Guidelines for the Creation of the

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

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

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

MISSION

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

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

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

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

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

Value Framework

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

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

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Document revised by: Dr. Ganesh Hegde, Deputy Adviser and B. S. Ponmudiraj, Deputy Adviser, NAAC

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

Introduction

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

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

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

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

b) The relevance and quality of academic and research programmes;

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

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

e) The credibility of evaluation procedures;

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

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

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

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

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

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

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

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

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

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

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

b) Ensure internalization of the quality culture;

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

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

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

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

Composition of the IQAC

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

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

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

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

The role of coordinator

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

Operational Features of the IQAC

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

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

Monitoring Mechanism

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

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016**:

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

Dr. M.G.R.
Educational and Research Institute
University
(Declared as Deemed to be university u/s.3 of UGC Act 1956)
Maduravoyal, Chennai - 95
(An ISO 9001 : 2008 Certified Institution)

Annual Quality Assurance Report

(AQAR)

2016-17

Internal Quality Assurance Cell

(IQAC)

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution	Dr.M.G.R Educational and Research Institute, (Deemed to be University u/s 3 of the UGC Act 1956)
1.2 Address Line 1	NH/4 Periyar EVR High Road
Address Line 2	Maduravoyal
City/Town	Chennai
State	Tamil Nadu
Pin Code	600095
Institution e-mail address	vc@drmgrdu.ac.in
Contact Nos.	044-23782176 / 23782085
Name of the Head of the Institution:	VICE CHANCELLOR, Dr.K. Meer Mustafa Hussain
Tel. No. with STD Code:	044 - 23782186
Mobile:	0-9884804999

Name of the IQAC Co-ordinator: Dr.Malini Pande

Mobile: 9940410783

IQAC e-mail address: iqac@drmgrdu.ac.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* TNUNGN10128

1.4 **NAAC Executive Committee No. & Date:** EC(SC)/19/A&A/74.2
(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address: http://www.drmgrdu.ac.in

Web-link of the AQAR: http://www.drmgrdu.ac.in/naac

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	-	2007	5 years
2	2nd Cycle	B	2.94	2015	5 years
2	2nd Cycle (Appeal)	A	3.31	2016	5 years
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY 15-02-2007

1.8 AQAR for the year ***(for example 2010-11)*** 2016 - 2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

i. AQAR 20-07-2008 (DD/MM/YYYY)
ii. AQAR 20-08-2010 (DD/MM/YYYY)
iii. AQAR 2013-14 (DD/MM/YYYY)
iv. AQAR 2014-15 (DD/MM/YYYY)
v. AQAR 01/07/16 (2015-16) (DD/MM/YYYY)

1.10 Institutional Status

University	State		Central		Deemed	✓	Private	
Affiliated College	Yes		No	✓				
Constituent College	Yes		No	✓				
Autonomous college of UGC	Yes		No	✓				
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	Yes	✓	No					
Type of Institution	Co-education	✓	Men		Women			
	Urban	✓	Rural		Tribal			
Financial Status	Grant-in-aid		UGC 2(f)		UGC 12B			
	Grant-in-aid + Self Financing		Totally Self-financing	✓				

1.11 Type of Faculty/Programme

Arts	✓	Science	✓	Commerce		Law		PEI (Phys Edu)	
TEI (Edu)		Engineering	✓	Health Science	✓	Management	✓		
Others (Specify)	.-								

1.12 Name of the Affiliating University *(for the Colleges)* .NA

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	UGC		
University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	✓
UGC-Innovative PG programmes	-	Any other (*Specify*)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	7
2.2 No. of Administrative/Technical staff	16
2.3 No. of students	4
2.4 No. of Management representatives	1
2.5 No. of Alumni	5
2. 6 No. of any other stakeholder and community representatives	2
2.7 No. of Employers/ Industrialists	2
2.8 No. of other External Experts	2
2.9 Total No. of members	39
2.10 No. of IQAC meetings held	04

2.11 No. of meetings with various stakeholders: No. 04 Faculty 04

Students 04 Alumni 04 Others 04

2.12 Has IQAC received any funding from UGC during the year? Yes [ ] No [✓]

If yes, mention the amount [-]

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	International	National	State	Institution Level
06			02	04

(ii) Themes

- Quality Conclave
- Improvement of Faculty Delivery Methods
- Quality Forum
- Quality Improvement in Research – 5 days FDP conducted
- Subject specific 9 days FDP on Research
- Empowerment through Excellence in Education

Quality Conclave Schedule – 3rd & 10th March 2017

"Quality Conclave"- Series 1 "Curricular Aspects – NAAC Criterion 1"

Topic: "Challenges of designing and developing curriculum for Higher Educational Institutions in India".

Speaker:

- Dr.R.Kasilingam, Professor - Pondicherry University
- Dr.S.Kumaravel, Asst.Prof – NIT Calicut, Kerala
- Dr.P.Kalidoss, Joint Registrar (Student Affairs)
- Dr.S.Nallusamy, Addl.Dean E & T (i/c)

Topic: "Skill Development for students through curriculum enrichment & academic flexibility".

Speaker:

- Mr.Senthil Kumar, Director - ATI , MSME Chennai
- Mr.Chandrasekar, MD - ANOVA Corporate Services
- Dr.V.Ganesan, Deputy Director - Placement
- Dr.T.Felix Kala, Addl.Dean E & T (i/c)

Topic: "Student perspective on curriculum enrichment in Higher Educational Institutions in India".

Speaker:

- Mr.V.K.Venkatramani, CEO - Across World Quality International, Chennai
- Dr.Hari Krishna Maram, Chairman & Founder CEO Imperial College, Bangalore
- Dr.L.Ramesh, Addl.Dean E & T (i/c)
- Dr.T.Godavari, Head ECE
- Alumni students
- Current students

Topic: "Role of Educational Leadership in curriculum development". **Speaker:** • Dr.Kannan Gireesh, CEO - Live Life Education • Dr.V.Cyril Raj, Dean E & T • Dr.E.G.R.Solomon, Emeritus Professor - Thai Mookambikai Dental College • Dr.Christina Mary Paul, Professor of Community Medicine -ACS Medical College
Topic: "Industry Inputs for building a curriculum that enhances students' employability". **Speaker:** • Mr.P.Sukumar, Partner Manager – Oracle • Mr.N. Swambhu, Ex Chairman - IIMM • Dr.Sumathy Eswaran, Head CSE & IT • Dr.Viji Vinod, Head MCA

Improvement of Faculty Delivery Methods Schedule – 3rd May 2017

"Teaching, Learning & Evaluation – NAAC Criterion 2"

Topic: "ICT Based Teaching and Learning Modules". **Speaker:** Dr.Shyama Iyer – National Coordinator, Training Spoken Tutorial, IIT Bombay – NMEICT, MHRD
Topic: "Latex Live Training". **Speaker:** Prof. Subbulakshmi, VIT

Quality Forum Schedule – 5th May 2017

"Outcome Based Education in Higher Educational Institutions"

Topic: "Role and importance of framing Program Based Outcomes in Higher Educational Institutions of India". **Speaker**: Mr.V.K.Venkatramani, CEO - Across World Quality International, Chennai
Topic: "Relating Program Based Outcomes with Course Outcomes". **Speaker:** Dr. Arputharaj Devaraj, Director - Alpha HRD Research Centre, India International Professors' Head Quarters
Topic: "Mapping of Outcomes with PEOs". **Speaker:** Mr T.S.Balakrishnan, Chief Operating Officer - Know n Grow Corporate Services Private Limited
Topic: "Mapping of Course Outcomes with POs". **Speaker:** Ms.K.Vaishnavi, Consultant
Topic: "Rubrics development to validate PEOs". **Speaker:** Dr.Maheswari.R, Professor - School of Computing Science and Engineering, VIT Chennai

Faculty Development Program on 06th – 08th June 2017

"Empowerment through Excellence in Education"

Topic: LEARNING OUTCOME **Speaker:**Dr. Edamana Prasad: Professor, IIT Madras - Teaching, Learning Centre
Topic: ENGAGING TODAY'S LEARNERS **Speaker:**Mr. Chandrasekar Kupperi: CEO, ANOVA Corporate Services Pvt. Ltd.
Topic: LEARNER DIVERSITY **Speaker:**Mr. Ajit Kolar: Professor, IIT Madras - Teaching, Learning Centre
Topic: LECTURING WITHOUT FEAR **Speaker:**Dr. Kannan Gireesh: CEO, Live Life Education
Topic: OUTCOME BASED EDUCATION **Speaker:**Ms. K. Vaishnavi: Consultant

2.14 Significant Activities and contributions made by IQAC

- Contribution in improving Research environment
- Contribution in improving Academic Environment – Teaching, Learning Process
- Contribution in improving Curriculum
- Contribution in improving Infrastructure
- Understanding Outcome based Education
- Understanding Accreditation Process
- Improving Evaluation Methods
- Improving Student Quality, Mentorship, and Soft Skill Training for Students
- Training students for competitive exams
- Introducing Skill Development Courses and Improving Employability
- Improving Industry Institute Interaction
- Improving Foreign Collaboration
- Ideation for Improving Placement
- Building connections with Alumni

Initiating Dr. MGR Educational Academy:

- Dr. MGR IAS Training Academy: Central and State Govt. Exams
- GATE, Banking, Campus Recruitment Training, Centre for Life Skills & Leadership

Collaboration with Industry:

- Chennai Metro Rail Ltd
- L&T
- NSDC Certified HVAC: Heating Ventilation Air Conditioning course
- Oracle, IBM, SAP
- Skill Development Courses: NSDC, MSME, KVIC, ATI, AIEMA etc.

MOUs initiated by IQAC:

- Collaboration with Advanced Training Institute, MSDE
- University of HertFordShire, UK

- Eastern Institute of Technology, New Zealand
- Glasgow Caledonian University, UK
- YCH Logistics: paid internship for students
- I Star: NSDC certified courses
- T.I.M.E : GATE, Banking, Campus Recruitment Training
- Laurus Edutech: Training Partner of NSDC certified Courses
- KVIC – MSME
- Ambattur Industrial Estate Manufacturer's Association
- Qmax - Test Engineering Lab

Departmental IQAC initiated:

- 3 Quarterly Meetings, 2016
    - Jan – Mar, 2016
    - Apr – June, 2016
    - July – Sep, 2016
    - Oct – Dec, 2016
- Increased Stakeholder Participation
- Effective Documentation - Agenda, Minutes, Attendance, Photos
- Departmental Goals & Objectives – Document created
- SMART (Specific, Measurable, Action oriented, Result oriented, Time bound) Goals
- Brainstorming session with the HODs for ideation
- IQAC Coordinators for each Department
- Brainstorming Meeting with Coordinators
- Student Quality Circle set up
- Department wise summary of decisions taken in Departmental IQAC meeting
- Departmental Appraisal Document: Review of decisions
- Set up Industry Institute Planning Cell to strengthen Industry Institute partnership

