# YEARLY STATUS REPORT - 2021-2022

## Part A

## Data of the Institution

**1.Name of the Institution**                     Velammal Institute of Technology

- Name of the Head of the institution        Dr.N.Balaji

- Designation                                  Professor and Principal

- Does the institution function from its own campus?     Yes

- Phone no./Alternate phone no.               04430446300

- Mobile No:                                   9486228337

- Registered e-mail                            principal@velammalitech.edu.in

- Alternate e-mail                             iqac@velammalitech.edu.in

- Address                                      Chennai-Kolkata National Highway, Panchetti-601204

- City/Town                                    Thiruvallur District

- State/UT                                     Tamil Nadu

- Pin Code                                     601204

**2.Institutional status**

- Type of Institution                          Co-education

- Location                                     Rural

- Financial Status                             Self-financing

- Name of the Affiliating University    **Anna University Chennai**

- Name of the IQAC Coordinator    **Dr.B.MADHU**

- Phone No.    **04430446300**

- Alternate phone No.    **04430446306**

- Mobile    **9841607498**

- IQAC e-mail address    **iqac@velammalitech.edu.in**

- Alternate e-mail address    **principal@velammalitech.edu.in**

**3.Website address (Web link of the AQAR (Previous Academic Year)**    https://velammalitech.edu.in/aqar/

**4.Whether Academic Calendar prepared during the year?**    **Yes**

- if yes, whether it is uploaded in the Institutional website Web link:    https://velammalitech.edu.in/academic-calendar/

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|-------|-------|------|------------------------|---------------|-------------|
| **Cycle 1** | **B+** | **2.57** | **2017** | **22/02/2017** | **21/02/2022** |

**6.Date of Establishment of IQAC**    **14/09/2015**

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| ECE | MSME CHAMPIONS SCHEME | MSME, GOVT. OF INDIA | 2022 | 9.75 |
| ECE | MSME CHAMPIONS SCHEME | MSME, GOVT. OF INDIA | 2022 | 10.625 |
| ECE | MSME CHAMPIONS SCHEME | MSME, GOVT. OF INDIA | 2022 | 5.5 |
| Mechanical Engineering | MSME CHAMPIONS SCHEME | MSME, GOVT. OF INDIA | 2022 | 13.41 |
| CSE | DST | DST | 2019 | 19.99 |

**8.Whether composition of IQAC as per latest NAAC guidelines**    Yes

- Upload latest notification of formation of IQAC    View File

**9.No. of IQAC meetings held during the year**    2

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?    No

- If No, please upload the minutes of the meeting(s) and Action Taken Report    View File

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

- If yes, mention the amount

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

IQAC of Velammal Institute of Technology has been actively involvedin maintaining quality within the institution. As part of routineactivity, IQAC conducted periodical meetings with department IQACrepresentatives to disseminate information on their roles andresponsibilities towards IQAC. In recognition of the quality systemof high caliber being implemented in the administration of thedepartment as well as institution and achievement of its goals, theNational Board of Accreditation (NBA) has accredited five UG programsin ECE, CSE, EEE, IT & MECH for a period of three years ? Value addedcertificate courses (NPTEL / online) & Pre-placement trainingprogrammes were conducted to enhance the level of placement. Also,Content Beyond Syllabus (CBS) in both theory and Lab is planned andconducted for all courses in the 7 UG programs. ? Motivational andCareer guidance training Programmes were offered to strengthen theconfidence level of students to pursue their higher studies and forbetter placement. ? The Academic audits were conducted for odd andeven semesters. ? IQAC encourages students to take part in technicaland creative activities besides the classroom Teaching and laboratorypractices by making them involved in: i. Collaborative undertakingswith industries through industrial projects, industrial visits andin-plant training, internship etc. ii. Activities like seminar,conference, symposium, Professional Society activities, ClubActivities Different events related to Sports/NSS/YRC/NCC iii.Publishing their innovative research ideas in referred journals

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

| Plan of Action | Achievements/Outcomes |
|---|---|
| Academic Audit | Authentication of Teaching and Learning processbased on Curriculum planning and to ensure thatthe learning objective is met. |
| NIRFRegistration | Data collection consolidation and updating theinstitute details for NIRF ranking. |
| Academic excellence | Achieved top 10 rank in Anna UniversityExaminations among 493colleges |
| Industry-Academiacollaboration. | MoU signed with various organizations; i. CDCEAutomation for establishing factory automation ofIndustrial robotics. ii. Infoziant, Chennai iii.Securight Technologies Pvt. Ltd,Chennai iv. AjeyaInfosol v. Futurecalls Technology private ltd vi.Conquer Technologies |

**13.Whether the AQAR was placed before statutory body?**          Yes

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| Governing Council | 10/08/2021 |

**14.Whether institutional data submitted to AISHE**

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | Velammal Institute of Technology |
| • Name of the Head of the institution | Dr.N.Balaji |
| • Designation | Professor and Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 04430446300 |
| • Mobile No: | 9486228337 |
| • Registered e-mail | principal@velammalitech.edu.in |
| • Alternate e-mail | iqac@velammalitech.edu.in |
| • Address | Chennai-Kolkata National Highway, Panchetti-601204 |
| • City/Town | Thiruvallur District |
| • State/UT | Tamil Nadu |
| • Pin Code | 601204 |
| **2.Institutional status** | |
| • Type of Institution | Co-education |
| • Location | Rural |
| • Financial Status | Self-financing |
| • Name of the Affiliating University | Anna University Chennai |
| • Name of the IQAC Coordinator | Dr.B.MADHU |
| • Phone No. | 04430446300 |

| | |
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| • Alternate phone No. | 04430446306 |
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| • IQAC e-mail address | iqac@velammalitech.edu.in |
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| **3.Website address (Web link of the AQAR (Previous Academic Year)** | https://velammalitech.edu.in/aqar/ |
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| | |
|---|---|
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Society activities, ClubActivities Different events related to
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| **13.Whether the AQAR was placed before statutory body?** | **Yes** |
|---|---|

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| Governing Council | 10/08/2021 |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|------|-------------------|
| 2021 | 01/12/2021 |

**15.Multidisciplinary / interdisciplinary**

In Velammal Institute of Technology with Choice Based Creditsystem(CBCS) implementation we followmultidisciplinary/interdiciplinary approach. An approach tocurriculum integration which focuses primarily on the differentdisciplines and the diverse perspectives they bring to illustrate atopic, theme or issue. The cuurent multidisciplinary curriculum of R2017 and R 2021 is one in which the same topic is studied from theviewpoint of more than one discipline

**16.Academic bank of credits (ABC):**

Velammal Institute of Technology is affiliated to Anna UniversityChennai. As per the guidelines and regulations of the University thecurriculum is scruplously followed by our college

**17.Skill development:**

Skill-based courses will help students to improve on ideas and skillsthat they already have, and it will give their future a boost.Different skills will help students learn something new that willfacilitate them to acquire more knowledge and enlighten their future.In our institute few certification courses, MSME incubation center,Enetrepreneurship Development Cell exists which helps the sustains tosustain their skills developed.

