



Yearly Status Report - 2018-2019

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 own campus	Yes
Phone no/Alternate Phone no.	04651271111
Mobile no.	9442448111
Registered Email	iqac@marephraem.edu.in
Alternate Email	marephraem@gmail.com
Address	Malankara Hills, Elavuvilai, Marthandam,
City/Town	Elavuvilai
State/UT	Tamil Nadu
Pincode	629171

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		private			
Name of the IQAC co-ordinator/Director		Dr. Rajeev			
Phone no/Alternate Phone no.		04651272158			
Mobile no.		9444895594			
Registered Email		iqac@marephraem.edu.in			
Alternate Email		marephraem@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://www.marephraem.edu.in/pages/iqac/aqar2017-2018.pdf			
4. Whether Academic Calendar prepared during the year		No			
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	2.60	2017	12-Dec-2017	11-Sep-2022
6. Date of Establishment of IQAC			03-Oct-2016		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
NBA ORIENTATION PROGRAMME	18-May-2019 1		20		
View File					

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

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

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. Strategic plan for the institution was prepared 2. Various clubs were formed to promote cocurricular and extra curricular activities 3.Evaluation scheme for Continuous Assessment Examinations and attendance through centralized Management Information System (MIS) 4.Comprehensive Feedback analysis through MIS 5. Quality improvement in course file through MIS

[View File](#)

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

Plan of Action	Achievements/Outcomes
Accreditation by NBA	Adequate steps are taken to apply for Civil, Mechanical, CSE
Course File	Quality of course plan and delivery has Improved through MIS
Attendance and Assessment Record Monitoring	The attendance and assessment monitoring with detailed analysis is done through centralized MIS and transparency is prevailed.

Comprehensive Feedback	Feedback from students on all aspect of the college. Results in quality improvement.
Faculty Appraisal	Help to measure and improve the performance of faculty members
View File	

14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Management	05-Jun-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	07-Feb-2019
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	We have a well defined MIS to monitor the System. Evaluation scheme for Continuous Assessment Examinations and attendance are monitored through centralized Management Information System (MIS) .Quality improvement in course file is done through MIS.The attendance and assessment monitoring with detailed analysis is done through centralized MIS and transparency is prevailed. CAE Questions are mapped with cognitive level of learning, course outcomes and program outcomes through MIS. Course preparation and delivery are monitored and made effective through MIS..
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

We have a sound approach in delivering the content to address and eliminate the skills gap to give students a seamless and transparent pathway toward achieving remarkable positions in reputed industries. We have been lending our ears to the experts from industry to understand the expectations of the rapidly changing industry. We have given space to the interaction sessions between the industry experts and the students of our institution to provide the students a firsthand experience about the expectations of the employers. In order to identify and understand the skills required by employers we have forums where an employer representative can experience the institution's commitment and communicate their knowledge of required skills. The teachers of our institution are aware of the updates that take place in the industry every day, and they are able to motivate and guide the students in the right lane. We are taking a sharper focus on reducing or eliminating the skills gap, and in creating more meaningful educational and training opportunities in general. Due to that, potential employees can be well prepared with the skills and abilities that are needed and in high demand by potential employers.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate course on JAVA	Nil	09/01/2019	6	Employability	JAVA
Certificate Course in Automation	Nil	31/08/2018	3	Employability	Soft Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BE	ECE	17/07/2019
BE	CIVIL	17/07/2019
BE	MECHANICAL	17/07/2019
BE	EEE	17/07/2019
BE	CSE	17/07/2019
ME	APPLIED ELECTRONICS	17/07/2019
ME	MANUFACTURING	17/07/2019
ME	CSE	17/07/2019