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Improving Teaching, Learning Process	FDP conducted. Ideation in Departmental & University IQAC Meetings
Improving Research Environment	FDP conducted. Ideation in Departmental & University IQAC Meetings
Providing Training on Outcome Based Education	2 FDPs conducted. Ideation in Departmental & University IQAC Meetings
Improving Evaluation Process	University & Departmental IQAC Meetings discussed evaluation process and suggested reforms (documented in the Minutes)
Building up Linkage with the Industry	Set up the Industry Institute Planning Cell which provides skill based training to students
Building up Linkage with Foreign Universities	Collaborated with 4 Foreign Universities for Skill

	up-gradation and curriculum reform
Introducing Skill Development Courses	HVAC, Retail sales, Supply Chain Management and Logistics, Software courses, Banking, NSDC Certified Skill Development Courses for Engineering & Commerce
Training students for competitive exams	Dr. M. G. R. IAS Training Academy Dr. M. G. R. GATE Training Academy Training for GRE, GMAT, TOEFL, IELTS
Improving Employability and Placement	Campus Recruitment Training Program Skill Development Programs with Industry AIEMA Opportunities for Student Internship Training on soft skills and placement by signing MOU with outside agency.
Improving Stake holders' participation	• Quarterly Departmental IQAC Meetings • Quarterly University IQAC Meetings • Active Alumni Cell • Student Quality Circle • Parent Teachers Meeting
Creating specific Goals and Objectives for Departments	Department document outlining their Goals & Objectives with quantitative targets and timelines created by IQAC. Regular appraisal of the document done
Effective monitoring, proper documentation and quality improvement	Minutes of Department and University IQAC Meetings maintained properly. Appraisal of decisions taken in Departments and University IQAC Meetings done regularly

** Attach the Academic Calendar of the year as Annexure.*

2.16 Whether the AQAR was placed in statutory body Yes ☑ No ☐

Management ☑ Syndicate ☐ Any other body ☐

Provide the details of the action taken

- Upgraded the curriculum: Introduced industry relevant courses
- Improvement in teaching – learning process – new pedagogy
- Reviewed the decisions taken in IQAC meetings
- Practical training courses approved for students to make them industry ready
- Introduced Soft skills Course for students
- Training faculty members on latest trends and technology
- Introducing skill development courses
- Departments set quality benchmarks/ parameters for the academic, administrative, research and extension activities

- Timely review and appraisal of Departments and their achievements in terms of quality improvement done in IQAC Meetings
- SMART Goals set by Departments – Specific, Measureable, Action oriented, Result oriented, Time bound
- Review of department 5 year goals and 1 year objectives in the prescribed format
- Discussions on improvements made regarding academics and introducing industry oriented courses in the curriculum
  Departments instructed to keep the following points in mind:
  - Mission & Vision of the University while setting Department Goals & Objectives
  - NAAC – the 7 criteria
  - Plan the goals and objectives for each criterion in the format given to them
  - Ensure implementation and continuous review
  - Review of Appraisal Document: monitor achievements, based on commitments in the Departmental IQAC Meetings
- Discussion on learning through practical assignments and Operation Workouts
- Improving attendance
- Setting up "Centre for Human Values and Leadership" for training and counseling
- IQAC initiatives to improve industry linkage
- Discussion on getting consulting assignments
- Fellowship programs for research scholars announced
- Progress of PhDs uploaded in Shodhganga
- Ideation on improving academic performance of students

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1		1	
PG	25		25	
UG	15		15	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	41		41	

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open op/tions

- CRT, IAS Training, GATE, GRE, GMAT, IELTS Training, NSDC Certified Courses for Commerce & Engineering

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	37
Trimester	
Annual	04

1.3 Feedback from stakeholders* Alumni ✓ Parents ✓ Employers ✓ Students ✓
(On all aspects)

Mode of feedback : Online ✓ Manual ✓ Co-operating schools (for PEI) ☐

Please provide an analysis of the feedback in the Annexure

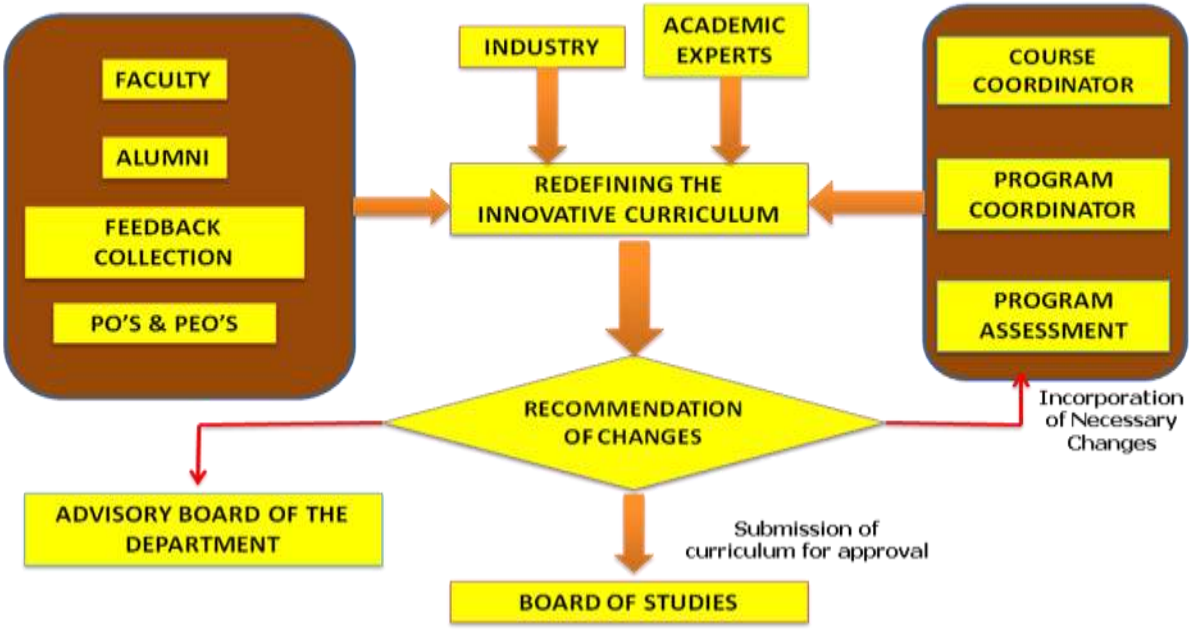
1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Details with Departments

Name of the Faculty	Year 2016
Engineering & Technology	All PG Programs syllabus and curriculum revised under 2016 regulation
Computer Applications	Major Revision was done
Humanities & Sciences (Catering)	No Revision
Management Studies	No Revision
Architecture	Revision was done as per CoA norms
Health Science (Dentistry)	Revision was done as per DCI norms
Health Science (Medicine)	Revision was done as per MCI norms
Health Science (Nursing)	Revision was done as per Nursing Council norms

CURRICULAR ASPECTS

Flow Diagram being followed by a Department for Curriculum Development



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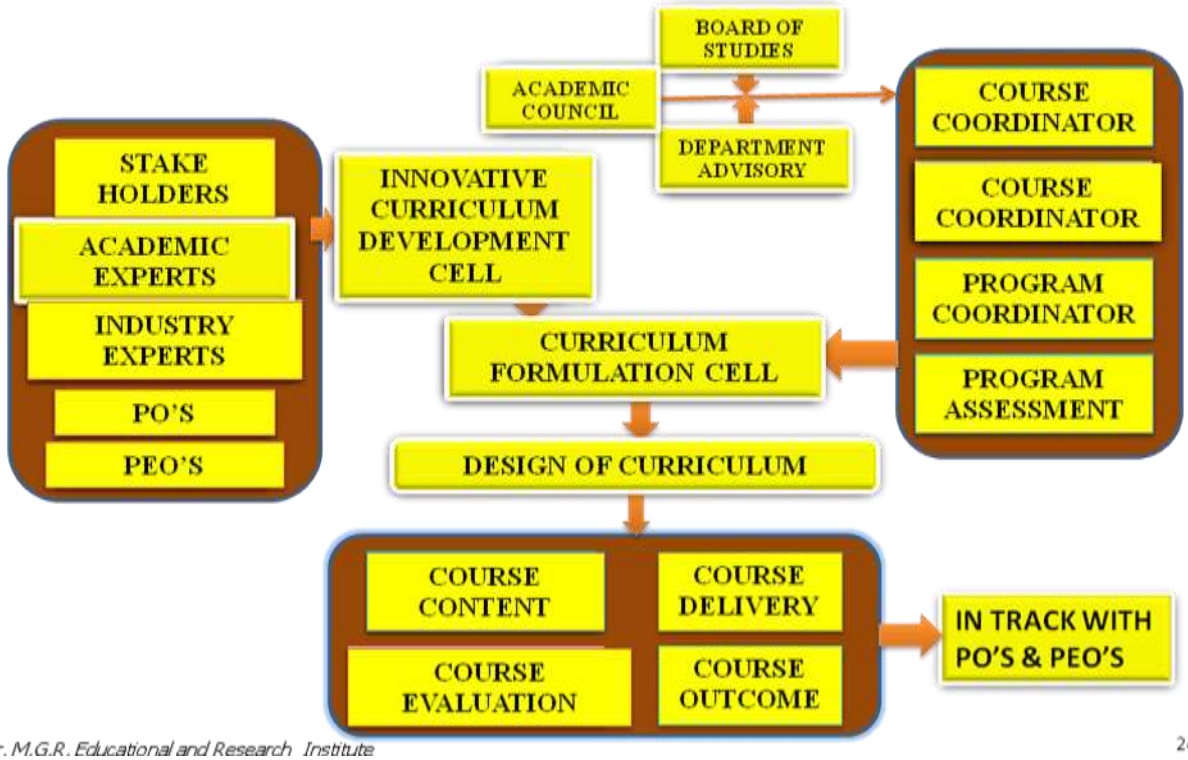
CURRICULAR ASPECTS

Flow Diagram Linking Curriculum Development with POs & PEOs



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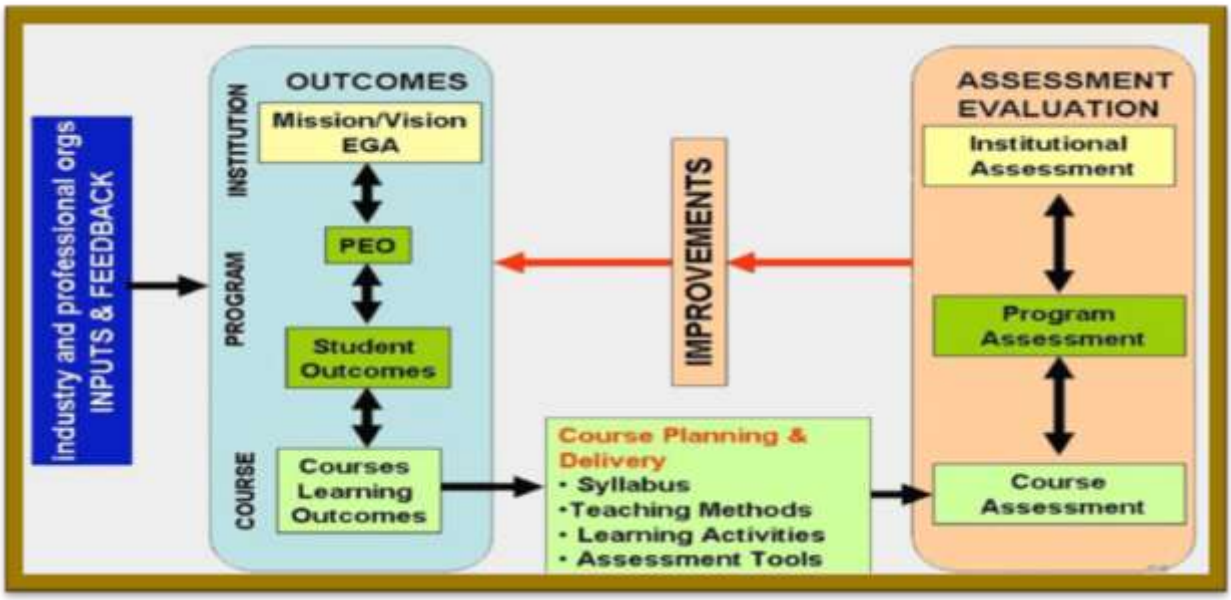
Outcome Based Education
(Courtesy: NBA-AICTE)



1.5 Any new Department/Centre introduced during the year. If yes, give details.

- Centre of Excellence in IOT has been developed
- 2 Labs introduced – Robotic Lab, Research Lab
- Centre of Excellence in Design

