



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	GANADIPATHY TULSI'S JAIN ENGINEERING COLLEGE
Name of the head of the Institution	Dr. M. Barathi
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04162230900
Mobile no.	8012570109
Registered Email	principal@gtec.ac.in
Alternate Email	ithod@gtec.ac.in
Address	Chitthoor - cuddalore Road, Kaniyambadi
City/Town	Vellore
State/UT	Tamil Nadu
Pincode	632102

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr.B.Thenral
Phone no/Alternate Phone no.	04162230900
Mobile no.	9942371304
Registered Email	iqac@gtec.ac.in
Alternate Email	thendral_ece@gtec.ac.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.gtec.ac.in/AQAR-GTEC-2018.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://gtec.ac.in/academiccalendar.php

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.60	2016	19-Feb-2016	19-Feb-2021

6. Date of Establishment of IQAC	10-Jun-2015
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
First IQAC meeting for the academic year 2018-19.	03-Jul-2018 1	18
Second IQAC meeting for the academic year 2018-19.	02-Jan-2019 1	18
Internal Academic audit	17-Dec-2018 1	19
Internal Administrative audit	22-Nov-2018 1	9
Internal ISO audit	19-Feb-2019 1	17

[View File](#)

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				

No Files Uploaded !!!

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Faculty development Programmes/workshops were organized

Industrial visits for the students were arranged

Internal Academic, Administrative audits and ISO audits were conducted

Students were motivated to participate in Competitions

Placement Activities were conducted for the students.

[View File](#)

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

Plan of Action	Achievements/Outcomes
To Organize Industrial visit to all department students	Organized six numbers of Industrial Visits
To Organize FDPs & Workshops	Organized one FDP, six numbers of workshops
To Organize National level technical symposium	Organized National level technical symposium
To arrange placement assistance to the students	Organized 21 Placement activities and 173 students were placed in various industries

[View File](#)

14. Whether AQAR was placed before statutory body ?	Yes
Name of Statutory Body	Meeting Date

Management Committee	21-Jun-2019
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	10-Jan-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<ul style="list-style-type: none"> • Biometric attendance for all faculty and staff. • Circular and indent forms. • The Library is fully computerized using Autolib software and the activities like Accession of Books, Periodicals, Back Volumes, Project Reports, CDs and DVDs are carried out through software only • Members Entry, Book Issue, Return process are automated with bar codes. • OPAC facility for bibliographical search of books and All Reading materials in the library through Intranet in the campus. • Attendance of users in the library is maintained through Biometric automation systems. • E saraswathi (webportal) is being maintained to share all of sort of study material and notes of lesson with all the students and faculty • Bulk SMS service is being maintained to convey matters regarding Absenteeism and Academic Performance of wards to their parents. • Assessment marks of students in maintained in the web portal where the internal marks will be automatically generated. • Google App of Education is being used to provide official mail IDs for all students, faculty and staffs. All sort of communications happening through this official Gmail service

Part B

CRITERION I - CURRICULAR ASPECTS

1.1 - Curriculum Planning and Implementation

1.1.1 - Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution has developed and practices its extensive action plan for effective implementation of the curriculum through the following measures:

- Planning of Academic Calendar and academic schedule well in advance at the college level which includes overall details of the activities of the academic year.
- At the department level, semester plan is prepared which consists of all the activities such as reopening date, assessment schedules, feedback, number of working days and tentative schedule of university examinations.
- Planning of lesson plan well in advance at the department level which includes overall details of the syllabus and delivery methods.
- Schedule of department activities is prepared which includes industrial visits, guest lectures and department newsletter.
- Subject allotment based on proficiency matrix, experience and performance of the faculty in previous years
- Notes of lesson, question bank, university solved question papers for all the subjects are uploaded in the college intranet E-saraswathi
- Time table framed with provision for Value Added Courses (VAC), placement and training, tutorial and class test.

Example: Course file for a particular course contains the syllabus, lesson plan, notes of lesson, question bank, previous semester university question papers, sample assessment test papers and answer scripts, sample assignment copies and attendance log book.

COURSE PLAN

- Teaching plan is prepared by faculty covering the topics, schedules, reference materials, teaching aids and methodologies
- Uniformity in content coverage and assessment is ensured.
- Lecture notes on important topics made available on the web portal for students reference.
- Supportive materials for examination preparation made available.
- Preparation of lesson plan, question bank, lab manuals well in advance.
- Lecture notes on important topics made available on the web portal for students reference.

Prior to the commencement of classes, individual lesson plans are prepared for each subject that is offered during the semester.

CURRICULUM ENRICHMENT

- E-learning centre is established which transacts resources from NPTEL, and E-Saraswathi resources.
- Invited talks by eminent professionals from industry and academia. Case studies and industry visits.

ACADEMIC AUDITS

- ISO surveillance audits to ensure conformance with stated objectives
- Academic audits by the Academic Auditing Cell are conducted to ensure effective functioning of the academic system
- Periodic Class Committee meetings and End Semester review meetings are held to assess students' academic progress.

