

CRITERION V
STUDENT SUPPORT AND
PROGRESSION

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5.1. Student Mentoring and Support

5.1.1. Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes

The college publishes an yearly hand book which gives exhaustive information about the following aspects of college life.

- ❖ Name list of members of Governing council
- ❖ Vision and Mission of the college
- ❖ Profile of the college
- ❖ Faculty details
- ❖ Library – Guidelines and general information
- ❖ Guidelines to students which includes Class room manners, Mentorship, Leave Letter, Permission & Absenteeism, Dress Code, General Instruction, Ragging, Examination rules other relevant information and college academic calendar

College Prospectus provides the salient features of Velammal Educational Trust and highlights of VCET such as

- ❖ Vision of Velammal Trust
- ❖ Velammal Educational Trust profile
- ❖ Academic and Infrastructure facilities
- ❖ Our Recruiters
- ❖ List of University rank holders
- ❖ Campus infrastructure
- ❖ Information about the Engineering Departments
- ❖ Faculty
- ❖ Central Library
- ❖ Industry-Institute Interaction
- ❖ Communication and value added programs
- ❖ Research and Development
- ❖ Incubation Centre
- ❖ Residential facilities
- ❖ Placement Details

The veracity for the information provided in the prospectus can be vouched for and the rules and regulations mentioned in the hand book are strictly adhered to. Need based modifications are incorporated in the hand book details in the ensuing academic year.

The college also publishes a quarterly newsletter to disseminate information to the stake holders on all the activities of the institution throughout an academic year. The newsletter show cases research & development activities, departmental activities including faculty and student participations in various programs and placement details. Students are encouraged to contribute articles to the news bulletin.

5.1.2. Specify the type, number and amount of institutional Freeships /free ships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The institution provides financial assistance to the students. Freeships are provided for meritorious students in the form of free boarding and lodging, concession in transport etc. The following table provides the details about such concession availed by the students for the past four years

S.No.	Year	No. of Students Availed Concession	Concession Amount in Lakhs
1	2011-12	11	4,52,700
2	2012-13	16	8,09,900
3	2013-14	22	12,43,05
4	2014-15	28	13,88,90

Apart from the above, the college has constituted to the following

- ❖ 50% of expenses towards participating in National/International Conferences are borne by the institution.
- ❖ Award of cash prize for 100% attendance for the academic year
- ❖ Award of cash prize for 100% Attendance for the four consecutive years
- ❖ Awards in terms of gold coins and cash issued to students for their excellent performance in academics and sports

5.1.3. What percentage of students receives financial assistance from state government, central government and other national agencies?

All students who are eligible receive the various Government scholarships including First generation learners scholarship are facilitated to apply and receive the different categories of scholarships – this makes the percentage 100.

Students eligible for Government scholarships are intimated about the application to be submitted and the relevant enclosures to be readied. The college office then uploads the information on the websites corresponding to the scholarship and as and when the scholarship is received, it is disbursed to the students.

Details of scholarship availed Year wise are listed below.

S. No	Year	No of Students Received Scholarship	BC/MBC Scholarship in Lakhs	No of Students Received Scholarship	SC/ST Scholarship and Tuition fee Refund in Lakhs	No of Students Received Scholarship	Minority Scholarship in Rs.
1	2010-11	201	7,34,470	64	4,75,820	Nil	Nil
2	2011-12	300	9,64,590	93	29,47,300	2	49,500
3	2012-13	343	9,52,083	121	39,66,800	2	40,000
4	2013-14	460	23,92,565	154	57,18,885	2	49,000

5	2014-15	545	27,96,050	180	86,12,750	14	350000 (Awaiting)
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5.1.4. What are the specific support services/facilities available for SC/ST, OBC and economically weaker sections?

- ❖ All SC/ST students receive financial assistance in the form of tuition fee, maintenance charges from the Government as per the Government regulations.
- ❖ The college arranges additional training / remedial classes for SC/ST and other academically slow learners..
- ❖ Mentors take special care of slow learners under their mentorship, identifying their academic deficiencies and suitable corrective measures.
- ❖ Financial assistance in the form of free accommodation and free food are also provided for needy students who are academically bright.

Students with Physical Disabilities

Till date from the inception of the college, no student who can be called / referred to as physically challenged / disabled had opted for admission into the college. However, we have had two students, one at initial stages of Parkinson's disease and another with a muscular problem who required the help of scribes for writing their examinations and also in laboratory work. This aid has been extended to them as per Anna University norms.

Students to participate in various competitions / National and International

- ❖ The College extends 50% financial support for travel to students participating in various competitions/conferences outside India.
- ❖ Quite a number of students secure prizes / cash awards in National, Inter University, and Inter Collegiate events.
- ❖ The College recognizes this merit by rewarding the students who have won cash awards with equal prize money on the College Annual Day celebrations.

The following table provides details about the financial support received by the students from Management – towards TA and DA for Students Participation in National and International conferences

S.No	Year	Financial support received from Management in Rs. / No. of students
1	2013-14	67,835/7
2	2014-15	1,05,062/16

Medical Assistance to Students: Health center, health insurance etc.

Velammal Medical College Hospital –Urban Health Training Program (Centre -Viraganoor, Madurai) with fulltime Doctors and Nurses with all emergency medical facilities is housed inside the college and the Center from 7:30 am to 3:30 pm

The Centre has its own round-the-clock ambulance van facility.

Emergency medical care and in patient and out- patient care is rendered at Velammal Medical College Hospital, Anuppanadi, about 3 km from the

college.

Organizing Coaching Class for Competitive Examinations:

While the slow learners are helped with extra coaching classes, the advanced learners are trained in preparing for competitive examinations like GATE/ CAT/ CIVIL Services examinations.

From the academic year 2014-15 onwards, provision is given in the time table to conduct coaching classes / self-study by the advanced learners. Library / internet facility is made available every day during this time (4.05 to 5.30 p.m.).

In-Depth and beyond coverage of syllabus catersto the needs of the advanced learners. Training in answering aptitude questions is provided by Career Guidance Cell and one hour is exclusively allotted for this training which form the basis for their preparation towards GATE/CAT exams. Periodical tests are conducted in Aptitude questions which help the students assess themselves. In association with the British Council, Business English Certificate Course is also being offered to the II and III year classes. Obtaining this certificate has been made mandatory for the II year class from the academic year 14-15.

Official on duty leave is given to students on their day of exams and two days as preparatory days prior to the day of such competitive examinations.

Skill development (spoken English, Computer literacy, etc.)

- ❖ All classes are handled only in English
- ❖ “**ENGLISH ONLY ATMOSPHERE**” is enforced in the campus
- ❖ British English Certificate (BEC) is offered to all II year students and it is mandatory for them to acquire this certificate
- ❖ Personality Development skills are part of the placement training program that commences from the beginning of the third year of study.
- ❖ Extra Special classes are conducted to enhance the Programming skills of students opting for placement.
- ❖ In the syllabi prescribed by the Anna University, in the I semester, a course on Computer programming is included and this is taken up by all the students.

A few photographs are added for the reader’s visual delight



Language Lab



Ms. B. Pooja - Coordinator and Sub editor- India Web magazine "Voices of the world" conducts Writing Skill Workshop on 28-12-2011



Writing Skills Workshop on Idea Generation by Ms. B. Pooja, with the expertise of native speakers of English

Support for slow learners:

The slow learners are identified right from the entry level based on the medium of education and habitat background.

From the second week of classes, extra attention is given to the slow learners by way weekly coaching classes in the needed subjects and this continues to throughout the year until such time a student is deemed to have shown improvement of the satisfaction of the course teacher.