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
1566	485	146	152	783

2.2 No. of permanent faculty with Ph.D. 248

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
41	8	0	1	4	0	21	0	66	9

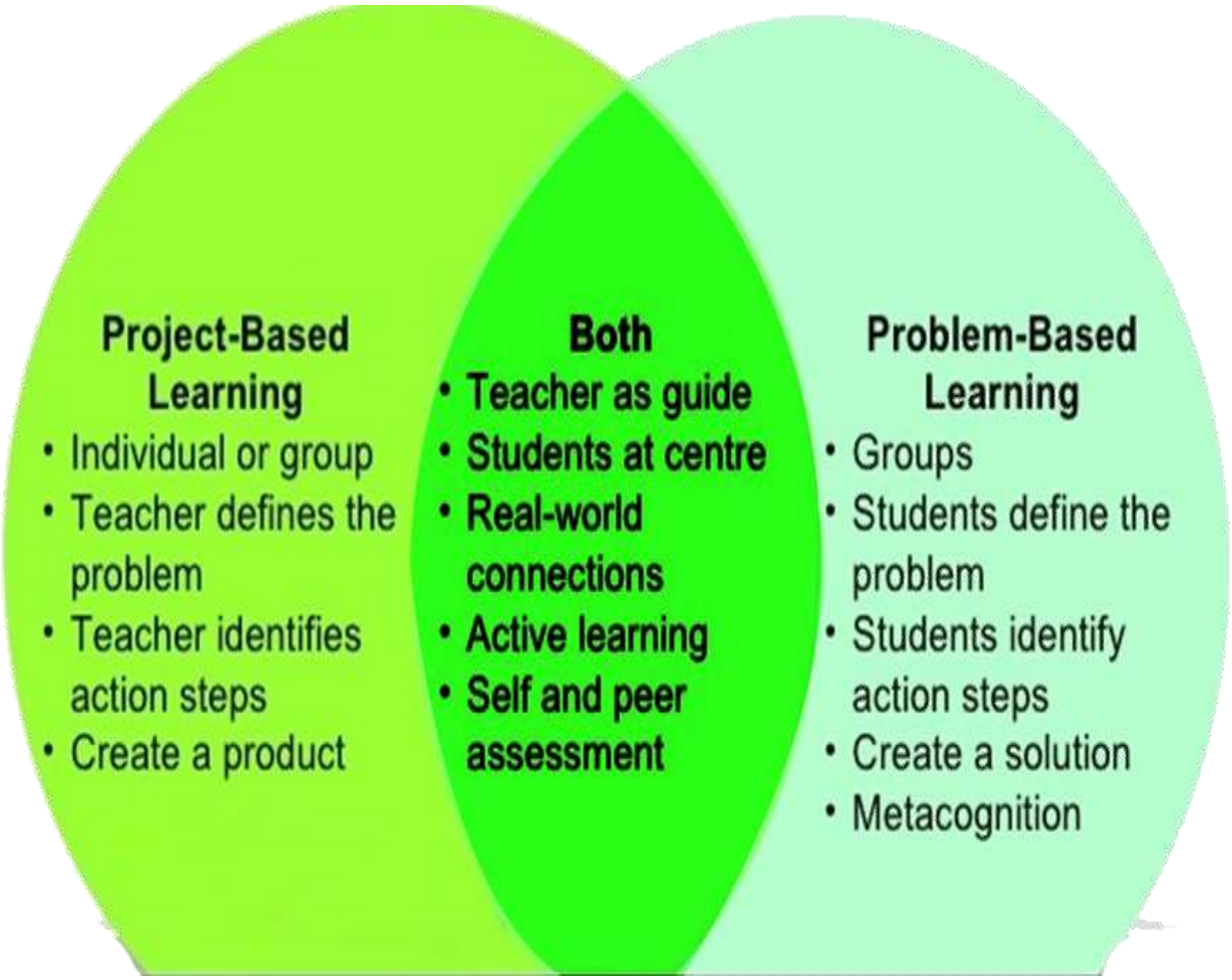
2.4 No. of Guest and Visiting faculty and Temporary faculty 48 41 01

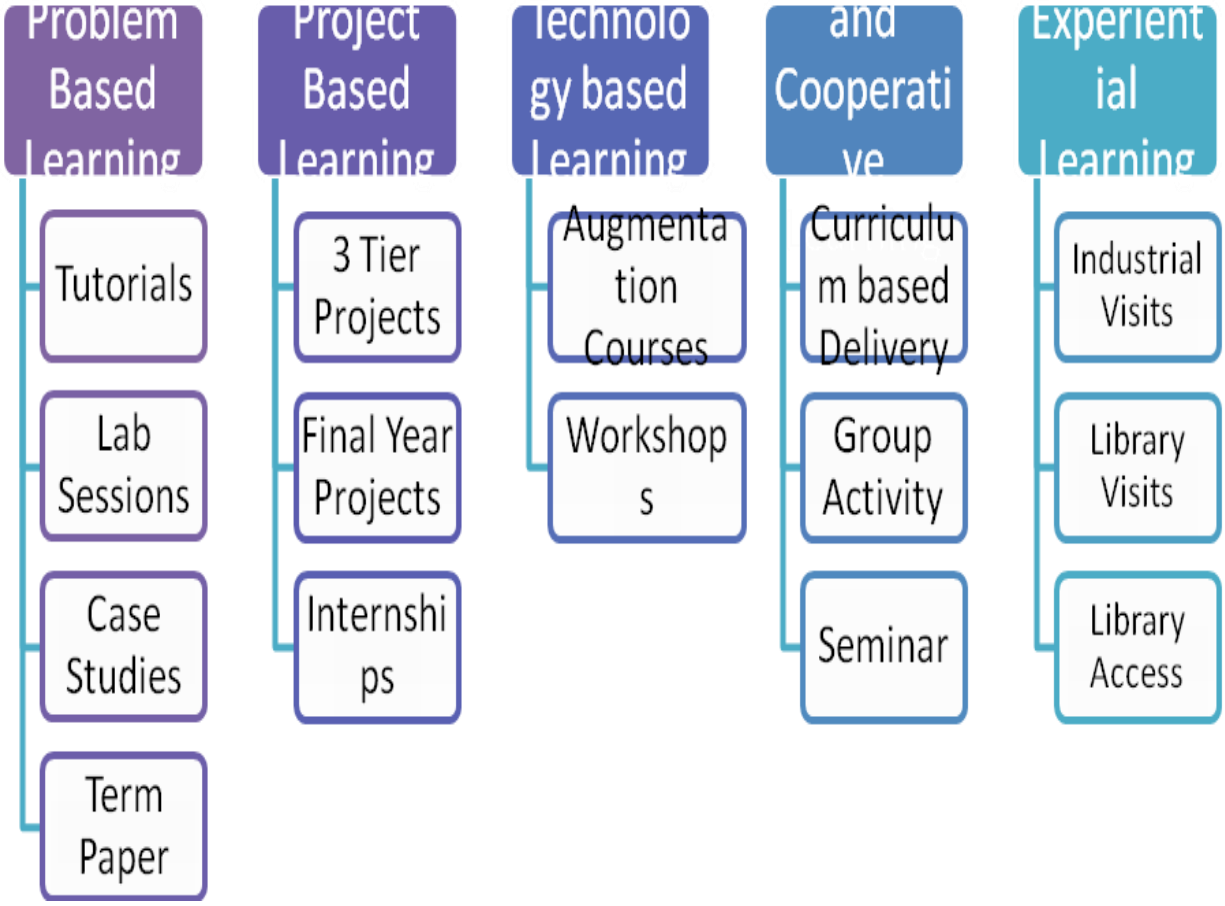
2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	24	194	34
Presented papers	35	113	35
Resource Persons	13	29	9

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Both Project Based and Problem Based Learning is adopted across all Faculties of our University





- "See and Learn" was a technique that was developed by all the Engineering
- Departments; likewise Mannequins were used for chair side demos in
- Dental Surgery. Projects to highlight this aspect of TLP was displayed
- To improve cognitive thinking for students Models were created and an Integrated Learning Approach (ILM) was adopted
- Large number of Self Learning Educational Tutors (SLET) were used.
- To give an example:
- Handouts on advanced topics, a nicely developed academic calendar, and
- Guest Lectures to augment and highlight the importance of innovations.
- Experts address all Final Year students on topics of current interest.

TEACHING, LEARNING & EVALUATION

Innovative Teaching-Learning Processes have been Adopted at our University

The following Self Learning Evaluation Tutorial (SLET) modules are being practiced at present in the University

Python Programming and its Applications in ARM 9

ADC	Presentation layer in ARM9
DAC	GPIO interface
Waveform Generation	RTC
TCP/IP setup	Zigbee
Wave Player	

STM32 ARM Cortex Processor Based Module (SLET)

Image display	Zigbee Interface
RTC	SPI Interface
ADC	GPIO
DAC	RF
Waveform Generation	SD Card
Stepper motor	FC interface

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THE ABOVE INNOVATIVE TEACHING AND LEARNING METHODS ARE AUGMENTED WITH THE FOLLOWING TEACHING LEARNING PROCESSES		
1.Practical	13. Educational Videos	25. Industrial Visits
2.Theory	14. Website Learning	26. Real Time Projects
3.Clinical trials	15. E-Journals (E-Learning)	27. Summer Internships
4.Hands on training	16. Power Point Presentation	28. Laboratory Learning
5.Field Visits	17. Case Studies	29. Soft Skill Training
6.Seminars	18. Virtual Videos	30. 6 weeks Internship
7. Symposium	19. Role Play	31. Webinars

8.Workshops	**20. Group Discussion**	**32. Journal Club**
9.CDEs / CMEs	**21. Debate**	**33. Small Learning Groups**
10.Library Learning	**22. Article Reviews**	**34. Group Studies or Co-operative Learning**
11.Computer Based Learning	**23. Guest Lectures**	**35. Peer Tutoring**
12.Experimental Learning (Phantom Heads)	**24. Seminar Presentations**	**36. Life Skill Development Programs**

TALKING TUTORS

Video integrated interactive Android App based tutors [teacher inside book] on undergraduate & postgraduate subject topics. The text material in hard copy is inter-weaved with illustrative stand-alone video lectures that can be viewed on hand held devices (without the need for internet connectivity)

2.7 Total No. of actual teaching days during this academic year | 180 |

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Interactive learning evaluation ILM to be used
- Open Book Test as ILM, Multiple Choice Questions
- Online Test, Seminar, Group Activity, Paper Presentation
- Bar Coding
- Double valuation for PG
- Optical Mark reader evaluation system
- Centralized Continuous Assessment Test
- Single valuation for UG
- Results through our web site
- Supplementary Examinations
- Revaluation system
- 2 CAT Tests, 1 Model Exam

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop | 178 |

2.10 Average percentage of attendance of students | 75%

2.11 Course/Programme wise distribution of pass percentage:

Batch: 2016

Course	2013			2014			2015			2016		
	App	Pass	%	App	Pass	%	App	Pass	%	App	Pass	%
UG (E&T)	2435	1883	77.33	1294	960	74.18	1460	1043	71.43	1213	1012	83.42
B. Ed.	91	88	96.7	89	89	100	100	99	99	-	-	-
HMCT	20	15	75	33	27	81.81	44	20	45.45	29	23	79.31
BDS	53	51	96.22	70	69	98.57	58	56	96.55	47	47	100
Nursing	26	26	100	39	39	100	44	44	100	39	39	100
MBBS	134	95	70.89	24	24	100	148	105	71	-	-	-
BPT	4	4	100	10	9	90	25	24	96	36	31	86
UG (Total)	2739	2138	78.05	1510	1169	77.41	1858	1347	78.49	1358	1148	89.75

