



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

**MAR EPHRAEM COLLEGE OF
ENGINEERING AND TECHNOLOGY**

- Name of the Head of the institution **Prof. Dr. A. Lenin Fred**
- Designation **principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **04651271111**
- Mobile no **9442448111**
- Registered e-mail **iqac@marephraem.edu.in**
- Alternate e-mail **marephraem@gmail.com**
- Address **Malankara Hills, Elavuvilai,
Marthandam**
- City/Town **Marthandam**
- State/UT **Tamil Nadu**
- Pin Code **629171**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **Self-financing**
- Name of the Affiliating University **Anna University, Chennai**
- Name of the IQAC Coordinator **Dr. Rajeev**
- Phone No. **04651272158**
- Alternate phone No. **9442448111**
- Mobile **9444895594**
- IQAC e-mail address **iqac@marephraem.edu.in**
- Alternate Email address **marephraem@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<http://marephraem.edu.in/pages/iqac/aqar2019-2020.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

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

http://marephraem.edu.in/pages/iqac/downloads/20-21_compressed.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.60	2017	12/12/2017	11/09/2017

6. Date of Establishment of IQAC

03/10/2016

7. Provide the list of funds by Central / State Government

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 4

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

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

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

IQAC sponsored one day orientation programme on lab management quality practices conducted on 02/08/2021

Faculty development programme on Covid-19 and its impact on Mental Health and Quality of life on 29/06/2020 conducted by IQAC

Every year we conduct academic audit.

Workshop oh NBA awareness is conducted

We have been handling funded projects from various funding agencies like DST, DRDO and ISRO, Government of India

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

Plan of Action	Achievements/Outcomes
Each department has to apply and obtain at least one major project, one minor project and one student project	Two funded project by DST has been sanctioned.
Each faculty has to attend one relevant FDP of one week duration per year in reputed institution during summer/winter vacation	136 Faculty members have attended around FDPs, mostly online and offline.
Institute starts incubation and innovation centre.	Incubation center has been started.
Departments start center of excellence	Departments have taken initiatives.
Institute participates in MHRD ranking innovations	Participated in 2021 2022 ARIIA ranking and was placed under promising band category
Awareness about gate and Higher studies	Centralized coaching for GATE was conducted. We motivate all the students to write GATE and decided to conduct model GATE examination

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

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4.Whether Academic Calendar prepared during the year?	Yes						
• if yes, whether it is uploaded in the Institutional website Web link:	http://marephraem.edu.in/pages/iqac/downloads/20-21_compressed.pdf						
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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to		
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount			
Nil	Nil	Nil	Nil	Nil			
8.Whether composition of IQAC as per latest NAAC guidelines			Yes				
• Upload latest notification of formation of IQAC			View File				
9.No. of IQAC meetings held during the year			4				
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			Yes				

website?		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
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No

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Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	17/02/2021

15.Multidisciplinary / interdisciplinary

MarEphraem college of Engineering and Technolgy offers a variety

of programs in the Engineering fields. The institution focus on multidisciplinary approach as a result of the programs it offers in various streams. The programs available follow the CBCS (Choice Based Credit System) pattern, where the credits assigned to the recommended courses are specific. Each course has a set number of credits and is designated as Core, Professional Elective, Open Elective, Skill-Based, or Value-Based. Experiential learning is included in almost all UG programs in the form of projects, and internships. All UG students must take an environmental studies course as part of their curriculum in order to become environmentally aware and sensitive. Professional Ethics and Value Education that places a strong emphasis on fundamental human and life values is also included in the curriculum. Students are guaranteed to develop holistically due to the breadth of various programs and the precise objectives of various courses. Students are encouraged to take multidisciplinary projects and research that will help find the best answers to today's problems and challenges.

16.Academic bank of credits (ABC):

Each student will be able to open a distinct or individual Academic Bank Account through Academic Bank of Credits. Additionally, the owner of the account will be given a special ID and access to the SOP (SOP). By allowing students to earn credits from a variety of HEIs registered under this scheme as well as through SWAYAM, an online repository of courses, the ABC Regulations aim to support blended learning. Instructors are constantly encouraged to experiment with novel, learner-centred pedagogies. In addition to the required text and reference books, teachers are free to use any other book or piece of content with content related to the topics covered in the syllabi when teaching and learning. Teachers are also encouraged to provide additional resources and reading materials. The evaluation criteria for both internal and external evaluations prescribed by the affiliating university is strictly followed. MarEphraem has fewer options for implementing the system because it is an affiliated institution. However, the organization will follow the rules set forth by the affiliated university. The institution has not yet made any efforts to register with ABC. At our institution are encouraged to offer insightful recommendations for the creation of value-added course curricula. Senior teachers who are Chairpersons or Members of the University's Board of Studies offer their opinions on curriculum enrichment.our institution is part of Naan Mudhalvan, an initiative from Government of

Tamilnadu. It is upskilling program offered to UG student s with credits.It is offered as a mandatory course for the students. Students who have successfully completed the course can drop elective courses.

17.Skill development:

MarEphraem "provides value-based education" through a number of initiatives in addition to teaching the curriculum. The college enhances the technical skill of students by providing value added course. Specialized programs run by specialists are provided which improves the development of soft skills. Life skill programs are held to advance moral principles. Important days like Republic Day, Independence Day, International Yoga Day, National Mathematics Day Celebration, Independence Day, National Integration Day, and many other significant days / events are observed to encourage national integration. On these occasions, competitions are held to inspire students and cultivate optimism in young people. Every Undergraduate student admitted to the college is encouraged to join of the technical and non-technical clubs.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

India is a cultural treasure trove with a long history that has produced a plethora of art, literature, traditions, artifacts, linguistic expressions, and heritage sites. Language, in particular, influences how members of a culture communicate with others, including family members, superiors, peers, and strangers, as well as the tone of their conversations. Conversations between speakers of a common language, through their tone, perception of experience, and familiarity, reflect and preserve a culture. As a result, our languages serve as cultural containers. Since its inception, the college has worked to promote our country's culture and history. The elective courses prescribed in the programme focus on Indian tradition, culture, philosophy, and knowledge system. Being a higher learning institution, the college adopts English language as the medium of instruction. The institution has also observed the difficulties faced by students with the use of English for class room instruction. Taking the socioeconomic, cultural, and linguistic backgrounds of the students into consideration the teachers are also encouraged to go with bilingual method of teaching. It has also been discovered that the bilingual mode of delivery improves students' receptive skills. Because the majority of our students come from rural areas, and for a better

understanding of the subjects taught, bilingual delivery is encouraged in almost all programs.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome-based education is a system in which all aspects of education are focused on the outcomes of the course. Students enroll in courses with the intention of learning new skills or expanding their knowledge, and they must complete the goal by the end of the course. There is no predetermined learning style or time frame. The student is free to learn at their own pace. Students are guided by faculty, moderators, and instructors based on the desired outcomes. Syllabi for programs and courses specify specific program and course outcomes. the affiliating university is sufficiently represented in curriculum design and development to place a greater emphasis on course outcomes. We incorporate project work, job-seeking courses, and skill-based courses into our curricula to make our education outcomes-based. In recent years, the institution has witnessed a move away from conventional teaching methods as the learning process has become more learner-centered. Students are evaluated continuously internally through assignments, seminars, peer team teaching, group discussions, and quizzes.

20.Distance education/online education:

NIL

Extended Profile

1.Programme

1.1 422

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 1141

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

450

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

360

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

121

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

121

Number of sanctioned posts during the year

Extended Profile

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Number of courses offered by the institution across all programs during the year

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File Description	Documents
Data Template	View File

3.Academic

3.1 121

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2	121
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	54
Total number of Classrooms and Seminar halls	
4.2	291.3
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	405
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Mar Ephraem college of Engineering and Technology is affiliated to Anna University Chennai. The institute follows the curriculum prescribed the Anna University. All the curriculum delivery will be scheduled based the Academic calendar.

Every course in charge prepares a course file which contains the details like College Vision, Mission, Department Vision, Mission, PEO, PO, PSO, Course Description, Objectives, Outcomes, PEO-Mission, CO-PO and CO-PSO Mapping, Syllabus, Content beyond Syllabus. Additional References, Assessment plan, Course Plan, Target, Class Time Table, University Question Papers and Question banks. Continuous Assessment Question Papers with Answer Keys, Assignments questionnaire with Mapping to Outcomes, Materials/Documents Submitted by Students in Support of Skill Development, Participatory Learning, Self-Learning and Innovative Schemes, Notes and Slides Prepared by the Faculty. Details of online resources like NPTEL, Animations and Virtual

laboratories links are provided. The Documentation is verified HODs with the coordination of Academic Director with the format and guidelines provided by IQAC.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.marephraem.edu.in/pages/NAAC/naac.php

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As Mar Ephraem is affiliated to Anna University Chennai, the academic schedule prescribed by the University is strictly followed for continuous evaluation to ensure smooth and efficient functioning of its teaching and administrative processes. Before the start of the Academic year, the institute Academic calendar with annual plan is prepared by the IQAC based on the schedule by university in discussion with HODs and cells and committee in charges. The academic calendar provides dates for the commencement of academic sessions, duration of the semester, period of Continuous assessment exams, institute level co-curricular and extracurricular events planned for the semester and Government Holidays and Academic audit schedule.

All the Departments and various cells and committee prepare and submit the approved Annual action plan to the IQAC. The department academic calendar is prepared in accordance with institute calendar and the approved annual action plan. The various activities included are

1. Class committee meetings
2. Professional society activity
3. Internal assessment schedule.
4. Industrial visits.
5. In-plant training period
6. Syllabus coverage schedule
7. Project review schedule.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.marephraem.edu.in/pages/igac/downloads/20-21_compressed.pdf

1.1.3 - Teachers of the Institution**A. All of the above**

participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

8

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

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

18

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1056

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

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The Mar Ephraem follows curriculum prescribed by the University and integrates various socially relevant cross-cutting issues like ethics, human values, environment across UG and PG programs to sensitize the students

Human Values and Professional Ethics:

Human values and professional ethics are addressed through the course "Professional Ethics in Engineering" offered in the VI semester of engineering programme in reg.2013. The course covers HUMAN VALUES, ENGINEERING ETHICS, ENGINEERING AS SOCIAL EXPERIMENTATION, SAFETY, RESPONSIBILITIES AND RIGHTS and GLOBAL

ISSUES. Human rights awareness campaigns are conducted very often in the institution. It is in response to a long-felt and urgent need to integrate value education with decision-making skills in their personal, social and professional life. The college takes efforts to integrate ethical and human values through extra-curricular activities initiated by YRC/NSS through various programs Drug Awareness Programs and Blood donation camps. Mar Ephraem students stepped forward to help their peers who required financial assistance, "Ephraem Manna" is a platform that gives a helping hand to students in need after doing a need assessment. Ephraem Manna's motto is "For the students, By the students".