Mentors follow up the regularity of the students to the coaching classes and whenever necessary parent – mentor- course teacher discussion is convened to help the student perform better. At the end of the semester prior to the University Summative Examinations, Intensive coaching Program (ICP) is conducted for each subject



An ICP Class conducted for IV Semester Mechanical Engineering Students

Exposure of students to other institutions of higher learning /corporate/business houses,etc

The College ensures all measures to expose the students to the real world experiences besides providing quality education to the students within the college campus. To cite a few

- ❖ Internships in industries such as CTS, BSNL, Ashok Leyland, Renault Nissan, TNEB Gas turbine power plant, IGCAR Kalpakkam, TVS & Sons, Fenner India Ltd., Madurai, , SERC-Chennai, ICF-Chennai, Honeywell -Madurai etc.
- ❖ Industrial Visits – ICF Chennai, HCL Bangalore, Dalmia Cements Ariyaloor
- ❖ UG and PG projects in reputed institutions like L & T, TVS Sundaram Fasteners, TVS Brakes India and Hundai Motors
- ❖ Participation in Seminars, Conferences, Symposia and project contests and similar academic programs

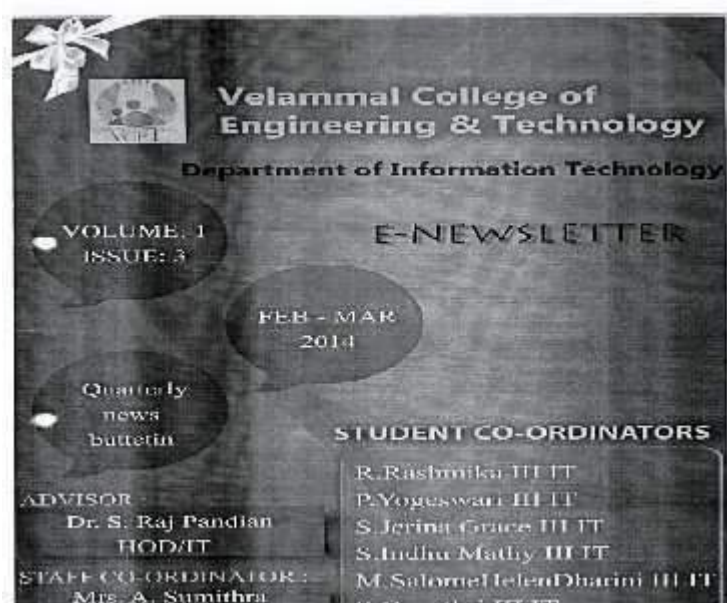
The following table provides details about the Number of students involved in Industrial Projects

S. no	Year	No of students involved in Industrial Projects
1	2010-11	11
2	2011-12	19
3	2012-13	21
4	2013-14	25
5	2014-15	23

Publication of student magazines

Departmental student associations bringout technicalmagazines in the name of “e-Magazine”. The following table provide details about the No. of e-Magazine Published

S. no	Year	No. of e-Magazine Published
1	2010-11	2
2	2011-12	3
3	2012-13	3
4	2013-14	4
5	2014-15	5



The frontage of the E-Magazine from Department of Information Technology

5.1.5. Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

- ❖ Entrepreneurship Development Cell has been established. Programs are conducted regularly to motivate the students to be an entrepreneur.
- ❖ Experts from financial institutions like nationalized banks, MSME, TIDCO, SIPCO etc. are invited to help students learn how to prepare a business plan.
- ❖ Case Studies of role models and renowned business people like Steve Jobs, Bill Gates, Ambani, Tata, Birla, Wallmark and the like are discussed in classes.



Inauguration of Entrepreneurship Awareness Camp on 12.03.2012

A few examples are given below:

- ❖ **Mr. P Balamurugan**, Asst. Controller of Patents & Designs, Department of Industrial Policy & Promotion, Chennai. Government of India inaugurated the Centre for Innovation and Product Development (CIPD) by Mechanical Engineering department on 15/07/2011.
- ❖ **Dr. R. JAYARAMAN**, Member Secretary, Centre for Entrepreneurship Development, Tamil Nadu inaugurated the **Entrepreneurship Awareness Camp** during 12th to 28th March 2012.
- ❖ Department of Mechanical Engineering has signed an **MOU** with **Native Lead Foundation** in association with CII, Madurai Zone & Launching Youth Venture Program in the presence of Mr R Sivarajah, Immdt. Past Convener, ICT Panel, CII Madurai Zone, Joint Managing Director, Winways Systems P Ltd year
- ❖ Through **VAUTS** (Velammal Automobile Training Service Centre) center our students get trained in latest automobile technologies in collaboration with leading automobile service centers like TVS & Sons, Sukrit Hyundai and our own College Transport technicians. This centre also trains our students in meeting the requirements of Regional Transport Authority in obtaining the FC.
- **Centre for Innovation and Product Development (CIPD)** facilitates the students to learn about current industrial scenario, strategies to convert ideas into products and also various sources of funding.
- Recognizing the activities of CIPD, MSME, New Delhi, has conferred the status of Business Incubator and has funded ` 42.274 Lakhs for 8 projects [No. 3(1)/2014/INC/12th Meet, Dated 21.5.2014]. out of which seven are student projects. The outcome of these projects will be the patentable products that can be transformed for commercial use.

The following table shows the impact of the above efforts

S.No.	Year	No. of alumni turned Entrepreneurs
1	2007-11	4

1	2008-12	1
2	2009-13	3
3	2010-14	3

Aligning with our mission and objectives, VCET employs a multipronged approach in shaping the overall personality and development of the students as well the economic development of the nation. In this endeavors VCET focus on academic excellence making the students either employable or pursue higher studies and motivating them to became entrepreneur starting their own ventures.



Students exhibit their projects in Press Conference by SAP and Native Lead Foundation that promotes entrepreneurship among college students in and around Madurai

5.1.6. Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

For holistic development of an individual, involvement and participation in different activities that hone and show case the talents, become necessary. Keeping this in mind, the Institution has evolved strategies to throw open various opportunities that will help the most important stakeholder- the student - develop into a responsible citizen.

The following committees have been constituted to enhance student participation in extracurricular and co-curricular activities.

- ❖ Sports Council
- ❖ Extra- and co-curricular Committee
- ❖ Fine Arts Club
- ❖ Quiz club
- ❖ Professional choreographers and trainers are engaged for training the Students participating in College Annual day Cultural Events.



III Year IT students participating in ACM ICPC continent level contest and which ranked them at 337 out of 450 on 18.12.13 to 19.12.13



The laureates who won Rs. 15000/- in App Expo event organized by IIT Chennai on 03.03.14.



Quiz Competition held by EEE Association on 20.09.2014

Promotion of participation of students in sports

- ❖ On duty leave is given to students to encourage them to participate in sports events
- ❖ DA and TA are extended to students participating in out-station sports meet.
- ❖ Sports uniforms and gears are given free of cost

- ❖ Awards in terms of gold coins and cash are issued to students for their excellence in sports.

a. Additional academic support, flexibility in examinations:

- ❖ Absence from classes for the students participating in important literary, cultural or sports events Inside / outside the college is treated as on- duty.
- ❖ Academic support is provided for all those students participating in extracurricular activities by including them in the regular coaching classes to help them make up the classes missed
- ❖ Out of Hours interaction with the course teachers is made available to compensate for the on duty absence.
- ❖ Compensation classes conducted for laboratory exercises.
- ❖ Internal Assessment tests scheduled during the on –duty period are conducted again for the participants.

b. Special dietary requirement, sports uniform and materials:

College provides sports uniform to all the students participating in the inter- collegiate /inter University events

Specially prepared nutritious diet is provided to the sports personnel and Snacks and refreshments are provided to cultural participants during practice sessions.

Costumers and make – up personnel are brought from Chennai for the College Annual Day cultural event which ensures that the participants do not spend out of their pockets for participation

Special transport facility up to the main Periyar Bus Stand is made available when the practice sessions extend beyond into late evenings.

c. Special dietary requirement, sports uniform and materials:

- ❖ College provides sports uniform to all the students participating in the inter- collegiate/inter University events and provides dietary supplements for such students.
- ❖ Special diet is provided for students in their coaching camps.
- ❖ Free sports uniform is disbursed to the students.

5.1.7.Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exam such as UGC-CSIR-NET,UGC-NET, SLET,GATE/ CAT/GRE/ TOEFL /GMAT/ Central/State services, Defense, Civil Services, etc.

1. Special coaching for GATE /CAT exam preparation
2. In depth coverage and delivery of each course content and extending the learning process beyond the prescribed syllabus
3. Time allocation in the time – table to train the students exclusively in general Aptitude tests and in technical aptitudes
4. Periodical aptitude tests to assess and improve the performance of students.
5. Business English Certificate program in association with the British Council to augment the language skills of the students.
6. On line mock examinations framed in a pattern similar to the GATE examination
7. On duty leave for the day of competitive examination and two days

special preparatory leave prior to the examination.