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

Integration process involves the basic introduction to IndianKnowledge System. As per the guidelines from AICTE and theaffiliating University(Anna University Chennai) Ethics, Indianculture, teaching in regional language(Tamil) is being followed inVelammal Institute of Technology.

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

In Velammal Institute of Technology we focus on Outcome basedEducation concepts. Outcome-based education (OBE) is education inwhich an emphasis is placed on a clearly articulated idea of whatstudents are expected to know and be able to do, that is, what skillsand knowledge they need to have, when they leave

the school system.This OBE implementation in our campus enable performance-basededucation and it also helps us to measure educational effectivenessbased on results rather than on inputs such as time students spend inclass. The student learning outcomes constitute the criteria by which curriculum is developed or redesigned, instructional materials areselected, teaching methods are adopted, and standard evaluation isconducted.

**20.Distance education/online education:**

Due to the prevailing Pandemic situation in the country, as per thedirections and guidelines issued by the Central and Stategovernments, Affliating University(Anna University) online classeswere regularly conducted to the students for the academic year 2020-2021

## Extended Profile

**1.Programme**

| 1.1 Number of courses offered by the institution across all programs during the year | **546** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

**2.Student**

| 2.1 Number of students during the year | **434** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **219** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 2.3 | **262** |
|---|---|

| Number of outgoing/ final year students during the year | |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

## 3.Academic

| 3.1 | **103** |
|---|---|
| Number of full time teachers during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

| 3.2 | **103** |
|---|---|
| Number of Sanctioned posts during the year | |

| File Description | Documents |
|---|---|
| Data Template | View File |

## 4.Institution

| 4.1 | **43** |
|---|---|
| Total number of Classrooms and Seminar halls | |
| 4.2 | **1019.72** |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | **545** |
| Total number of computers on campus for academic purposes | |

## Part B

### CURRICULAR ASPECTS

### 1.1 - Curricular Planning and Implementation

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

**As a Anna University affiliated institute, as per given university academic schedule and curriculum, Subject allotment will be done based on competency matrix, experience and performance in previous years. Framing time table by considering placement training,**

seminar and library hours. Lesson plans, lecture notes, question banks and lab manuals are circulated well in advance to each and every student. Monitoring of course delivery and syllabus completion through formal and informal feedback. Log books are maintained by each faculty member and are checked regularly by the Head of the Department for effective implementation. Internal Assessment review meetings are conducted after every internal assessment in order to discuss the performance of the students. Systematic examination process, standard question papers, validation of answer scripts by class advisors and dispatch of reports to parents. In order to provide personal attention to the students, two staff are allotted separately for Laboratory classes. Guest lectures, Industrial visits and training programs are orchestrated to offer good exposure to students.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](View File) |
| Link for Additional information | Nil |

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

Velammal Institute of Technology follows Anna University's guidelines for the internal assessment of the theory and laboratory courses. In addition, the institute has carefully designed and implemented the parallel mechanism to ensure students' preparedness. Complete transparency is maintained in all forms of internal evaluations. A comprehensive academic schedule is prepared well in advance and displayed in the web-site for student's consciousness which includes, dates of various integral activities such as Internal assessment, University practical and theory exam.

The question paper pattern for the internal examinations have been standardized by the institution, similar to that of University end semester question papers containing Part A, Part B and Part C questions as applicable. Internal assessment I covers Unit I and II(1/2), Internal assessment II covers Unit II(1/2)and Unit III Internal assessment III covers Unit III(1/2)and Unit IV and model Exam covers all the entire syllabus of a particular course. With regards to the tests, faculties prepare 3 sets of question papers which they give to the exam cell, wherein the Head of the Institution selects a question paper from the set and it is

**distributed to the students at the time of assessment.**

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | [View File](#) |
| Link for Additional information | **Nil** |

| 1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University  Setting of question papers for UG/PG programs  Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  Assessment /evaluation process of the affiliating University | **B. Any 3 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | [View File](#) |
| Any additional information | **No File Uploaded** |

## 1.2 - Academic Flexibility

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

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

**7**

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

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

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

**16**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Brochure or any other document relating to Add on /Certificate programs | [View File](#) |
| List of Add on /Certificate programs (Data Template ) | [View File](#) |

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

**1162**

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

**1162**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | [View File](#) |

**1.3 - Curriculum Enrichment**

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

**The institution is adopting Anna University curriculum. The efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental education, Human Rights, ICT etc are as follows:**

**Gender:**

- **Equal opportunities are given to both the genders in terms of admissions, employment, training programmes, sports**

activities etc., and so gender issues do not arise.

- College supports women faculty and students to become members in forums such as Indian Women Network (IWN) of the Confederation of Indian Industry (CII) and encourages them to participate in events focusing on women empowerment and promoting leadership qualities in women.

**Climate Change and Environmental Education:**

- Students have a compulsory course on Environmental Science and Engineering.
- Topics related to these issues are taken up for quiz and debates during the National Science Day, Earth Day celebrations and the Independence Day function.
- Awareness programmes are also initiated by NCC, YRC and Rotaract Club which extensively carry out activities for environmental protection and ecological preservation.

**Human Rights:**

- The curriculum includes courses on professional ethics and IPR and human rights.
- Special lectures are also arranged to create awareness on these issues.

**ICT:**

- Number of certification programmes related to ICT are organized.