FEEDBACK Regular feedback is obtained from stakeholders for the following:

- Curriculum delivery
- Electives
- Enrichment programs
- Invited talks
- Seminars
- Workshops and Conferences.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
PMKVY - Domestic IT Helpdesk Attendant	Nil	01/11/2018	100	Entrepreneurship	PMKVY (Pradhan Mantri Kaushal Vikas Yojana) - IT/ITes
PMKVY - Mobile Phone Hardware Repair Technician	Nil	01/11/2018	100	Entrepreneurship	PMKVY (Pradhan Mantri Kaushal Vikas Yojana) ESSCI (Electronics Sector Skill Council of India)
PMKVY - Assistant Electrician	Nil	01/11/2018	100	Entrepreneurship	PMKVY (Pradhan Mantri Kaushal Vikas Yojana) PMKVY - Assistant Electrician
PMKVY-Operational Conventional Turning	Nil	01/11/2018	100	Entrepreneurship	PMKVY (Pradhan Mantri Kaushal Vikas Yojana)

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BE	Civil, CSE, ECE, EEE, Mech	02/07/2018
BTech	IT	02/07/2018
MBA	MBA	02/07/2018
MCA	MCA	02/07/2018

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

	Certificate	Diploma Course
Number of Students	63	Nil

1.3 - Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		

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1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BE	Civil, CSE, ECE, EEE, Mech	59
BTech	IT	5
MBA	MBA	52
MCA	MCA	55

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1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

1. Student feedback Student feedback on the teaching and learning process in the class committee meetings are addressed by the Head of the Department and the respective course handling faculty. Student feedback on general facilities, club activities, hostel etc., in the student representative meeting are addressed by the Principal. Also feedback is obtained at the end of the semester from students on the teaching process of the course handling faculty and any deviation observed, the concerned faculty is advised to improve on their performance by the Head of the

department. 2. Teachers Feedback : This survey is obtained from the faculties in every year. The feedback is received from faculty is collated department wise and accordingly taken care of the improving the infrastructure facilities offering value added courses and introduction of skill based courses etc. 3. Employers Feedback: Employers feedback This is obtained from the employers in the placement cell and to cater the requirements of industry, placement cell and the concerned department will take the initiatives to strengthen the placement. 4. Alumni Feedback: Alumni survey. This survey is obtained from the alumni and the feedback on the level of attainment of programme educational objectives, programme specific out comes and programme outcomes are analyzed and corrective actions are taken. 5. Parents Feedback : Parents feedback Parent feedback (on a sample) on the teaching and learning process, general facilities in the college, suggestions for further improvement is obtained. All the feedback are analyzed in the department meetings, programme assessment committee and corrective actions are proposed for the overall development of the college

CRITERION II - TEACHING- LEARNING AND EVALUATION

2.1 - Student Enrolment and Profile

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCA	MCA	60	45	49
MBA	MBA	60	49	53
BTech	IT	30	Nil	10
BE	Mech	90	Nil	17
BE	EEE	30	Nil	11
BE	ECE	60	1	20
BE	CSE	60	Nil	14
BE	Civil	30	Nil	3

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2.2 - Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	75	102	77	17	8

2.3 - Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
94	94	9	11	5	11

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Bridge the gap between faculties and students. □ The scheme is adapted for the value additions to the students like: Creation of a better environment in college, where students can approach teachers for both educational and personal guidance. □ Awareness and support to students for GATE, GRE, CAT, ISRO, SAIL, NAL, HAL, NTPC, BSNL, DRDO, BARC, and other Government examinations. □ Motivate the students for higher studies and entrepreneurship. □ Advice and support for improvement in academic performance. □ Behavioral counseling aims to improve one's relationship develop interpersonal skills and looks to eradicate unwanted behavior. It is essential for a good experience on campus, better placement and a successful career. □ 10 to 15 students are linked to one faculty, who is teaching them and will be their mentor. During the First year, as students are fresh from schools and the First year subjects are mostly from the Department of Science and Humanities and General Engineering. Hence, faculties from those departments are identified as mentors. □ The student can meet his/her mentor and pose his/her adjustment and academic problems and seek redressal. From second year, students move to their concerned departments and one of their department faculties is nominated as a mentor, who will be mentoring them during the next three years. □ The mentor keeps a complete record of the student's accomplishments, his/her attitudes, interests, weakness etc. In the first year, students come from a protected environment from school to college, where their counterparts may or may not think and behave as he has been accustomed to. They come across fast learners, slow learners and sometimes they might even feel that they have landed in an institution not to their liking and feel depressed. Such cases are referred to the student counselor, who is a qualified psychologist, who talks to them individually and counsels them as needed. □ Behavioral counseling is mainly focused on weak students. At first, the behavior is learned and then it is adjusted to ensure better results in all walks of life. Students with personal problems that are interfering with their ability to attend classes, to study, or to take exams should contact their HOD to discuss how to handle the problem. □ In case of interpersonal issues within the class or campus for that matter, a student could get in touch with the class teacher. □ A class committee, comprising a cross section of students - slow learners, fast learners, girls, boys, sportspersons and the faculty teaching the class, chaired by one senior professor from the department, is formed during the beginning of the semester. This committee meets twice a semester to discuss about the teaching - learning process and to get a feel of difficulties encountered by the students and faculty.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
516	94	1:10