The following table gives the number of students opted for writing competitive examinations in the last five years

S.no	Batch	No. of Students Appeared for GATE/ TOEFL/CAT/GRE	No. of Students Qualified TOEFL/GATE/CAT
1	2007-11	14	11
2	2008-12	34	7
3	2009-13	29	9
4	2010-14	47	11
5	2011-15	32	1

5.1.8. What type of counseling services are made available to the students(Academic, personal, career, psycho-social etc.)

Each faculty is assigned 20 students under his/ her care as mentees. In most cases the same faculty will continue to be mentor for the 4 year tenure of the student in the college. This helps the faculty build a close professional and personal relationship with a student and also helps in continuous monitoring of the progress in all aspects, of the mentee.

Functions of the mentor

- ❖ To identify within about a fortnight the strengths and weaknesses of the mentees by meeting them at least three to four times within this period
- ❖ To broadly categorize the mentees into groups based on the needs
 - Mentees who have the ability to work on their own and need only monthly follow up
 - Mentees who need constant encouragement due to their social background
 - Mentees who need regular follow up and monitoring due to the lack of maturity / playful attitude
- ❖ To regularly maintain the academic record of the student and ensure that the parents get to see and sign the record after each Internal assessment test and University examinations every semester.
- ❖ To identify the talents of each individual and encourage him/ her to showcase the same.
- ❖ To groom the individual to be a responsible citizen

Work Plan of a Mentor

- ❖ Keep track of the first group once a month and train them to help in monitoring the third and the fourth group
- ❖ Meet the mentees, suggest work plans for study and follow up their schedule once in two days- help them overcome barriers such as language, back ground(rural, semi urban etc) and help them accept their economic back ground
- ❖ Mentoring the mentees on the importance of being disciplined, following proper dress code, regularity in attendance, studies and being punctual to classes, in assignment/record submission etc.
- ❖ Keep track of arrear papers, if any, inform the parents about the same

every semester, ensure that the mentee prepares for the arrear exam, appears for and clears the papers within the duration of study.

- ❖ Meet the mentees of the third and the fourth group almost daily formally or informally and initiate the need to realize that a change in attitude is warranted.
- ❖ Keep a record for each mentee with the details of meetings held with them with date and time
- ❖ Keep track of co-curricular and extra-curricular activities of the mentee

Placement training and career counseling

At the beginning of the pre-final year of study the student (in consultation with his/her parent) is given the option of either choosing placement training or progressing to higher studies.

Students who have opted for campus placement are slotted into various activities of the placement cell - soft skill development, group discussions, mock interviews, intensive training in clearing general and technical aptitude tests – using skilled resources from both inside and outside the institution.

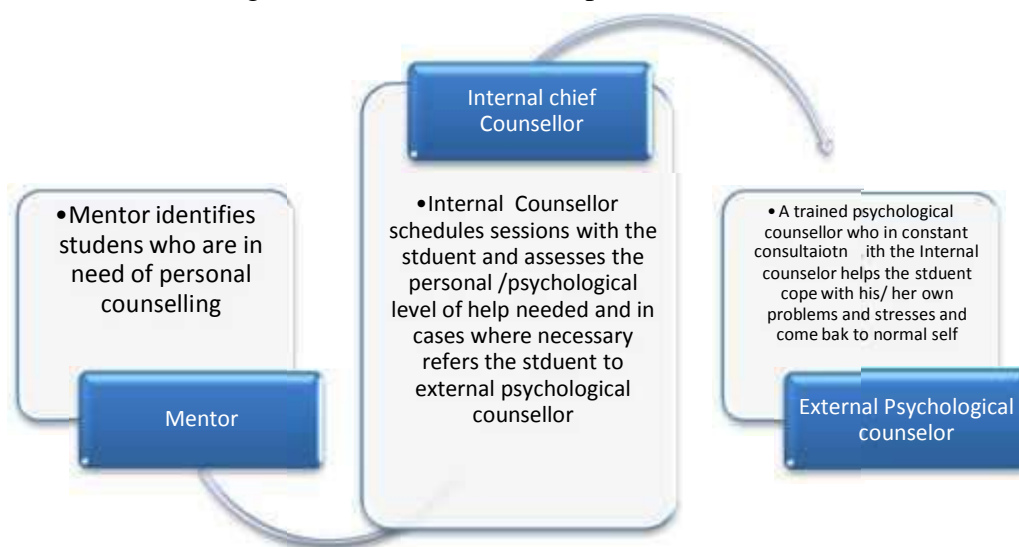
Counseling is rendered to the toppers of the toppers to aim for placement in companies with dream offers – this has resulted in one student receiving offer from more than one employer resting the choice with the student!

Students of non- computer based courses are encouraged to seek placement in core companies, many of which are invited for either campus recruitment or extend off campus exclusive placement process for the Velammal group of students.

Personal and Psycho-social counseling

The college has a well- structured mechanism for personal and psychological counseling

The flow chart given below describes the process:



Dr. GeethaSivasubramanian is the internal counselor of the college and Dr. Janet Sankar of M.S. Chellamuthu Trust is the external counselor

5.1.9. Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (List the employers and the programmes).

YES

The college has a well- established placement cell administered by a placement officer. The placement officer is ably assisted by a team of placement coordinators(one faculty member and two students) from each department

The Placement officer regularly displays bulletins and articles related to placement scenario to keep the students abreast of the employers' expectation and employment opportunities.

Industrialists are invited to address the students on current issues related to employability.

Soft skill trainers are also involved in inculcating the necessary personality skills that enhance the suitability of the students for placement process. Preparing the students for taking up aptitude tests (general and technical) begins from the first / second year of study

Clearing the Business English Certification (BEC) course has been made compulsory for those who opt for campus placement and from the academic year 2014-15, for all the II year students, to improve the language and communication skills.

Training in group discussion and conducting mock interviews form a routine part of boosting the skills of students.

Motivational programs such as SPARK, Pride of South Tamil Nadu, Nuclear Energy Educational Meet are conducted periodically.

Value added courses by CISCO Certified Networking Academy, Oracle certified Professional Course, NET certification Course by ICT Academy of Tamil Nadu offered by the college and undergone by the students augment the employability of the students.

The ambience of the placement cell with rooms equipped for group discussion and mock interviews adds to the seriousness of the process.

A sample of the skill development programs conducted for the students with a thrust on campus placement is shown below:

Sl. No.	Year	Title of the Skill Development Programs/ Placement programs etc.	Date of the Program
1	2010-11	Seminar on Oracle clinical database management system	21.07.10
		Value Added Course – Oracle Database Management System	07.01.11
		Guest lecture by Purple Leap, Bangalore	08.01.11
		Orientation program on Higher studies by Time institute	02.02.11
		Guest Lecture on “Simple Network Management Program”	28.02.11
		Seminar on “Recent trends on Information Technology”	11.03.11
		Mock Interview	18.03.11
		Seminar on “Microsoft Technologies and Certification”	20.03.11
		Seminar on “Applications of Digital Image Processing”	18.04.11
		Seminar on “Wireless Sensor Networks”	19.04.11
		GATE Workshop	22-03-12
		Placement Preparation	16-12-11 to 17-12-11
		Soft Skills	22-11-11 to 25-11-11
		GD & Interview techniques	21-11-11
		Aptitude Training	01-06-11 to 08-06-11
		Verbal Ability and GD	22-06-11 to 31-08-11
		Seminars and Mock Test on CAT	08-07-11
		Preparation for CAT	11-07-11
		Mock Interview	01-08-11 to 11-08-11
Seminar on “Data Mining”	19.04.11		
2	2011-12	Seminar on “Importance of Oracle DBA Certification”, Purple Leap, Bangalore	06-07-11
		Seminar on “PHP”, APTECH Solutions Limited, Madurai	25-07-11
		Seminar on “Career Education”, SSI, Madurai	25-07-11

