming 6. B2L 7. Project 8. Women’s Coding and 9. KML2

Non-Technical / Social Clubs: 1. Music 2. Dance 3. Quiz 4. Photography 5.Civil Services Aspirants 6. MUN 7. Dramatics 8. Toastmasters 9. Rotaract

Out-Door Clubs: 1. Horse Riding 2.Sports 3. Fitness 4.Cycling

The objectives and recent activities are available on the college website and a link to the website is

provided below.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

NAAC

5. CONCLUSION

Additional Information :

Other Strengths of KCG:

- Highly-qualified and well-experienced faculty with strong subject knowledge and intense research interest.
- Excellent infrastructure which includes well-equipped laboratories, state-of-the-art digital library, smart classrooms, hi-tech seminar halls for effective teaching-learning.
- Implemented Enterprise Resource Planning (ERP) for the easy record and access to information related to admission, attendance, student feedback, marks etc.
- Improving collaborations with the industry in order to strengthen industry institute partnership and enhance internship and placement opportunities. As a pro-active measure Industry Partnership & Corporate Affairs office has been formed.
- Promoting research by providing support to teacher-researchers and research groups
- Contributing to each individual's personal growth by enabling them to develop the twenty-first-century skills: 4Cs – Communication, Collaboration, Creativity and Critical Thinking required at the workplace

Concluding Remarks :

KCG College of Technology, known for focusing on holistic education, tries to be different from other colleges. The College values its uniqueness and continues to be different and not part of the crowd.

What motivates the college is its optimism and positive attitude. *“If you have a positive attitude and constantly strive to give your best effort, eventually you will overcome your immediate problems and find you are ready for greater challenges.”* These words of Pat Riley keeps KCG College continue its good work and move ahead.