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

Certificate	Diploma Course

Number of Students

20

Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
ANSYS WORKBENCH	09/01/2019	113
CATIA	03/08/2018	128
REVIT ARCHITECTURE	02/02/2019	112
Auto CAD Electrical CAD	07/02/2019	28
Industrial Automation	18/02/2019	28
REVIT MEP	03/03/2019	28
Mat-lab for Image Processing	04/02/2019	8
Java	09/01/2019	31
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BE	CIVIL	83
BE	CSE	37
BE	ECE	18
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The feedback is obtained during the final weeks of the semester. The students would participate in giving the feedback online. The feedback is analysed to establish the improvements on action initiated after the formative feedback. The reasons for the said performances are identified by the individual faculty/department/institution and actions are strategized to eliminate the causes of disruption. The actions are implemented subsequently A feedback to evaluate the facilities provided by the institution and the ambience provided for student centric learning is obtained at the end of the program every year from the outgoing final year students. The results are analysed, corrective and preventive actions are initiated to overcome any flaw/s indicated by the said feedback. Also feedbacks are obtained from alumni towards their possible contribution to curriculum development/curriculum enlargement/enrichment, to support our students in employment and creating awareness of expectations of</p>

the industry in fresh graduates. The obtained feedback is analysed and the action taken report is prepared and corrective actions are implemented subsequently.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
ME	MANUFACTURING	18	15	15
ME	CSE	18	12	10
ME	APPLIED ELECTRONICS	18	18	18
BE	CSE	60	58	58
BE	EEE	60	27	27
BE	ECE	120	33	33
BE	MECHANICAL	120	95	95
BE	CIVIL	120	62	62
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	271	43	94	18	18

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
112	112	34	30	30	40
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution has a sophisticated mentoring system. There is a total of 1306 students in this mentoring system. There is one faculty for every twelve students thus making the staff student ratio to be 1:12. the mentors meet the mentees regularly and take their feedback and analyze the potential problems. The mentors are also responsible for providing adequate support for their mentees in terms of studies, moral support and motivational support. in order to make the mentoring system more efficient, the timetable is built in with a mentor hour. This hour is exclusively for the personal interaction with the mentees. apart from this hour, mentees are also free to meet their mentors any time. Moreover, the mentors holds all the educational, personal and family details of their mentees. The mentors travels throughout students span in the institution and event after they pass out if

necessary.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1306	112	1:12

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
112	112	Nil	3	2

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Gigin Durai	Assistant Professor	SAE SUPRA
2019	FRANKLIN	Associate Professor	SAE SUPRA
2019	S.N.KUMAR	Assistant Professor	BEST RESEARCHER
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
ME	405	2019	06/05/2019	06/08/2019
BE	114	2019	12/04/2019	15/07/2019
BE	106	2019	12/04/2019	15/07/2019
BE	103	2019	12/04/2019	15/07/2019
BE	105	2019	12/04/2019	15/07/2019
BE	104	2019	12/04/2019	15/07/2019
ME	401	2019	06/05/2019	06/08/2019
ME	410	2019	06/05/2019	06/08/2019
No file uploaded.				

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

Two sets of questions are set by each teacher for each test and the school's Exam Cell coordinator makes a random choice of one of these for the test. Each question of the internal test is mapped with the course outcomes, programme outcomes and Blooms taxonomy learning levels. The Exam Cell coordinators ensure that the instructors set the question papers in the prescribed format. Quality of the question papers and answer keys are verified by the HoS and IQAC

members. After every internal assessment test, the solutions of the questions are explained in the class by the course instructor. Answer sheets are evaluated and marks with detailed analysis coupled with the remedial measures are ensured. HoS randomly verifies the evaluated answer scripts and the marks entered in the college automation software. Assignments and seminars are used to kindle the creativity of advanced learners. IQAC monitors the overall activities related to examination and evaluation performances.