		Seminar on “How to write and present a technical paper”	27.08.12
		Two days workshop on PHP by Galaxy Finishing School, Madurai	08.09.11 & 09.09.11
		Project Contest	20-09-11
		Aptitude Training	Dec. to Feb. 2012
		Intensive Language training	Dec. to Feb. 2012
		Soft skills, PALS from Chennai.	09-1-12 to 11-1-12
		Awareness on Higher Education, GATE/GRE/CAT, TIME institute	01-02-12
		One day refresher course	09-02-12
		Workshop on “PHP”, by BLAZE Web Services	11.2.12
3	2012-13	Brainstorming Session in “TOC & Compiler design”	06.08.12
		Aptitude Training	09-5-12 to 02-6-12
		Seminar on DOT NET by TANTEM, Madurai	18.8.12
		Orientation seminar about “Preparation for GATE exam” by TIME, Madurai	22.08.12
		One day seminar on “How to write and present a technical paper”	27.08.12
		Organized a two days seminar in “International certification”, J-GATE, Madurai	03.9.12 & 04.9.12
		“Quiz Contest” from Apps Club	15.09.2012
		“Programming Contest” from Programming Club	15.9.2012
		Programming contest in association with English department “Random Number Generation”	29.9.2012
		Student Convention on “Recent and Future Trends in Computing Sciences”	08.10.12
		Mock Test – Gate Prep. TIME, Madurai	19.01.13
		Orientation Seminar about “Web Designing & PHP” by Dreamzone, Madurai	05.02.13
4	2013-14	Logo Design Contest conducted by Dreamzone, Madurai	08.02.13
		Orientation seminar about “Higher Studies & Career Guidance” by IMS Learning Center	13.02.13

		Seminar on “How to write and present a technical paper”	12.3.2013
		Programming contest (Coders Arena)	16.4.2013
		Seminar on “How to do projects on Data Sciences”, Mr. M. Shanmugasundaram, VCE, Chennai	4.10.13
		Guest lecture about “Opportunities for Youth in Precision Agriculture” by Dr. B. J. Pandian, Director, TNAU, Coimbatore	17.2.14
		Workshop on Mobile Apps Development under ACM Student’s chapter	17.02.14 & 18.02.14
		Conducted an Intra College Level Quiz Competition	10.03.14
		Intra College Level on Spot Abstract Preparation Contest (MANIA 2014)	17.03.14
5	2014-15	Entrepreneurship Awareness Programme	25.08.14
		Advanced Arduino Workshop	26.08.14
		Code Debugging Contest	09.08.14
		CTS test	13.09.14
		Soft skills and Aptitude training	5 & 6.10.14
		FACE Aptitude training	20.10.14
		Aptitude training	15.12.14
		BEC Crash course	15.12.14 to 24.12.14
		Android Application Mobile workshop	17-03-15
		ELDO-Ranjith Aptitude training program	05.01.15 to 08.01.15
		Entrepreneur Development program	20. 02-15
		GD and Mock Interview	23.04.15
		Aptitude Training by Mr. Eldo Mohan Ranjith	05.01.15 to
		Machine Learning and Applications" by Dr. RAO,Senior Director, Global Business, Cognizant	02.03.15
		Workshop on Group Discussion & Personal Interview Skills	23.04.15
		Red Hat LINUX Workshop	10.02.15
		Mobile Application Development	12.01.15 &13.01.15

The percentage of students selected during campus interviews by different employers from the first graduated batch of students is tabulated for perusal:

S. No.	Name of the Company	CSE	ECE	EEE	IT	MECH	MCA	Total
2008-2012 Batch Students								
1	TCS	13	16	17	11	6	2	65
2	Wipro	13	14	7	8	12	3	57
3	Accenture	1	1	1	2	-	-	5
4	UST Global	1	5	-	1	2	-	9
5	Steria	-	1	-	1	-	-	2
6	Scope	-	-	-	1	-	-	1
7	AON HEWITT	-	-	-	-	-	2	2
8	Hexaware	-	-	1	1	-	-	2
9	Sanmar	-	-	-	-	-	-	-
10	Wipro VLSI	-	2	1	-	-	-	3
11	Oracle	2	2	1	-	-	-	5
12	Neeyamo	-	-	-	-	-	1	1
13	Syntel	-	-	1	1	-	-	2
14	Greaves Cotton	-	-	1	-	1	-	2
15	Americian Megatrends	-	-	-	1	-	-	1
16	TATA ELXSI	-	4	1	-	-	-	5
17	Veryx Technologies	-	1	-	-	-	-	1
18	Apollo Tyres	-	-	1	-	1	-	2
19	Ameex Technologies	-	1	-	-	-	-	1
20	Arun Excello	-	-	-	-	3	-	3

21	Ultramax Hydro project	-	-	-	-	1	-	1
22	Effyiss Software	-	-	-	-	-	3	3
23	Micro Tech Power	-	1	-	-	-	-	1
24	BGR	-	-	-	-	3	-	3
25	Mapal India	-	-	-	-	3	-	3
26	Renault Nissan	-	-	-	-	1	-	1
27	TVS Tyres	-	-	-	-	3	-	3
28	Aricent	-	-	-	1	-	-	1
	Total	30	48	32	28	36	11	185

Sl.No.	Name of the Company	CSE	ECE	EEE	IT	MECH	MCA	Total
2009-2013 Batch Students								
1	TCS	7	4	6	5	-	4	26
2	WIPRO	16	11	12	4	6	2	51
3	L & T infotech	-	1	1	2	-	-	4
4	HCL ISD	-	-	-	3	-	-	3
5	HEXAWARE	2	-	-	-	-	-	2
6	Wabag	-	-	-	-	1	-	1
7	Renault Nissan	-	1	-	-	2	-	3
8	CSC	4	2	2	1	-	-	9
9	CTS ISD	-	2	1	2	2	-	7
10	AON HEWITT	-	-	-	-	-	2	2
11	Enzen	-	-	-	1	-	-	1

12	Mu Sigma	-	-	1	-	-	-	1
13	Shiram Capital	-	1	2	-	3	-	6
14	Melio Systems	-	-	-	-	-	1	1
15	MRF	-	-	-	-	3	-	3
16	CSS-NETWORKING	1	6	1	2	1	-	11
17	Rajashree Sugars	-	-	-	-	2	-	2
18	Console India	-	2	1	-	-	-	3
19	Sify Technologies	1	-	-	-	-	-	1
20	Silicon House	1	-	-	1	-	-	2
21	UST Glopal	-	-	5	-	2	-	7
22	Sumtwo	-	3	-	-	-	-	3
23	IISc	-	2	-	-	-	-	2
24	VET	-	-	-	3	2	-	5
25	Plintron	-	-	-	1	-	-	1
26	Athena Health	1	-	-	-	-	-	1
27	Aruna Alloys	-	-	-	-	2	-	2
28	PuthiyaThalaimurai	-	-	-	1	-	-	1
29	IBM BPO	-	-	-	1	-	-	1
30	HAP Renergy	-	-	1	-	-	-	1
31	I HORSE TECHNOLOGIES	1	-	-	-	-	-	1
32	RAHYALS Envergy India pvt ltd	-	-	-	-	1	-	1
33	Texmo	-	-	-	-	2	-	2
	Total	34	35	33	27	29	9	167

Sl. No.	Name of the Company	CSE	ECE	EEE	IT	MECH	MCA	Total
2010-2014 Batch Students								
1	ZOHO	1	-	1	1	-	-	3
2	TCS	12	21	19	5	9	-	66
3	WIPRO	3	11	8	2	4	1	29
4	ASCENDANT	1	-	-	-	-	-	1
5	L&T Info Tech	4	2	-	-	-	-	9
6	UST Global	-	5	4	1	2	-	12
7	Athena Health	-	3	1	-	-	-	4
8	SANMAR	-	-	-	-	1	-	1
9	Scope International	1	2	-	-	-	-	7
10	CSC	2	1	-	-	-	-	4
11	BNP Paribas	-	1	-	-	-	-	1
12	DFMSIM	-	-	1	-	-	-	1
13	HP	2	-	-	-	-	-	2
14	RENAULT NISSAN	-	-	1	-	-	-	1
15	AON HEWITT	-	1	-	-	-	-	1
16	TRIMBLE	1	-	-	-	-	-	1
17	INFOSYS	1	1	2	-	1	-	5
18	HCL-ISD	1	-	-	-	-	-	1
19	Mc-DERMOTT	-	-	-	-	1	-	1
20	VVDN	-	2	-	-	-	-	2
21	SAINT GOBAIN	-	-	-	-	1	-	1
22	ENDOSYS	-	-	-	-	2	-	2
23	TVS & SONS	-	-	-	-	1	-	1