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
94	94	Nil	2	7

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			

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2.5 - Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BTech	205	EVEN	16/05/2019	22/06/2019
BE	103, 104, 105, 106, 114	EVEN	16/05/2019	22/06/2019
MCA	621	ODD	17/11/2019	22/06/2019
MBA	631	ODD	12/12/2018	18/01/2019
BTech	205	ODD	26/11/2018	18/01/2019
BE	103, 104, 105, 106, 114	ODD	26/11/2018	18/01/2019
MCA	621	III / II	07/12/2018	18/01/2019
MBA	631	I / I	12/01/2019	07/02/2019
BTech	205	i / I	11/01/2019	07/02/2019
BE	103, 104, 105, 106, 114	I / I	11/01/2019	07/02/2019

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

There are three Internal tests conducted. The schedules of internal assessments are communicated to students and faculty in the beginning of the semester through institute academic calendar which is prepared based on the university academic calendar. The institute has reformed the continuous internal evaluation system from faculty centric to student centric. The Institute Exam cell framed guidelines for conducting the CIE in line with calendar of the Affiliate University and the Institutions. Scheduling of Internal Examination, Seating arrangements, hall invigilators listed for every examination. Preparing the question paper for the internal examination in the prescribed pattern. Monitoring the attendance of the students for the Examination. Internal Assessment has to be carried out within the stipulated time. After completion of the internal examination, the faculty evaluate the answer scripts and distribute to the students for doubt clarifications or re-correction. Result review meetings are conducted with result analysis and the remedial actions for further improvements are arrived after discussion with faculty, HoD and Principal. Upload of assessment marks in university web portal and subsequently communicated to parents. The evaluation for theory courses are assessed in direct mode (80) covering both internal and university examinations and indirect (20) covers survey. The evaluation for project course is assessed by conducting periodical project reviews covering key parameters like problem formulations, understanding of the project, presentation skills, communication of ideas, technical knowledge, team work and project management. Major project consists of 200 marks. The project review committee organizes review meetings to assess the progress of all the project batches.

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

Academic calendar is prepared by Principal. In the beginning of the academic session the students are apprised of academic calendar and same is uploaded on college website and hard copy binded. Only head of the institution can incorporate minor changes in academic calendar which she may deem fit considering the unforeseen circumstances. Assignments are submitted by students as per the dates given in academic Calendar The slots of the CAT- I, CAT-II, Assignment-I, Assignment-II and sessional exam are mentioned in the academic calendar. Examination schedule of these exams is announced and displayed in advance.

2.6 - Student Performance and Learning Outcomes

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

<http://gtec.ac.in/civil.php>

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
621	MCA	MCA	55	54	98
631	MBA	MBA	58	55	94.8
205	BTech	IT	7	7	100
114	BE	Mech	84	78	92
106	BE	ECE	41	33	80
105	BE	EEE	13	11	85
104	BE	CSE	16	16	100
103	BE	Civil	40	31	77.5

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2.7 - Student Satisfaction Survey

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

<http://www.gtec.ac.in/ssss.php>**CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION**

3.1 - Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	180	AICTE : PMKVY - Ti (Pradhan Mantri Kaushal Vikas Yojana)	1064300	319290
Any Other (Specify)	2	EDII (Entrepreneurship Development Institute of India)	0.2	0.2

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3.2 - Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Two Days Faculty Development Program on Python Programming Language and Machine Learning	CSE	27/07/2018
One day national Level Technical Workshop on "Internet of Things using Arduino"	ECE	24/09/2018
Two days workshop on Smart Phone Service Training"	ECE	21/12/2018
Organized a one day Internal workshop on PLC AUTOMATION	EEE	28/08/2018
Organized a one day Internal workshop on KEIL C Program	EEE	08/09/2018
Organized a one day Internal workshop on Electric CADD	EEE	15/09/2018
Organized a one day Internal workshop on XILINK Software	EEE	22/09/2018
One Day Workshop on Machine Learning	IT	03/10/2019
Workshop on Entrepreneurship Development	MBA	17/07/2018
Workshop on SRCM Heartfulness Meditation Programme	MCA	14/09/2018
Workshop on Advanced Java	MCA	15/09/2018
Workshop on ANDROID (Mobile Application Development	MCA	21/02/2019
Workshop on PHP / MySQL	MCA	14/02/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

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3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
EEE	1
ECE	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	EEE	11	1.5
International	Mech	1	1.9
International	MBA	2	5

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

Department	Number of Publication
No Data Entered/Not Applicable !!!	