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

An academic calendar is prepared by the designated coordinator at the beginning of odd and even semester. This includes the academic activities at the college level. The draft calendar is discussed in Academic council meeting and all the suggestions which are approved in the meeting is incorporated before releasing the calendar to all Schools. All the internal assessment tests are conducted centrally as per the academic calendar. Formative and summative feedback is administered as per the schedule. All other activities like Scholarship award function, Cultural day, Project Exhibition etc. are celebrated as per the plan. In case of any eventuality/emergency a particular event may be rescheduled with the permission of the head of the institution

2.6 – Student Performance and Learning Outcomes

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

<http://www.marephraem.edu.in/pages/schools/electronics-communication-engineering/ece-peo-po.php?id=48>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
106	BE	ECE	41	15	35
103	BE	EEE	30	14	47
114	BE	CIVIL	120	44	36
105	BE	MECHANICAL	124	34	28
104	BE	CSE	43	15	36
405	ME	CSE	6	4	64
401	ME	APPLIED	18	13	70
410	BE	MANUFACTURING	10	8	72

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2.7 – Student Satisfaction Survey

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

<http://www.marephraem.edu.in/pages/igac/STUDENT%20SATISFACTION%20SURVEY.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	3	DST	0.6	0.6
Any Other (Specify)	10	DST	22.7	22.7
Students Research Projects (Other than compulsory by the University)	1	DST	25	25
Projects sponsored by the University	730	NTU	0	0
Major Projects	365	DST	9.9	9.9
Major Projects	365	DST	16.88	16.88
Major Projects	1095	DRDO	15.56	6.45
Major Projects	365	DST	9.9	9.9

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Rights	ECE	16/08/2018

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

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

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
CSE	2

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	CSE	11	0
International	ECE	10	2
International	EEE	8	0
No file uploaded.			

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

Department	Number of Publication
ECE	2
CSE	4
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

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

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	18	1	Nil
Presented papers	10	15	Nil	Nil
Resource persons	2	Nil	1	3
No file uploaded.				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
BLOOD DONATION	YRC	1	15
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the scheme	Organising unit/Agen- cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.5 – Collaborations

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

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

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
VALUE ADDED COURSE	MOU	INTERCAD, TRIVANDRUM	01/02/2019	30/12/2019	112
STUDENT SUPPORT	VALUE ADDED COURSE	CONCEPT SOLUTIONS	28/12/2018	19/12/2019	45
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	640.41

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Laboratories	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Info Library Management System	Fully	web13.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11400	4020234	460	179362	11860	4199596
Reference Books	1326	536184	3	2429	1329	538613
Journals	87	198538	Nil	Nil	87	198538
e-Journals	105	83000	400	13570	505	96570
Digital Database	326	15500	10	Nil	336	15500
CD & Video	551	Nil	Nil	Nil	551	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others
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	computers	Lab		centers	Centers		nts	Bandwidth (MBPS/GBPS)	
Existing	397	198	50	50	74	12	13	70	0
Added	0	0	0	0	0	0	0	0	0
Total	397	198	50	50	74	12	13	70	0

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

70 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1.7	2.1	217.03	0.9

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

The institution obtains the necessary requirements of class rooms, laboratories and other infrastructural resources from each Head of Schools well before the beginning of the academic year. After validation of the requirements in IQAC the available resources are allocated to each schools. Any new facility to be constructed / acquired is provided by the management before the semester begins. Wherever there exists a situation that a facility (a laboratory) is required by more than one schools suitable adjustments in the time table would make the optimal use of the laboratory a possibility.. Additional blocks for academic and administrative purposes have been constructed. Floors have been added to the existing blocks to enhance the facilities. Renovation of older blocks and modernization of laboratories have been done to meet the ever changing academic requirements. The buildings are maintained for their up-keep and repairs on a regular basis. The house keeping team regularly maintains the buildings, corridors and other places clean and tidy. The wash rooms are maintained by a team on a regular basis to maintain their usability. The Schools managed by their heads are responsible for maintaining the laboratory equipment for their operational conditions. Before the beginning of the academic year the HOS would prepare budget for repairs and maintenance in all their laboratories for the concerned academic year. They identify the agencies who would undertake the maintenance work and would get the equipment ready for operations before the beginning of every semester.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Institutional Scholarship	187	3385350
Financial Support from Other Sources			
a) National	NIL	Nil	0
b) International	NIL	Nil	0
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft Skill and Personality Development Training programme	06/07/2019	45	Youkthi Training center
Presentation skills	05/02/2019	123	Marephraem College of engineering and Technology
Interview skills	29/01/2019	123	Marephraem College of engineering and Technology
Group Discussion	26/02/2019	123	Marephraem College of engineering and Technology
Advanced reading and writing	02/01/2019	106	Marephraem College of engineering and Technology
Wake up Rise and Shine	05/02/2019	38	Marephraem College of engineering and Technology
Leadership Quality	29/09/2019	31	Marephraem College of engineering and Technology
Certificate Course in Office Automation	30/08/2019	78	Marephraem College of engineering and Technology
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of studentsp placed
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		students for competitive examination	students by career counseling activities	have passed in the comp. exam	
2018	career guidance program	34	105	Nil	Nil
2019	Placement Training Program	Nil	135	Nil	Nil
2018	CAREER DEVELOPMENT PROGRAM ON " AWARENESS ON INDUSTRIAL REQUIREMENTS	Nil	109	Nil	Nil
2018	AWARENESS ON GATE EXAMINATION	Nil	44	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Renault Nissan	10	2	ENVIRON CONSTRUCTION	5	1
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Items	Number of students selected/ qualifying
GATE	1
CAT	2
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
SPORTS	INSTITUTIONAL	400
Cultural Activities	INSTITUTIONAL	342
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