24	SIFY	-	1	-	-	-	-	1
25	AKADEMIKA	-	1	-	-	-	-	1
26	MARWELL	-	-	-	-	1	-	1
27	3DMenggforU	-	-	1	-	-	-	1
28	TUBE PRODUCTS of INDIA	-	-	-	-	1	-	1
29	GETIT INFO	-	-	-	-	1	-	1
30	APPTIVO	-	1	-	-	-	-	1
31	MIND TREE	1	-	-	-	-	-	1
32	ACOUSTICS INDIA	-	-	-	-	1	-	1
33	THIRD WARE	1	-	-	-	-	-	1
34	TVS SRI CHAKRA	-	-	-	-	1	-	1
35	L&T Info Tech	-	-	-	-	1	-	1
	TOTAL	31	53	38	17	28	1	168

Sl. No.	Name of the Company	CSE	ECE	EEE	IT	MECH	CIVIL	Total
2011-2015 Batch Students								
1	ZOHO	1	-	1	1	-	-	3
2	TCS	12	21	19	5	9	-	66
3	WIPRO	3	11	8	2	4	1	29
4	ASCENDANT	1	-	-	-	-	-	1
5	L&T Info Tech	4	2	-	-	-	-	9
6	UST Global	-	5	4	1	2	-	12
7	Athena Health	-	3	1	-	-	-	4
8	SANMAR	-	-	-	-	1	-	1

9	Scope International	1	2	-	-	-	-	7
10	CSC	2	1	-	-	-	-	4
11	BNP Paribas	-	1	-	-	-	-	1
12	DFMSIM	-	-	1	-	-	-	1
13	HP	2	-	-	-	-	-	2
14	RENAULT NISSAN	-	-	1	-	-	-	1
15	AON HEWITT	-	1	-	-	-	-	1
16	TRIMBLE	1	-	-	-	-	-	1
17	INFOSYS	1	1	2	-	1	-	5
18	HCL-ISD	1	-	-	-	-	-	1
19	Mc-DERMOTT	-	-	-	-	1	-	1
20	VVDN	-	2	-	-	-	-	2
21	SAINT GOBAIN	-	-	-	-	1	-	1
22	ENDOSYS	-	-	-	-	2	-	2
	Total	49	54	53	35	25	15	231

S.No.	Department	Total Strength	Eligible students	No. of students Placed	Placement Percentage
2007-2011 - 153 Students have got placed out of 175, Placement % - 87%					
1	CSE	65	45	43	96
2	ECE	65	45	42	93
3	EEE	63	46	34	74
4	IT	66	39	34	87

	Total	259	175	153	87
2008-2012 - 185 Students have got placed out of 240, Placement % - 76%					
1	CSE	72	42	30	71
2	ECE	71	50	48	96
3	EEE	67	49	32	65
4	IT	72	40	28	70
5	MECH	67	48	36	75
6	MCA	-	-	11	-
	Total	349	229	185	76
2009-13 - 158 Students have got placed out of 209, Placement 76%					
1	CSE	63	43	34	79
2	ECE	87	44	35	80
3	EEE	84	44	33	75
4	IT	56	42	27	64
5	MECH	63	36	29	81
6	MCA	-	-	9	-
	Total	353	209	167	76
2010-14 - 168 Students have got placed out of 183, Placement 92%					
1	CSE	66	33	31	94
2	ECE	102	56	53	95

3	EEE	96	39	38	97
4	IT	60	18	17	94
5	MECH	70	35	28	80
6	MCA	-	-	1	-
	Total	394	181	168	92
2011-15- 231 Students have got placed out of 286, Placement 81%					
1	CIVIL	71	33	15	46
2	CSE	72	54	49	91
3	ECE	107	59	54	92
4	EEE	103	61	53	87
5	IT	66	38	35	92
6	MECH	68	41	25	61
	Total	487	286	231	81

As the above tables indicate, the College and the Management do not spare any effort in ensuring that the students who opt for placement leave with a job offer in hand.

5.1.10. Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

YES

GRIEVANCE REDRESSAL COMMITTEE has been constituted based on AICTE notification F.No. AICTE/PG/2012/20/SRO/06/1143, dated 25-07-2012

Objective:

To resolve the grievances of staff, students, parents and other employees.

Functions:

1. To receive any grievance from any quarter with an open mind
2. To look into the genuineness of the grievance
3. To find mechanisms to redress the grievance to the satisfaction of parties involved at the earliest.

The committee comprises of following members for the year 2014-2015

Ex Officio – Mr. Ganesh Natarajan – Vice Chairman

Chair person – Mr. N. Suresh Kumar – Principal

Convener – Dr. Geetha Sivasubramanian- Professor and HOD/ Chemistry

Members

1. Dr. N. Karpagam – Professor/EEE
2. Dr. R. Deepalakshmi – Professor / CSE
3. Dr. V. Anbumalar – Professor / MECH
4. Dr. S. Karthikeyan – Assistant Professor / MATHS

Vendors can also register their grievances, if any, with the Administrative Office.

Till date only one grievance has been registered by a student which has been resolved to the satisfaction of the student.

5.1.11. What are the institutional provisions for resolving issues pertaining to sexual harassment?

The institution has a structured frame work under the Gender Cell for addressing gender based issues

Gender Cell

Objective of the cell:

To facilitate a gender-sensitive and congenial campus environment at VCET so that no one in the campus is subjected to gender specific discrimination.

Members:

- Dr. Geetha Sivasubramanian (Covenor)/ Chemistry
- Dr. S. Velammal (Maths)
- Dr. M. Aruna (MECH)
- Dr. Ananth Babu (English)
- Mr. Ganesan (Deputy Warden/ Boys' Hostel)

Functions:

- ❖ To make aware the existence and functions of the cell to all members of VCET.
- ❖ To conduct periodical program on gender equality and gender sensitive issues.

- ❖ To educate the youngsters on the need to respect both men and women equally.
- ❖ To empower women in decision making and handling responsibilities.
- ❖ To identify sources of gender discrimination and take corrective action whenever necessary.
- ❖ To handle without bias any complaints or concerns received by the cell from any member of VCET.

Who can approach the cell

Any member of VCET (students/faculty/ non-teaching staff / housekeeping staff)

How to lodge a complaint

The person concerned can personally approach/ telephone/ write to / e-mail to the cell The mail ID is gencel@vcet.ac.in. The name of the complainant will be kept CONFIDENTIAL.

How the committee will handle the complaint

- ❖ Any member of the committee who receives a complaint should immediately bring it to the notice of the convener
- ❖ The convener will convene a meeting of the cell immediately and discuss the issue
- ❖ The affected person will be invited for a more thorough discussion
- ❖ The offender will be called for a discussion with the members and if the offense is validated the committee will take further action in consultation with the Principal.

As per the ‘Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 & Rules 2013(“POSH Act”) the ICC for our college is constituted with the following members:

1. Mr.Ganesh Natarajan – Vice Chairman, VET, Madurai
2. Dr. N. Suresh Kumar – Principal
3. Dr.Geetha Sivasubramanian – Presiding Officer
4. Dr. Janet Sankar – Counsellor and Women Empowerment Activist
5. Dr. G. Velamathy – Member
6. Dr. L. Andal – Member
7. Dr. G. Manikandan - Member

The above information is made available on the college web site.

5.1.12. Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

The College has anti-ragging committee.The composition of the committee is;

1. Principal - Nodal Officer
2. Dr. S. John Ethilton - Coordinator (HoD/ Physics)
3. HoDs of all Departments
4. Dr. C. Selvaraj (Director)
5. Physical Education Directors
6. Hostel Wardens
7. Members from teaching and Non- teaching staff

Members of Anti-Ragging squad (Teaching & Non-Teaching) are as follows.