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Characterization of microstructure and mechanical properties of nickel based superalloy 617 by pulsed current gas tungsten arc welding technique	K Mageshkumar, P Kuppan, N Arivazhagan	Materials Research Express	2018	5	Ganadipathy Tulsis Jain Engineering College	5

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	6	3	22
Resource persons	Nil	1	Nil	4

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3.4 - Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			

[View File](#)

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Annual District Rotaract Conference	Best Club Activities	Rotary Club of Chennai	236
Annual District Rotaract Awards	Best Club Service Project	District Rotaract Council	236
Annual District Rotaract	Outstanding Professional	District Rotaract	236

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
National Science Day	Rotaract Club of GTEC in association with Rotary club of Vellore	National Science Day Celebration	1	215
Basic Life Support	Rotaract Club of GTEC in association with Indian Medical Association	Workshop on Basic Life Supports	1	236
Legal awareness	Rotaract Club of GTEC in association with District Legal Service Authorities	Workshop on LEGAL AWARENESS (General Laws, Property Laws, and fundamental Rights Right to Information Act (RTI))	1	189
Women Empowerment	Women Welfare Committee, GTEC.	Expert Speech on Women Empowerment	11	189

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3.5 - Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

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3.5.2 - Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					

[View File](#)

3.5.3 - MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
New technology, Coimbatore	22/12/2018	Student training	91
SriVignam Technologies, Tirupathi	27/11/2018	Student training	39

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CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
No Data Entered/Not Applicable !!!	

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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4.2 - Library as a Learning Resource

4.2.1 - Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Auto Lib (Library Management Software)	Fully	6.0	2012

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	26590	8566892	150	45745	26740	8612637
Reference Books	2624	1234950	6	4828	2630	1239778
e-Books	18	9413	Nil	Nil	18	9413
Journals	Nil	Nil	5	Nil	5	Nil
e-Journals	1669	13570	Nil	Nil	1669	13570
Digital Database	1	17800	Nil	Nil	1	17800
CD & Video	3017	Nil	150	Nil	3167	Nil
Library Automation	1	50000	Nil	Nil	1	50000
Weeding (hard & soft)	Nil	Nil	85	19792	85	19792

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

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4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	613	20	0	2	2	11	578	50	0
Added	0	0	0	0	0	0	0	0	0
Total	613	20	0	2	2	11	578	50	0

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

50 MBPS/ GBPS

4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
E-Saraswathi	http://112.133.238.45/saraswathi

4.4 - Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
28.75	24.65	119	103.65

4.4.2 - Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Policies and Procedures for maintaining academic and supporting facilities General: 1. Adequate housekeeping staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. 2. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by housekeeping and Non - teaching staffs. 3. Wash rooms and rest rooms are well maintained. Dustbins are placed in every floor. 4. Cleaning of the campus area are done with the help of the housekeeping team. Gardening and watering of lawns and plants present in the campus shall be performed by housekeeping. 5. Electrical and plumbing maintenance shall be done by the maintenance staff. 6. Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. 7. The requirements are collectively processed in every semester break so as to keep things ready for the new semester. 8. Campus has Sewage Treatment Plant (STP) for recycle and reuse of water. Treated water is used for irrigation of garden only. 9. College Vehicles are periodically maintained by Transport Department of the college. 10. A part time Medical officer has been appointed in the campus to take care of sick students and staff. All the needy students and staff can get free consultation and medicine. Computers: 1. The college website is maintained and updated regularly by the System Admin. 2. Internet related services to all departments are distributed and maintained by System Administrator. 3. UPS / Internet /Computer related problems are reported to System Administrator, who will initiate the process of rectifying the fault. Laboratory: 1. Well structured consumables/equipment purchase system is available. 2. Separate allocation of budget for

laboratory equipment maintenance. 3. Regular cleaning of equipment and laboratory is done by Lab technicians. 4. Obsolete and unserviceable equipment are condemned periodically. 5. Annual stock verification is done regularly. 6. Display and dissemination of good lab practices. Library: 1. Accounts of visitors (Students, Teachers and Staff) are recorded on daily basis. 2. Journal/ Magazine, Daily Newspapers, Employment oriented Newspapers are subscribed on a regular basis. 3. Library books are well stacked in accordance with Classification System. 4. Binding of old books are done from time to time. 5. Regular dusting and cleaning is done periodically. 6. Open access is given to students to the books so as to have effective referencing and exploring of new books related to subjects. Sports facilities: 1. Students are encouraged to participate in extra and co-curricular activities and sport activities and their participation in Institutional, Zonal, University and National level competitions. 2. Regular maintenance is carried out for gymnasium, sports equipment, basket-ball court and sport material from experts in the field. Security: A private security organization has been appointed to provide round the clock Safety and Security cover to men, materials and infrastructure of the college. CCTV surveillance has been installed all the strategic locations, and monitored by Administration. Procedures for entry and exit timing for visitors has been implemented and maintained.