No Data Entered/Not Applicable !!!

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

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5.4.2 – No. of enrolled Alumni:

1265

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

Alumini meet was organized on 31-01-2019, 126 members participated.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institution advocates decentralized approach. Initially, the events are planned in the academic council and the academic calendar is finalized. once the academic calendar and action plan for the academic calendar is finalized, the heads of the schools are given autonomy to handle the respective schools. The feedback mechanism is keen and it takes the feedback from every individual stake holders. After which, the feedback is analyzed in the academic council and policies are made
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6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Teaching and Learning	Before the commencement of the semester, the faculty are advised to prepare the course file wherein, the entire syllabus is glanced and appropriate planning is done for the entire semester. continuous monitoring through MIS is made for continuous monitoring
Curriculum Development	during the course file preparation, the industrial partners are consulted and the industrial gap is identified and the identified industrial gap is added as value added courses in the curriculum.
Examination and Evaluation	The institution is affiliated under Anna University and the examinations are conducted by the university. however, internal assessments are conducted by the institution in which a centralized approach is adopted. two sets of question papers are submitted by the faculty. The exam cell selects one question and the examination is conducted. The answer scripts are evaluated and remedial measures are taken.
Research and Development	The students are encouraged to work on research projects. Seed money for innovative projects would be provided by the institution. Moreover, the institution helps in filing patent for innovative models and assist in publication of the research work in reputed journals.
Library, ICT and Physical Infrastructure / Instrumentation	A well furnished library with ICT facility is open even after regular working hours. the library facility can be accessed even by online.
Human Resource Management	the institution has a well defined policy in human resource management. the requirement of human resource comes from the head of the schools and whence it is mandated, an open advertisement is made through local newspapers. The initial screening is done and following which a personal interview is also made. A written is opted when the number of applicants is more.
Industry Interaction / Collaboration	Each faculty finds an industrial partner who suggests for curriculum enrichment and also who supports for value added courses. hence the institution has a good linkage with industries.

Admission of Students	The admission is through a open window counseling conducted by the anna university. 50 of the seats are filled through the single window counselling. the rest of the seats are filled through management through a written examination and the admission through DOTE
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6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The requirement comes from the head of the schools and every stake holders. these requirements are analyzed and discussed in the academic planning council and the action plan is developed and implemented through MIS

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	ORIENTAT ION PROGRAM	Nill	08/07/2019	09/07/2019	112	42
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
AICTE SHORT TERM COURSE	2	04/01/2019	10/12/2019	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching	Non-teaching
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Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
A suitable group medical insurance scheme is being introduced for the benefit of staff members. Medical Leave is eligible for staff members Maternity leave facilities are being extended to the women faculty in accordance to the set rules and norms.	A suitable group medical insurance scheme is being introduced for the benefit of staff members. Medical Leave is eligible for staff members Maternity leave facilities are being extended to the women faculty in accordance to the set rules and norms.	A suitable general insurance scheme is being introduced to cover certain unforeseen eventualities like accidents etc. The task would be completed before the beginning of the next semester. Immediate medical assistance is available in our campus.