1. Dr. L. Andal / HOD / Civil
2. Dr. GeethaSivasubramanian / HOD / Chemistry
3. Dr.S.Gopalakrishnan / Librarian
4. Mr.M.Ganesan / Deputy Warden / Men’s Hostel

5. Mr.L.S.Perumal / Deputy Warden / Men's Hostel
6. Mrs.S.Sujatha/ Deputy Warden / Men's Hostel
7. Mrs.N.Rathina / Deputy Warden / Women's Hostel

The main objectives of the Anti-ragging Cell of VCET is to help students

- ❖ shun ragging in any form
- ❖ learn to respect human dignity
- ❖ build a healthy senior – junior relationship
- ❖ create a supportive ambience for fellow students from all walks of life
- ❖ feel the need to encompass every one under 'Velammal Family'

The basic functions of the committee are:

- ❖ To disseminate information about the evils of ragging and the punishment incurred as per law if involved in ragging to all students at the beginning of every academic year..
- ❖ To ensure that the anti-ragging squad is vigilant 24 × 7 during the initial period of every academic year
- ❖ To guarantee that no untoward incident related to ragging happens throughout the academic year
- ❖ To warrant that the CC cameras installed at various strategic positions in the college are functioning and monitor the display throughout the day
- ❖ To be very stringent and strict in the action taken if and when incidents of ragging are reported

An undertaking is taken both from the students and their parents to the effect that the student will not indulge in any form of ragging and has clearly understood the consequences of any form of ragging. A sample is given below:

Velammal College of Engineering & Technology
Viraganoor, Madurai - 625 009
Anti - ragging cell

1200033

ANNEXURE I Part I
UNDERTAKING BY THE CANDIDATE / STUDENT

1. I, M. Udhaya S/o. D/o. of Mr. /Mrs. /Ms. R. Magosh
have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central / State Government in this regard.

2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009; and have carefully gone through it.

3. I hereby undertake that

- I will not indulge in any behavior or act that may come under the definition of ragging
- I will not participate in or abet or propagate ragging in any form
- I will not hurt anyone physically or psychologically or cause any other harm

4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and / or as per the law in force.

5. I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this 8th day of August month of 2013 year

Signature M. Udhaya

Name: M. Udhaya Address: 26, Saisyogan old vilanganudi Road Madurai - 6

ANNEXURE I Part II
UNDERTAKING BY THE PARENT / GUARDIAN

1. I, R. Magosh F/o. M/o. G/o. M. Udhaya
have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central / State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

2. I assure you that my son/ daughter/ ward will not indulge in any act of ragging.

3. I hereby agree that if he / she is found guilty of any aspect of ragging, he / she may be punished as per the provisions of the UGC Regulations mentioned above and / or as per the law in force.

Signed this 8th day of August month of 2013 year

Signature R. Magosh

Name: R. Magosh Address: 26, Saisyogan old vilanganudi Road Madurai - 6

The college is proud and glad to state that from the inception of the college, no incident of ragging has been reported.

5.1.13. Enumerate the welfare schemes made available to students by the institution.

The college strives to lend support to the prime stakeholders of the institution, namely, the students. To validate the support, the following welfare schemes have been formulated and implemented.

1. Need based financial support in terms of free boarding and/ or lodging in the hostels
2. Semester wise cash awards for meritorious and regular students
3. 50% back up towards expenses incurred for participation and presentation in national level project contests

4. Award of equal prize money for the victorious students in national level competitions
5. Free consultation at Velammal Medical College Hospital and Research Institute for students and their family members
6. 20% concession for expenses incurred if admitted into hospital, on room rent and procedural charges – for self and family members

5.1.14. Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

YES

The institution has an Alumni Association registered under Societies Act .



The following are the office bearers and term of office is three years.

Mr. S. Rajeswaran, President – MECH Dept. – 2012 (Design Engineer, CEMTEK- Bangalore)

Mr. Padmanaban, Secretary – EEE Dept. – 2011 (Assistant Professor / EEE, VCET- Madurai)

Mr. Arunmozhi, Vice President – MECH Dept. – 2013 (Assistant System Engineer – TCS, Chennai)

The office bearers and the members of the Alumni Association are actively involved in the following:

Formal enrolling the out- going students of every year into the Alumni Association as members

Convening and conducting Alumni meet once a year

Updating current status of the alumni of yesteryears

Posting latest and relevant information on the college alumni website

Obtaining feed- back on academic programs and other aspects of college life from the alumni

Engaging alumni in interactions with the current batch of students regarding placement, higher studies, clearing competitive examinations etc

Inviting well- placed alumni, for addressing freshers during bridge course / orientation programs.

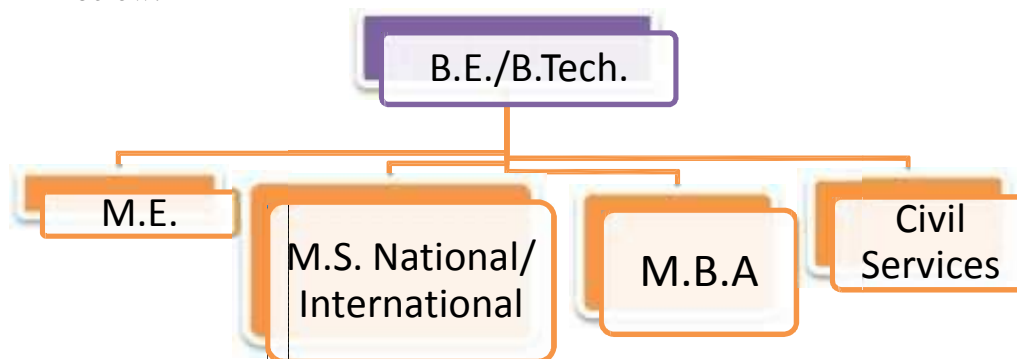
The feed –back on the academics and other activities of the college by alumni of different batches has been pivotal in modifying the teaching–learning process, enhancing infrastructure facilities and in augmenting the over-all development of the college.

By and large, our alumni effectively serve as our brand ambassadors.

5.2. Student Progression

5.2.1. Providing the percentage of students progressing to higher education or employment(for the last four batches) highlights the trends observed.

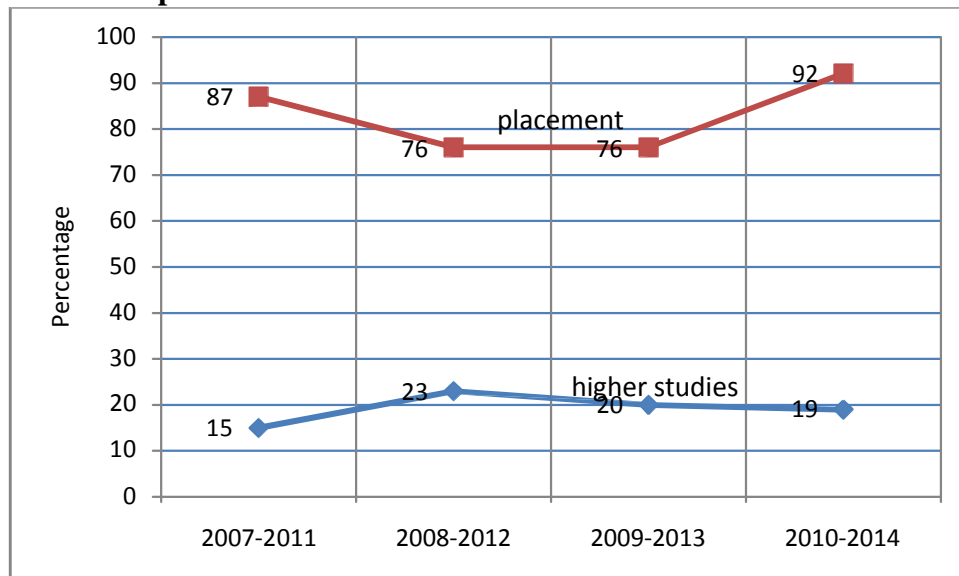
Students who have successfully completed their undergraduate program opt for diverse expanses of higher studies A sample can be viewed below:



Similarly, as the on – campus placement programs give thrust to IT companies, so does the off –campus interviews arranged in industries / companies exclusively for Velammal group of students which cater to fulfill the needs of students who wish to procure jobs in core companies/ industries.

The following table gives an overall view of the progression of students towards higher studies and employment in the last 5 years

S. No.	Year	Higher Studies %	On campus Employment %
1	2007-2011	15	87
2	2008-2012	23	76
3	2009-2013	20	76
4	2010-2014	19	92
5	2011-2015	-	83% as on 30.4.15

Trend Graph:

The trend graph highlights two points

Progression towards higher studies has been almost consistent over the years. The placement trend has slightly slacked for the 2012 and 2013 batch which has been taken care of by the college and the placement percentage has shown a steep hike in the last two years.