<http://gtec.ac.in/maintenancepolicy.php>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Performance Award / GTEC Scholarships	282	5048000
Financial Support from Other Sources			
a) National	BC / MBC / SC / ST Scholarships / FG / Merits cum means scholarships for Professional and Technical Courses	698	17146440
b) International	0	Nil	0

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Bridge Course	25/06/2018	75	GTEC
Heartfulness program - Meditation by SRCM	14/07/2018	215	Sri Ram Chandra Mission (SRCM), Vellore
Yoga Awareness Program	21/06/2018	50	World Community Service Centre, Aliyar
Personal Counselling and Mentoring	27/07/2018	80	GTEC

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Career Counselling by Placement Cell	Nil	280	Nil	172

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					

[View File](#)

5.2.2 - Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	Nil	Nil	Nil	Nil	Nil

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		

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5.3 - Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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

Students actively participate and present their views in various committees/clubs/teams like Women Empowerment Committee, Students Welfare Disciplinary Action Cell, Complaint and Redressal Committee, Anti-Ragging Committee, Training and Placement Cell, Career Guidance Cell, Entrepreneurship and Development Cell, Alumni Cell, Rotaract club under the guidance of IQAC. Students are the active members in the anti ragging committee to monitor and ensure the campus is free from any Ragging related activities. Students in each department have their own association committee like NSS, YRC, IEEE , IETE , CSI, SAE, IAE and RRC under the guidance of IQAC. Committees are represented by general secretaries and joint secretaries. Association committees organize intra, inter college technical events and National Level Symposium. Students also have committees in the hostel to coordinate and oversee the facility made available to the students in the hostel.

5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 - Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

All Heads of the departments are empowered to prepare budget for their departments with the concerned faculty members of the departments and lab incharges. Further to guide the HODs, a departmental staff has been constituted to review the requirement of purchasing of equipments for laboratories, Research and for regular maintenance activities and finally forwarded to the admin. And the admin to check the overall specifications of the equipment before placing it for approval process. Faculty members are given full power to organize various programs and to participate in programmes organized by different organizations. They are encouraged to develop leadership skills by being in charge of various academic, co curricular, and extracurricular activities. They are given full rights to arrange industrial visits relevant to their courses and to have tie up with industrial experts and appointed as coordinator and convener for organizing seminars/workshops/conferences/FDPs. Empowering students centered practices: Through Choice Based Credit System, students are given freedom to choose the elective courses. Students can have freedom to transfer credits earned through online courses like NPTEL Courses, etc., Further, they have been provided with adequate support to choose their career as Entrepreneur / Higher studies / placement / preparing for competitive examinations.. Students are having flexibility to organise

technical symposiums, coordinator of cocurricular and extracurricular activities, social service group coordinator

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

Partial

6.2 - Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Since our college is affiliated to Anna University, Curriculum for all departments is framed by the University.
Teaching and Learning	a. Interactive Board b. Coaching Classes for Communicative Skills c. EDUSAT Classes d. NPTEL Online Courses e. Demonstrative Classes f. Field Trips and Lab Visits for Hands On experience g. Industrial Visit
Examination and Evaluation	a. Two Continuous Internal Assessment Test (CIAT) and one Model Exam is conducted by our college. b. Marks secured in these tests are converted to 20 marks and it is given as internal marks for the students and remaining 80 marks he/she has to obtain from the Anna University Semester Examinations which is to be written for 100 Marks. c. Central Valuation is done by the University.
Research and Development	a. 7 Faculties with Doctorate and 4 Faculties are pursuing their Research b. The Faculty Published 15 articles in International peer reviewed journals
Library, ICT and Physical Infrastructure / Instrumentation	a. Wi-Fi facility was provided b. Uninterrupted Power Supply Units were added c. New Lab equipment and software were procured for labs in different departments.
Human Resource Management	a. Adequate work load is allotted to the staff b. Additional Charges are taken up for extra co-curricular activities by the Faculty c. Every Staff Member is a Mentor for 10-15 students d. Documentations Records are maintained by the Faculty e. Vacancies are filled on temporary basis based on the eligibility and Knowledge
Industry Interaction / Collaboration	a. MOU with various industries to impart knowledge to students. b. Guest Lectures for faculty and students with industrial experts. c. 10 industrial visits have been arranged for students. d. Students done the 67 internship programs to developed their technical skills.
Admission of Students	a. Admission is conducted as per University norms Government orders b. GTEC follows an admission policy generated by State Government through Tamil Nadu c. Engineering Admissions (TNEA). d. For the Under Graduate Program (B.E. B.TECH.), 65 of the seats are reserved and filled as per the Tamil Nadu Govt., norms through single window counseling by the affiliating University while the remaining 35 of the seats are filled, as per the norms of Consortium of Self Financing Arts and Professional Colleges, Tamil Nadu. e. For the Post Graduate Program, 50 of the seats are reserved and filled as per the Tamil Nadu Govt., norms through single window counseling by the affiliating University while the remaining 50 of the seats are filled, as per the norms of Consortium of Self Financing Arts and Professional Colleges, Tamil Nadu.