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

27

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

595

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://www.marephraem.edu.in/pages/MAR/Facility/login.php
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.marephraem.edu.in/pages/NAAC/naac.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1141

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

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

119

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institute assesses the students' needs in terms of knowledge and skills prior to the Commencement of the program. An entry level test is conducted for Physics, Chemistry, Mathematics, and Computers. Based on the results, the students are grouped and a bridge course is conducted. For lateral entry students, a bridge course is conducted for engineering mathematics for one week during the third semester. For every course prerequisite, the student's level of knowledge is assessed and a bridge course is conducted in the prerequisite needs. The course plan is suitably modified and delivered.

The slow learners are identified based on the CAE1 marks and University results. The results of students are statistically analysed and, based on the examination marks, students are categorised as bright students and weak students. For weak students' certain remedial measures and motivation are given for their betterment. Remedial measures include, special classes for weak students are held after regular classes, counselling by subject experts/ mentors, smart study materials, communication skill training. The department establishes peer groups by

forming groups of 4 to 6 students with one bright student as a leader who supports the weaker students.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/NAAC/naac.php
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1141	121

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The Mar Ephraem practices a teaching methodology which focuses on imparting education through a student centric approach. In a teacher centric class, it is difficult to address the needs and expectations of individual students and expect a uniform learning outcome from them as students vary in their ability to comprehend and absorb the traditional lectures. In student centric learning the teacher facilitates learning by allowing each individual student to comprehend at their personal level by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace. This approach helps them to be active learner from passive listener. Faculty make classes as interactive as possible and encourage innovative thought and novel interpretations. Audio- Visual presentations, Lab sessions, Google Classroom, Industrial Visits, Field Work and Projects are some of the means utilized by the Departments to provide experiential and participative learning. The following are the student-centric teaching and learning methods at Mar Ephraem.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.marephraem.edu.in/pages/research/iedc.php?id=11

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Mar Ephraem provides enhanced facilities for the teachers to improve the quality of the teaching-learning process. ICT enables the use of innovative educational resources and the renewal of learning methods, establishing a more active collaboration among students and the simultaneous acquisition of technological knowledge. ICT enabled Teaching practices are given thrust by all the faculty members of the Mar Ephraem. All the faculty members of the are encouraged to handle classes using free online accessible platforms such as Google meet, Cisco Webex, Microsoft Teams etc. All the classes are ICT enabled for interactive learning. In addition, virtual classroom facilities are available in the Mar Ephraem and are fully utilized as a learning system which helps the students to acquire knowledge and skills from experts working in corporates and other universities as well as institutions of repute. Various steps were taken by the Mar Ephraem to transform from conventional/traditional classroom into an e-learning environment. This was achieved by encouraging the students to utilize e-learning resources by providing Wi-Fi facility, ICT enabled classroom.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

121

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

121

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

19

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

12

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The internal examination schedule of the college is announced in advance, is added to the academic calendar of events and circulated among the staff, the students, and the parents. Evaluation methods for theory courses, lab courses and projects are informed to the students in advance. The frequency and mode of various internal assessments are listed below. For transparent and robust internal assessment, the following mechanisms are conducted.

Internal assessment Exam (CAE1, CAE2 and Model Exam)

Immediately, after the Continuous assessment Exams and model Exams, the Answer key along with question wise marking scheme is displayed on notice board to maintain transparency and uniformity in the assessment of the internal Exams. The faculty evaluates the papers within a week of conduction of test. The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the student.

Lab courses Assessment

The experiment performed in lab by the student is immediately evaluated by the faculty and the performance marks are assigned based on the lab rubric designed by the faculty. The lab rubric is given in the lab manual which is shared with the students well in advance before the lab is conducted. Internal Marks will

be awarded based on the assessment of all the experiments and model exam.

File Description	Documents
Any additional information	View File
Link for additional information	http://103.71.168.43:81/mis/pages/login.php?l=2

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

A transparent, time-bound and efficient method is being followed in MarEphraem in terms of dealing with examination related grievances. The college has a well-structured Examination Cell. The cell follows the guidelines of the Anna university for conducting University/internal assessment examination and redressing grievances.

Internal assessment related Grievances

Internal assessment Exam (CAE1, CAE2 and Model Exam)

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File Description	Documents
Any additional information	View File
Link for additional information	http://103.71.168.43:81/mis/pages/login.p hp

2.6 - Student Performance and Learning Outcomes

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

Course level and programme level outcomes are defined for all the programmes. The Programme Educational Objectives, Programme Outcomes and Program Specific Outcomes are published in the department page of the college website, displayed in the corridors of the departments, available in the course file. Course files and Lab manuals are prepared by the faculty members. Course file and Lab manuals contain PEO, PO, PSO and Course Outcomes.

Course outcomes:

As the COs are given by the university along with the syllabus, if necessary, the COs are modified and reframed by the course in charge and they will be approved by the Principal, Director, and HOD of the Department. Every faculty member, on the first day of their class in a semester, discuss Vision, Mission, PEO, PO, PSO, CO and outcome mappings with the students. Laboratory course outcomes are displayed in the laboratories. For every course, the continuous assessment Examinations and model examination question papers are prepared based on the course outcomes and mentioned in the question paper itself. At the end of every course, a course exit survey is carried out to check the attainment of every course outcome.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.marephraem.edu.in/pages/schools/electronics-communication-engineering/ece-about-us.php?id=46
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Mar Ephraem adopts two types of assessment tools to evaluate the attainment of programme outcomes and course outcomes.

Course outcome (CO)

1. Direct Assessment Methods

- Continuous Internal Assessment (CIA)
- Semester End Examination (SEE)
- Assignments
- Laboratory Assessment
- Projects
- The University Practical Examination

2. Indirect Assessment Methods

- Course Exit Survey

CO Attainment calculation:

- In the CO attainment calculation for a course, 80% weightage is given to direct assessment and 20% weightage is given to Indirect assessment.
- 60% of the direct assessment is contributed by SemesterEnd Examination and 40% from Continuous Internal Assessment (CIA) for theory courses.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.marephraem.edu.in/pages/schools/electronics-communication-engineering/ce-co-po-attainment.php?id=60

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

318

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://www.marephraem.edu.in/pages/igac/igac-college-annual-report.php

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.marephraem.edu.in/pages/NAAC/naac.php>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

17

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

7

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

5

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://pfms.nic.in/NewDefaultHome.aspx

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Mar Ephraem college of Engineering and Technology has provided

the Resource that provides adequate training to the faculty members in the form of Faculty Development Programme and other short term programmes to develop desirable resources. Faculty members are encouraged to undergo professional development programmes and to organize and participate in conferences, seminar and workshops. The institution Research facilities are frequently updated and there is well defined policy for promotion of research. For Research the Co Principal Investigator will be from various domain with a multidisciplinary team of Faculty members along with students team function together. The innovative ideas were collected and feasibility analysis will be done by the core team and provides best solution, next the proposal will be sent to different funding agency to get project funds. Faculty members are encouraged to do and guide research. Since our institution inculcate such research activities, a good number of faculty members has registered for Ph.D programmes and the number is increasing every year. The institution also offers training related to IPR, Innovation, Cognitive skill development, Start-ups and Entrepreneurship Development.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.marephraem.edu.in/pages/research/patents.php?id=10

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

44

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

28

File Description	Documents
URL to the research page on HEI website	http://www.marephraem.edu.in/pages/research/scholars.php?id=12
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

11

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

11

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Mar Ephraem College of Engineering and Technology promotes extension activities in the neighbourhood community for sensitizing students to social issues and for the holistic development of each student. The objective of the extension activities is to strengthen the student's skill in various areas like literature, art, social and scientific works to bring out the hidden skills of the students. The institution provides the students an excellent opportunity to transfer their classroom knowledge into practical experience. The community oriented programmes and activities focus at holistic development of students with community. The NSS, NCC, and YRC are aims to developing a sense among students about attachment to the community, utilizing their knowledge in finding solutions to the challenges faced by the society, acquiring leadership qualities and democratic attitudes, developing capabilities and skills to tackle emergencies and participating in community services by actively involving in various campaigns and programmes.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/campus-life/nss.php?id=3
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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., during the year

10

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1330

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

107

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

31

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Infrastructure for teaching and learning in engineering colleges typically includes modern classrooms, well-equipped laboratories, workshops, computer labs, and libraries. The classrooms should be spacious and have modern teaching aids, such as projectors, to enable effective delivery of lectures. Laboratories should be well-equipped with the latest tools and equipment necessary for conducting practical experiments and research. The libraries should have a vast collection of books, journals, and other learning resources.

In addition to these facilities, engineering colleges should have access to state-of-the-art technology and equipment, such

as high-speed internet, advanced software, and simulation tools, to enable students to apply theoretical knowledge to practical problem-solving.

Other essential infrastructure includes transportation facilities, sports facilities, and a cafeteria to provide students with healthy and nutritious food.

It is essential to maintain and upgrade the infrastructure and physical facilities regularly to keep up with the changing demands of the industry and to provide the best learning experience to the students. Ultimately, an engineering college with adequate infrastructure and physical facilities for teaching and learning is better positioned to produce competent engineers who can make a positive contribution to society.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.marephraem.edu.in/pages/NAAC/naac.php

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

The MarEphraem Engineering College campus spans acres of lush green land, It includes state-of-the-art infrastructural facilities such as adequate classrooms, laboratories, computing equipment, HOS rooms, staff rooms, auditorium, conference halls, seminar halls, reading room, project labs, central library, common rooms, hostels, medical room, and ramps for physically challenged students. The college has excellent classrooms to conduct regular classes. In a unique, well-equipped laboratory, placement training programmes are conducted.

For placement activities, there are spacious interview cabins accessible. Qualified medical professionals provide medical services. The college keeps an up-to-date website that contains thorough information about the institution as well as upcoming events. According to Anna University's requirements for faculty, laboratories, and library, the school has maintained a zero percent shortfall for the past five years.