5.2.2. Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

The overall pass percentage for the college for the past four is given below:

S. No.	Year	No. of Students appeared for the exam (UG & PG)	No. of successful Students (UG & PG)	Success % (UG & PG)
1	2010-2014	568	528	92
2	2009-2013	557	529	95
3	2008-2012	440	415	94.3
4	2007-2011	367	318	87

B.E. (ECE)

Results	UG				PG	
	2014	2013	2012	2011	2014	2013
Pass Percentage	98.03	96.55	92.95	90.76	94.44	100
Number of first classes	70	65	51	15	10	13
Number of distinctions	30	14	17	49	7	5

Ranks (if any)	23	11	17	8	10	4
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B.E. (CSE)

Results	UG				PG	
	2014	201	2012	2011	2014	2013
Pass Percentage	89.39	96.8 3	94.44	93.85	94.12	94.44
Number of first classes	59	58	65	57	16	17
Number of distinctions	19	8	12	25	-	3
Ranks(if any)	22	9	13	6	-	5

B.E. (EEE)

Results	UG				PG
	2014	2013	2012	2011	2012
Pass Percentage	96.87	96.42	98.50	93.65	87.5
Number of first classes	71	63	50	43	9
Number of distinctions	22	10	12	14	5
Ranks(if any)	27	14	17	3	1

B.Tech. (IT)

Results	UG				PG
	2014	2013	2012	2011	2014
Pass Percentage	91.37	89.65	87.5	78.78	94.11
Number of first classes	49	46	58	16	13
Number of distinctions	3	4	4	35	2
Ranks(if any)	7	8	14	11	2

B.E. (Mech)

Results	UG			PG	
	2012	2013	2014	2013	2014
Pass Percentage	96	98	93	100	100
Number of First Classes	64	61	65	5	10
Number of Distinctions	9	9	20	3	4
Ranks (if Any)	9	8	20	1	4

Comparison of pass overall pass percentage of the college with other colleges is done only on an unofficial basis and cannot be authenticated as the colleges do not usually publicize such information except in newspaper advertisements and posters etc. However, certain dailies publish a rank order for the Engineering colleges based on the pass percentage and our college has been consistently placed among the top 10 colleges in the state as evidenced:

REPORT CARD		TOI ranks engineering colleges affiliated to Anna University based on data on website	
Rank	College & Place	Score %*	
1	M Kumarasamy College of Engineering, Karaikal	90.3	
2	Government College Of Technology, Coimbatore	85.8	
3	Kannan Ammal Institute Of Technology, Erode	85.8	
4	MIT, Chennai	85.6	
5	Vidyalaya College Of Engineering And Technology, Madurai	84.4	
6	Major Sankar Engineering College, Chidambaram	84.3	
7	National Engineering College, Tiruchirappalli	83.69	
8	Sri Sankar Arumugam Natar Engineering College, Kanchipuram	83	
9	Messias Sankaranarayanan Engineering College, Chennai	82.2	
10	Sona College Of Technology, Salem	82	
11	Kongu Engineering College, Erode	81.7	
12	Institute Of Road & Transport Tech, Erode	81.3	
13	Government College Of Engineering, Tirunelveli	80.9	
14	PS College Of Engineering And Technology, Coimbatore	80.7	
15	AV Tech, Chennai	79.9	
16	Messias Engineering College For Women, Manasseh	78.9	
17	VEB Engineering, Karur	78.8	
18	Alimur Rahman College For Women, Erode	78.8	
19	Vidyalaya College Of Engineering For Women, Nilgiris	78.5	
20	PS College Of Technology, Coimbatore	78.2	
21	Sri Ramakrishna Engineering College, Coimbatore	78	
22	Govind College Of Engineering, Chennai	77.5	
23	NSR Engineering College, Tiruvallur	77.5	
24	Sri Krishna College Of Engineering & Technology, Coimbatore	77.3	
25	KS Rajasamy College Of Technology, Namakkal	77.2	

*What is pass %? The Average pass percentage of students across all four batches and all departments in two semesters during the academic year 2011-12

5.2.3. How does the institution facilitate student progression to higher level of education and/or towards employment?

Higher education

The institution keeps a constant vigil on the placement scenario and employers' diverse demands and requirements. As an outcome of this vigil, students are encouraged and counseled either to opt for higher studies or prepare for campus placement although the choice is not exclusive.

Time slot is allotted within the time table for coaching the students towards appearing for GATE, GRE and TOEFL examinations. The college library has a well-stocked rack containing books for the above preparations and students can access these during the slot allotted apart from the regular library hours. Questions from GATE question papers are included in the internal Assessment tests to train the students in application and analysis of knowledge acquired. Also mentors help students identify utility based courses and institutions which offer such courses and how to apply for the same.

All support mechanisms are in place for students who migrate for higher studies abroad like sending timely feedback on the students to institutions that require the same, issuing references / recommendations to students to enclose along with their applications and forward any other information needed from the college.

This is made clear in the consistent number of students (on an average 20% of the students) progressing towards higher education every year.

Employment

For students enrolling for campus placement, opportunities are galore. Starting from development of language and communication skills, plentiful programs are organized by the placement cell. To cite a few

- ❖ BEC certification
- ❖ Training in answering general and technical aptitude questions
- ❖ On line aptitude tests
- ❖ Personality and soft skills development by proficient resource persons
- ❖ Group discussions
- ❖ Mock interviews

- ❖ Pre-placement training by company personnel
- ❖ Value added courses
- ❖ Motivational programs for confidence building and the like.

Such tireless efforts pay off an the data given below bear witness to the same.

Batch	Programme	Number of eligible students	Number of students recruited	% of students recruited
2007-11	UG & PG	175	153	87
2008-12	UG & PG	240	185	77
2009-13	UG & PG	209	158	76
2010-14	UG & PG	183	168	92
2011-15	UG & PG	286	231	81 (till date)

5.2.4. Enumerate the special support provided to students who are at risk of failure and drop out?

The drop-out rate is very minimal each year and less than 1% in the first year and even much less than that in the ensuing years.

The general reasons for drop out are uncongenial family circumstances, death or major sickness of one of the parents, inability to come to terms with the reality of college education and the demands of higher education etc.

Students do not normally drop out because of arrears in examinations as the compartmentalization system enables them to reappear for the subjects in very next semester.

The College has been able to restrain the number of drop outs due to the prop up mechanisms it has devised right from the inception of the college such as:

- ❖ Guidance for availing bank loans
- ❖ Counseling the student as well as the parents/ and / or guardians
- ❖ Mentoring the under performers
- ❖ Coaching classes for slow learners
- ❖ Peer coaching for slow learners
- ❖ Intensive coaching classes just prior to the university examinations
- ❖ Helping students in pragmatic time management to clear the back log papers.
- ❖ Inclusive approach towards slow learners

5.3. Student Participation and Activities

5.3.1. List the range of sports, games, cultural and other extra-curricular activities available to students. Provide details of participation and program calendar.

Students are continuously encouraged to actively participate in sports, games ,cultural and other extracurricular activities and the college extends all facilities and support for the overall development of the students and for show casing their talents.

The college boasts of a nearly 2 acre **sports ground** which accommodates

Football ground

Basketball court

Ball Badminton court

Tennis courts and

Kabbadi court

In door games like Chess and table tennis cater to those who are not excited by outdoor games.

The gymnasium is open to all those who value fitness.

The individual capabilities are brought by participation in athletics events such as long jump, 100/200 meters dash, relay race, marathon run etc.

One of the highlights of the annual **College Day Celebrations** is an hour-long cultural show in which, on an average, 200 students partake. Dances, songs, mime, etc. are part of the glittering event, anchored and compared by students..

The preparation and practice sessions for the college cultural show are at the same time serious and gala sessions for the students who get trained by professional choreographers and trainers with costumers and make-up artists who are brought from Chennai, specially for this purpose.

National Service Scheme gratifies those with an inclination to serve fellow human beings and the society at large. Blood Donation camps, Road Safety Programs and the like are some of the activities of NSS volunteers.

Eco Club brings out the environmental consciousness in its members through guest lectures, competitions and events the tare organized. Student office bearers plan and execute the scheduled activities with the help of the faculty convener. The enrolment every year is around 200.

Sports practice sessions are scheduled on a daily basis after class hours and intense practice sessions closer to the event tournament.