6.4 – Financial Management and Resource Mobilization

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

The institution has established a system to audit all the financial transactions by both internal auditors and auditors of external agency. The books of accounts and the supporting evidences are subjected to both internal and external audit. The internal audit practices to monitor financial management of the institution ensure sound financial health of the institution. The internal audit is carried out to take care of the requirements specified on monthly basis. External audit carried out ensures total compliance with statutory requirements and obligations. The external audit is carried out biannually. The last external audit has been concluded up to 31st March, 2019 and the internal audit has been concluded up to 30th September, 2019.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

6120000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	Yes	IQAC
Administrative	Yes	Null	Yes	IQAC

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

PTA meetings are conducted at the school level and the suggestions relating to teaching learning process are considered for further improvement. Students' Progress and attendance records are sent through SMS to the parents regularly through MIS. The results and the progress of the students are discussed in the

parent teacher meeting. Parents meet the mentors after the meetings. PTA meetings create cooperation between the student, staff and the parents. Parents suggest and provide feedback for the development of the college during parents meeting

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

One orientation program per year is conducted. The non-teaching staffs are given special training whenever new facilities or labs are added to the college with new technology by the industrial people.

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

Renovation and addition of physical infrastructure, modernization of existing laboratories and establishing new laboratories in line with industry's requirements, establishment of centres of excellence (research laboratories) to provide a platform for research for both students and faculty. Motivating and supporting entrepreneurial drive amongst students by incubation Centre. Working towards accreditation by NBA. Faculty are encouraged to innovatively improve the processes including evaluation processes to achieve attainment higher levels of course outcomes

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	NBA	04/07/2019	04/07/2019	05/07/2019	112
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

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

Percentage of power requirement of the University met by the renewable energy sources

Green audit is implemented and, the incandescent bulbs are replaced phase by phase with LED bulbs. Food waste and other canteen waste is utilized in the biogas plants. We have a vermin composting unit too for the disposal of food waste other bio waste which serves us to provide bio fertilizer for the entire trees plants inside the campus. Aiming at the energy conservation and to supplement the power supply in the college a solar power unit is commissioned. The College harvests the rain water by collecting it in the natural pond. Groundwater is recharged using the grey water and rain water collected in the reservoir is sufficient to water many species of trees, plants, shrubs and

lawns. Many trees are planted in and around the campus to maintain the ecosystem, reduce heat island effects, and help to maintain carbon neutrality.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	Nil
Rest Rooms	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
STUDENTS HAND BOOK	15/07/2018	Discipline team to ensure the code of conduct. Any mis behaviour is followed by the greivence cell.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

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

Green audit is implemented and, the incandescent bulbs are replaced phase by phase with LED bulbs. Food waste and other canteen waste is utilized in the biogas plants. We have a vermin composting unit too for the disposal of food waste other bio waste which serves us to provide bio fertilizer for the entire trees plants inside the campus. Aiming at the energy conservation and to supplement the power supply in the college a solar power unit is commissioned. The College harvests the rain water by collecting it in the natural pond. Groundwater is recharged using the grey water and rain water collected in the reservoir is sufficient to water many species of trees, plants, shrubs and lawns. Many trees are planted in and around the campus to maintain the ecosystem, reduce heat island effects, and help to maintain carbon neutrality.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1
 1. Title of the Practice: Mar Ephraem Manna
 2. Objective of the Practice : To imbibe the spirit of helping among students. Intended outcome: Create morally responsible citizens for the welfare of the society
 3. The Context These days rampant corruption is deep rooted in the whole system

because of the selfish attitude of people. To encounter this to create a community which extends it's helping hands to the fellow beings who are in need, this practice is started. This is a student initiative programme with Aji Tom of final year Civil Engineering as president and Sibin Mariam Stanley final year CSE As secretary and Prince Chacko final year EEE as treasurer. Though it is a student initiative programme it is monitored effectively by the Principal is coordinated by the staff in charge. This is a small but effective practice to imbibe thoughts in young minds what the student community can do for the upliftment of the fellow students who are facing financial difficulty to meet their needs of getting an education. Besides giving financial assistance this programme encourages those students to come up in life by providing other physical aids too.