Classrooms:

There are 32 well-lit and ventilated classrooms with large corridors at the college. Each classroom is sized according to the AICTE's guidelines. For successful integration of technology in teaching with routine practises, each department has ICT enabled class rooms with LCD projectors and Wi-Fi access.

Laboratories and computing equipment:

The college has 49 laboratories that are completely equipped with cutting-edge technology. Each department has its own computing centre with the most up-to-date software to satisfy its particular academic and research needs. Students are encouraged to pursue their studies/project work in developing areas of research in addition to the normal curriculum.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.marephraem.edu.in/pages/campus-life/sports-meet.php?id=8

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

54

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.marephraem.edu.in/pages/schools/computer-engineering/computer-laboratories.php?id=21
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

291

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library was fully automated in 2014 by using Infolibary LMS software developed by Infomirrors Technologies Private Limited. The software can be used in all web enabled intranet environments. It is developed using microsoft DOT NET as front end tool and MS-SQL server as back end database. The library management system consists of modules such as master, accession, periodicals, member, circulation, transactions, digital library and report management. It also includes e-Gate log in register and OPAC facility etc. The Infolibary software accessed from web enabled mobiles, tablets, desktop and laptops, operated from any operating system (Windows, Mac, Linux, Android, etc.). The software displays photograph and other details of the students and faculty while Issuing/Return/Renewal of books. NPTEL videos and web course materials download facility; files upload and download facility (web version), periodicals issue and indexing, unlimited storage of books and other resources, database backup facility are some other provisions provided by the software. The report management section consists of books issued and return reports, expired due date resource details reports, generate barcode and call number labels, log in register and member details etc. OPAC can be accessed throughout the campus through intranet with an IP address(<http://192.168.2.3/library>) and also from the college website.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.marephraem.edu.in/pages/resources/library-about-us.php?id=1

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

28534

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

186

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

match current technical requirements. The college has a robust IT infrastructure that complies with AICTE and Anna University requirements. The College originally used a BSNL internet connection with a band width of 40Mbps, but it has since been upgraded to a leased line with a band width of 70Mbps from BSNL. A Wi-Fi router provides 80 Mbps Wi-Fi access throughout the administrative and academic sectors. Additionally, Ethernet connections are available around the campus for laptops and other devices that require internet access. To link all of the systems to the internet, a V-LAN network facility is used.

In all, 439 computers are available on the college grounds. To improve the teaching-learning process, the staff rooms are equipped with either a LAN or Wi-Fi connection. Both boys and girls hostels have access to Wi-Fi, which they may use to improve their abilities through online courses, projects, and the download of additional study materials. As a next-generation firewall, Fortigate is offered. It provides network-wide stateful and deep packet inspection, as well as application and user identity-based security. It safeguards the company from DoS, DDoS, and IP spoofing assaults. It's there to keep unauthorised internet users out of private networks connected to the internet, particularly intranets.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.marephraem.edu.in/pages/schools/computer-engineering/computer-laboratories.php?id=21

4.3.2 - Number of Computers

405

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

86

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Buildings, labs, classrooms, library, sports complex, computers, and other physical, academic, and support facilities are all maintained using well-established standard processes and procedures on campus. The Manager is in charge of facilities such as buildings, transportation, electrical, housekeeping, and gardening. Civil maintenance officer, electrical maintenance in-charge, A/C mechanic, transport in-charge, and housekeeping in-

charge all help the Manager.

The housekeeping team cleans the college floors, classrooms, laboratories, equipment, and toilets on a regular basis. At the end of each year, staff members from various departments conduct a stock verification of all laboratories and other facilities, and a report is presented to the Principal.

Different complaint registers are kept for different services, and they are checked on a daily basis.

Maintenance of laboratory equipment

The laboratory in-charge performs periodic equipment inspections according to a timetable. The measurement instruments are frequently calibrated. In addition, maintenance is performed on a weekly, monthly, and annual basis, with the appropriate records kept in the laboratories. Minor repairs are carried out by the laboratory in-charge or a faculty member as needed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://marephraem.edu.in/service-rule.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

372

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

237

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	http://www.marephraem.edu.in/pages/resources/training-and-placement.php?id=16
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1187

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1187

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

211

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

11

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

53

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

5.3.2 Students representations in committees Class Committee

A Class Committee's job is to make sure that all of the class's curricular and extracurricular activities run well and that the class as a whole is being monitored. Class Representatives guarantee that students' opinions on academic subjects are heard, fostering a positive learning environment.

Hostel and Mess Committee

Members of the ladies and gents hostels are represented on this committee. They serve as a link between the administration, caterers, and hostel officials, as well as the students. The Mess Student Committee is in charge of ensuring that the mess facilities run smoothly.

Transport Committee

There is a transport officer who assists the staff in-charges of the bus in disciplining and avoiding any misbehavior that may disturb the driver. Women grievance redressal committee There is a women redressal committee in our campus with the objective of awareness about "Gender Sensitization Prevention Prohibition of Sexual Harassment of women employee and student, and redressal of Grievances". It functions very effectively with a team comprising staff and students. They also conducts awareness programmes, seminars and various activities periodically.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/resources/hostel.php
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

12

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

AMEOS (Association of Mar Ephraem Old Students) is a vibrant organization to promote a sustained sense of belonging to the Alma Mater among the Alumni by being in regular contact with them. It creates mutually beneficial relationship between

institute and Alumni. It is a very active and highly successful alumni association playing a major role in the development of the College. The purpose of forming this association is to foster the spirit of strengthening the connect between our alumni, the society and the college. It helps promote the general welfare of the College community and the society as whole.

The objective of the Alumni Association of Mar Ephraem College of Engineering, is to reach, engage and serve all alumni, present students by networking with one another to foster a life-long intellectual and emotional connection between the college and its graduates. The association serves the need of alumni for leadership, voluntary commitment, goodwill, financial support, enhancing industry academic collaboration and communications including public relations.

The Alumni Association of Mar Ephraem organizes Alumni meet every year to facilitate, consolidate and coordinate Alumni Activities .Alumni Association of Mar Ephraem Secretary is Antony Kurien (Mech), Join Secretary is Sindhuja S N (ECE), Treasurer is Bravin Ebanesh V (Civil).

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/campus-life/alumini-association.php?id=9
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Our Motto

"ERGA LUMEN (TOWARDS LIGHT)"

Our Vision

A world class Malankara institution of higher learning renowned for its excellence in Science and Technology and for its commitment to the holistic development of the individual and Society.

Our Mission

To provide quality and Value Based Education for the industrial and socio-economic development of the nation with its diverse cultures through relevant programs in teaching and learning, research, extension and community involvement.

Strategic plan:

The plan for the development of the institution is based on the vision and mission of institute. The plan is represented in the form of Goals. The goals are based on

1. Value-based engineering education
2. Skill Development
3. Research and Development
4. Catering to the social needs (lab to land)
5. Linkages and MOUs

Nature of Governance:

Mar Ephraem College of Engineering and Technology is administrated by the Diocese of Marthandam. MarEphraem always establishes transparency and high ethical standard. The stakeholders are given utmost importance and are involved in the decision-making process where ever possible. To ensure transparency The policies and decisions are communicated effectively. The empowered team of Mar Ephraem involves Chairman, Correspondent, Principal, Academic Director, HODs ,Convener of different cells and committees, IQAC, Teaching-

staff, non-teaching and supporting staff. Bishop of Marthandam diocese is the chairman of our institution. The chairman constitutes a governing council to evaluate and plan the activities of the institution.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/schools/electronics-communication-engineering/ece-vission-mission.php?id=47
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Administrative Set Up within the college

For the smooth functioning of the institute the following powers have been delegated among the following members. Their responsibilities and administrative powers are listed below.

Correspondent

1. The Ex officio Secretary of the governing body
2. Responsible for framing general policy matters of the institute in consultation with Governing council and implementation.
3. Appointing authority of all staff in the institute and have the power to take disciplinary action against any staff in the institute.
4. Responsible for the infrastructure development of the Institute.

Bursar

1. Assist the Correspondent for the finance management of the Institute.
2. Custodian of liquid cash of the institute and verify the cash on a daily basis.

3. Assist the Correspondent to prepare annual plan and budget of the institute.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/about-us/academic-planing-council.php?id=6
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institute Strategic plan is framed based on the vision and mission of the institution. It is given as Goals which are displayed in the Website. The goals of Mar Ephraem are:

1. To provide value-based engineering education that produces innovative entrepreneurs and globally competitive engineers who are vested with high values and understanding of their professional, social and ethical responsibilities.
2. To provide general and specific soft skills to the engineers for advancing the knowledge and competence to develop successful careers and lifelong learning.
3. To initiate research activities focused on need-based areas in engineering and technology which enhance creative and innovative endeavors and there by promote social development.
4. To motivate the engineers to participate in community activities for being avenues for lab to land application of knowledge in engineering and technology.
5. To establish linkages and MOUs with National, International, Governmental, Industrial and other Institutional establishments in the areas of engineering education, research and extension services.

Utmost priority is given to achieve these goals. Every academic year activity an action plan is framed by departments and Cells and committees based on all the above goals. The department HOD/ Cell coordinator presents the action plan in front of expert committee headed by the principal. The approved action plan is maintained by the IQAC and is implemented.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.marephraem.edu.in/pages/research/iedc.php?id=11
Upload any additional information	No File Uploaded

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

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Governing Council

The Governing body with the Bishop of Marthandam diocese as the Chairman, other members frames directive principles, make, amend or revoke bye-laws and regulations for the management of the college and its affairs, approve the annual and supplementary budgets from time to time.

The day-to-day activities of the college are taken care by the administrative setup consist of Correspondent, Principal, Bursar, Academic Director, IQAC Coordinator, HODs, Physical Education Director, Librarian, Placement Officer, Office Superintendent, System Administrator, transport officer and teaching and non-teaching staff members.

Academic Planning Council

The college council has the following responsibilities:

- To finalize all academic related matters including the preparation of academic calendar, result analysis of internal and university examinations etc.
- Making Policies and sub committees on all matters related to teaching, research and development programs.
- Responsible for assuring quality including academic integrity, assessment and research output.
- All disciplinary actions will be executed by the council.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/about-us/administration.php?id=5
Link to Organogram of the institution webpage	http://www.marephraem.edu.in/pages/about-us/office-administration.php?id=7
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

Schemes and Policy

- Employee Provident Fund facility is provided to all the staff members.
- All the staff members, both teaching and non-teaching avail of PF facility.
- Employee State Insurance is provided for employees whose Basic Pay + Grade Pay+ DA is less than Rs. 15000
- Total of 39 staff members avail of ESI facility.
- Medical leave is provided for 30 days to all staff who complete 5 years of service.