	2013			2014			2015			2016		
Course	App	Pass	%	App	Pass	%	App	Pass	%	App	Pass	%
PG(E&T)	228	201	88.15	89	77	86.51	99	96	96.96	100	96	96
PG(H&S)	-	-	-	-	-	-	-	-	-	9	9	100

MBA	**114**	**94**	**82.45**	**114**	**98**	**85.96**	**128**	**101**	**78.9**	**161**	**134**	**83.23**
MCA	**11**	**9**	**81.88**	**47**	**38**	**80.85**	**36**	**36**	**100**	**24**	**20**	**83.33**
MPT	**4**	**4**	**100**	**7**	**7**	**100**	**-**	**-**	**-**	**-**	**-**	**-**
MDS	**11**	**9**	**81.81**	**14**	**14**	**100**	**21**	**21**	**100**	**19**	**19**	**100**
M. Phil.	**9**	**8**	**88.88**	**24**	**23**	**95.83**	**21**	**21**	**100**	**17**	**17**	**100**
M. Arch.	**-**	**-**	**-**	**4**	**4**	**100**	**33**	**24**	**72.72**	**46**	**31**	**67.39**
Nursing	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**7**	**7**	**100**
PG Total	**377**	**325**	**86.2**	**299**	**261**	**87.29**	**338**	**299**	**88.46**	**383**	**333**	**86.94**

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Department IQAC meets once in 3 months to monitor the quality improvement in teaching learning process
- IQAC Contributes by providing a student centred environment for quality education and helps faculty to adopt the required knowledge and technology for teaching and learning process.
- By getting feedback from students, parents and other stakeholders as part of IQAC on quality-related issues.
- Assessing the quality parameters of higher education by alumni survey and academic experts.
- Helps in organizing workshops, seminars on quality related themes and promotion of latest technology in learning.
- Keeping a record of the different programmes leading to quality improvement.
- Helps in preparing the Annual Quality Assurance Report (AQAR) of the department.
- Curriculum related discussion as part of IQAC held in March, 2017. Brainstorming on NAAC Criterion 1& 2 during the IQAC organizes "Quality Conclave"
- IQAC meetings are held quarterly and serious discussions about the employability skills of the students one & one and inputs are given to bridge the gap between the content that the curriculum is offering and the industry needs.
- It also ensures adequacy, maintenance and proper allocation of support structure.
- IQAC helps in maintaining a good quality in teaching and learning process. If there is inadequacy in teaching and learning process, IQAC monitors the same and helps in maintaining the quality and improving the same
- Departmental IQAC coordinators along with HOD monitor regularly and work together with faculties for the up gradation of Teaching & Learning process
- IQAC contributes through regular monitoring of the class records, and assessing the feedback from students, and improvement in Teaching Pedagogy.

- IQAC encourages research publications, paper presentation, Journal presentation, research proposal and participation in International and National Conferences
- IQAC helps in optimization and integration of modern methods of teaching and learning.
- Facilitating the creation of learner – centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality related institutional processes.
- Organization of inter and intra institutional workshops, seminars and quality related themes and promotion of quality circles.
- Documentation of various programmes/activities leading to quality improvement.
- IQAC conducts staff training programs, Academic staff college meetings and organizes periodical workshops and skill development programs to continually upgrade and monitor Teaching, Learning process

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	33
UGC – Faculty Improvement Programme	84
HRD programmes	15
Orientation programmes	85
Faculty exchange programme	03
Staff training conducted by the university	58
Staff training conducted by other institutions	48
Summer / Winter schools, Workshops, etc.	92
Others	76

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	90	-	02	02
Technical Staff	181	2	02	12

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Brainstorming in Department IQAC Meetings
- Brainstorming in University IQAC Meetings
- Organizing Faculty Development Programs in Research
- Collaborating in industry for Research and Consulting Assignments
- Organized Alumni Meet for ideation
- Promoting Centre of Excellence in Departments
- The IQAC seeks to improve the quality of research conducted by university and supports Research initiatives in various disciplines.
- Also IQAC supports the involvement of university post and undergraduate students in research activities.
- IQAC ensures the sharing of research findings and its helps to network with the other institution in India.
- Advanced Research Institute has been set up in the University. It conducts regular meeting to motivate the faculties in research.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	03	02	14
Outlay in Rs. Lakhs	24,00,000	94,44,800	27,37,800	30264000

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	18	02	01	18
Outlay in Rs. Lakhs	2725000	4,58,800	450000	2440000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1235	75	200
Non-Peer Review Journals	910	125	
e-Journals	1235	75	
Conference proceedings	1120	250	25

3.5 Details on Impact factor of publications:

Range 0-9 Average 2.09 index Scopus Publication 35 Nos. in SCOPUS 323

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	1-3	Dr.M.G.R. University, MSME, SERB- Track, DBT	Rs.1,153,000/-	Rs.5,30,000/-
Minor Projects	1-2	ARI, ICMR	Rs.48,000/-	RS.27,500/-
Interdisciplinary Projects	---	Different Hair Pvt. Ltd.	Rs.2,10,000/-	---
Industry sponsored	3	BESTMACH,TMC	RS.8,50,000/-	Rs.7,00,000/-
Projects sponsored by the University/ College	3	Dr.M.G.R. University	Rs.18,000/-	---
Students research projects *(other than compulsory by the University)*	---	Dr.M.G.R. University	---	---
Any other(Specify)	2	MSME, Phase II	Rs.4,00,000/-	Rs.2,80,000/-
Total	1-3	---	Rs.24,69000/-	Rs.15,37500/-

3.7 No. of books published i) With ISBN No. 18 Chapters in Edited Books 7

ii) Without ISBN No. 7

3.8 No. of University Departments receiving funds from

DRDO 02 UGC-SAP -- CAS -- DST-FIST --- DBTScheme/funds 01

Science & Engineering Research Board 02 TN Council for Science & Technology 03

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify) 2(IFCC,APCB)

3.10 Revenue generated through consultancy Rs.71,55,800/-

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	14	4	2	4
Sponsoring agencies		Institution & INVENTROM, Amity Soft Ltd, Arena Multimedia Robotics, Listerine Colgate			

3.12 No. of faculty served as experts, chairpersons or resource persons 75

3.13 No. of collaborations International 10 National 25 Any other 1

3.14 No. of linkages created during this year 2

3.15 Total budget for research for current year in lakhs :

From Funding agency 230000 From Management of University/College 149000

Total 379000

3.16 No. of patents received this year

Type of Patent	Department		Number
National International Commercialised	E & T	Applied	38
		Granted	
	Dental	Applied	24
		Granted	
	Architecture	Applied	1
		Granted	
	MCA	Applied	1
		Granted	
TOTAL			64

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
86	10	11	26	33	1	5

3.18 No. of faculty from the Institution who are Ph. D. Guides 48

and students registered under them 129

3.19 No. of Ph.D. awarded by faculty from the Institution 49

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 3 SRF Project Fellows 7 Any other

3.21 No. of students Participated in NSS events:

University level 1535 State level

National level International level

3.22 No. of students participated in NCC events:

University level	---	State level	---
National level	---	International level	---

3.23 No. of Awards won in NSS:

University level	2	State level	---
National level	---	International level	---

3.24 No. of Awards won in NCC:

University level	---	State level	---
National level	---	International level	---

3.25 No. of Extension activities organized

University forum	10	College forum	132		
NCC	---	NSS	9	Any other	2

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Investors' Awareness Program with Ministry of Corporate Affairs on Demonetisation, Budget and GST
- FREE Seminar on "How to crack Civil Services Exams"
- National Yoga Day
- Voting awareness Camp
- Free Aadhar Card Camp
- Tree Plantation
- Special Camp @ Adapted Village
- LED Lamp awareness @ Adapted Village
- Temple crowd (devotes) Controlling
- Awareness talk about Ill effects of Tobacco
- Techastra Junior'16
- Outreach Programme "Career Avenues for Engineers" in Department of Atomic Energy
- Creating Awareness on e-Waste management for school students.
- Blood Donation Camp
- Two CSR Programmes have been conducted
- A visit to an orphanage - Awareness on Engineering in the society
- Plastic Awareness Campaign on 28th February - 4th March, 2016
- Public awareness programme on pollution
- Road safety management World No Tobacco Day
- Public Health Dentistry Day

- International Yoga Day
- Tree plantation in the school premises
- Plastic waste collection and its proper disposal in Adayalampattu, unprivileged area
- Health awareness rally for general public
- Health education for school students regarding Disaster Management
- Conducting free dental screening and awareness camps in and around the city as a part of Dental Outreach Program to serve the people
- Incremental dental health care for orphanages, old age homes and schools
- Community outreach program along with satellite dental clinics for easy access to oral health care
- Subsidised services for poor and needy
- Women's day programme
- Say no tobacco campaign
- International OMFS Day
- Plantation of samplings & essay competition for students
- Free Denture camp
- World Prosthodontist day
- World health day- lecture on Depression " Lets Talk On"
- Camps conducted in the department
- Free consultation done in department.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	188269 SQ MT	188269 SQ MT	UNIVERSITY	188269
Class rooms	128	64	UNIVERSITY	192
Laboratories	182	23	UNIVERSITY	205
Seminar Halls	8	2	UNIVERSITY	10
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	79	49	UNIVERSITY	128
Value of the equipment purchased during the year (Rs. in Lakhs)	1860933	295026	UNIVERSITY	2155959
Others	4	1	UNIVERSITY	5

4.2 Computerization of administration and library

- Daily attendance of students
- Communication to parents
- Issue of library books
- The University vision, mission, online application, online results, events organised, important circulars, syllabus and course details, department's details can be viewed from university website. Course work and Question bank sent to all students through common class mail id created. Library book details can be viewed through department computer. Most of the admin work is computerised. CAT exam marks, students bio data, staff bio data is uploaded in computer.
- E-journals are subscribed and used in the library for reference.
- Computerization of Internal Assessment Mark
- Online lending and borrowing of books are being done through digital library. Jack prodigy system sends messages to students, faculty. Each staff of the University has an institutional mail id to which all, information about the University is being mailed
- All details about Events – Report, Photos etc. are uploaded in Jackprodigy.