4. The Practice At the juncture when faculty members are approached by needy students for some kind of help such as for books, fee etc. , we decided to implement this practice . This was addressed to the students and with a positive feedback initiation from the students this practice had been started. Financial contribution by the students are collected and deposited in the bank in the joint account of the Principal the President and the secretary of the committee .This fund is dispersed after reviewing the needs of those students who are in need such as the treatment of students with serious ailments, fees remittance, need of books etc. The very active conscious participation of the students from all the Schools made this practice a successful one.

5. Evidence of Success It is seen over last few years that the practice as above has provided satisfaction to all stake holders of all the Schools. As a result the number of activities through this charity program is increased along with the increase of fund.

6. Problems Encountered and Resources Since this is a voluntary practice, issues of any problem has not been traced out so far

Best Practice 2

1. Title of the Practice : Tutorial Learning

2. Objective of the Practice: Make students to perform better in the academics through timely tutorials. Intended outcome: Peer Learning Effective team work

3. The Context To compete with an ever changing globalized world our students need an education that meets their individual needs and opportunities that connect them to what is happening around the globe. Therefore, it is the whole responsibility of the college to set an appropriate learning environment which is more exciting, challenging as well as rewarding. New generation students inhabit a borderless world offering boundless link, data and mobility. They need education delivered in ways that are compatible and support their world view. In view of these special circumstances, our college charts this practice of tutorial learning. In a busy academic schedule, to avoid the mental stress of the students and to keep them focused on the achievement of better marks during their internal as well as external examinations.

4. The Practice: Students who are categorized as slow learners and average learners are to be exposed to fine use of technology in the conventional classroom, to thrive in this competitive world. Aiming this, after taking the class on a particular topic the student of the whole class will be given a set of questions and answers in advance to seek the solution without any compulsion. After evaluating the solution, the students of the whole class is divided into various groups each consisting of 4- 5 members. Each group consists of students from slow learners' category, average category above average category. The student who is identified as good in the topic of each group is asked to teach the other members of the group. Here the teacher becomes a facilitator the student becomes the master, and thus the methodology of peer learning is instituted successfully, for improving the problem solving, analytical presentation skills of the students.

5. Evidence of Success It is seen over the last few years that the practice as above has provided satisfaction to all stake holders of all the Schools. - This has helped the department to improve on academic results, and to provide trainings to students on need based issues.

6. Problems Encountered and Resources This system has been practiced for the last two Years. No serious problems have been observed so far.

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

<http://www.marephraem.edu.in/pages/iqac/Best%20Practice.pdf>

7.3 – Institutional Distinctiveness

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

The institution is keen on its vision and mission. We strongly believe that skillful research could transform the society into a self-sustained one. The institution encourages research projects very specifically to address societal problems at its need. With research opportunities in the campus, the students, faculty benefit. The institution provides seed money and grants for the students who are involved in projects that address societal needs. Notwithstanding, the institution also provides provision to evolve any ideas into an entrepreneurship process. The students with successful prototyped projects are guided and assisted to be an entrepreneur in due course. With all these activities we believe that we shall transform the society with technological intervention.

Provide the weblink of the institution

<http://www.marephraem.edu.in/>

8. Future Plans of Actions for Next Academic Year

Apply NBA accreditation for all UG Implementing online feedback system for all state holders Improving hostel facilities in the campus Strategy frame work to improve admission and quality of intake To inculcate entrepreneurial skills and startups Motivate faculty members to attend at least one online course conducted by online course providers like Swayam, Coursera, Moodle etc and produce certificate. Career guidance and placement cell to arrange coaching for the improved performance of students in competitive examinations Strengthening institute-industry linkages.