- Casual leave is provided for 12 days per year to all staff.
- Maternity leave is provided for 45 days for all female staff.
- Study leave is provided by the college to the staff members.
- Staff Welfare Association is permitted to function in the college which undertakes financial help to the needy.
- Gratuity is provided to all staff at the time of resignation or retirement.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/NAAC/naac.php
Upload any additional information	View File

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

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

24

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

125

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Mar Ephraem has an effective performance Appraisal system for the teaching staff. All faculty members are evaluated using self- appraisal system at the end of every academic year.

The components of the appraisal system are given below.

- Teaching and Learning

The parameters considered for teaching and Learning are University results, Additional responsibilities, student development, utilization of Library and Innovations in Teaching

- Research Contribution

The parameters considered for Research are journals Publications, Citation details, Book chapter, consultancy, Funded project, Patent filed and MOU

- Professional development

The parameters considered for Institutional promotion activities are Resource person, Articles in Magazines/newsletter, Career guidance/Training programme for school students, position in society

The faculty fills the appraisal form and compute his overall score. The HOD evaluates the score of the faculty and prepares a report based on the achieved score for all faculty of the department and submit a report to the Academic Director. The final reports given by the HODs are verified by the Academic director and the consolidated report of all departments are submitted to the principal. If Score is greater than the target, the faculty members are appreciated in the annual day celebrations by certificate/cash awards. If Score less than the target, The faculty will be notified with the performance and encourage them to come out of the weakness if any.

File Description	Documents
Paste link for additional information	http://103.71.168.43:81/mis/pages/login.php?l=3
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

MarEphraem conducts internal and external financial audits regularly.

External Audit

The External Financial Audit of MarEphraem is carried out by the appointed independent auditors. For each financial year they check and establish the accuracy of the financial statements and related accounting policies/standards are as per statutory requirements. They also give an opinion on maintenance of proper books of accounts and agreement of the certified financial statements with the books of accounts. All Utilization Certificates to various grant giving agencies and all the

annual financial statements has been certified by the external auditors.

Internal Audit

MarEphraem is run by the diocese of Marthandam which has a in house internal audit team to ensure proper and timely maintenance of accounts and audit compliances. The Internal audit of MarEphraem is conducted on concurrent basis by its internal audit team. The team visits the campus as per the approved annual audit plan and check for operational efficiency and effectiveness of internal control mechanisms with respect to the financial transactions throughout the organization established by Standard operating procedures. T

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/NAAC/naac.php
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Utilization of funds

The annual budget of each department is prepared by the respective HoD's, in consultation with their faculty members in the template circulated by the Principal. In case of the major expenditure, the department is required to collect three quotations and submit the same for consideration. After careful scrutiny of the requirements of every department, an overall budget is prepared for presentation before the Finance committee. The Principal and HoDs presents the budget with explanation of each item. In few cases, revised budget is requested from the departments. Once the budget is approved by the Finance committee, the same is presented before the governing body for its final approval. The departments can approach the college at any time for non-budget expenditures which will be considered on the basis of the merit of the proposal. The funds mobilized are utilized under various heads like Infrastructure development, Purchase of equipments & software, Purchase of Consumables, Student & Faculty development programmes and other events which are beneficial to the stakeholders of the institution. For the income generated through consultancy services, 30% of the revenue is shared with the faculty members who are involved in consultancy. The remaining 70% is used by the institution for upgrading and calibrating the equipment.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/research/research-collaboration.php?id=7
Upload any additional information	View File

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

OBE is implemented in Institute across all departments. In line with OBE, Program Specific

Outcomes (PSOs), Program Outcomes (POs) and Course Outcomes (COs) are defined. The faculty, course coordinators and program coordinator prepare course outcomes (COs) and map them with the program outcomes (POs) and Program Specific Outcomes (PSOs) employing numeric weightages. The approved outcomes are displayed on website. Blooms-Taxonomy is attributed while formulating course outcomes. Apart from corridors, classrooms and laboratories, COs-POs-PSOs- PEOs are displayed at all prominent places. All class room teaching is based on OBE. The class starts with discussion of learning outcomes of the particular class and relevant RBT. For lab courses the observations and records are evaluated based on laboratory assessment rubrics on weekly basis and ensure the completion within the stipulated time. The faculty members prepare the question papers considering outcome / learning levels perspective (Revised Blooms Taxonomy). The HOD Constitutes a Question Paper scrutiny committee to ensure questions from outcomes/learning levels perspective. Cognitive levels (RBT) of questions are marked in the question paper. COs coverage of each question is specified in the question paper.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/iqac/members.php?id=2
Upload any additional information	View File

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 and recorded the incremental improvement in various activities

The institution gives foremost importance to teaching learning process. The institution follows a well-defined system of academic components and procedures to improve the quality of teaching. The examples of institutional reviews and implementation through IQAC is given below.

1.Academic Audit

IQAC advocates self-introspection of various academic practices to appreciate the developments and to suggest improvements in, teaching and other academic activities by auditing academic documents of every department at the end of every semester. This ensures the prompt coverage of course syllabus and course outcomes, sharing of resources among students, effective evaluation and assessment methodologies across all the courses and other academic components. The procedure for audit is given below.

1. IQAC prepares the academic audit schedule based on academic calendar.
2. The circular issued by the principal
3. Conduct of internal academic audit every semester.
4. Corrective measures by the concerned department based On the suggestions
5. Conduct of External audit.

The institution seriously views this practice as a metric of overall development and invites academicians and administrators who have proved expertise in the field of teaching and learning from premier institutions for external audit. The feedbacks and suggestions from the auditors are considered to review the teaching learning process, structures & methodologies of operations and learning outcomes.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/iqac/iqac-about.php
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.marephraem.edu.in/pages/NAAC/naac.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Our college executes a variety of equity and sensitization projects on our campus for the benefit of our students and employees.

Security and Safety:

1. Several locations have CCTV Cameras installed to monitor the security. The tape will be examined for evidence of criminal behaviour, and a report will then be sent to the discipline committee.

2. To guarantee safety and security, adequate lighting facilities and security measures with security guards are adopted.

Counseling:

1. Each student is assigned a mentor in addition to the teacher in charge. The students are receiving mentoring from these mentors for their holistic development.
2. Our campus has a women's grievance cell that is available specifically to assist the female students.
3. Special programmes are being created for women's health.

Sick room

Students have access to a sick room with a footprint of 40 square metres. The sick students are attended by a licenced nurse. The doctor will routinely visit the sick room to see the extremely sick students and provide any necessary care.

File Description	Documents
Annual gender sensitization action plan	http://www.marephraem.edu.in/pages/resources/non-professional-socities.php?id=5
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.marephraem.edu.in/pages/resources/non-professional-socities.php?id=5

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

SOLID WASTE MANAGEMENT

A devoted volunteer team at our institution is attempting to make our campus more ecologically friendly. Solid garbage, such as biodegradable and non-biodegradable waste, was collected in separate dust bins. Following collection, biodegradable garbage was processed at a biogas factory before being recycled. The remaining non-biodegradable waste products were collected on a regular basis by outside recycling suppliers. Earthworm are very important components for the maintenances of soil fertility and nutrient cycle. The action of earthworms in the process of vermicomposting of waste is physical as well as biochemical. The biodegradable solid waste are generated in our college campus which include garden waste, canteen waste, paper waste etc.

LIQUID WASTE MANAGEMENT

In our college we concentrated on biogas plant for college canteen and mess. The plant design was to produce the biogas for cooking food to 500 students per day by the canteen food waste. The one month survey was conducted to calculate the food waste generating from the canteen. The vegetables waste and food waste was weighted at end of every day and noted for one month food waste calculation. Composition of biogas depends upon feed material also. Also, the college's waste water is collected in tanks that are recycled and used for gardens, landscaping, and vegetation to keep the campus green throughout the year.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

- 1.Restricted entry of automobiles
- 2.Use of bicycles/ Battery-powered vehicles
- 3.Pedestrian-friendly pathways
- 4.Ban on use of plastic
- 5.Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Mar Ephraem has made an effort to create an open environment by developing many groups such as NCC, NSS, and others on campus in order to realise the objective of holistic development of individuals and society. The pupils actively participate in

these arms.

Blood Donation Camp

In order to promote voluntary non-remunerated blood donation among youth, our college's YRC /NSS organised a blood donation drive and encouraged our students to donate blood to those in need.

Alumni Meet

Every year, our college hosts the Alumni Meet, which is a meeting of students who have completed their studies from the institution and a location where the institution may be proud of its successful alumni. This meet helps the alumni group to share their experiences in the real world. Also during the meet, the alumni share their experiences to the youngsters which inspires a lot.

Cultural and Sports Day

Cultural and sporting activities are critical to gaining meaningful education. Every year, our college hosts a Cultural and Sports Day. Many sports, games were conducted and it develops the skills like teamwork, leadership, patience, perseverance, learning from failure, sportsmanship etc. Various cultural activities enhance the confidence level of the students thereby allowing them to perform better.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Our college's mission is to deliver high-quality, value-based education for the nation's industrial and social growth, as well as community involvement, through appropriate programmes in teaching and learning, research, and extension. Mar Ephraem emphasises total development in order for pupils to become responsible citizens by instilling a sense of

nationality, human values, rights, and responsibility. Following are some of the celebrations that have been celebrated to understand the importance of values rights, duties and responsibilities of citizens.

Independence Day Celebrations

India reclaimed its freedom from British colonial rule on August 15, 1947. Every Indian citizen, whether they reside in India or overseas, feels a sense of pride and honour on this day because it marks the day the country gained complete independence from the British. We celebrate this day with great gratitude to the bravery and spirit of the people who battled for the country's independence.

Republic Day Celebrations

Every year, our college observed Republic Day to commemorate the adoption of India's constitution on January 26, 1950. The NCC parade, as well as the flag hoisting, is the day's special. The National Anthem concludes the show.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.marephraem.edu.in/index.php
Any other relevant information	http://www.marephraem.edu.in/img/news/news-details/collegeday.jpeg

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. Annual awareness programmes on Code of Conduct are organized.