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

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

135

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Programme / Curriculum/ Syllabus of the courses | [View File](#) |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | [View File](#) |
| MoU's with relevant organizations for these courses, if any | [View File](#) |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | [View File](#) |

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

**1023**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | [View File](#) |

**1.4 - Feedback System**

| | |
|---|---|
| **1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni** | **A. All of the above** |

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | View File |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | View File |
| Any additional information(Upload) | View File |

| 1.4.2 - Feedback process of the Institution may be classified as follows | B. Feedback collected, analyzed and action has been taken |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| URL for feedback report | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-1/1.4.2-B-FEEDBACK-ACTION-TAKEN-(2021-2022).pdf |

## TEACHING-LEARNING AND EVALUATION

## 2.1 - Student Enrollment and Profile

### 2.1.1 - Enrolment Number Number of students admitted during the year

### 2.1.1.1 - Number of sanctioned seats during the year

510

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

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

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

219

| File Description | Documents |
| --- | --- |
| Any additional information | [View File]() |
| Number of seats filled against seats reserved (Data Template) | [View File]() |

## 2.2 - Catering to Student Diversity

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

**Student's learning capability is identified based on first year internal assessments and University exam performances onwards. Using this performance students are categorised slow learners and advanced learners. From second year onwards, students those who secured CGPA above 8.0 are categorised advanced learners, less than 6.0 as a slow learners and those who secured between 6.0 to 8.0 are identified as average students. The identified slow learners are counseled and special care has been taken by conducting coaching classes by respective course handling faculties. Before the exams, students are involving in table teaching and focus on important University questions after college hour also retest has been conducted to improve their performance for upcoming exams. Mentors meet the failed students and give proper guidance and counselled in all aspects for there betterment. For advanced learners are motivated to score University rank to give challenging questions for all courses, additional library cards and make them to participate in competitive exams, contests like Hakathon, paper presentations and so on.**

| File Description | Documents |
| --- | --- |
| Link for additional Information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-2/2.2.1-b.pdf |
| Upload any additional information | [View File]() |

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

| Number of Students | Number of Teachers |
| --- | --- |
| 1263 | 103 |

| File Description | Documents |
|---|---|
| Any additional information | View File |

**2.3 - Teaching- Learning Process**

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

**Experiential learning**

Based on Anna University Curriculum all course instructors' use teaching aids. This provides the road for students to grasp engineering topics quickly and enhance their technical knowledge. Departments offer guest lectures on non-syllabus topics with experts from many sectors and renowned persons from reputable universities to keep students informed about latest advancements in diverse fields.

**Participative learning**

The knowledge sharing is emphasized, and students are encouraged to give technical lectures and share their expertise and experience with others. Peer learning by advanced learners to assist slow learners in preparation for continuous assessment tests is also an important factor in considerably improving the performance of both slow and fast learners. Guest lectures, seminars, and workshops with hands-on training are used to construct interactive learning sessions.

Students can also strengthen their organizational skills and managerial abilities by joining department associations. Value added courses are offered every semester to bridge the gap between the curriculum and industry demands. The students are motivated to register for an online NPTEL certification course for enhancing the depth of knowledge in their core disciplines. Based on the curriculum needs Industrial visits are organized in each semester by every department.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Link for additional information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-2/2.3.1.pdf |

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

Faculty of our institute tries to make the best use of the technology in their teaching process. Teachers have the knowledge and skills to use new digital tools to help all students achieve high academic standards.

· Our Institute has a Wi-Fi Enabled Campus which helps the faculty and students to stay connected to the internet learn and teach the updated information. The college has ICT Enabled Classrooms having Desktops, and Projectors which helps in the e-learning process. Some teachers use and share E-books which are very useful for the students.

· Our Institute has an Automated Library which enables the students to find the location of the books easily. The library provides accessibility to e-resources to teachers and students. The digital library also helps in accessing information from anywhere in the world, easy search and retrieval of information, etc.

· Faculty makes and present PowerPoint presentations in the classrooms which help them have an interactive conversation with the students.

· Faculty has started taking lectures online on Google Meet, Zoom etc. FDPs are conducted to familiarize the teachers with these online platforms.

· Faculty share reading materials like Google Classroom, E-Mail, College Portal, Whats App, etc.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-2/2.3.2.pdf |

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

**2.3.3.1 - Number of mentors**

71

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll. | [View File](#) |
| Circulars pertaining to assigning mentors to mentees | [View File](#) |
| mentor/mentee ratio | [View File](#) |

**2.4 - Teacher Profile and Quality**

**2.4.1 - Number of full time teachers against sanctioned posts during the year**

103

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | [View File](#) |
| Any additional information | **No File Uploaded** |
| List of the faculty members authenticated by the Head of HEI | [View File](#) |

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

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C  Superspeciality / D.Sc. / D.Litt. during the year**

| 27 | |
|---|---|

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

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

**2.4.3.1 - Total experience of full-time teachers**

| 559 | |
|---|---|

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

**2.5 - Evaluation Process and Reforms**

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

The schedule of Internal Assessment I, II, III and Model exam are communicated to students and faculty at the beginning of the semester through academic calendar which is prepared based on the university schedule. The Institute Exam cell will be Scheduling of Internal Examination, Seating arrangements, hall invigilators listed for every examination. Preparing the 2 sets of question papers for the internal examination in the prescribed pattern based on Knowledge level using revised Bloom's taxonomy. After completion of the internal examination, the faculty evaluates the answer scripts and distributes it to the students for doubt clarifications. Result review meeting is conducted with result analysis and the remedial actions for further improvements and discussion with faculty, HoD, and Principal. Upload of assessment marks in the university web portal. The evaluation for theory and laboratory courses are assessed in direct mode covering both internal and university examinations and indirect covers survey.

The evaluation for the project course is assessed by conducting periodical project reviews covering key parameters like problem formulations, understanding of the project, presentation skills, etc. The project review committee organizes review meetings to assess the progress of all the project batches. Slow Learners are encouraged to improve their performance

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-2/2.5.1.pdf |

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

The institute has devised an efficient mechanism to deal with examination related grievances and the rectification of grievances is time bound.

The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations.

Ensuring Transparency

· At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester.

· The internal assessment test schedules are prepared as per the university and communicated to the students well in advance.

· Invigilators are assigned to each hall.

· Evaluation is done by the course handling faculty members within three days from the date of examination.

· The corrected answer scripts are verified by HOD randomly.

· The teacher distributes evaluated answer scripts to students, and any

clarifications or grievances are addressed by the teacher. If any

**discrepancy is noticed by the students, the concerned teacher will**

**resolve the discrepancy. For external examination, students are**

**encouraged to apply for revaluation, challenging the first valuation by**

**payment of the prescribed fee. If more than 15 Marks difference is**

**seen between two evaluations, there is provision in the system that the**

**script will be evaluated by 3rd evaluator.**

| File Description | Documents |
| --- | --- |
| Any additional information | [View File](#) |
| Link for additional information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-2/2.5.2.pdf |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

**The Programme outcomes, Programme specific outcomes and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students. The programme outcomes (PO) are defined by National Board of Accreditation (NBA) and are used by all institutions as framed. The Programme Specific Outcomes (PSO) were defined collectively by stakeholders. The Course Outcomes (CO) were defined by course coordinator in consultation with the Module coordinator and approved by the Programme Assessment Committee (PAC). The defined POs and PSOs are displayed in Website, class rooms, laboratories and the department block. The POs, PSOs and the COs are listed in the lesson plan of individual course file and lab manuals. The POs and PEOs are listed in the respective department web pages. The links are given in the document uploaded as a supporting document.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-2/2.6.2-a.pdf |
| Upload COs for all courses (exemplars from Glossary) | View File |