4.3 Library services:

	2015 - 2016		2016 - 2017	
	No.	Value	No.	Value
Text Books	1,49,577	39,48,800	1,57,492	20,35,275
Reference Books				
e-Books	1,05,26,564		1,05,26,564	
Journals	1230	24,14,650	1414	44,34,144
e-Journals	35,812	21,68,645	36,096	6,06,480
Digital Database				
CD & Video				
Others (specify)	3215		3,215	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Total	2,366	2,040						326

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Jack prodigy has been introduced and staffs were given training in the application of the same.
- Internet access for students and Faculty members
- Wifi Facility
- **Ethical hacking** training programme conducted for UG Students by industry Partner ,Vega IntelliSoft Pvt Ltd, duration is 40 Hrs
- Hands-on Training on Matlab Programming, Certificate Training on Embedded Systems, Certificate Training Program on PLC and SCADA
- 30 June 2016 - Webinar – Social Enterprises
- 7 July 2016 – Faculty Orientation – Data Mining Tool – Weka, Scilab
- 21 July 2016 – Student Orientation – IAS, IPS, IFS
- Aug 2016 – Guest Lecture - Software Development using SDLC
- Aug 2016 - Guest Lecture - Data Structures made simple
- 8 Aug 2016 - Research Concept Note – Presentation - Ptch an idea – presentation
- 23 Aug 2016 – Seminar - Design and Performance Enhancement of E-Gov Apps Based on CBC Software Engineering Principles
- 24 Aug 2016 - Interactive Session - Digital Transformation in India and Industry Expectations
- 8 & 9 Sep 2016 – Symposium - Techastra'16
- 21 Sep 2016 – Seminar - Ethical Hacking
- 30 Sep 2016 - Guest Lecture - Data Mining Tool
- 14 Oct 2016 - Alumni Lecture Series 1
- 20 Oct 2016 – Seminar - Carrer Planning in Mainframe
- 3, 4 & 5 Nov 2016 – Workshop - Skill Development – Photoshop
- 25 Nov 2016 - PALS Program on "Research Talks from IITM CSE Faculty"
- 22 Dec 2016 – Polaris Visit (Intellect)
- 25 Jan 2017 – Webinar - Cloud Computing by Oracle University
- Feb to 10 Feb 2017 - Trainers Training - Java IoT
- Feb 2017 - Outreach Programme - CAREER AVENUES for Engineers" in DEPARTMENT OF ATOMIC ENERGY
- 14 Feb 2017 - Guest Lecture - Web Technology
- 15 Feb 2017 - Guest Lecture - Databases made easy
- All the staff members have been trained to utilize the advancements in Google Apps, JackProdigy, Latex etc. IIT Bombay FDP on Spoken Tutorial Software.
- Seminar on Industry 4.0 by NIQR Mr.Manigandha, Head , Quality Cell - Ashok Leyland
- CAD training for students
- Workshop on usage of smart boards was conducted for the faculty of Medicine on two different days.
- Wi Fi enabled Environment, Provision of modern tool usage, Hands-on training in latest software

4.6 Amount spent on maintenance in lakhs :

i) ICT	78,45,000
ii) Campus Infrastructure and facilities	569,50,000
iii) Equipments	158,75,017

iv) Others	124,10,000
Total :	930,80,017

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Through Departmental IQACs
- Through Banners, Posters, Pamphlets, SMS, and Social Media
- Through Student Quality Circle
- Through JackProdigy
- Through student related programs & seminars energising class committees

5.2 Efforts made by the institution for tracking the progression

- CAT 1, 2, and Model Exams
- External Exams
- Mentorship record
- Individual Counselling
- Parent Teacher Meeting

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
8225	529	233	18

(b) No. of students outside the state: 301

(c) No. of international students: 10

Men	No	%
	6056	67%

Women	No	%
	2949	33%

Last Year (2015 – 16)						This Year (2016 – 17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
311	379	30	1754	2	2476	105	562	39	1618	104	2428

Demand ratio Dropout % .01%

5.4 Details of Student Support mechanism for coaching for competitive examinations (If any)

Dr. M. G. R. Educational Academy
- Dr. MGR IAS Training Academy: Central and State Govt. Exams
- GATE, Banking, Campus Recruitment Training, Centre for Life Skills & Leadership
- Training for GRE, GMAT, TOEFL, IELTS

No. of students beneficiaries 807

5.5 No. of students qualified in these examinations

NET		SET/SLET		GATE	14	CAT	1
IAS/IPS etc		State PSC		UPSC		Others	81

5.6 Details of student counselling and career guidance

- Department Mentorship Records
- University Career Guidance Cell
- Programs conducted with Life Skills Academy

No. of students benefitted 2892

5.7 Details of campus placement

On campus			***Off Campus***
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
126	1023	1003	236

5.8 Details of gender sensitization programmes

- Motivated all female students & faculties to participate in an Awareness Program

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level 711 National level 109 International level 3

No. of students participated in cultural events

State/ University level 50 National level 15 International level 0

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level 130 National level 6 International level 0

Cultural: State/ University level 79 National level 1 International level 0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	38	979960
Financial support from government	75	408000
Financial support from other sources	14	1045000
Number of students who received International/ National recognitions	1	

5.11 Student organised / initiatives

Fairs : State/ University level 61 National level 2 International level 0

Exhibition: State/ University level 3 National level 2 International level 4

5.12 No. of social initiatives undertaken by the students 228

5.13 Major grievances of students (if any) redressed:

- Canteen,
- Internet,
- Photocopier machine in campus,
- Stationery shop.
- Water facilities
- Frequency of Bus services.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

OUR VISION

To provide for Contemporary Knowledge Delivery of Global Standards, excellence in Knowledge creation in Emerging Areas and Mutually Rewarding University -Societal Interaction

OUR MISSION

Our Mission is to make the Institution as a Resource Centre for Higher Level Teaching . Learning Process, in the fields of Engineering, Dental Surgery, Medicine, Allied Health Sciences, Humanities & Sciences, Architecture, Management & Education, so as to impart relevant training and education to the youth to make them technically qualified, practically competent and skilled human resources, to suit the needs and demands of the modern industries, business or research and development organizations, besides promoting ethical values and encouraging creative ideas among the younger generation and thereby to develop their entrepreneurial skills which will ultimately benefit the Society and Nation. ***"Our Students are to be Job Creators and not Job Seekers"***

OUR QUALITY POLICY

We strive to make our University as a Centre of Excellence for Quality Education and Research in the fields of Engineering and Technology, Dentistry, Medicine & Allied Health Sciences, Architecture, Science & Humanities. We aim to impart technological competence and inculcate dignity, discipline and humaneness to all our students.

To promote the mission of the University we provide quality education, training, research and consultancy, so as to enhance employability and entrepreneurial skills of its students. Effective interface with industry and other institutions within and outside the country is the cornerstone of the approach. We intend to provide and develop the capabilities of the students by raising their level of competence and intellect to face various challenges in the global environment. Through research oriented continuous quality education in convergence with knowledge, skills and values we try to empower students to meet global standards in entrepreneurship. We strive to develop citizens with knowledge, skill and character leading to entrepreneurship development, economic transformation and National development.

The Mission statement is duly propagated through display boards as well as information brochures for awareness of the various stakeholders and to serve as reminder to students and employees of the University. With the unique pedagogy of teaching, a blend of creativity and analytical problem-solving skills, the focus of all programs is to develop holistic human beings who internalize a synthesis of conventional and modern scientific, management, and entrepreneurial thinking and who can comfortably adapt to changing business requirements

6.2 Does the Institution has a management Information System

It is a compact package, designed to provide a sophisticated, state of the art web technology, aimed at bringing about total quality in Education Management. JPS focuses on excellent coordination between University and students, making e-education scenario "a reality". It provides the detailed structure of the University and its departments.

It covers all aspects of the University, Students, Faculties, Departments, Assessment Marks, Attendance, Examination Time Table, Results, Placements and other Co – Curricular and Extra - Curricular activities. Our University provides various information's about the staff and students, through the website : www.jackprodigy.com. JPS helps the Faculty members, Parents and Students of our University to keep track of the day-to-day activities such as Attendance Management, Mentee Management, Management Information System (MIS), Internal Assessment Management, Reports Generation etc.

The following are some of the highlights and best practices of our user friendly System

- The process of Course Registration, Student Registration, and Mentee Registration is simplified in our University.
- The attendance marking system in our University is very user friendly.
- The online leave submission, OD submission, Medical leave submission and their corresponding approvals are decentralized.
- The change/delete attendance, late attendance entry, internal assessment correction/deletion goes through automated hierarchical approvals.
- The attendance and the internal marks are transparent and can be viewed by students, parents, teachers and Heads of Departments. This information is also disseminated to parents through SMS.
- Mentors are provided with an efficient reviewing system for their mentees.
- A reminder through SMS helps the mentees to enter the attendance on time.
- Color coded report facilitates the mentors to easily track the reviewing /status / approval processes.
- The internal assessment reports can be generated from the University system itself which will then be sent to parents through postal communication.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- The IQAC of our University is basically involved in the following functions and members have been drawn from across the various faculties of the University:
- Establishment of Quality Parameters
- Ensuring Effective Teaching-Learning & Evaluation Process
- Establishment of Feedback Collection Mechanism from Stake-holders
- Maintenance of Institutional Database
- Student Support for Higher Education
- Facilitating Workshops, Seminars, Conferences etc
- Adoption and Communication of Good Practices
- Documentation of Quality Improvement
- Quality Culture Promotion

- Preparation and Submission of AQAR
- The curriculum is designed by the Curriculum Development Cell (CDC) of the department after exhaustive discussion with the teaching faculty. The following points are kept as guidelines for the entire curriculum design process:
- The process of designing a program curriculum that includes components to meet the PEOs.
- The curriculum program design committee with representatives of various stake holders in the University
- The process of sequence is as follows: Department curriculum committee – Board of studies members-Academic Council – approval.
- In tune with institution's goals and objectives
- Special emphasis on expertise in delivery and research
- Framing curriculum through interactive expert group meeting
- Departmental & University IQAC, Board of Studies and Academic Council facilitate curricular development
- Board of Studies frames and revises course curriculum
- Academic council reviews and approves proposals of the Board of Studies
- The curriculum has been designed keeping in mind the need of the ever growing and expanding industry. Therefore the syllabus is designed taking into consideration
    - Inputs from industry
    - Advice from experts
    - Experiences of the past
- IQAC Cell organised Curriculum development Program & Outcome Based Education Workshops
- BOS had been set for developing the curriculum of UG and PG courses. Different interdisciplinary courses have been introduced in the syllabus. Suggestions from each individual staff regarding their subjects have been considered. Syllabus has been planned according to the industrial requirement of the students
- Class Committee Meeting and Alumini Meeting organised periodically

6.3.2 Teaching and Learning

- Blooms Level Graded Course Materials For Theory And Lab
- Android App Enabled Gaming Modules For Different Subjects With Online Evaluation
- Online Testing
- Mini Projects To Supplement Lab Sessions
- Self-learning Educational Tutor With Illustrative Contents And Useful Web Links
- Curriculum / Syllabus is posted on the Institute website
- Lesson Delivery Plans (LDP) along with suggested text books for courses are provided
- Faculty members encourage group discussions as well as participatory learning
- Teaching processes evoke critical thinking, creativity and scientific temper
- The whole campus is Wi-Fi enabled
- Recruitment of Faculty with good academic profile and attitude. Various teaching strategies are used for teaching like lecture cum discussion, Panel discussion, observational visit, demonstration, symposium, field visit. Self learning is encouraged by giving Project method which involves survey, Internet browsing etc.

- More interactive workshops , enhancing student centric learning and assessment methods
- Differential requirements of the student community are thoroughly analyzed to pick out the key issues and then teaching methods are tweaked to ensure our students get
- remedial coaching
- tutorial sessions
- peer teaching from advanced learners
- bridge courses
- The learning is made student-centric by a combination of lectures and creative methods such as

Method	**Impact**
Projects	Hands-on experience
Internship	Intense training
Powerpoint presentations	
Visual impact	
Visits to reputed star hotels	Learning of etiquette
Extension activities	Social commitment
Workshops	Exposure to other branches of learning
Guest lectures	Enhances knowledge
Educational tours	The importance of regional cuisines and methods
Quiz	Objective study of the subject

6.3.3 Examination and Evaluation

- Double Valuation, Option for photocopy of answer sheet in order to enable transparency of evaluation
- Evaluation of Final exam answer-books is carried out as a Centralized Assessment Programme (CAP). As a result, all the results can be declared within 15 days of completion of the exam. The examination results are posted on the University website
- All answer sheets are Bar coded
- Examiners are appointed for evaluation from outside Universities and Institutions
- Theory question papers are set by faculty members from outside Universities and Institutions
- Practical Exams are conducted by 50% internal examiners, 25% within the State and 25% outside the State
- University results are declared within 15 days

6.3.4 Research and Development

- Research awards are given to faculties on variety of areas like: number of publications, impact factor, paper citations Research guidance etc.
- Paid leave for attending workshops/conferences
- Travel grants for international conferences
- Conduction of research methodology workshops
- Awards and financial incentives given to faculty based on their research activities

- Student projects are mostly intramurally funded (Provision of man power, all resources and support)
- Seed money
- Advance against grants

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Digital Library , Bar Coding, Smart Classrooms, Provision of LCD Projectors in Classrooms.
- A well-equipped library and classrooms with ICT and smart boards. Our library has well demarcated space for book bank, reading section, reference section, and study section, offices for librarian & Assistant librarian.