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Among all the festivals celebrated in college, the National festival stands apart as their celebration helps to learn the rich heritage of India and bringsunparallel enthusiasm and excitement in students and teachers. They also help in nurturing the feeling of national integration and patriotism among the young generation.

Onam Celebration:

Every year, we have a great celebration of the Onam festival. A procession with Maveli was held, as well as a series of competitions such as floral carpet, Uriyadi, Onam song, and Thiruvathira dance, with prizes awarded to the winning groups. Following that, a tug of war competition was held in front of the office. The Onam Feast brought the festivities to a close.

Pongal Celebration:

Pongal, the harvest festival, was celebrated with pomp and circumstance. Students were accustomed to wearing formal attire like dothi and saree. Each department competed in the preparation of delectable sarkarai Pongal. The sugar was sweetened by the uriyadi competition. Pongalo Pongal! was a thrilling experience for the students. The sweet pongal and sugarcane were divided to the students. After the prize giving, the festivities came to a close.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. The context

To stimulate the entrepreneurial skills / start-up ideas among students of, MAR EPHRAEM initiated Institutions Innovation Council (IIC) in the Institution. The key purpose of IIC is to tap out the start-up ideas from the students and make them earn while learn. Kindling entrepreneurship skills is a way of making the students feel motivated and capable of doing things with confidence. Establishing IIC in the institution leads to portrait entrepreneurial activities of our students towards national level.

2.Objectives of the Practice

- To establish innovation and entrepreneurial activities periodically in the institution.
- To provide hands-on training for budding entrepreneurs in association with external experts and peer-institutes.
- To create a hub for budding entrepreneurs and professionals.
- To organize interactive lectures, hackathons, creative ideas and hands-on-training.
- To flourish the local ecosystem through the institution's incubation center.

File Description	Documents
Best practices in the Institutional website	http://www.marephraem.edu.in/index.php
Any other relevant information	http://www.marephraem.edu.in/pages/research/startups.php?id=12

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

One area that is often a priority for engineering colleges is the development and implementation of innovative engineering projects that have a real-world impact. To assess the performance of an engineering college in this area, we can look at the following factors: 1. Project success rate: An engineering college that is successful in developing and implementing innovative engineering projects will have a high success rate. This means that a majority of the projects initiated by the college are completed successfully and meet their intended objectives.

2. Impact: The impact of the projects developed by the engineering college is another important factor to consider. A successful college will be able to demonstrate the tangible impact of its projects on society, the economy, or the environment.

3. Recognition: A college that performs well in developing innovative engineering projects will receive recognition from industry peers, academic institutions, and other stakeholders. This recognition can come in the form of awards, citations, or invitations to speak at conferences and events. Overall, an engineering college that prioritizes and thrives in developing innovative engineering projects will demonstrate a high success rate, impactful results, and recognition from industry peers and other stakeholders.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Mar Ephraem college of Engineering and Technology is affiliated to Anna University Chennai. The institute follows the curriculum prescribed the Anna University. All the curriculum delivery will be scheduled based the Academic calendar.

Every course in charge prepares a course file which contains the details like College Vision, Mission, Department Vision, Mission, PEO, PO, PSO, Course Description, Objectives, Outcomes, PEO-Mission, CO-PO and CO-PSO Mapping, Syllabus, Content beyond Syllabus. Additional References, Assessment plan, Course Plan, Target, Class Time Table, University Question Papers and Question banks. Continuous Assessment Question Papers with Answer Keys, Assignments questionnaire with Mapping to Outcomes, Materials/Documents Submitted by Students in Support of Skill Development, Participatory Learning, Self-Learning and Innovative Schemes, Notes and Slides Prepared by the Faculty. Details of online resources like NPTEL, Animations and Virtual laboratories links are provided. The Documentation is verified HODs with the coordination of Academic Director with the format and guidelines provided by IQAC.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.marephraem.edu.in/pages/NAAC/naac.php

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As Mar Ephraem is affiliated to Anna University Chennai, the academic schedule prescribed by the University is strictly followed for continuous evaluation to ensure smooth and efficient functioning of its teaching and administrative

processes. Before the start of the Academic year, the institute Academic calendar with annual plan is prepared by the IQAC based on the schedule by university in discussion with HODs and cells and committee in charges. The academic calendar provides dates for the commencement of academic sessions, duration of the semester, period of Continuous assessment exams, institute level co-curricular and extracurricular events planned for the semester and Government Holidays and Academic audit schedule.

All the Departments and various cells and committee prepare and submit the approved Annual action plan to the IQAC. The department academic calendar is prepared in accordance with institute calendar and the approved annual action plan. The various activities included are

1. Class committee meetings
2. Professional society activity
3. Internal assessment schedule.
4. Industrial visits.
5. In-plant training period
6. Syllabus coverage schedule
7. Project review schedule.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.marephraem.edu.in/pages/iqac/downloads/20-21_compressed.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

8

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

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

18

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1056

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

1.3 - Curriculum Enrichment

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

The Mar Ephraem follows curriculum prescribed by the University and integrates various socially relevant cross-cutting issues like ethics, human values, environment across UG and PG programs to sensitize the students

Human Values and Professional Ethics:

Human values and professional ethics are addressed through the course "Professional Ethics in Engineering" offered in the VI semester of engineering programme in reg.2013. The course covers HUMAN VALUES, ENGINEERING ETHICS, ENGINEERING AS SOCIAL EXPERIMENTATION, SAFETY, RESPONSIBILITIES AND RIGHTS and GLOBAL ISSUES. Human rights awareness campaigns are conducted very often in the institution. It is in response to a long-felt and urgent need to integrate value education with decision-making skills in their personal, social and professional life. The college takes efforts to integrate ethical and human values through extra-curricular activities initiated by YRC/NSS through various programs Drug Awareness Programs and Blood donation camps. Mar Ephraem students stepped forward to help their peers who required financial assistance, "Ephraem Manna" is a platform that gives a helping hand to students in need after doing a need assessment. Ephraem Manna's motto is "For the students, By the students".

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

27

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

595

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	http://www.marephraem.edu.in/pages/MAR/Facility/login.php
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.marephraem.edu.in/pages/NAAC/naac.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1141

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

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

119

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institute assesses the students' needs in terms of knowledge and skills prior to the Commencement of the program. An entry level test is conducted for Physics, Chemistry, Mathematics, and Computers. Based on the results, the students are grouped and a bridge course is conducted. For lateral entry students, a bridge course is conducted for engineering mathematics for one week during the third semester. For every course prerequisite, the student's level of knowledge is assessed and a bridge course is conducted in the prerequisite needs. The course plan is suitably modified and delivered.

The slow learners are identified based on the CAE1 marks and University results. The results of students are statistically analysed and, based on the examination marks, students are categorised as bright students and weak students. For weak students' certain remedial measures and motivation are given for their betterment. Remedial measures include, special classes for weak students are held after regular classes, counselling by subject experts/ mentors, smart study materials, communication skill training. The department establishes peer groups by forming groups of 4 to 6 students with one bright student as a leader who supports the weaker students.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/NAAC/naac.php
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1141	121

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The Mar Ephraem practices a teaching methodology which focuses on imparting education through a student centric approach. In a teacher centric class, it is difficult to address the needs and expectations of individual students and expect a uniform learning outcome from them as students vary in their ability to comprehend and absorb the traditional lectures. In student centric learning the teacher facilitates learning by allowing each individual student to comprehend at their personal level by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace. This approach helps them to be active learner from passive listener. Faculty make classes as interactive as possible and encourage innovative thought and novel interpretations. Audio- Visual presentations, Lab sessions, Google Classroom, Industrial Visits, Field Work and Projects are some of the means utilized by the Departments to provide experiential and participative learning. The following are the student-centric teaching and learning methods at Mar Ephraem.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.marephraem.edu.in/pages/research/iedc.php?id=11

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Mar Ephraem provides enhanced facilities for the teachers to improve the quality of the teaching-learning process. ICT enables the use of innovative educational resources and the renewal of learning methods, establishing a more active collaboration among students and the simultaneous acquisition of technological knowledge. ICT enabled Teaching practices are given thrust by all the faculty members of the Mar Ephraem. All the faculty members of the are encouraged to handle classes using free online accessible platforms such as Google meet, Cisco Webex, Microsoft Teams etc. All the classes are ICT enabled for interactive learning. In addition, virtual classroom facilities are available in the Mar Ephraem and are fully utilized as a learning system which helps the students to acquire knowledge and skills from experts working in corporates and other universities as well as institutions of repute. Various steps were taken by the Mar Ephraem to transform from conventional/traditional classroom into an e-learning environment. This was achieved by encouraging the students to utilize e-learning resources by providing Wi-Fi facility, ICT enabled classroom.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors**121**

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year****121**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year****19**

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

12

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The internal examination schedule of the college is announced in advance, is added to the academic calendar of events and circulated among the staff, the students, and the parents. Evaluation methods for theory courses, lab courses and projects are informed to the students in advance. The frequency and mode of various internal assessments are listed below. For transparent and robust internal assessment, the following mechanisms are conducted.

Internal assessment Exam (CAE1, CAE2 and Model Exam)

Immediately, after the Continuous assessment Exams and model Exams, the Answer key along with question wise marking scheme is displayed on notice board to maintain transparency and uniformity in the assessment of the internal Exams. The faculty evaluates the papers within a week of conduction of test. The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the student.

Lab courses Assessment

The experiment performed in lab by the student is immediately evaluated by the faculty and the performance marks are assigned based on the lab rubric designed by the faculty. The lab rubric is given in the lab manual which is shared with the students well in advance before the lab is conducted.

Internal Marks will be awarded based on the assessment of all the experiments and model exam.

File Description	Documents
Any additional information	View File
Link for additional information	http://103.71.168.43:81/mis/pages/login.php?l=2

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

A transparent, time-bound and efficient method is being followed in MarEphraem in terms of dealing with examination related grievances. The college has a well-structured Examination Cell. The cell follows the guidelines of the Anna university for conducting University/internal assessment examination and redressing grievances.

Internal assessment related Grievances

Internal assessment Exam (CAE1, CAE2 and Model Exam)

Immediately, after the Continuous assessment Exams and model Exams, the Answer key along with question wise marking scheme is displayed on notice board to maintain transparency and uniformity in the assessment of the internal Exams. The faculty evaluates the papers within a week of conduction of test. The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the student.