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

**The Institute has established a systematic assessment process, and a set of assessment tools to evaluate the attainment of the outcomes. The assessments of attainment of the outcomes are done through Internal Assessment (IAs), assignments, and end semester examination. The assessment processes are periodically documented and monitored. Weightage is given to all periodic continuous assessments and end semester exam. The assessment questions are framed to reflect one of the set COs. The COs are mapped to POs and PSOs. From evaluation of CO attainment, PO and PSO attainment is calculated. The attainment of POs and PSOs through individual subjects are thus calculated. The curricular gap is identified from this evaluation and necessary steps are taken to bridge the same. A Microsoft Excel file is designed to enter and calculate the CO/PO attainments. This is being used currently.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-2/2.6.2-b.pdf |

**2.6.3 - Pass percentage of Students during the year**

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

**263**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-2/2.6.3.pdf |

**2.7 - Student Satisfaction Survey**

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

https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-2/2.7.1.pdf

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

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

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

**90.035**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

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

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

| 3 | |
| --- | --- |
| File Description | Documents |
| List of research projects and funding details (Data Template) | View File |
| Any additional information | **No File Uploaded** |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-3/3.1.1-Funded-Projects.pdf |

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**

**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

| 54 | |
| --- | --- |
| File Description | Documents |
| Report of the event | View File |
| Any additional information | **No File Uploaded** |
| List of workshops/seminars during last 5 years (Data Template) | View File |

**3.2 - Research Publications and Awards**

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**

**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

| 89 | |
| --- | --- |
| File Description | Documents |
| Any additional information | **No File Uploaded** |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**

**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

128

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List books and chapters edited volumes/ books published (Data Template) | [View File](#) |

**3.3 - Extension Activities**

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

Creating a bridge between community and the Institution is the foremost goal for initiating the outreach and extension program. Our institution strongly focuses on developing students in a holistic way. Well-structured outreach and extension activities develop skills in students that can significantly contribute to their overall development. It is a process of 'going/giving back to community' and 'enabling the community' through creating social good with the help of our students. As a role model to our students, Our College Chairman Mr.M.V.Muthuramalingam have donated Rs.3.25 crores for supporting COVID-19 relief and flood relief. Comprehensive awareness created on fostering the environment through a number of activities. The programmes cater to the agricultural, social, medical and societal needs of the people. With this objective activities are conducted under the banners like NSS, NCC, YRC, Women empowerment cell and also through student clubs like Quanta Club, ZENITH, etc. To mention a few

- Periodical blood donation camp
- Global warming Awareness Campaign
- Tree Plantation Programme
- First Aid awarness program
- Organ Donation Awareness Program
- Awareness program on prevention of child labour
- Awareness Program on Women Safety and ban Plastic
- Technical programs for School students
- Road Safety Awareness
- Corona awareness

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

**8**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of awards for extension activities in last 5 year(Data Template) | [View File](#) |
| e-copy of the award letters | [View File](#) |

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

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**44**

| File Description | Documents |
|---|---|
| Reports of the event organized | [View File](#) |
| Any additional information | **No File Uploaded** |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | [View File](#) |

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in**

**collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**310**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | **No File Uploaded** |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

**219**

| File Description | Documents |
|---|---|
| e-copies of linkage related Document | View File |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | **No File Uploaded** |

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

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

**13**

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | **No File Uploaded** |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

## INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 - Physical Facilities

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

Velammal Institute of Technology has excellent technological facilities required for an effective teaching and learning process. The management works closely with the principal and faculty to understand the needs of the students and provide all the resources for an effective teaching and learning process. Class rooms are outfitted with cutting-edge technology such as LCD projectors and smart boards.

The Velammal Institute's computerized central-library facility acts as a major learning resource centre. Video lectures on subjects are made available in the digital library. Also, each department has its own department library for students and staff access. The college has a well-equipped exclusive space allotted for the exam cell, IQAC cell, entrepreneurship cell, placement and training centre etc.

Wi-Fi hot spots cover the entire campus, including hostels. The Institution consists of ICT enabled 34 class rooms, 31 laboratories, 2 drawing halls, 2 air-conditioned conference halls with a video conferencing facility, and 7 seminar halls for conducting college programs.

The college has 545 computers with high-speed internet connections and software, distributed in different locales like department laboratories, the library and the office. All computer laboratories have individual partitions for each computer system with Internet and Intranet facilities. 100% power backup facility is available

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2020-2021/criteria-4/4.1.1-infrastructure-proof-(2-10-2022).pdf |

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

The institute has adequate facilities for sports and cultural activities with modern indoor sports facilities as well as facilities for outdoor sports. The college encourages sports and sportspeople for team games and has a track record of good players in cricket, basketball, volleyball, hockey, table tennis, and athletics. The institution has a sports ground with a well-equipped gym and sports equipment. The College has a Physical Education Department consisting of faculty members who promote and organize sports events for the students. Indoor games such as Carom boards, chess, table tennis and ball badminton are made available in the Physical Education Department for the benefit of students. To motivate the students, the college encourages the students to actively participate in the sports activities conducted at zonal level.

Students are encouraged to participate in various zonal and inter-zonal tournaments; they are paid daily allowances and travel expenses. Students are provided with various sports kits equipment. They participate in intercollegiate and interuniversity matches and they have won many laurels and accolades.

Students are encouraged to participate in cultural activities which are conducted during the annual day and choreographers are arranged for training the students. In addition to the same, various cultural activities are conducted through different clubs of the college.