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

E-governance area	Details
Planning and Development	The Annual review of the Strategic plan of the College is done through the institutional intranet platform for the speedy and effective communication among the Departments and Administration
Administration	Every aspect of administration is egoverned. Biometric is used in attendance of employees. E -sarawathi website Care of student attendance maintenance as well as communication with parents. The libraries are fully automated - issue of books, accounting. Fine collection etc
Finance and Accounts	Computerized salary disbursement and Accounts keeping
Student Admission and Support	online applications and payment of fees, student attendance record through software system, semester registration
Examination	University exam online registration facility, Internal assessment marks submission to university

6.3 - Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
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No Data Entered/Not Applicable !!!

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Two Days Faculty Development Program on Python Programming Language and Machine Learning	-	27/08/2018	28/08/2018	46	Nil
2018	one day workshop on PLC AUTOMATION"	Nil	28/08/2018	28/08/2018	34	Nil
2018	one day workshop on KEIL C Program"	Nil	08/09/2018	08/09/2018	56	Nil
2018	one day workshop on Electric CADD"	Nil	15/09/2018	15/09/2018	62	Nil
2018	one day workshop on XILINX Software"	Nil	22/09/2018	22/09/2018	46	Nil
2018	Nil	Two days workshop on Smart Phone Service Training	21/12/2018	22/12/2018	52	11

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Two Days Faculty Development Program on Python Programming Language and Machine Learning	2	27/07/2018	28/07/2018	2
Workshop on Printed Circuit Board Designing, IIT Madras Research Park	2	16/06/2018	16/06/2018	1
Internal Quality Assurance Cell Faculty Development Programme on Quality Enhancement in Higher Education	4	10/06/2019	10/06/2019	1

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
94	94	71	71

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
Medical Welfare, Faculty training, Gift compliments, Group insurance, Other allowance	Medical Welfare, Gift and compliments, Staff uniform, Group insurance, Employee provident fund, Driver TA DA, Mess allowance Other allowance	Medical Welfare, Jain scholarship, Best performance award Professional forum membership, Women's welfare, Student health care monitoring Group health insurance, Fees waiver for good academic background students, Allowances for sport activities

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly (with in 100 words each)

YES Internal and external audit done by management through its representatives namely internal audit team M/S team SKK Co, Chennai and external audit team M/S Kamal chordia Co, Chennai. They are supported by the administrative section of the institution especially the chief administrative officer and the Head Accountant. All the bills and vouchers are audited by them and the entire accounts are preserved digitally as part of e-governance to ensure transparency and accountability

6.4.2 - Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Singhvi charitable trust	110000	Endowment lecturers

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6.4.3 - Total corpus fund generated

147854896.41

6.5 - Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Anna University and ISO	Yes	Internal Auditor From IQAC
Administrative	Yes	ISO M/S Kamal chordia Co, Chennai.	Yes	M/S team SKK Co, Chennai

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

Parent's teachers meetings were organized every year, at that time of meeting academic and other performance of the students were discussed individually with their parents Feedbacks are collected from parents to improve the performance of the department and college. Placement training programs and industrial visits were arranged after getting no objection from the parents.

6.5.3 - Development programmes for support staff (at least three)

Various technical programs are arranged for supporting staff every year. a. Organized a two days workshop on Smart Phone Service Training on 21.12.2018 22.12.2018 for support staff. b. Organized two days Entrepreneurship Awareness Camp program for support staff. c. Organized Basic Life Support Program for support staff General trainings such as handling of firefighting equipment, Computer literacy and First aid awareness. Every year orientation programs and spiritual retreats are conducted for the support staff of the college.

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

a. workshops and guest lectures are organized b. Placement training, campus interviews and Awareness of TNPSC group exams are organized c. National level technical symposium is conducted d. Blood camp is organized by college

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
d) NBA or any other quality audit	No

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Internal Academic audit.	03/07/2018	17/12/2018	20/12/2018	19
2018	Internal Administrative audit.	03/07/2018	22/11/2018	26/11/2018	9
2019	Internal ISO audit.	02/01/2019	19/02/2019	19/02/2019	17

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CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women's Day Celebration	19/03/2019	19/03/2019	189	Nil
Workshop on LEGAL AWARENESS (General Laws, Property Laws, and fundamental Rights & Right to Information Act (RTI)) in association with District Legal Service Authorities	19/02/2019	19/02/2019	120	116

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

Percentage of power requirement of the University met by the renewable energy sources
About 1-2 percent of power utilization is met by the institution through Solar Energy and Energy Conservation

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	3
Braille Software/facilities	No	Nil
Rest Rooms	Yes	3
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nil

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives taken	Date	Duration	Name of initiative	Issues addressed	Number of participating
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	address locational advantages and disadvantages	to engage with and contribute to local community				students and staff	
2018	1	1	30/08/2018	1	Induction Cum Orientation Programme	First year students were addressed and explained about our college features and also made them feel comfortable for their stay during the four years.	187
2019	1	1	28/04/2019	1	Eye and Dental Camp	Free Eye and Dental check-up done for students and people from nearby localities	376
2019	1	1	08/03/2019	1	Blood Donation Camp	Blood samples were collected from students of GTEC in association with Government Hospital, Adukkamparai, Vellore.	75