6.3.6 Human Resource Management

- Faculty appraisal is done annually and rewards will be given based on the appraisal
- HR department deals with recruitment, staff salary, and staff leave etc.

6.3.7 Faculty and Staff recruitment

- Faculty positions required are advertised in leading newspapers. Interview for them will be done by a board of experts from the University eminent academic experts outside the University
- Rules and regulations and directions given by the Government and UGC, regarding recruitment of the faculty and non-teaching staff are followed strictly.

6.3.8 Industry Interaction / Collaboration

- Industry Institute Planning Cell set up in the University under the office of Dean Strategy, Planning and Development
- We understand that theoretical learning has to be complemented with practical learning so that we can excel in this cut throat, intensely competitive world where survivor of the fittest is the only reality. Keeping in mind the challenges of creating employable graduates, Dr M.G.R. University has created an innovative Cell called the Industry Institute Planning Cell with the aim of creating a bridge with the industry. This Cell focuses on taking the student community to the next level by enhancing their technical and life skills and improving their employability.
- Dr.M.G.R. University wishes to create students who are ready for the challenges of 21st century. Keeping this in mind we have established an Industry Institute Planning Cell (IIPC) to create a bridge between the University & Industry. IIPC, in collaboration with industry organizes practical training for students, workshops, conferences, lectures, industrial visits, & also networks with industry for curriculum development. The University IIPC focuses on creating the right ambience for young minds where they enter the work place with a heightened sense of analytical thinking, creativity, and skills.
- Internships for meritorious students are being arranged in the summer and winter vacation by having an MoU with industries.
- Students go for industrial visit once in a year.
  Tie up with Foreign Universities for knowledge exchange

6.3.9 Admission of Students

- Combination Marks and Common Entrance Test
- Education Fair and Advertisements

6.4 Welfare schemes for

Teaching	50% concession on medical treatment, PF,ESI
Non teaching	50% concession on medical treatment, PF,ESI
Students	50% concession on medical treatment

6.5 Total corpus fund generated | Above 10 Crores |

6.6 Whether annual financial audit has been done Yes ✓ No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	ISO, NAAC	Yes	ISO, IQAC
Administrative	Yes	ISO, NAAC	Yes	ISO, IQAC

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes ✓ No

For PG Programmes Yes ✓ No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Evaluation Blue Print

The student's academic progress is monitored regularly through

- Continuous Assessment Tests
- Model Tests, Seminars
- Group Discussion

- Assignments
- Attendance
- End Semester Examinations

i) Components for evaluation are:

- Continuous Assessment- I (90 Minutes) - 50 Marks
- Continuous Assessment - II (90 Minutes) - 50 Marks
- Model Examinations (3 hours) - 100 Marks
- End Semester Examinations (3 hours) - 100 Marks

ii) Components for Internal Marks Evaluation are

- Average of Continuous Assessments I & II 40%
- Pre-University Exam (CAT – III) 45%
- Assignment(s) / ILMs 15%

50% of marks are assigned for Continuous Internal Assessments

50% is for End Semester Examinations

iii) Questions are prepared as per Blooms Taxonomy levels and mapped with Course Outcomes and submitted along with answer keys to the Continuous Assessment Cell

iv) For Health Science Courses, evaluation is done on the basis of respective Statutory Council Norms

v) The evaluation process is transparent, where answer scripts and assignments are returned back to the students and feedback given by the faculty for scope of improvement of the students

vi) The individual Departments of the University give valuable inputs to COE incase if any reforms are required. They submit Question Banks and suggest renowned persons from the field to be external experts during examination.

vii) Question paper settings is as per the syllabi 60% weightage is for must know, 30% is for desirable to know and 10% for nice to know.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

- The Alumni Association helps the students to get placed in various companies within the city and outside the city. They help them in sorting out the procedures to apply for jobs abroad. They also participate in giving Guest Lectures and conduct workshops.

6.12 Activities and support from the Parent – Teacher Association

- Marks obtained by the students in CAT exam and their attendance percentage is sent to their residence, and parents are called for a meeting. Parents teacher meeting is conducted to discuss academic & non academic issues periodically.

6.13 Development programmes for support staff

- Programs for Skill Development are conducted
- Orientation Training Programme for Soft skill Training and ICT Training Programme
- Language programmes
- Medical Laboratory Training programme for Technicians

6.14 Initiatives taken by the institution to make the campus eco-friendly

- The campus is strictly a No smoking zone and No Tobacco zone
- University initiated steps towards exploring and providing opportunities for exploiting Renewable energy
- Incandescent light bulbs were replaced by cost effective, high efficient LEDs. In addition, proper placement of windows and skylights as well as the use of architectural features that reflect light into a building has reduced the need for artificial lighting
- Energy conservation is achieved by optimum usage of lights and electrical appliances only when needed
- Rain water harvesting has been done in the existing buildings. It is also made mandatory in all the new / proposed constructions in the college
- Planting of more trees for a healthy environment.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

INNOVATIONS - ENVIRONMENT CONSCIOUSNESS

- Dr. M.GR Educational and Research Institute has decided to launch the 'Vision 10MW'. The idea behind the entire project is to create a renewable energy reserve to supplement University's energy consumption through renewable sources
- The Vision-10MW ensures a growth in reduction in power consumption in an effective manner through Electrical Energy Audit and Energy Management
- The spirit of the vision is to ensure the usage of renewable energy in an effective manner to reduce the power demand

GREEN AUDIT

- The audit has been done in three phases.
- Pre-Audit: The scope of the audit is defined. Various initiatives during the academic year are confirmed.

- Audit: Conducting Green audit on a yearly basis.

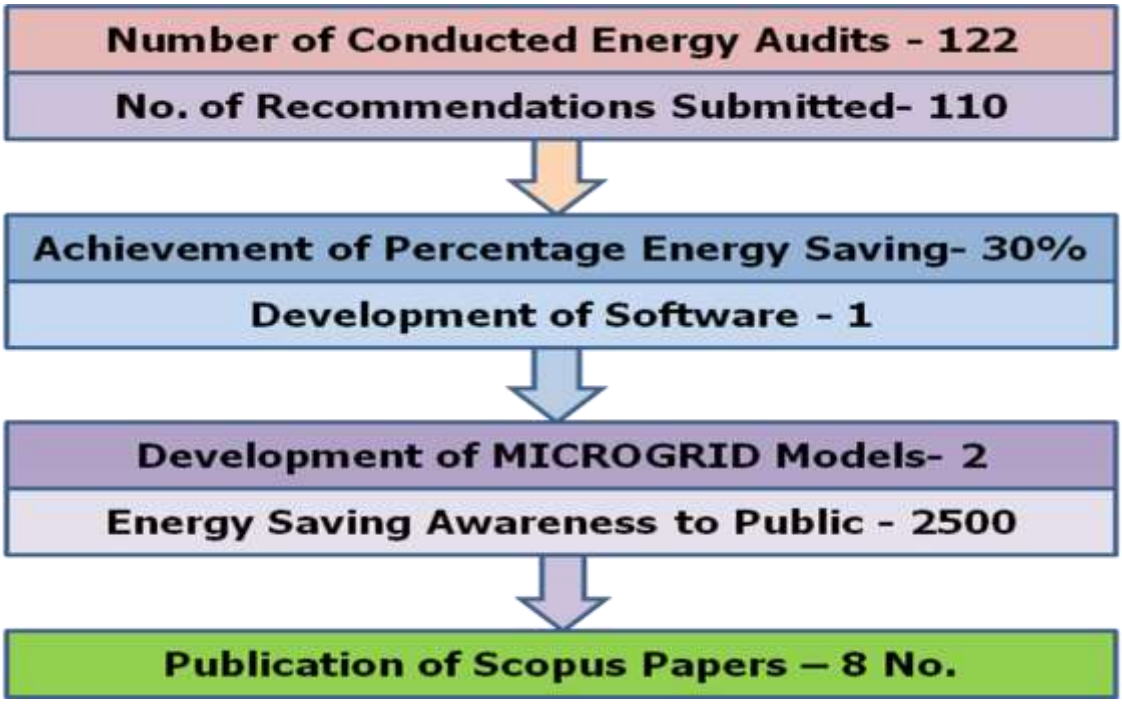
- Post-Audit: The University (Internal Green Audit Team) reviews environment related initiatives that are implemented
    - In this Endeavour, we have two External Auditors to help us:
- Mr. Balamurugan, Asst. Engineer, TANGEDCO
- Mr. Vijayakumar, Vice President, Voltech Pvt. Ltd.,
- Areas Covered
        - Main Campus
        - Dental Campus
        - Houses in and around the Main Campus
    - Green Audit has been initiated at this University since 2013. We had checked for reducing the energy consumption in all our campuses. Firstly, we had changed all the lighting assemblies to lower configurations, in that, we had inserted CFL / LED lamps in almost all locations.
- Copper Chokes in tube lights are converted to electronic chokes which consume less energy
- Energy saving fans used in class rooms and hostels
- Many light fixtures have begun using CFL / LED bulbs
- Capacitor banks have been employed to improve the power factor
- Timers have been used in some of the air conditioners saving energy
- Sensors for switching on/off motor pumps are installed
- Energy Audits completed – Main Campus and Dental Campus
-

Dr. MGR Vision 10MW

The objectives of this program are,

- The project team shall basically contribute to the Reduction of Carbon dioxide Emission
- To develop open source self assessment Energy Audit and Management software package for the society
- To create an effective Energy Awareness in the general public through Awareness Events and also by publicity through the social media
- Project Work distributed to four Teams

Dr. MGR Vision 10MW



Use of Renewable Energy:
The University has installed / installing solar panels in all the campuses.
Solar panels

Location	Capacity	Status
Main Campus	100 kW	Running
Medical Campus	100 kW	Under installation
Adayalampattu Campus	100 kW	Under installation

Wind Mill
University has installed wind mills in two places of our main campus.

Water Harvesting

- Rain water harvesting system is completely installed in all the campuses of our University and Hostels
- Soak pits are provided in all buildings of the University / Hostels

Efforts for Carbon neutrality

- The University makes the student aware of the carbon credits, carbon neutrality and its advantages etc.,
- ***Environmental Pollution and Control*** has been introduced into the curriculum of all Under Graduate Programs
- The University is maintained as "***Tobacco Free Zone***".

Hazardous / E-Waste Management

- **All hazardous waste / chemicals** washed out from the Chemistry and Biotech labs is drained in to soak pits and regularly sanitized.
- **E- Wastes like**
  - Printed circuit boards
  - Wasted toners
  - Cables and
  - Other electrical and electronic items are disposed off at frequent intervals.