Yoga is promoted to all the students to make them free from stress and concentrate well on their studies. Every year International yoga day is celebrated in a grand manner.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2020-2021/criteria-4/4.1.2-sports-facilities-(2).pdf |

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

43

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

43

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2020-2021/criteria-4/4.1.3-ICT-tools.pdf |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Upload audited utilization statements | [View File](#) |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | [View File](#) |

## 4.2 - Library as a Learning Resource

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

**Year**

**2021 – 22**

**Name of ILMS software**

**Autolib**

**Nature of automation**

**Full**

**Version**

**v.21.01**

**Year of Automation**

**2008**


**The general library of Velammal Institute of Technology is fully automated with AutoLib Software. In 2008, AutoLib software was installed with Visual Basic as the front end and SQL as the back end. In 2022, the software was updated with web-based technology, which provides a complete library automation solution, including a Digital Library—Online journals, video lectures, web content, cataloguing (OPAC), etc.**


**AutoLib [a popular Library Automation Management software] is a fully integrated, versatile, user-friendly, cost-effective, and**

```
multi-user software. AutoLib is a state-of-the-art solution for
library automation and it has many modules and advanced features
to automate the activities of any type of modern library. AutoLib
is Web-enabled for Intranet and Internet environments,
incorporating the latest JAVA/IT/WEB technologies, tools, and
techniques.
```

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional Information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2020-2021/criteria-4/4.2.1-LIBRARY-FACILITIES-(30.9.2022).pdf |

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

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

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

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

```
8.18
```

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

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

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

105

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

**4.3 - IT Infrastructure**

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

- The entire college is networked through a Wi-Fi facility.
- All students and staff have access to the Internet, but there are restrictions on what sites they can visit and how they can be monitored.
- The college has Microsoft Campus Agreement software and FortiGate Firewall 300c for internet security with periodical renewal every year (AMC).
- A Wi-Fi adaptor is available in each lab for internet connection.
- Internet facilities are made available beyond the college hours to the hostel students for their self-learning.

All the departments and computer labs are equipped with 200Mbps internet facilities. Each laboratory has an HP 24port Giga Switch (HP 1800-Web Managed) with a lifelong warranty

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-4/4.3.1-&-4.3.3-AIRNET-BILL-2021-2022.pdf |

**4.3.2 - Number of Computers**

545

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Student – computer ratio | [View File](#) |

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

| File Description | Documents |
|---|---|
| Upload any additional Information | **No File Uploaded** |
| Details of available bandwidth of internet connection in the Institution | [View File](#) |

## 4.4 - Maintenance of Campus Infrastructure

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

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

**1019.72**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts. | [View File](#) |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | [View File](#) |

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

**Velammal Institute of Technology has systems and procedures for maintaining and using physical infrastructure like classrooms, administrative buildings, laboratories, sports facilities, and other physical assets, as well as services like water and electricity supply. Administrative team supervise the maintenance of buildings, classrooms, libraries, sports complexes, computers, and other facilities. The college employs a sufficient number of**

staff to ensure cleanliness and hygiene on the campus. The college has committees at various levels to maintain infrastructure, and department heads submit their requirements to the principal. System administrator monitors the overall maintenance and networking of computers in the college. Lab equipment is serviced by manufacturers and service personnelduring summer and winter vacations. The laboratory record of maintenance is maintained by lab technicians and supervised by the head of the department. The library committee ensures the proper functioning of the library and oversees the maintenance of the library and stock verification. The campus is monitored through surveillance cameras

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | Nil |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

521

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | [View File](#) |
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | [View File](#) |

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

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

| 107 | |
| --- | --- |

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

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

| File Description | Documents |
| --- | --- |
| Link to institutional website | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-5/5.1.3_21-22.pdf |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

| 227 |
| --- |

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

| 227 |
| --- |

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

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

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

### 5.2.1.1 - Number of outgoing students placed during the year

**227**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |

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

**5.2.2.1 - Number of outgoing student progression to higher education**

11

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | View File |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

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

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

20

| File Description | Documents |
|---|---|
| Upload supporting data for the same | View File |
| Any additional information | View File |

**5.3 - Student Participation and Activities**

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

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

2

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | View File |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

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

**Class Representatives**

Representatives are responsible for representing issues related to academics or non-academics to the concerned HOD.This ensures that any concerns are addressed in an efficient manner. Additionally, having the Director interact with Class Representatives at least once during the semester provides an opportunity for students to provide feedback and suggestions directly to the higher authorities.

**Extra curricular and co curricular activities**

Institution takes a proactive approach to student engagement and development, recognizing that students play a critical role in shaping their educational experience. By involving students in various administrative and academic activities, the Institution provides opportunities for students to develop leadership skills, teamwork, and experiential learning. The Institution's emphasis on sports, clubs, workshops, seminars, and career development activities helps students to explore and expand their knowledge and skills beyond the classroom.

**Skill Development**

By participating in activities such as conferences, coding and project contests, tech-innovation, quiz competitions, and student club activities, students can develop and showcase their technical and creative skills, network with industry professionals, and gain insights into current trends and innovations in their field.

**Placement**

**The Placement Cell's efforts to monitor employment opportunities and facilitate campus interviews for eligible students further support students' career aspirations. .**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://velammalitech.edu.in/wp-content/uploads/2023/04/5.3.2_2021-22.pdf |
| Upload any additional information | View File |

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

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

**170**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Upload any additional information | **No File Uploaded** |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

**5.4 - Alumni Engagement**

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

**The first batch of Velammal Institute of Technology graduates bloomed out in April 2015. Since the inception, the Alumni Association is actively involved in conducting various activities and helps to achieve the college vision and mission. The alumni association plans to serve as a link between the college,**

students, faculty members, management, and alumni for the benefit of all stakeholders. It also aims to improve the interactions between alumni, students, and faculty and the valuable services provided to the students, which will be beneficial to them and the society at large. By acting as a bridge between different stakeholders, the Alumni Association plays a vital role in creating a vibrant and supportive community that fosters personal and professional growth. Various programmes and activities such as guest lectures, mentoring and placement related activities are conducted to the present students by the alumni, as they share their expertise and experiences with the students to achieve their goals. Furthermore, by engaging with the college's committees and participating in board meetings, the Alumni Association provides valuable insights and recommendations for improving the college's academic and administrative policies. We believe their participation and collaboration lead to meaningful changes that benefit both current and future students

| File Description | Documents |
| --- | --- |
| Paste link for additional information | Nil |
| Upload any additional information | [View File](#) |

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

E. <1Lakhs

| File Description | Documents |
| --- | --- |
| Upload any additional information | No File Uploaded |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 - Institutional Vision and Leadership

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

Vision:

To be a leader in imparting quality technical education, research & enterprising skills in pursuit of professional excellence

Mission:

To promote quality education & technical skills to meet the

industry requirements

To incorporate team work, leadership skills & lifelong learning

To facilitate career development & higher education assistance

To encourage innovative ideas for research & development and entrepreneurship for societal needs

To inculcate ethical responsibility & human values

Governing Council meetings are conducted once in a year to review and decide the action plans in line with the vision and mission of the institution. Based on that, Principal gives instructions to Head of the Departments and other stake holders for attaining quality enhancement in academic, extra and co- curricular activities. HODs discuss with the faculty members and prepare the action plan and the same will get approval from the Principal. Academic calendar is prepared and the HODs execute, monitor, and review the process every month and communicate the happenings and activities to the Principal periodically.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-6/6.1.1--supporting.pdf |
| Upload any additional information | View File |

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

All the departments and committees of our college are decentralized and they run effectively under the guidance of our Management, Advisors and Principal. Vice Principal takes care of all the academic related works.Principal overviews all the academics and administration of the college and he is the authority to take decisions along with the management. At the institution level, the college listens to the voices from the students and faculty members through proper channels and equal importance is given to everyone. All the events and activities in our college are organized by various departments forming several committees consist of faculty and non-teaching staff members.