Lab courses Assessment

The experiment performed in lab by the student is immediately evaluated by the faculty and the performance marks are assigned based on the lab rubric designed by the faculty. The lab rubric is given in the lab manual which is shared with the students well in advance before the lab is conducted. Internal Marks will be awarded based on the assessment of all the experiments and model exam.

File Description	Documents
Any additional information	View File
Link for additional information	http://103.71.168.43:81/mis/pages/login.php

2.6 - Student Performance and Learning Outcomes

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

Course level and programme level outcomes are defined for all the programmes. The Programme Educational Objectives, Programme Outcomes and Program Specific Outcomes are published in the department page of the college website, displayed in the corridors of the departments, available in the course file. Course files and Lab manuals are prepared by the faculty members. Course file and Lab manuals contain PEO, PO, PSO and Course Outcomes.

Course outcomes:

As the COs are given by the university along with the syllabus, if necessary, the COs are modified and reframed by the course in charge and they will be approved by the Principal, Director, and HOD of the Department. Every faculty member, on the first day of their class in a semester, discuss Vision, Mission, PEO, PO, PSO, CO and outcome mappings with the students. Laboratory course outcomes are displayed in the laboratories. For every course, the continuous assessment Examinations and model examination question papers are prepared based on the course outcomes and mentioned in the question paper itself. At the end of every course, a course exit survey is carried out to check the attainment of every course outcome.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.marephraem.edu.in/pages/schools/electronics-communication-engineering/ece-about-us.php?id=46
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Mar Ephraem adopts two types of assessment tools to evaluate the attainment of programme outcomes and course outcomes.

Course outcome (CO)

1. Direct Assessment Methods

- Continuous Internal Assessment (CIA)
- Semester End Examination (SEE)
- Assignments
- Laboratory Assessment
- Projects
- The University Practical Examination

2. Indirect Assessment Methods

- Course Exit Survey

CO Attainment calculation:

- In the CO attainment calculation for a course, 80% weightage is given to direct assessment and 20% weightage is given to Indirect assessment.
- 60% of the direct assessment is contributed by SemesterEnd Examination and 40% from Continuous Internal Assessment (CIA) for theory courses.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.marephraem.edu.in/pages/schools/electronics-communication-engineering/ece-co-po-attainment.php?id=60

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

318

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://www.marephraem.edu.in/pages/igac/igac-college-annual-report.php

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.marephraem.edu.in/pages/NAAC/naac.php>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

17

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

7

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

5

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://pfms.nic.in/NewDefaultHome.aspx

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Mar Ephraem college of Engineering and Technology has provided the Resource that provides adequate training to the faculty members in the form of Faculty Development Programme and other short term programmes to develop desirable resources. Faculty members are encouraged to undergo professional development programmes and to organize and participate in conferences, seminar and workshops. The institution Research facilities are frequently updated and there is well defined policy for promotion of research. For Research the Co Principal Investigator will be from various domain with a multidisciplinary team of Faculty members along with students team function together. The innovative ideas were collected and feasibility analysis will be done by the core team and provides best solution, next the proposal will be sent to different funding agency to get project funds. Faculty members are encouraged to do and guide research. Since our institution inculcate such research activities, a good number of faculty members has registered for Ph.D programmes and the number is increasing every year. The institution also offers training related to IPR, Innovation, Cognitive skill development, Start-ups and Entrepreneurship Development.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.marephraem.edu.in/pages/research/patents.php?id=10

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

44

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year****28**

File Description	Documents
URL to the research page on HEI website	http://www.marephraem.edu.in/pages/research/scholars.php?id=12
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year****11**

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year****11**

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Mar Ephraem College of Engineering and Technology promotes extension activities in the neighbourhood community for sensitizing students to social issues and for the holistic development of each student. The objective of the extension activities is to strengthen the student's skill in various areas like literature, art, social and scientific works to bring out the hidden skills of the students. The institution provides the students an excellent opportunity to transfer their classroom knowledge into practical experience. The community oriented programmes and activities focus at holistic development of students with community. The NSS, NCC, and YRC are aims to developing a sense among students about attachment to the community, utilizing their knowledge in finding solutions to the challenges faced by the society, acquiring leadership qualities and democratic attitudes, developing capabilities and skills to tackle emergencies and participating in community services by actively involving in various campaigns and programmes.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/campus-life/nss.php?id=3
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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., during the year

10

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1330

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

107

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

31

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

Infrastructure for teaching and learning in engineering colleges typically includes modern classrooms, well-equipped laboratories, workshops, computer labs, and libraries. The classrooms should be spacious and have modern teaching aids, such as projectors, to enable effective delivery of lectures. Laboratories should be well-equipped with the latest tools and equipment necessary for conducting practical experiments and research. The libraries should have a vast collection of books, journals, and other learning resources.

In addition to these facilities, engineering colleges should have access to state-of-the-art technology and equipment, such as high-speed internet, advanced software, and simulation tools, to enable students to apply theoretical knowledge to practical problem-solving.

Other essential infrastructure includes transportation facilities, sports facilities, and a cafeteria to provide students with healthy and nutritious food.

It is essential to maintain and upgrade the infrastructure and physical facilities regularly to keep up with the changing demands of the industry and to provide the best learning experience to the students. Ultimately, an engineering college with adequate infrastructure and physical facilities for teaching and learning is better positioned to produce competent engineers who can make a positive contribution to society.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.marephraem.edu.in/pages/NAAC/naac.php

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

The MarEphraem Engineering College campus spans acres of lush green land, It includes state-of-the-art infrastructural facilities such as adequate classrooms, laboratories, computing equipment, HOS rooms, staff rooms, auditorium, conference halls, seminar halls, reading room, project labs, central library, common rooms, hostels, medical room, and ramps for physically challenged students. The college has excellent classrooms to conduct regular classes. In a unique, well-equipped laboratory, placement training programmes are conducted.

For placement activities, there are spacious interview cabins accessible. Qualified medical professionals provide medical services. The college keeps an up-to-date website that contains thorough information about the institution as well as upcoming events. According to Anna University's requirements for faculty, laboratories, and library, the school has maintained a zero percent shortfall for the past five years.

Classrooms:

There are 32 well-lit and ventilated classrooms with large corridors at the college. Each classroom is sized according to the AICTE's guidelines. For successful integration of technology in teaching with routine practises, each department has ICT enabled class rooms with LCD projectors and Wi-Fi access.

Laboratories and computing equipment:

The college has 49 laboratories that are completely equipped with cutting-edge technology. Each department has its own computing centre with the most up-to-date software to satisfy

its particular academic and research needs. Students are encouraged to pursue their studies/project work in developing areas of research in addition to the normal curriculum.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.marephraem.edu.in/pages/campus-life/sports-meet.php?id=8

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

54

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.marephraem.edu.in/pages/schools/computer-engineering/computer-laboratories.php?id=21
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

291

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library was fully automated in 2014 by using Infolibary LMS software developed by Infomirrors Technologies Private Limited. The software can be used in all web enabled intranet environments. It is developed using microsoft DOT NET as front end tool and MS-SQL server as back end database. The library management system consists of modules such as master, accession, periodicals, member, circulation, transactions, digital library and report management. It also includes e-Gate log in register and OPAC facility etc. The Infolibary software accessed from web enabled mobiles, tablets, desktop and laptops, operated from any operating system (Windows, Mac, Linux, Android, etc.). The software displays photograph and other details of the students and faculty while Issuing/Return/Renewal of books. NPTEL videos and web course materials download facility; files upload and download facility (web version), periodicals issue and indexing, unlimited storage of books and other resources, database backup facility are some other provisions provided by the software. The report management section consists of books issued and return reports, expired due date resource details reports, generate barcode and call number labels, log in register and member details etc. OPAC can be accessed throughout the campus through intranet with an IP address(<http://192.168.2.3/library>) and also from the college website.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.marephraem.edu.in/pages/resources/library-about-us.php?id=1

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

28534

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

186

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

match current technical requirements. The college has a robust IT infrastructure that complies with AICTE and Anna University requirements. The College originally used a BSNL internet connection with a band width of 40Mbps, but it has since been upgraded to a leased line with a band width of 70Mbps from BSNL. A Wi-Fi router provides 80 Mbps Wi-Fi access throughout the administrative and academic sectors. Additionally, Ethernet connections are available around the campus for laptops and other devices that require internet access. To link all of the systems to the internet, a V-LAN network facility is used.

In all, 439 computers are available on the college grounds. To improve the teaching-learning process, the staff rooms are equipped with either a LAN or Wi-Fi connection. Both boys and girls hostels have access to Wi-Fi, which they may use to improve their abilities through online courses, projects, and the download of additional study materials. As a next-generation firewall, Fortigate is offered. It provides network-wide stateful and deep packet inspection, as well as application and user identity-based security. It safeguards the company from DoS, DDoS, and IP spoofing assaults. It's there to keep unauthorised internet users out of private networks connected to the internet, particularly intranets.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.marephraem.edu.in/pages/schools/computer-engineering/computer-laboratories.php?id=21

4.3.2 - Number of Computers**405**

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****86**

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Buildings, labs, classrooms, library, sports complex, computers, and other physical, academic, and support facilities are all maintained using well-established standard processes and procedures on campus. The Manager is in charge of facilities such as buildings, transportation, electrical, housekeeping, and gardening. Civil maintenance officer, electrical maintenance in-charge, A/C mechanic, transport in-charge, and housekeeping in-charge all help the Manager.

The housekeeping team cleans the college floors, classrooms, laboratories, equipment, and toilets on a regular basis. At the end of each year, staff members from various departments conduct a stock verification of all laboratories and other facilities, and a report is presented to the Principal.

Different complaint registers are kept for different services, and they are checked on a daily basis.

Maintenance of laboratory equipment

The laboratory in-charge performs periodic equipment inspections according to a timetable. The measurement instruments are frequently calibrated. In addition, maintenance is performed on a weekly, monthly, and annual basis, with the appropriate records kept in the laboratories. Minor repairs are carried out by the laboratory in-charge or a faculty member as needed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://marephraem.edu.in/service-rule.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

372

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

237

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	http://www.marephraem.edu.in/pages/resources/training-and-placement.php?id=16
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1187

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1187

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

211

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

11

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/

Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

53

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

5.3.2 Students representations in committees Class Committee

A Class Committee's job is to make sure that all of the class's curricular and extracurricular activities run well and that the class as a whole is being monitored. Class Representatives guarantee that students' opinions on academic subjects are heard, fostering a positive learning environment.