Teaching Learning Process

- Almost all the departments of the Faculty of Engineering and Technology have introduced innovations in their approach to pedagogy.
- The following have been implemented:
- Universal testing module for different subjects
- Talking tutor with illustrative text and an "app" for technical video streaming
- Proprietary video lectures for departmental staff
- Illustrative text materials covering crossword, goal match, picture connect, match the following and fill in the blanks
- SLET (Self Learning Educational Tutor)
- Bloom's level based text materials for theory and laboratory courses with useful web links

APPLIED FOR ATAL INCUBATION CENTRE

Our University has made an application for setting up **'ATAL INCUBATION CENTRE'**

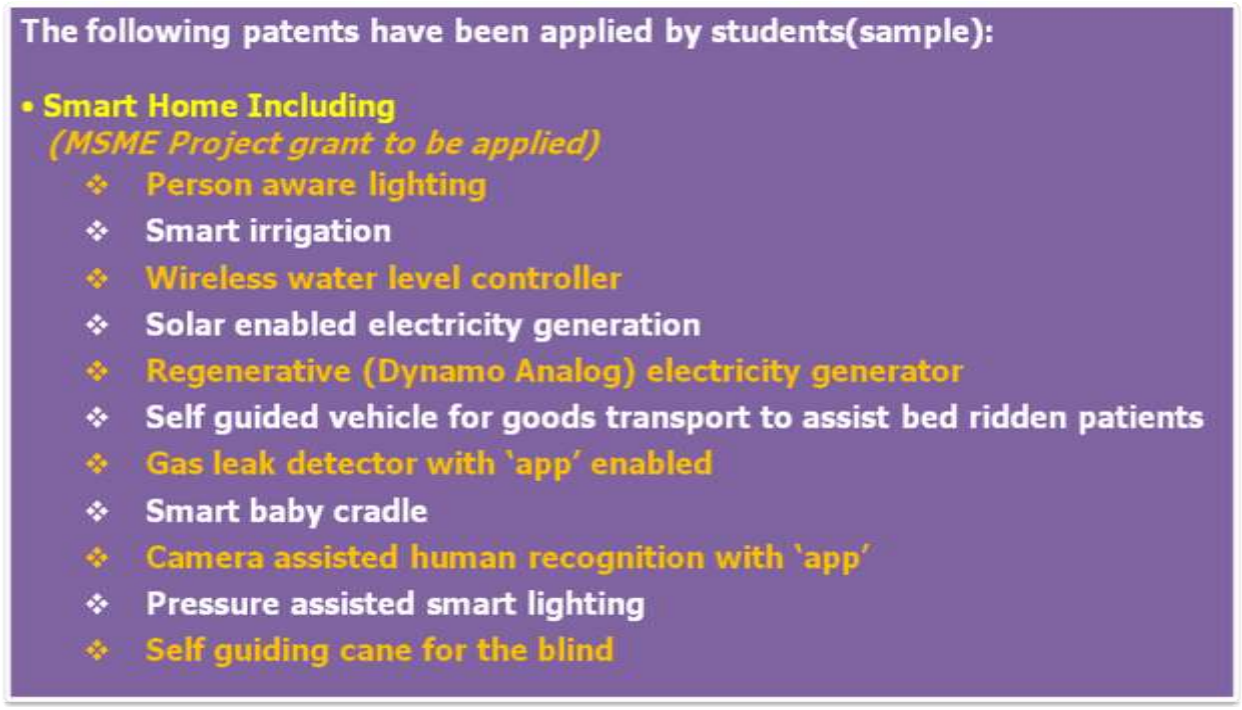
Government of India's endeavor to promote a culture of innovation and entrepreneurship

Entrepreneurship promotion through Self-Employment and Talent Utilization, wherein innovators would be supported and mentored to become successful entrepreneurs

Innovation promotion: to provide a platform where innovative ideas are generated

Our University applied Funding Rs.5 Crores for 5 years

Students are Encouraged to File Patents



- Over a period of years, University has introduced innovative measures which have created a positive impact on the overall functioning of the University. They are:
- Creation of additional technical facilities in the departments on yearly basis

- Conduct of value added courses/ beyond curriculum courses to make students industry ready
- Encouragement & support the students for appearing and doing well in competitive exams like GATE, GRE, GMAT, CAT etc. for higher studies

- Financial rewards for University rank holders and class toppers in the institute

- Frequent annual project contests and competitions at University level to encourage the students

- The University has adopted new teaching methods to make learning easier Micro teaching with Audio Visual Aids
- Content analysis test (pre-post-test)

- English Communication Programme

- ***Introduction of New Courses:***
    - University has taken initiative to start new courses as a part of addressing the challenges in the emerging world. Towards this, the University has introduced many new courses at the PG level. University has switched over to ***CBCS system for Electives*** from the inception of the University. This has given flexibility to students to select the courses of their choice and

help them to go beyond compartmentalized disciplinary studies. A new practice such as ***Continuous Evaluation System*** has been initiated concurrently. Many interdisciplinary courses have been initiated by different departments this will help transborder mobility for the students. Students have been given the option of accumulating the credits before the tenure of the course. This in turn would help them to foresee the future and plan accordingly. Teachers are given freedom to upgrade syllabus every year.

- The Curriculum and Syllabi have been upgraded / modified in 2007, 2008, 2010, 2011, 2013/2014, and 2015, to suit the demanding industry situations and student interests, and to cope with the globalization scenario.
- Introduction of Elective Courses
- Initiative towards Collaborating with Institutes
- Initiative for Regular Publication and Web Information
- Introduction of Bloom Level Taxonomy

University has developed the following innovative methods for quality assurance within the existing academic and administrative systems:

- The students having smoking and drinking habits are counselled by a team of members
- Encourage students to be open and transparent to their respective mentors, so that the root cause of problems with defaulters can be identified
- Motivate students to be more practical than being theoretical and not to commit material by heart the concepts and reproduce in examinations
- Staff were allotted with expert counsellors, where staff problems concerning all matters were heard to and proper measures were taken to redress any such issues
- The syllabus is framed only after having proper discussions and inputs from the industry experts
- Academic Innovations - the institution has introduced many new innovative practices to help the students in their pursuit of attaining quality education
    - Feedback mechanism - Students feedback about each teacher collected at the end of every Semester. Besides, informal interaction between the students and the Class Teacher/Head of the Department about issues pertaining to teaching quality is also encouraged
    - Teachers are counselled by the Departmental Head regarding measures to improve subject understanding and/or teaching skills
    - Enrichment courses like Personality Development programme and English speaking courses are conducted to improve personality of students and make them industry ready
- Spacious class rooms to accommodate students separate seminar hall, and AV aids room. Advanced equipments which helps students to involve in research activities. Smart board class rooms and e learning enhanced.
- Improve the curriculum – categorization of syllabi and its assessment.
- Introduce innovations in teaching and learning – OSPE, OSCE, PBL , Video lectures and usage of smart boards.
- Reforms in evaluation:

- Bar-coding, (b) CCTV, (c) Jammer
- Innovative methods of teaching learning process are continuously monitored and analyzed to overcome the difficulties faced in implementation
- Staff log books was updated with CAT summary and pervious theory pass details and rubric analysis made for lab schedule.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action	Achievements
Improving Teaching, Learning Process	FDP conducted. Ideation in Departmental & University IQAC Meetings
Improving Research Environment	FDP conducted. Ideation in Departmental & University IQAC Meetings
Providing Training on Outcome Based Education	2 FDPs conducted. Ideation in Departmental & University IQAC Meetings
Improving Evaluation Process	University & Departmental IQAC Meetings discussed evaluation process and suggested reforms (documented in the Minutes)
Building up Linkage with the Industry	Set up the Industry Institute Planning Cell which provides skill based training to students
Building up Linkage with Foreign Universities	Collaborated with 4 Foreign Universities for Skill up-gradation and curriculum reform
Introducing Skill Development Courses	HVAC, Retail sales, Supply Chain Management and Logistics, Software courses, Banking, NSDC Certified Skill Development Courses for Engineering & Commerce
Training students for competitive exams	Dr. M. G. R. IAS Training Academy Dr. M. G. R. GATE Training Academy Training for GRE, GMAT, TOEFL, IELTS
Improving Employability and Placement	Campus Recruitment Training Program Skill Development Programs with Industry AIEMA Opportunities for Student Internship Training on soft skills and placement by signing MOU with outside agency.
Improving Stake holders' participation	• Quarterly Departmental IQAC Meetings • Quarterly University IQAC Meetings • Active Alumni Cell • Student Quality Circle • Parent Teachers Meeting
Creating specific Goals and Objectives for Departments	Department document outlining their Goals & Objectives with quantitative targets and timelines created by IQAC. Regular appraisal of the

	document done
Effective monitoring, proper documentation and quality improvement	Minutes of Department and University IQAC Meetings maintained properly. Appraisal of decisions taken in Departments and University IQAC Meetings done regularly

- IQAC aimed at providing a safe environment for women in the campus. Keeping this in mind the University Women Protection Cell which looks after the concerns of women faculty and students was energised. The Cell will interact with women student representatives frequently to identify any of sexual harassment incidents that may occur. Until now there have been no such incidents that were needed to be handled. If any such minor incidents are identified by the Cell, then there disciplinary action will be taken against the offenders who violate the rules. The Women Protection Cell deals with such cases very confidentially to preserve the self-respect of women students. It was constituted as per guidelines issued by UGC.
- After deliberations in IQAC Meetings, Anti-Ragging Squads were constituted at Department level, to monitor day to day activities. Anti-Ragging undertaking form has to be filled up by the parents and the students at the time of admission in the University.
- Reforms were made in the curriculum, based on the requirements, and research activities were promoted to make students actively participate in publishing research articles.
- To improve student quality periodic class activities with debates and quiz to motivate and enhance students interaction were done. Students (UG& PG) were encouraged to participate in conferences, present papers and posters etc.
- Industrial visits planned at the beginning of the academic year have been carried out and the students get practical exposure which helps in improving skills.
- IQAC Brainstorming sessions gave ideas for innovative teaching and Departments improved their Teaching Pedagogy based on these discussions.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

Best Practice 1: Title: Continuous and consistent curriculum and syllabus improvement.

- The core purpose of education is to strengthen the knowledge, skills, dispositions, and attitude of student community.

Goal

- The principles on the basis of which this best practice was decided was to make the curriculum more industry oriented , make students more employable, and raise the curiosity of a student in a particular topic, to encourage the students to question the obvious and to increase the interaction in the class.

The Context

- The teaching/learning process is given immense importance in the institute. The institute is as good as its students. The students are as good as the teachers. The institute trains their

facilitators continuously to help them enhance their teaching abilities. The learning imparted to the teachers is implemented in enhancing the learning experience of the learner.

The Practice

- Board of Studies strengthened in all departments with representation from all the stakeholders.
- Frequent meetings of BoS.
- More industry interactions through various events.
- Learner-centered activities like participative learning, interactive sessions, student seminars, case studies, project work, assignments, problem solving exercises, practical's/field work and use of audio-visual teaching aids.
- Regular Tutorials (LTP system).
- Creative and innovative strategies to cater to advanced / slow learners.
- Value-added courses to enhance personal and professional skills.

- The academic performance of each student is monitored by the course teacher and the Resume is maintained by the mentor who imparts personal and academic guidance. Academic guidance is given both to the slow and the advanced learners by the course teachers and they are properly channelized for their improvement. Their performance in curricular, co-curricular and extra-curricular activities is brought to the notice of the parents.

Teacher Quality

- Teacher quality is maintained through orientation sessions, observation of lessons and taking annual feedback from students
- IQAC promotes the growth of the teaching staff by organizing quality enhancement and teacher enrichment programs regularly.
- Performance appraisal of the faculty is taken up with a view to enhance performance and quality.
- Buzz sessions and sharing of innovation and creativity in teaching and using contemporary techniques
- Faculty is encouraged to organize and attend International /National /State/Regional level
- Seminars /Workshops/Symposia and to be in tune with industry requirements.
- Vacancies are filled on a regular basis with the initiative and interest taken up by the management
- Orientation and induction programs are conducted for new recruits and new entrants of the college.
- Staff enrichment programs are conducted for the growth and development of faculty.

Curricular Aspects

- ***Academics - Choice Based Credit System (CBCS-Electives)*** Choice Based Credit System is going to be introduced in Dr. M.G.R Educational and Research Institute from the academic year 2016-17 onwards. Currently students are able to choose subjects of their choice for ***Electives*** following the CBCS guidelines. The present system of curriculum of fixed credit

system of learning offers flexibility to students in choosing the elective courses. As part of providing quality education, Dr.M.G.R. Educational and Research Institute are taking the next step in this direction by introducing the Choice Based Credit System (CBCS) into its academic curriculum from June 2017. Different areas of specialization are offered and their curriculums were designed, and also provide opportunity to gain knowledge and improving employability skills.