For the goodwill of Teaching Learning Process, the subjects are allocated to the faculty by the Heads of Departments. Academic calendar is prepared well in advance. Based on the same, lecture plan is prepared by the subject handling faculty. Head of the Department monitors all academic and administrative activities of the department. Placement Officer takes care of the on-campus recruitment. Similarly, Higher Education, Entrepreneurship, Industry interaction, Cultural and Sports activities are taken care by respective coordinators. Academic audit is planned and conducted by the IQAC cell consistently to ensure the quality in all the domains.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-6/6.1.2--supporting.pdf |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plans of the institute are formulated based on the needs of the industry, society and stakeholders. All the major decisions regarding the start of new courses, setup of new infrastructure facilities, approval of budget and formulation of strategic plan are prepared and presented by the Principal in the Governing Council meetings and approved by the Chairman.

The perspective plans are prepared by the Principal in consultation with HODs and faculty. The institute has several committees for ensuring the smooth operation of the entire system: Internal Quality Assurance Cell (IQAC), Department Advisory Committee, Examination Cell, Training and Placement Cell, Institute Innovation Cell, Grievance Redressal Committee, Women Empowerment Cell, etc., All these committees and cells have representation from the faculty members who actively contribute in the decision-making processes. The quality and effectiveness of the teaching-learning process, internal examination and evaluation system and various other activities is continuously monitored by Principal with assistance of HODs and faculty.

Meetings with Heads of the Departments are scheduled every week to ensure the progress in the implementation of the perspective plan

**related to academics and the activities scheduled in the department. Heads of the Departments in turn prepare department level plans for every semester after discussing with the faculty members of the department. The management believes in participative management and teamwork for the successful implementation of the policy decisions and strategic plans for the benefit of all the stakeholders.**

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | [View File]() |
| Paste link for additional information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-6/6.2.1-supporting.pdf |
| Upload any additional information | **No File Uploaded** |

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

**The college is under the aegis of Velammal Educational Trust. The college has well defined organizational structure to impart all the activities for the benefit of the students and the growth of the institution. All the institutional bodies functioning in the college are very effective. Each department has well defined SOPs to elaborate its functions. All the areas including administration, recruitment, HR Policies are well tailored for the requirement of the institute and the same is disseminated to all the stakeholders.**

**Founder-Chairman and Director along with Governing Council Members take decisions after the consultation with the governing council members for the betterment of the college. All the decisions are materialized and brought into action by the Principal with the support of Vice Principal. The same is informed to the Heads of various departments, Training and Placement Officer, Chief Librarian, Exam Cell Coordinator and the Administrative Officer for the appropriate actions and put into practice. Heads will carry the information and decisions made in the meetings to their teaching and non-teaching staff members for the smooth practice and put into action.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Link to Organogram of the Institution webpage | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-6/6.2.2-supporting.pdf |
| Upload any additional information | View File |

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination** | **A. All of the above**

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | View File |
| Screen shots of user interfaces | View File |
| Any additional information | **No File Uploaded** |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

**6.3 - Faculty Empowerment Strategies**

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

**The college believes in its human resources and it takes utmost care of all its staff members. As per the HR Policy, all the staff members are treated equally and provided all the benefits. The staff members get the following benefits. College transportation is free for all the staff members. All the staff members can use the college canteen by paying minimal price for the food items. Free Wi-Fi facility is provided to all the staff members to get connected during the work hours. 50% concession is given to the maximum of three children of staff members in the schools run by the management. Cash and gold coins are provided to the staff members who have completed 5 and 10 years of service respectively in the institution. Loan without interest is provided to the needed staff members during the state of emergency. Provident Fund Scheme is given to all the staff members. Maternity leave is**

**provided to all the female staff members. ESI Scheme is given to all the Non Teaching Staff members. TA and DA will be provided to the faculty to visit national level research organizations and funding agencies for promoting research.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-6/6.3.1-supporting.pdf |
| Upload any additional information | View File |

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

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

**11**

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

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

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

**3**

| File Description | Documents |
|---|---|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | View File |
| Reports of Academic Staff College or similar centers | View File |
| Upload any additional information | **No File Uploaded** |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

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

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

**140**

| File Description | Documents |
|---|---|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | View File |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

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

**The college shows profound responsibility and focus in identifying and recognizing the faculty who involved themselves for the betterment of the institution by consistently improving their performance and career. The performance appraisal system is based**

**on the parameters of development and improvement of faculty in Academics, Department Development Activities, Self-Development, Research, Placement and Higher Studies Assistance. Marks will be provided for all the parameters. The process of appraisal has three components - (a) Self-appraisal (b) appraisal by HOD and (c) appraisal by the Principal. The self- appraisal encompasses the multiple activities of the faculty in both academic activities and other responsibilities conferred on them. The appraisal by HOD covers the academic competence of the faculty and the cooperation and leadership extended by the faculty in various departmental activities. The Principal assesses the overall commitment and capability of the faculty. Marks are awarded by self and HOD and then using the same, competency level of faculty is assessed. This multi-faceted approach guarantees that the appraisal is transparent and augments the confidence level of the faculty.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-6/6.3.5-supporting.pdf |
| Upload any additional information | View File |

## 6.4 - Financial Management and Resource Mobilization

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

**Proper utilization of financial resources is planned at the beginning of every financial year and all the procedures and dealings are recorded and computerized. The college has an effective mechanism for auditing the accounts. The accounts of the college are audited by chartered accountant regularly as per the Government rules. There are no audit objections since the institution follows a good system of internal controls like calling quotations, comparison of rates, preparation of purchase order etc., and approvals at every stage of such implementation and due verification of goods and services that are obtained after delivery or completion of works. The auditor ensures that all the payments are duly authorized. The auditor conducts statutory audit at the end of financial year. After the audit, the report is sent to the Management for review. In addition to the external audit, internal audits are also conducted regularly before the external audit to confirm the entire process to be free from errors and**

**mistakes. A committee comprising Principal, AO and Cashier is made
to do internal audit inside the campus.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-6/6.4.1-BALANCESHEET-21-22.pdf |
| Upload any additional information | View File |