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7.1.5 - Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
GTEC College Calendar	02/07/2018	The college calendar is the official statement which talks about rules and regulations that govern over the faculty, staff and students. The code for Human Values and Professional Ethics are being followed by the students strictly under the guidance of mentors. Mentors guide and counsel the students time to time and if any discrepancy found, the management sees to that the ethics are maintained. Special committee takes charge and looks into the issue taking necessary follow-up action to maintain the dignity and decorum of the institution. The Handbook provides details about Management, Trust, Vision, Mission, Quality policy Rules regulations, Department details, Examination rules and grades, Supporting services etc.

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
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7.1.7 - Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Energy Conservation: All the class rooms are adequately ventilated and well lighted and so do not require artificial lighting during day time. Students are instructed to switch off the lights and fans when they are not in use. Faculty members depute student representatives to check whether fans are switched off in unoccupied class rooms. Electronic equipment's and gadgets are shut - off when they are not in use. Energy consumption in the hostel is closely monitored by the superintendents. The college also conducts energy Consumption Audit by EEE department. There is strict adherence to college norms of turning off electricity during day time in hostels. Normal tube lights are being replaced with CFL and LED lights. Use of alternative energy resources on campus includes installation of solar lamps on campus for less electricity consumption. 2. Use of renewable energy: The solar water heaters are also proposed to be installed in the Hostels to provide hot water to the students. The college has a solar based Lighting in the campus which has the capacity of 220 watts LED lamp per pole with the help of 100 watts solar panel, 42 Ah batteries. To consume less electricity in kitchen steam based modern cooking equipments are used. To give Power Back Up: About 125 KVA -1 Diesel Generator. With 277 KVA UPS are installed for computer Labs in the college. 3. Water harvesting: Rain Water Harvesting facilities are available in every building that helps to promote the ground water level. Plantation: With the help of gardeners and students tree plantation is carried out in the college campus frequently on a regular basis. Efforts for Carbon neutrality: The vehicles of the students are parked in the College entrance itself. This helps in keeping the Campus carbon and noise free. The solid wastes are not allowed to put on fire. Nutrient rich manure is produced from the biodegradable wastes by Vermin Composting Process and the papers are sent for recycling. The vermin compost is used in the College garden. Plantation of trees has been increased to absorb carbon dioxide emitted in the atmosphere and to provide and effective screen in covering carbon inflow. Trees have been planted by Rotaract Club within the campus. Uses of plastic covers are avoided to make the Campus plastic free zone. Use of paper plates and paper cups in the student canteen is adopted. 4. Hazardous waste management: The college avoids the use of severe corrosive chemicals in the practical classes and sees that minimum quantity chemicals are purchased to save expiry and disposal. Solid wastage in the chemistry lab is collected separately and disposed of carefully without causing any harm to the inmates of the lab. 5. E-Waste management: The E-waste accrued from the computer labs are disposed off periodically by tender.

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

Best Practice : I Title of the Practice : Mentorship Objectives of this practice: • To maintain good relationship between teacher and students. • Counseling and interaction with students them to overcome their problem. • Motivate the students to prepare themselves to meet out industry requirements. • Guiding students to choose right career path for job, higher studies, Entrepreneurship, etc. Context: Since the majority of the students are not matured enough to take their own decision in the vast changing scenario of technology and their family and educational background , the mentorship activity of the institute guides and counsel the students in academic, non-academic matters including personal domain to achieve their best in life. This practice has been initiated to address these issues. The Process: The college has practice of 15 students per mentor in each department to counsel throughout their study. The mentor monitors the progress of the students in the department and update their parents regularly. In particular, the mentoring system aims at addressing deficiencies in attitudes, habits, and knowledge of the students regarding study and learning. There are many other supporting activities introduced for better coordination of lectures, tutorials and practical classes. Special and coaching classes are arranged by the mentors in association with the respective subject teachers to make the students better understanding of difficult topics. At the end of the every semester the students are prepared mentally to face university exams

Problems Encountered and Resources Required • Hesitation from the faculty to concentrate on 15 students to give council. • Sometimes students hesitate to talk openly with the faculty • Resources required are more faculty and extra time to counsel the students