Curricular Update

- Board of Studies meetings
- Faculty meetings
- Alumni feedback
- Industry expert feedback during their visits to department and during visits of faculty to companies
- Academic expert feedback
- Student feedback
- Learning, Linkage, Research, and Responsibility
- Continuous industry interaction through IVs, Guest Lectures, Seminars, and Placement interactions. Using all these industry interactions for syllabus up-gradation, curriculum feedback, and placements. Documenting these interactions on as and when required
- MoUs with reputed professional associations and industry for growth of the University
- Organizational structure of the Department ensures effective delegation and empowerment the team members, Coordinators for each role, Decisions taken based on continuous team meetings and consensus building. Organizational chart displayed in the department.
- Process of continuous feedback from the students through interactions with the students by the HOD on a regular basis. Interaction through class committee meetings also organizing several innovative events for the department.
- Value added Certificate courses by MSME
- Student Clubs based on specialization
- Focus on Entrepreneurship - ED programs, Business Plan competition business run and funded by students.

Evidence of Success

- The evidence of success is visible, qualitatively as well as quantitatively. The qualitative indicators are a more positive feedback from the students. Industry feedback on the syllabi and the curriculum is also good. Students feel more connected with the work environment and seem to have a better understanding of practical nuances of business. The outlook towards life has changed, improvement in etiquettes and desire to understand things rather than learning by the rote. The quantitative indicators for learners who actively participate in co-curricular activities are that they show improvement in academic performance. Students who have passed out have done extremely well in the corporate world. Some students have put their learning into application by starting their own businesses. Some of the facts are that students when shown the right direction and given the right encouragement can achieve the goals they desire. Holistic development rather than only academic success, contributes in creating socially sensitive individuals which is a prominent requirement of an educational institute.

Problems Encountered and Resources Required

- More interaction with industry is required.

Best Practice: 2

- Title: Innovative Events that enhance knowledge, improve managerial & leadership skills of students, and establish industry institute linkage

- The University provides adequate exposure to the students by organizing innovative events at the department level & University level. This contributes towards the holistic development of students. Inviting domain experts & Industry practitioners for Seminars, Workshops, Conferences etc helps the students in understanding the industry dynamics.

Goal

- A good tide can keep the boat afloat but may not give it direction. Just having a degree is not enough, holistic development, and skills are the buzzwords of today. The goal of organizing innovative student led events is to enhance knowledge, improve managerial & leadership skills, and establish industry institute linkage

The Context

- Reviewing and updating the students knowledge and skills requires focusing not only on the curricular aspects but also on co-curricular and extra-curricular activities. This ensures that the educational system does not lose its vibrancy and the students are well equipped to face the challenges of a globalised and competitive world.

The Practice

- A separate office of Dean – Events ensures that everything related to Event Management moves in a systematic manner. Each Department has an Event Manager who coordinates the activities of the Department. An Event Calendar is prepared well in advance for department as well as University Events. The Events covers all types: Seminars, Symposia, Workshops, Technical Talks, Guest Lectures, Conferences – National & International, Celebrating important days, Cultural Programs etc. An effort is made to let the students play a leadership role in organizing events so that they learn by doing.

Evidence of Success

- The evidence of success is visible, qualitatively as well as quantitatively. The qualitative indicators are a more positive outlook towards life, improvement in etiquettes and desire to understand things rather than learning by the rote. The quantitative indicators for learners who actively participate in co-curricular activities are that they show improvement in academic performance. Students who have passed out have done extremely well in the corporate world.

Some students have put their learning into application by starting their own businesses. Some of the facts are that students when shown the right direction and given the right encouragement can achieve the goals they desire. Holistic development rather than only academic success, contributes in creating socially sensitive individuals which is a prominent requirement of an educational institute.

Problems Encountered and Resources Required

- Problems in terms of financial requirements are met by contribution from the management and participation fees for registration. Another problem is the availability of good resource people for the program. Most of the times we are able to overcome this problem because the Event Calendar is planned well in advance and the invitation and confirmation is given well on time.

7.4 Contribution to environmental awareness / protection

Energy Conservation

Energy Audits are conducted by the Electrical and Electronics Department to optimize power consumption in Dr. M.G.R. Educational and Research Institute campus and also in the Hostels. The suggestions given through audits are implemented. Students have carried out energy audits and have also studied energy consumption and optimization of water resources.
"The MGR Vision 10MW" was inaugurated in our University with an objective to save 10MW of energy in the period of 10 years. Team of "MGR Vision 10MW" has involved and audited 25 residential houses, 2 industrial and 1 commercial building till date.

The following are implemented by the construction and maintenance department for the conservation of energy.

- Copper Chokes in tube lights are converted to electronic chokes which consume less energy.
- Energy saving fans used in class rooms and hostels. Many light fixtures have begun using
- Compact Fluorescent Light (CFL) bulbs with special care
- Capacitor banks are used in power houses to improve the power factor.
- Timers are introduced in air conditioners which saves energy.
- Sensors for switching on/off motor pumps are installed.
- Staff monitors unnecessary AC, Fan other electrical appliances used in the unoccupied class rooms and staff rooms.
- The maintenance department also tracks the costs of equipment repairs in comparison to the original cost of the equipment to determine whether or not it would be more cost effective to replace that piece of equipment with a more environmentally-friendly model.

Use of Renewable Energy

The University has installed solar panels in the ACS Medical College and in some campuses. University also has installed wind mills in two places of our main campus, and through that we are in a position to tap the wind energy to some extent. Our students designed and fabricated a solar power

operated digital display board. Various activities highlighting the importance of Renewable Energy had been conducted like Conferences, Seminars, Research works leading to energy conservation, bio-diesel as fuel for engines to reduce emission.

Water Harvesting

Rain water harvesting system is completely installed in the University and Hostel campus. Soak pits are provided in all buildings of the University /Hostels. University practices waste water management system effectively, to keep the campus clean, hygienic and free from any sort of pollution. Every building in the campus is surrounded by trees and lawns. Different plants and trees decorate the campus and the campus looks beautiful. To create awareness on Rain Water Harvesting several Bike Rallies were organized by the University along with Metropolitan Water Supply and Sewerage Board, Chennai.

Efforts for Carbon Neutrality

The University makes the student aware of the carbon credits, carbon neutrality and its advantages etc., as a curriculum in the subjects of the University core course. The major contributors to CO_2 are the vehicles. Even though our campus is in city region, you can‘t find the smoke or fume inside our campus. Because, having understood the hazardous nature of CO_2, we promote the idea of students coming to University by pooled motor bikes, by pooled cars or by college bus. This way we avoid a maximum inflow of motorized two wheelers which would pollute our environment. As well as the University is declared as Tobacco Free Zone. We also conduct many workshops and awareness programs for the stakeholders of our University to promote the idea of Carbon Neutrality inside and outside campus. Projects are also given to students based on topics like carbon credit policy, earning from carbon credit, industrial waste, e-waste etc.

Plantation

Our University’s ACS Medical College and Hospital is also known for the greenery and the pleasant environment. Students and staff relish the feel of being at a good environment. This is due to the management‘s planning and proper execution of the planting and maintaining the greeneries around. Various trees are planted and maintained to keep the campus green. To keep the greeneries in the campus, we regularly maintain the gardens which are looked after by the staff under the guidance of a member. No tree is cut unless it becomes dead. Moreover, every year we try to plant new trees. Seasonal flower garden is also a unique feature of this University. Our University has also planned to plant medicinal herbs.

Hazardous Waste Management

Soak pits are built separately for discharging waste water from Chemistry and Biotech laboratories. Water based chemical reactions are carried out minimizing hazardous solvent chemical usage. Polythene bags and other non-decomposable are separated and sold to vendors before disposing the organic wastes. Waste and effluent water from college as well as hostel is treated and treated water is used for gardening. To create awareness among the public, our Prime Minister’s pet project

—Swachh Bharat had been initiated and our University students were involved in cleaning The Central

Railway Station, Chennai to create awareness amongst the public.

E-Waste Management

E-waste can be best described as consumer /business electronic equipment that are near or at the end of its useful life. The University is on a five-year cycle of changing computers with many of the newer ones entering the general computer laboratories and power users about every two or three years. The older computers are removed and reused in and other administrative offices. Sometime computers, printers and other equipments are donated to charitable organizations, if they are in good working condition. The computers that are out of commission are cannibalized for parts and then finally the ones left over are put up for sale by the Purchase Office. A future audit will explore the purchases for academics to see how much thought was given into buying recycled or sustainable equipment and supplies from eco-friendly companies.

The Sustainability Committee should be able to provide information as to which companies are the most sustainable and relay this information to the people interested in making purchases. Our aim is to improve the environment through the management of electronic assets throughout the life cycle, including purchasing, operations and maintenance, and end-of-life management.

7.5 Whether environmental audit was conducted? Yes ☑ No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Our Strengths:

- Most of our Senior Faculty Members are devoting their time and effort in the following:
- Mentoring Junior Faculties and Heads of Departments in reconstructing and reorganizing academic programs and student centric requirements – psychological / moral / behavioural activities.
- Senior Faculties also help other faculty members in guiding research and also suggest Guest Faculty Members for augmentation programs.
- Some of the Senior Faculties involve themselves in Curriculum Development and Placement Services.
- Faculty retention rate is almost 100%.
- 1.80 % of the faculties are well qualified and experienced.
- Innovative curriculum and course programmes
- Centre of excellences and augmentation courses supported by industry State of Art Technology and infrastructure
- A team of committed, hardworking and skilful teaching and non-teaching staff.
- Industry oriented projects.
- Projects based on renewable energy (Solution for Energy Crisis).
- Research activities - Publications by Students and Faculty.
- Research Centre - One for Electrical, One for Electronics (SUPERCEN, CEAIR).
- Continuous Assessment Test Cell in the department.

- LABVI EW, PSCAD, MATLAB, PSPICE - activity based on learning.
- Professional societies like IEEE and IET.
- Bulletin courses (BEC) - To develop English language.
- Scholarship for Meritorious students.
- Travel grants from various Funding agencies – To attend Conference, Seminars etc.
- Innovative learning practices for all courses prescribed in the curriculum.
- Well equipped Laboratories.

8. Plans of institution for next year

- To conduct National and International Conference on quality improvement and on emerging trends in education and technology.
- To receive more number of patents and funded projects
- To provide more advanced Teaching learning Aids to the students
- To set up an Advanced Research Institute exclusively for Medical Research.
- To render Promotive, Preventive, Curative, Rehabilitative and Palliative aspects of health care in Medical education and research.
- To create a Centre for Advance Study in Nursing.
- To improve the number and quality of publications, and to promote, prepare, and publish high quality monographs, text books, question bank, etc.
- Focus on interdisciplinary research for solving local problems.
- Encouraging the faculty members and researchers to attain various research grants for their research activities at National and International Level.
- To initiate innovative collaborative courses with Industry
- To strengthen the Industry Institute Planning Cell
- To conduct English communication and placement training program for the students from 1st year – Final year.
- To conduct short-term programs to develop analytical and technical skills of the students.
- To start a Ph.D program in Architecture.
- To organize more skill based programs to improve the employability of the students
- Create a more spacious and modern Hotel Management campus
- To conduct more outreach programs
- To plan for more International Collaboration with renowned Institutions and Laboratories in India and World over.
- To apply for ABET accreditation
- Promote Entrepreneurship by helping students with business plans, and funding through MSME, EDI etc.

Name: Dr. Malini Pande

Signature of the Coordinator, IQAC

Name: Dr. K. Meer Mustafa Hussain

Signature of the Chairperson, IQAC

IQAC

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Annexure I

Abbreviations:

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

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