Hostel and Mess Committee

Members of the ladies and gents hostels are represented on this committee. They serve as a link between the administration, caterers, and hostel officials, as well as the students. The Mess Student Committee is in charge of ensuring that the mess facilities run smoothly.

Transport Committee

There is a transport officer who assists the staff in-charges of the bus in disciplining and avoiding any misbehavior that may disturb the driver. Women grievance redressal committee There is a women redressal committee in our campus with the objective of awareness about "Gender Sensitization Prevention Prohibition of Sexual Harassment of women employee and student, and redressal of Grievances". It functions very effectively with a team comprising staff and students. They also conducts awareness programmes, seminars and various activities periodically.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/resources/hostel.php
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

12

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

AMEOS (Association of Mar Ephraem Old Students) is a vibrant organization to promote a sustained sense of belonging to the Alma Mater among the Alumni by being in regular contact with them. It creates mutually beneficial relationship between institute and Alumni. It is a very active and highly successful alumni association playing a major role in the development of the College. The purpose of forming this association is to foster the spirit of strengthening the connect between our alumni, the society and the college. It helps promote the general welfare of the College community and the society as whole.

The objective of the Alumni Association of Mar Ephraem College of Engineering, is to reach, engage and serve all alumni, present students by networking with one another to foster a life-long intellectual and emotional connection between the college and its graduates. The association serves the need of alumni for leadership, voluntary commitment, goodwill, financial support, enhancing industry academic collaboration and communications including public relations.

The Alumni Association of Mar Ephraem organizes Alumni meet every year to facilitate, consolidate and coordinate Alumni Activities .Alumni Association of Mar Ephraem Secretary is Antony Kurien (Mech), Join Secretary is Sindhuja S N (ECE), Treasurer is Bravin Ebanesh V (Civil).

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/campus-life/alumini-association.php?id=9
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Our Motto

"ERGA LUMEN (TOWARDS LIGHT)"

Our Vision

A world class Malankara institution of higher learning renowned for its excellence in Science and Technology and for its commitment to the holistic development of the individual and Society.

Our Mission

To provide quality and Value Based Education for the industrial and socio-economic development of the nation with its diverse cultures through relevant programs in teaching and learning, research, extension and community involvement.

Strategic plan:

The plan for the development of the institution is based on the vision and mission of institute. The plan is represented in the form of Goals. The goals are based on

1. Value-based engineering education
2. Skill Development
3. Research and Development
4. Catering to the social needs (lab to land)
5. Linkages and MOUs

Nature of Governance:

Mar Ephraem College of Engineering and Technology is administrated by the Diocese of Marthandam. MarEphraem always establishes transparency and high ethical standard. The stakeholders are given utmost importance and are involved in the decision-making process where ever possible. To ensure transparency The policies and decisions are communicated effectively. The empowered team of Mar Ephraem involves Chairman, Correspondent, Principal, Academic Director, HODs ,Convener of different cells and committees, IQAC, Teaching-staff, non-teaching and supporting staff. Bishop of Marthandam diocese is the chairman of our institution. The chairman constitutes a governing council to evaluate and plan the activities of the institution.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/schools/electronics-communication-engineering/ece-vission-mission.php?id=47
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Administrative Set Up within the college

For the smooth functioning of the institute the following powers have been delegated among the following members. Their

responsibilities and administrative powers are listed below.

Correspondent

1. The Ex officio Secretary of the governing body
2. Responsible for framing general policy matters of the institute in consultation with Governing council and implementation.
3. Appointing authority of all staff in the institute and have the power to take disciplinary action against any staff in the institute.
4. Responsible for the infrastructure development of the Institute.

Bursar

1. Assist the Correspondent for the finance management of the Institute.
2. Custodian of liquid cash of the institute and verify the cash on a daily basis.
3. Assist the Correspondent to prepare annual plan and budget of the institute.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/about-us/academic-planing-council.php?id=6
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institute Strategic plan is framed based on the vision and mission of the institution. It is given as Goals which are displayed in the Website. The goals of Mar Ephraem are:

1. To provide value-based engineering education that produces innovative entrepreneurs and globally competitive engineers who are vested with high values and understanding of their professional, social and ethical responsibilities.
2. To provide general and specific soft skills to the engineers for advancing the knowledge and competence to

develop successful careers and lifelong learning.

3. To initiate research activities focused on need-based areas in engineering and technology which enhance creative and innovative endeavors and there by promote social development.

4. To motivate the engineers to participate in community activities for being avenues for lab to land application of knowledge in engineering and technology.

5. To establish linkages and MOUs with National, International, Governmental, Industrial and other Institutional establishments in the areas of engineering education, research and extension services.

Utmost priority is given to achieve these goals. Every academic year activity an action plan is framed by departments and Cells and committees based on all the above goals. The department HOD/ Cell coordinator presents the action plan in front of expert committee headed by the principal. The approved action plan is maintained by the IQAC and is implemented.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.marephraem.edu.in/pages/research/iedc.php?id=11
Upload any additional information	No File Uploaded

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

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

Governing Council

The Governing body with the Bishop of Marthandam diocese as the Chairman, other members frames directive principles, make, amend or revoke bye-laws and regulations for the management of the college and its affairs, approve the annual and supplementary budgets from time to time.

The day-to-day activities of the college are taken care by the administrative setup consist of Correspondent, Principal, Bursar, Academic Director, IQAC Coordinator, HODs, Physical Education Director, Librarian, Placement Officer, Office Superintendent, System Administrator, transport officer and teaching and non-teaching staff members.

Academic Planning Council

The college council has the following responsibilities:

- To finalize all academic related matters including the preparation of academic calendar, result analysis of internal and university examinations etc.
- Making Policies and sub committees on all matters related to teaching, research and development programs.
- Responsible for assuring quality including academic integrity, assessment and research output.
- All disciplinary actions will be executed by the council.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/about-us/administration.php?id=5
Link to Organogram of the institution webpage	http://www.marephraem.edu.in/pages/about-us/office-administration.php?id=7
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

Schemes and Policy

- Employee Provident Fund facility is provided to all the staff members.
- All the staff members, both teaching and non-teaching avail of PF facility.
- Employee State Insurance is provided for employees whose Basic Pay + Grade Pay+ DA is less than Rs. 15000
- Total of 39 staff members avail of ESI facility.
- Medical leave is provided for 30 days to all staff who complete 5 years of service.
- Casual leave is provided for 12 days per year to all staff.
- Maternity leave is provided for 45 days for all female staff.
- Study leave is provided by the college to the staff members.
- Staff Welfare Association is permitted to function in the college which undertakes financial help to the needy.
- Gratuity is provided to all staff at the time of resignation or retirement.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/NAAC/naac.php
Upload any additional information	View File

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

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

24

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

125

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Mar Ephraem has an effective performance Appraisal system for the teaching staff. All faculty members are evaluated using self- appraisal system at the end of every academic

year.

The components of the appraisal system are given below.

- Teaching and Learning

The parameters considered for teaching and Learning are University results, Additional responsibilities, student development, utilization of Library and Innovations in Teaching

- Research Contribution

The parameters considered for Research are journals Publications, Citation details, Book chapter, consultancy, Funded project, Patent filed and MOU

- Professional development

The parameters considered for Institutional promotion activities are Resource person, Articles in Magazines/newsletter, Career guidance/Training programme for school students, position in society

The faculty fills the appraisal form and compute his overall score. The HOD evaluates the score of the faculty and prepares a report based on the achieved score for all faculty of the department and submit a report to the Academic Director. The final reports given by the HODs are verified by the Academic director and the consolidated report of all departments are submitted to the principal. If Score is greater than the target, the faculty members are appreciated in the annual day celebrations by certificate/cash awards. If Score less than the target, The faculty will be notified with the performance and encourage them to come out of the weakness if any.

File Description	Documents
Paste link for additional information	http://103.71.168.43:81/mis/pages/login.php?l=3
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

MarEphraem conducts internal and external financial audits regularly.

External Audit

The External Financial Audit of MarEphraem is carried out by the appointed independent auditors. For each financial year they check and establish the accuracy of the financial statements and related accounting policies/standards are as per statutory requirements. They also give an opinion on maintenance of proper books of accounts and agreement of the certified financial statements with the books of accounts. All Utilization Certificates to various grant giving agencies and all the

annual financial statements has been certified by the external auditors.

Internal Audit

MarEphraem is run by the diocese of Marthandam which has a in house internal audit team to ensure proper and timely maintenance of accounts and audit compliances. The Internal audit of MarEphraem is conducted on concurrent basis by its internal audit team. The team visits the campus as per the approved annual audit plan and check for operational efficiency and effectiveness of internal control mechanisms with respect to the financial transactions throughout the organization established by Standard operating procedures. T

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/NAAC/naac.php
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**Utilization of funds**

The annual budget of each department is prepared by the respective HoD's, in consultation with their faculty members in the template circulated by the Principal. In case of the major expenditure, the department is required to collect three quotations and submit the same for consideration. After careful scrutiny of the requirements of every department, an overall budget is prepared for presentation before the Finance committee. The Principal and HoDs presents the budget with explanation of each item. In few cases, revised budget is requested from the departments. Once the budget is approved by the Finance committee, the same is presented before the governing body for its final approval. The departments can approach the college at any time for non-budget expenditures which will be considered on the basis of the merit of the proposal. The funds mobilized are utilized under various heads like Infrastructure development, Purchase of equipments & software, Purchase of Consumables, Student & Faculty development programmes and other events which are beneficial to the stakeholders of the institution. For the income generated through consultancy services, 30% of the revenue is shared with the faculty members who are involved in consultancy. The remaining 70% is used by the institution for upgrading and calibrating the equipment.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/research/research-collaboration.php?id=7
Upload any additional information	View File

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

OBE is implemented in Institute across all departments. In line with OBE, Program Specific

Outcomes (PSOs), Program Outcomes (POs) and Course Outcomes (COs) are defined. The faculty, course coordinators and program coordinator prepare course outcomes (COs) and map them with the program outcomes (POs) and Program Specific Outcomes (PSOs) employing numeric weightages. The approved outcomes are displayed on website. Blooms-Taxonomy is attributed while formulating course outcomes. Apart from corridors, classrooms and laboratories, COs-POs-PSOs- PEOs are displayed at all prominent places. All class room teaching is based on OBE. The class starts with discussion of learning outcomes of the particular class and relevant RBT. For lab courses the observations and records are evaluated based on laboratory assessment rubrics on weekly basis and ensure the completion within the stipulated time. The faculty members prepare the question papers considering outcome / learning levels perspective (Revised Blooms Taxonomy). The HOD Constitutes a Question Paper scrutiny committee to ensure questions from outcomes/learning levels perspective. Cognitive levels (RBT) of questions are marked in the question paper. COs coverage of each question is specified in the question paper.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/igac/members.php?id=2
Upload any additional information	View File

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 and recorded the incremental improvement in various activities

The institution gives foremost importance to teaching learning process. The institution follows a well-defined system of academic components and procedures to improve the quality of teaching. The examples of institutional reviews and implementation through IQAC is given below.