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

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

**0**

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

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

**As a self finance institution, we get revenue through students'
fees and funds from government agencies. The college has an
effective and transparent policy for the mobilization of
resources. The financial resources of the college are managed in a
very effective and pool proof manner. There is fully computerized
accounts department in the college. Accounts department takes care
of the collection of tuition fees, salary distribution, tax
payment, loan distribution, preparing purchase orders for the
laboratory equipment, teaching aids, furniture, payment of bills,
maintaining the department budget allocation, expenditure etc.
Every financial transaction is recorded and duly acknowledged. All
the transactions are transparently made through proper bills and
vouchers. The bill payments are passed after testing and**

verification of items. The major source of resource is student's fees collected in various heads of accounts. Further, to augment the resources, every department is encouraged to do consultancy projects for industries. Any shortfall for capital expenditure is met by term borrowings from commercial banks. For AICTE and other sponsored projects, eligible amount is reimbursed to the concerned after producing the audited expenditure statements.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-6/6.4.3-supporting.pdf |
| Upload any additional information | View File |

## 6.5 - Internal Quality Assurance System

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

For each of the following Curriculum Enrichment areas, IQAC has made a substantial contribution to the institution's progress and has been painstakingly followed by the institution


Curriculum Enrichment

A. Methodology for Determining Degree of Academic Curriculum Compliance for Achieving POs and PSOs: Figure 6.5.1 illustrates methodology for determining degree of academic curriculum compliance.

1. Taking into account the university curriculum and the required knowledge level, the course coordinator, module coordinator, and head of the department develop the course outcomes.
2. Determining whether the university curriculum is in accordance, the comments obtained from survey analyses are taken into account.
3. To determine the degree of conformance with the university curriculum, various coordinators map the course outcomes with POs and PSOs.
4. Content beyond the syllabus, Value Added Programs, Technical events, Guest lectures, Seminars, Laboratory experiments, Projects, etc. are organised in order to strengthen and fill

the gap.
5. The process of teaching and learning is carried out in order to achieve programme outcomes and program-specific outcomes.

**Student Performance Analysis**

The quality of the project work, assignments, and other assessments are used to analyse student performance.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-6/6.5.1-supporting.pdf |
| Upload any additional information | View File |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**Teaching and Learning**

The institute has embraced the following cutting-edge procedures for TLP:

- Internships; Value-Added Courses; Educational Projects in Related Subjects.
- Content beyond the syllabus
- Pre-start preparations include: Course learning objectives and course outcomes, Departmental Academic Calendar, Lecture plan and notes
- Students are sent a soft copy of the lecture notes and a question bank through google classroom, email etc.
- Monitoring student's performance
- Monitoring the teaching process
- Addressing issues of faculty

**Research and Development**

R &D cell is developed to advance research and development at the institute. The Cell consists of Faculty and researchers. The cell

**meets once in every two weeks and provides recommendations for raising the standard of R&D.**

**Library, ICT and Physical Infrastructure / Instrumentation**

- **The institute continually upgrades its ICT capabilities for its laboratories, lecture rooms, classrooms, and tutorial rooms.**
- **IEEE institutional login permits faculty and students for their academic and research work. Central Library provides standards for enhancing the quality of library resources.**
- **Physical infrastructure has been expanded to accommodate current trends and greater intake.**

**Human Resource Management**

**The institute assigns staff members to participate in development programmes outside the institute and offers technical resources and financial support for such programmes in order to promote the professional growth of its human resource.**

**Industry Interaction / Collaboration**

**Memorandums of Understanding were formed with organisations such as Infosys, Cloud Bull, CDCE HP Automation, Infoziant, National Instruments, and Intelligence quality etc.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-6/6.5.2-supporting.pdf |
| Upload any additional information | View File |

| | |
|---|---|
| **6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)** | B. Any 3 of the above |

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-6/6.5.3-expert-from-other-institution-DAC-2021-2022.pdf |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Gender equality refers to the equitable treatment of men and women in accordance with their individual requirements. This can refer to conduct that is equal or different but indeed viewed as equivalent in terms of rights, privileges, obligations, and opportunities. Gender equity makes sure that opportunities are not restricted based on gender.The college provides studentsand staff a secure, comfortable environment for learning and working.The institutionhas taken numerous measures, including the installation of CCTV cameras, security guards, including female guards, to ensure the safety and protection of the female students. A full-time female warden, a fire extinguisher, a first-aid kit, a suggestion box, a generator, a power room, helpline numbers, and a student help desk are provided in the ladieshostel, which is located on the college premises. The students were counselled by the mentorwhenever necessary to resolve their issues.VIT has a medical room facility for the students. It has separate inpatient facility formale and female students.Even though the college is co-educational, it prioritises women faculty on campus and promotes women's empowerment through gender equity in education. Numerous co-curricular and extracurricular activities on gender issues and gender equity are organised by the institution to promote gender equity. These activities include workshops, seminars,competitionsand awareness programmes

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-7/7.1.1-Gender-Equity.pdf |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-7/7.1.1-Gender-Equity.pdf |

| | |
|---|---|
| **7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment** | B. Any 3 of the above |

| File Description | Documents |
|---|---|
| Geo tagged Photographs | View File |
| Any other relevant information | No File Uploaded |

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

The College has divided waste into three parts.

1. Solid Waste 2. Liquid Waste 3. E-Waste The panel

The College has contracted with a standard vendor who collects the waste from the designated location, separates it, recycles it, and arranges it at the public authority-approved landfills.

Administration of Solid waste: Each level and source of the trash is isolated. Contamination from waste is aesthetically unpleasant and causes a lot of rubbish in our networks, which can lead to health problems. Each block's in charge boss ensures that the loss is collected at the designated intervals on each floor. The floor dustbins are emptied into the portable dustbins/holders provided for each block and transported to the College's provided unloading yard.

**Administration of liquid waste: Science labs, lodgings, private quarters, and containers all produce liquid waste. Through a legal component, the reused water is used to water plants in the establishment garden. Tanks are filled with the treated water and used to clean bathrooms and floors. This restricts how much water may be used on the grounds.**

**The electronic waste created by equipment that cannot be recycled or reused is initially stored in idiotic yards before being sold on the open market by companies that have received approval from the government.**

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | [View File](#) |
| Geo tagged photographs of the facilities | https://velammalitech.edu.in/wp-content/uploads/2022/AQAR-2021-2022/criteria-7/7.1.3-Degradable-and-non-degradable-waste.pdf |
| Any other relevant information | [View File](#) |

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

**A. Any 4 or all of the above**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | [View File](#) |
| Any other relevant information | **No File Uploaded** |

**7.1.5 - Green campus initiatives include**

| **7.1.5.1 - The institutional initiatives for greening the campus are as follows:**<br><br>1. **Restricted entry of automobiles**<br>2. **Use of Bicycles/ Battery powered vehicles**<br>3. **Pedestrian Friendly pathways** | **A. Any 4 or All of the above** |
|---|---|

**4. Ban on use of Plastic**
**5. landscaping with trees and plants**

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | No File Uploaded |

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

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

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

| **7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading** | B. Any 3 of the above |
|---|---|

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

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

The institution arranges events to teach ideals of tolerance and harmony toward cultural, regional, linguistic, communal, socio-economic, and other diversities. The Institute abides with the government's reservation guidelines for student admissions and gives students with speech and hearing impairments an equal chance at a quality education.