Best Practice - II Industry Institute Interaction and Employability. Objectives of the practice: To cater the need for interaction and exchange of ideas between the industry and institution. To impart industry specific skill set To expose the students to occupational challenges. To be able to implement innovative, interdisciplinary projects concerned to industry. To prepare students from Placement Perspective To build and develop Soft Skills, Aptitude and programming skills To motivate the students for learning new technologies, promote creativity and sharing of new ideas. The Context: This institute is committed to impart quality technical education with ingrained ethical values. Knowledge and skills are the driving force of growth and development of students. We believe that skill development enhances the efficiency, quality of the students and imparts confidence in them. Guidance by industry experts and faculty enables to identify the skills to be enhanced so that students can improve their ability to face challenges and encash opportunities in today's technical world. Industries are the major stake holder for technical institution. The basic criteria, skill sets and knowledge base desired by the industry in the prospective candidates were analyzed through continuous industry interactions and subsequently used for implementing skill development program. Inculcating excellent aptitude skills, programming skills and communication skills is the major thrust area for the Engineering institutes as majority of the students will work in MNCs. Most of the companies scrutinize the students on the basis of their analytical ability through aptitude test, Programming skills through programming test and communication skills through Group Discussion and interviews. Considering semi-urban and rural background of the admitted students, struggling at the placement drives the institution has taken efforts in order to overcome these challenges, the institute has designed well planned and organized Soft Skills Enhancement Program, Aptitude Skills Development program and Programming Skills Workshop. Through this program, students build their confidence and practice the required skills of the industries. To inculcate the Aptitude and necessary skills for such opportunities, it is important to prepare students for aptitude, programming skills and soft skills. This move has opened various opportunities for the semi urban students like ours. programming skills and soft skills. The Practice: . The desired skill set are arranged in the form of regular activities at different levels of student's Engineering curriculum .The Institute takes efforts in identifying the career requirements in collaboration with Industries. Many career development activities are conducted round the year. Many workshops and guidance programmes are conducted for the benefit of the students. Theme based lecture series of industry experts are arranged for the students. In-plant Training: Our faculty members have healthy interaction with the industries and every year students of final year are undergoing In- plant training of 2-3 weeks in assigned industries. Students understand all details of the industry, technologies used, testing systems and they correlate the conceptual knowledge from curriculum to the practical knowledge. Interdisciplinary projects are encouraged. In the curriculum of university, a subject communication skill is offered for second and third year students only. In order to inculcate in depth knowledge of the subject, the institute has dedicated three hours of a week by making necessary changes in the time table and syllabus at institute level. Additionally, Soft Skill and placement Training are arranged for pre-final and final year to increase the effectiveness of content delivery. Students are prepared for the Campus Placement drives through regular practice of Aptitude sessions, Group Discussions, Extempore Speech practice sessions, resume building, Mock interview practice sessions, etc.

Evidences of success: Skill development workshops, mock interviews and group discussion sessions conducted for students are appreciated by students and industry experts visiting the campus.. Placement count is increasing as the students are possessing some skills according to industry requirements Increased participation of students is observed in technical competitions. Students become confident while facing the interviews as per the feedback given by students after facing placement interviews. Overall personality development of students is observed. Students are encouraged for starting their own start-up firms. On the whole, because of these consistent efforts by the institute this practice resulted in remarkable increase in placements of the students. **Problems encountered and resources required** During the initial stages of execution of the program, the institute faced challenges due to lack of awareness among the students. However, once the conversions of prospective candidates to placed candidates have increased, the institute got good response It has been observed that the students show lack of seriousness as there is no university examination and it does not become the priority in second and third year. The average students show inconsistency in attending the Soft Skills Sessions as there is no direct accountability. During Soft Skills sessions like Group Discussion and Personal Interview

practices the students were shy and unable to cope up with the tasks. However, with the use of modern technologies like Language Lab and Video mirroring students started motivating themselves and proactive participation is increased. □ Sometimes students are from rural background ,they do not open up and hesitate to practice and communicate in English □ . Faculty has to spare time and prepare course structures and all arrangements for hands on workshop while doing their regular work

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://gtec.ac.in/bestpractices.php>

7.3 - Institutional Distinctiveness

7.3.1 - Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The distinctiveness of GTEC consists primarily in creating for its faculty and students an ambiance that provides a 'conducive environment' with a psychological space that is both safe and comfortable. The College has conducted campus interviews in the recent years. Industry Academia interfaces and tie-ups have also been initiated to bridge the gap between academia and industry. More number of students have been successfully placed during last 5 years. The institution conducts workshops, seminars on personality development skills, communication skills, pre-placement trainings and group discussions for overall development of the students. Many On-Campus and off-campus drives are organized by the placement cell of our college with a vision of 100 employability. Our students sent to industries for regular internship programmes. Soft skills and Aptitude trainings workshop are being conducted regularly to make the students competent and face the interviews successfully. Eminent academicians and experts from industries visit the campus and share their knowledge with our youngsters to upgrade their technical skills. Eligible students for placement are also provided special training programmes in association with the Anna University and VIT University. They are placed in various companies through the Anna University and VIT placement process. The college works rigorously towards placing the students and creating a better career. The college takes initiatives for 100 placement and ensures a right path leading towards the vision of our institution.

Provide the weblink of the institution

<http://www.gtec.ac.in/>

8.Future Plans of Actions for Next Academic Year

To organize more workshops, seminars, faculty development programmes. Increase employability rate of the students. Organize more number of entrepreneurship development programmes. Organize number Industrial visits for the students. Organize more number of online webinars. Develop more linkages with industries. To publish more journals in reputed journals. To increase students graduating percentage.