1.Academic Audit

IQAC advocates self-introspection of various academic practices to appreciate the developments and to suggest improvements in, teaching and other academic activities by auditing academic documents of every department at the end of every semester. This ensures the prompt coverage of course syllabus and course outcomes, sharing of resources among students, effective evaluation and assessment methodologies across all the courses and other academic components. The procedure for audit is given below.

1. IQAC prepares the academic audit schedule based on academic calendar.
2. The circular issued by the principal
3. Conduct of internal academic audit every semester.
4. Corrective measures by the concerned department based On the suggestions
5. Conduct of External audit.

The institution seriously views this practice as a metric of overall development and invites academicians and administrators who have proved expertise in the field of teaching and learning from premier institutions for external audit. The feedbacks and suggestions from the auditors are considered to review the teaching learning process, structures & methodologies of operations and learning outcomes.

File Description	Documents
Paste link for additional information	http://www.marephraem.edu.in/pages/igac/igac-about.php
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.marephraem.edu.in/pages/NAAC/naac.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Our college executes a variety of equity and sensitization projects on our campus for the benefit of our students and employees.

Security and Safety:

1. Several locations have CCTV Cameras installed to monitor the security. The tape will be examined for evidence of criminal behaviour, and a report will then be sent to the discipline committee.

2. To guarantee safety and security, adequate lighting facilities and security measures with security guards are adopted.

Counseling:

1. Each student is assigned a mentor in addition to the teacher in charge. The students are receiving mentoring from these mentors for their holistic development.

2. Our campus has a women's grievance cell that is available specifically to assist the female students.

3. Special programmes are being created for women's health.

Sick room

Students have access to a sick room with a footprint of 40 square metres. The sick students are attended by a licenced nurse. The doctor will routinely visit the sick room to see the extremely sick students and provide any necessary care.

File Description	Documents
Annual gender sensitization action plan	http://www.marephraem.edu.in/pages/resources/non-professional-socities.php?id=5
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.marephraem.edu.in/pages/resources/non-professional-socities.php?id=5

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy

A. 4 or All of the above

conservation Use of LED bulbs/ power efficient equipment	
---	--

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

SOLID WASTE MANAGEMENT

A devoted volunteer team at our institution is attempting to make our campus more ecologically friendly. Solid garbage, such as biodegradable and non-biodegradable waste, was collected in separate dust bins. Following collection, biodegradable garbage was processed at a biogas factory before being recycled. The remaining non-biodegradable waste products were collected on a regular basis by outside recycling suppliers. Earthworm are very important components for the maintenances of soil fertility and nutrient cycle. The action of earthworms in the process of vermicomposting of waste is physical as well as biochemical. The biodegradable solid waste are generated in our college campus which include garden waste, canteen waste, paper waste etc.

LIQUID WASTE MANAGEMENT

In our college we concentrated on biogas plant for college canteen and mess. The plant design was to produce the biogas for cooking food to 500 students per day by the canteen food waste. The one month survey was conducted to calculate the food waste generating from the canteen. The vegetables waste and food waste was weighted at end of every day and noted for one month food waste calculation. Composition of biogas depends upon feed material also. Also, the college's waste water is collected in tanks that are recycled and used for gardens, landscaping, and vegetation to keep the campus green throughout the year.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the

institution											
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above										
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Reports on environment and energy audits submitted by the auditing agency</td><td>No File Uploaded</td></tr> <tr> <td>Certification by the auditing agency</td><td>No File Uploaded</td></tr> <tr> <td>Certificates of the awards received</td><td>No File Uploaded</td></tr> <tr> <td>Any other relevant information</td><td>No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	No File Uploaded	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	No File Uploaded	
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Certificates of the awards received	No File Uploaded										
Any other relevant information	No File Uploaded										
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above										

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Mar Ephraem has made an effort to create an open environment by developing many groups such as NCC, NSS, and others on campus in order to realise the objective of holistic development of individuals and society. The pupils actively participate in these arms.

Blood Donation Camp

In order to promote voluntary non-remunerated blood donation among youth, our college's YRC /NSS organised a blood donation drive and encouraged our students to donate blood to those in need.

Alumni Meet

Every year, our college hosts the Alumni Meet, which is a meeting of students who have completed their studies from the institution and a location where the institution may be proud of its successful alumni. This meet helps the alumni group to share their experiences in the real world. Also during the meet, the alumni share their experiences to the youngsters which inspires a lot.

Cultural and Sports Day

Cultural and sporting activities are critical to gaining meaningful education. Every year, our college hosts a Cultural and Sports Day. Many sports, games were conducted

and it develops the skills like teamwork, leadership, patience, perseverance, learning from failure, sportsmanship etc. Various cultural activities enhance the confidence level of the students thereby allowing them to perform better.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Our college's mission is to deliver high-quality, value-based education for the nation's industrial and social growth, as well as community involvement, through appropriate programmes in teaching and learning, research, and extension. Mar Ephraem emphasises total development in order for pupils to become responsible citizens by instilling a sense of nationality, human values, rights, and responsibility. Following are some of the celebrations that have been celebrated to understand the importance of values rights, duties and responsibilities of citizens.

Independence Day Celebrations

India reclaimed its freedom from British colonial rule on August 15, 1947. Every Indian citizen, whether they reside in India or overseas, feels a sense of pride and honour on this day because it marks the day the country gained complete independence from the British. We celebrate this day with great gratitude to the bravery and spirit of the people who battled for the country's independence.

Republic Day Celebrations

Every year, our college observed Republic Day to commemorate the adoption of India's constitution on January 26, 1950. The NCC parade, as well as the flag hoisting, is the day's special. The National Anthem concludes the show.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.marephraem.edu.in/index.php
Any other relevant information	http://www.marephraem.edu.in/img/news/news-details/collegeday.jpeg

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Among all the festivals celebrated in college, the National festival stands apart as their celebration helps to learn the rich heritage of India and bringsunnpaallel enthusiasm and excitement in students and teachers. They also help in nurturing the feeling of national integration and patriotism

among the young generation.

Onam Celebration:

Every year, we have a great celebration of the Onam festival. A procession with Maveli was held, as well as a series of competitions such as floral carpet, Uriyadi, Onam song, and Thiruvathira dance, with prizes awarded to the winning groups. Following that, a tug of war competition was held in front of the office. The Onam Feast brought the festivities to a close.

Pongal Celebration:

Pongal, the harvest festival, was celebrated with pomp and circumstance. Students were accustomed to wearing formal attire like dothi and saree. Each department competed in the preparation of delectable sarkarai Pongal. The sugar was sweetened by the uriyadi competition. Pongalo Pongal! was a thrilling experience for the students. The sweet pongal and sugarcane were divided to the students. After the prize giving, the festivities came to a close.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. The context

To stimulate the entrepreneurial skills / start-up ideas among students of, MAR EPHRAEM initiated Institutions Innovation Council (IIC) in the Institution. The key purpose of IIC is to tap out the start-up ideas from the students and

make them earn while learn. Kindling entrepreneurship skills is a way of making the students feel motivated and capable of doing things with confidence. Establishing IIC in the institution leads to portrait entrepreneurial activities of our students towards national level.

2.Objectives of the Practice

- To establish innovation and entrepreneurial activities periodically in the institution.
- To provide hands-on training for budding entrepreneurs in association with external experts and peer-institutes.
- To create a hub for budding entrepreneurs and professionals.
- To organize interactive lectures, hackathons, creative ideas and hands-on-training.
- To flourish the local ecosystem through the institution's incubation center.

File Description	Documents
Best practices in the Institutional website	http://www.marephraem.edu.in/index.php
Any other relevant information	http://www.marephraem.edu.in/pages/research/startups.php?id=12

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

One area that is often a priority for engineering colleges is the development and implementation of innovative engineering projects that have a real-world impact. To assess the performance of an engineering college in this area, we can look at the following factors: 1. Project success rate: An engineering college that is successful in developing and implementing innovative engineering projects will have a high success rate. This means that a majority of the projects initiated by the college are completed successfully and meet their intended objectives.

2. Impact: The impact of the projects developed by the engineering college is another important factor to consider.

A successful college will be able to demonstrate the tangible impact of its projects on society, the economy, or the environment.

3. Recognition: A college that performs well in developing innovative engineering projects will receive recognition from industry peers, academic institutions, and other stakeholders. This recognition can come in the form of awards, citations, or invitations to speak at conferences and events. Overall, an engineering college that prioritizes and thrives in developing innovative engineering projects will demonstrate a high success rate, impactful results, and recognition from industry peers and other stakeholders.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Focus on digital skills: With the increasing reliance on technology in almost all sectors, it is crucial to develop digital skills in students. Consider offering courses and workshops on programming languages, data analytics, cloud computing, and other digital skills that are in high demand.

2. Encourage research and innovation: Encourage students to pursue research projects that align with their interests and have the potential to contribute to society. Provide support and resources to help students conduct research, apply for grants, and publish their findings.

3. Strengthen industry partnerships: Forge partnerships with industry leaders to provide students with real-world experience and networking opportunities. Consider offering internships, co-op programs, and job placement services to help students transition from academia to the workforce.

4. Focus on soft skills development: Along with technical skills, students must also develop soft skills such as communication, teamwork, and leadership. Provide opportunities for students to hone these skills through extracurricular activities, seminars, and workshops.

5. Enhance campus infrastructure: Ensure that the campus infrastructure is up-to-date and equipped with the latest technology to support teaching, learning, and research. Provide access to modern laboratories, libraries,

and other resources that students need to excel.