The institution has established Anti-Ragging Committee, Bloody donation camp, Go Green Competitions, Independence Day, Republic Day, International Women's Day, International Yoga Day. Our faculty members explain the Prime importance of Blood donation which is a life saving truck and to motivate them to organize blood donation every now and then. A drawing competition was organized take into account the green world and the importance of green revelation which was conducted in a beauty manner and end with the grand success.

A well organized women's day was conducted by our faculty along with support of our college students. Infect role of a women is very important in all areas like domestic, Public and all over environment etc.,

Our faculty member not only conducting various programs with our inside the campus but also conducted a motivated program at Ramakrishnan higher secondary school, Pattabiram.The purpose of the visit is to motivate the students relating to their achievements which is not a single construct but rather subsumes a verity of different constructs like ability and self concepts, task value, goals and achieve motives.

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | [View File](#) |
| Any other relevant information | No File Uploaded |

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

The school uses extracurricular activities to educate students and employees about the constitutional requirements for values, rights, duties, and responsibilities in order to help them become better citizens of the country.

Our students are well aware that NCC cadets have reservation in many government jobs, especially in the state and central police and in paramilitary forces.

Like NCC, NSS also play a vital role for our youth group. Our students are aware of that they get the opportunity to participate in various national and state level program such as national integration, motivational lamps, value oriented self developments camp, adventure camps workshops youth exhibition, cultural programs etc.

The establishment raises the flag of the country on Independence Day and Republic day with illustrious chief guests raising the flag and delivering, Inspirational speeches on patriotism. The day marking India's Independence Day to celebrate our nation's love, adoration, and pride.

The day honors Indian citizens' democratic freedom to choose their Students enthusiastically participate in a range of activities, including aware camping, seminars, through NCC, and NSS activity. Public awareness walks on behalf of Aadhar with vote's id.

Self discipline, punctuality and social awareness are the three important aspects without which nobody can lead our life peace fully. We do have our an efficient NCC battalion and NSS Team.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | [View File](#) |
| Any other relevant information | **No File Uploaded** |

| | |
|---|---|
| **7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized** | **B. Any 3 of the above** |

| File Description | Documents |
|---|---|
| Code of ethics policy document | [View File](#) |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | [View File](#) |
| Any other relevant information | **No File Uploaded** |

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

**Numerous events have been held at the Velammal Institute of Technology (VITECH), Panchetti, Thiruvallur, to commemorate the different international and national holidays that are observed worldwide. To raise awareness of yoga's advantages for leading a healthy life, the International Yoga Day was observed. The programme included live demonstrations of several asanas and exercises, and the students greatly benefited from it. The occasion raised students' understanding of the value and significance of yoga in modern life. For the NCC Cadets from our college, Swarnim Vijay Varsh at the War Memorial was a proud**

experience as they attended the celebrations of Swarnim Vijay Varsh. The NCC Cadets participated successfully in the Tree Plantation Program, which was held on the grounds of our college. Different plant species that have excellent therapeutic qualities were planted. The goal of the Fire Safety Awareness Program was to educate employees and students about fire rescue and life-saving procedures.

Independence Day was observed on our campus as a way to honour our freedom fighters and feel the pleasure of freedom. Variety of events and competitions were planned for students. To commemorate the 75th anniversary of freedom and the Azadi Ka Amrit Mahotsav, the principal raised the national flag.

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

## 7.2 - Best Practices

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

1. Title of the practice: Student Counseling
2. Objectives:

The main objective is to assist each student in making the decisions that are best for their future academic and personal development.

1. The Context: student's lack of self-confidence, confidence in the medium of instruction, or application owing to a lack of interest in the subject are the most significant student factors to sort out.
2. The Practice: Each member of the teaching staff is assigned a class of no more than 20 students, and they are all responsible for providing academic counselling and keeping track of the students' attendance and academic development. Additionally, they stay in touch with the pupils' parents. Students are pointed in the direction of on-call

professional counsellors on campus.
   3. Evidence of Success:

Even in the difficult situation students got success by the constant coaching and motivation by the faculty members.

   1. Problems Encountered and Resources Required:

Students are unable to engage in the direct classes from professionals because of the lockdown. Online sessions are then introduced as a solution to this issue. Students are benefitted and gained

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | [View File](#) |
| Any other relevant information | No File Uploaded |

### 7.3 - Institutional Distinctiveness

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

Vision of the Institution is to mould and empower students in the pursuit of knowledge, values and social responsibility and help them to achieve excellence in various fields, thereby also preparing them to face global challenges.

The College provides ample opportunities to the students from different streams to mingle together in academic as well as sports, cultural and other extra-curricular activities organized through different societies and clubs.The College encourages its faculty and students to participate in seminars and conferences and promote a holistic teaching-learning environment.

Various technical contests and competitions are conducted by department technical associations to challenge the technical competency of the students. In addition to preparing the students with core competencies to face the global challenges, believing that "skills are less value in the absence of appropriate value systems", the institute strives in making students adopt right attitude, understand and contribute to the socio-economic development & welfare of the society.

The institute is contributing to the development of the nation by capacity and character building of the students. In addition, the

College facilitates regular interactions through QUIZ, DISSEMBLE CLUB, CONFERENCE, WEBINARS, WORKSHOPS, HACKATHON, NCAT, GUEST LECTURES etc.

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | [View File](#) |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

Plan of action for the next academic year:

- To get more research grants from Government and Non-Government organizations.
- To conduct Energy Audit, Green Audit and Environment Audit as part of a green initiative.
- To motivate students to take up online internships, NPTEL Courses, Computer course training, Industrial Visits and Research Projects.
- To provide Incubation support to the students aspiring to launch Start-ups.
- To strengthen the entrepreneurial initiatives of the students through the Centre for Innovation, Incubation and Entrepreneurship Development Cell.

Planned to Organize FDPs, Seminars, Symposium, inter college programmers for students