NSS activities are spread throughout the year and Eco Club activities are inaugurated in July and valediction is held in April of each year.

5.3.2. Furnish the details of major student achievements in co-curricular, extra-curricular and activities at different levels: University/State/ Zonal/National/International, etc. for the previous four years.

Although the importance of participation and sportsmanship are inculcated to the students, these do not deter them from winning laurels and shields to the college. A sample of accomplishments in sports is tabulated.

S. No.	Academic Year	Tournament/Venue	EVENTS	Prize Won
1	2009-2010	Anna University of Technology, Tirunelveli Tournament Dr.GU.Popes Engineering College, Tutucorin	Tennis (Women)	Gold Medal
2		Anna University of Technology Tirunelveli Tournament Government Engineering College, Tirunelveli	Chess (Men)	Silver Medal
3		Tamil Nadu Inter Engineering Sports (TIES) PSNA College of Engineering and Technology, Dindigul	Badminton (Women)	Silver medal
4	2010-2011	Anna University Tournament,P.S.N- Tirunelveli	Athletics 400mts hurdles, 110m hurdles (Men)	Bronze Medal
5		Anna University of Technology Tirunelveli Tournament Anna University of Technology, Tirunelveli	Tennis (Women)	Gold Medal
6		Anna University of Technology Tirunelveli Tournament Anna University of Technology, Tirunelveli	Tennis (Women)	Gold Medal
7		Anna University of Technology Madurai, PSNA College of Engineering & Technology, Dindigul.	Athletic (Men)	Silver medal
8	2011-2012	Anna University of Technology Tirunelveli Tournament Dr.SivanthiAdhithanar College of Engineering, Tiruchendur	Tennis (Women)	Gold Medal
9		Anna University Chennai Tournament, T C E Madurai	Basketball (Women)	Silver Medal
10	2012-2013	Anna University Chennai Tournament, T C E Madurai	Basketball (Women)	Silver Medal
11		Anna University Chennai Tournament, T C E Madurai	Basketball (Women)	Silver Medal

12		Anna University Chennai Tournament, T C E Madurai	Basketball (Women)	Silver Medal
13		Anna University Chennai Tournament, T C E Madurai	Basketball (Women)	Silver Medal
14		Anna University Chennai Tournament, KLNCIT, Madurai	Volleyball (Women)	Bronze Medal
15		Anna University Chennai Tournament, KLNCE, Madurai	110mts Hurdles (Men)	Bronze medal
16		Anna University Chennai Tournament, KLNCE, Madurai	4x400mts Relay (Women)	Bronze medal
17		Anna University Chennai Tournament, KLNCE, Madurai	100mtsHurdles (Women)	SilverMedal
18		Anna University Chennai Tournament, KLNCE, Madurai	Triple Jump (Women)	SilverMedal
19		Anna University Chennai Tournament, KLNCE, Madurai	4x400mts Relay (Women)	Bronze medal
20		Anna University Chennai Tournament, A.C.C.E.Tech, Karaikudi	Table Tennis (Women)	BronzeMedal
21	2013-14	Anna University Chennai Tournament, T C E Madurai	Badminton (Women)	GoldMedal
22		Anna University Chennai Tournament, T C E Madurai	Badminton (Women)	GoldMedal
23		Anna University Chennai Tournament Mohammed Sathak Engineering College, Kilakarai	Volleyball (Women)	Silver Medal
24		Anna University Chennai Tournament / A.C.C.E.Tech, Karaikudi	Table Tennis (Men)	BronzeMedal
25		Anna University Chennai Tournament KLN College of Engineering, Madurai	110mts Hurdles (Men)	Silver Medal

26		Anna University Chennai Tournament, KLN College of Engineering, Madurai	Hammer throw (Men)	Silver Medal
27		Tamil Nadu Inter Engineering Sports (TIES) Kongunadu College of Engineering & Technology, Namakkal	Badminton (Women)	Bronze Medal
28		Anna University Tournament / A.C.C.E.Tech, Karaikudi	Table Tennis (Men) (October-2013)	Bronze Medal
29		Anna University Tournament / A.C.C.E.Tech, Karaikudi	Ball Badminton (Men) (October-2014)	Silver Medal
30		Anna University Tournament / A.C.C.E.Tech, Karaikudi	Ball Badminton (Men) (October-2014)	Silver Medal
31		Anna University Tournament / A.C.C.E.Tech, Karaikudi	Ball Badminton (Men) (October-2014)	Silver Medal
32		Anna University Tournament / A.C.C.E.Tech, Karaikudi	Ball Badminton (Men) (October-2014)	Silver Medal
33		National Kung Fu Tournament / Hyderabad	Kung Fu (Men) (December -2014)	Gold Medal
	2014-15	Ties-2015 in Sri Sairam Engineering College, Chennai on 29.01.15	Handball Tournament	IVPlace
		9 th National Kung Fu Championship, Hyderabad	Kung Fu	Gold Medal

The overall medals tally:

S.no.	Year	No of students received Medal	Gold Medal	Silver medal	Bronze Medal
1	2009-2010	3	1	2	-
2	2010-2011	3	1	1	1
3	2011-2012	1	-	-	1
4	2012-2013	7	3	1	3
5	2013-2014	8	1	4	1
6	2014-2015	1	1	-	-

A few visuals



Women Kabbadi team with the Bronze Medal, (among the 520 Engineering Colleges) in TIES-2012 Kabaddi (Women) Tournament -2012



Bronze Medal bagged by the .Basketball team in Basketball (Women) Tournament-2011



Volleyball stars with Silver Medal in Anna University Zone – XVI Games, 2013

5.3.3. How does the college seek feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The exit feedback from all the out-going students is taken every year Seeking their opinion on the course contents, instructions and delivery, infrastructural, library, computing, games & sports and other training facilities, support to placement activity, etc.

The feedback of the students is consolidated and analyzed. The valid points are taken into active consideration for the betterment of the institutional processes.

Feedback from employers on the performance of the Alumni of this college employed in their organizations is utilized to modify the teaching – learning process, placement training and programs planned for the all- inclusive development of the students.. Photocopy of the sample feedback forms are given below:

Employer Satisfaction Survey Form

Thank you for taking the time to fill out this questionnaire. All the information will be kept confidential and will be used only for statistical purposes. The survey is intended to assist the Department of IT, Velammal College of Engineering & Technology in preparing students for the work environment and will better serve your company and industry needs.

If we can be of assistance or if you have any questions, please call (0452) 246-5289.

Company Name: TATA CONSULTANCY SERVICES

Person Completing Form: AARATHI V

Address:

Designation: IT ANALYST

Phone Number: 9677270573 E-mailID: aarathi.v@tcs.com

Graduate / Employee Details

Name: Varthini Krishnamoorthy

Present Designation (Title): Systems Engineer

Date of Hire: 29 - NOV - 2012

Is the Graduate still employed by your company? Yes: No:

Please check the box which best indicates your level of satisfaction demonstrated by your employee's performance for each of the following:

S.No	Department of IT, VCET Programme Educational Objectives	QUESTIONNAIRES	Excellent(5)	Very Good(4)	Good(3)	Satisfactory(2)	Poor(1)
1	Provide a broad knowledge in the field of Information Technology and develop soft skills to meet out the expectation of employers.	Level of technical contribution	<input checked="" type="checkbox"/>				
		Professionally competent	<input checked="" type="checkbox"/>				
		Individual and teamwork skills	<input checked="" type="checkbox"/>				
		Overall job performance	<input checked="" type="checkbox"/>				
V	Engage graduates in lifelong learning and leadership in their profession	Ability to learn new technology and adapting to technical change	<input checked="" type="checkbox"/>				
		Leadership skills	<input checked="" type="checkbox"/>				
V	Inculcate graduates to raise an innovative and entrepreneurial community in the field of information Technology	Sharing innovative ideas in project development / business incubation department	<input checked="" type="checkbox"/>				

Would you consider having VIU graduates in the future? Yes: No:

Based on your experience, how can VCET, IT department improve the graduate's skills to meet our company's needs?

Hands on training could be given in computer technologies which would help them to reach

Thank you for your assistance in helping VCET, IT department to improve its academic training

V Anand
Signature

Velammal College of Engineering & Technology, Madurai
Department of Information Technology

Alumni Survey

1. Name **K VARTHINI**

2. Address **3/5, GEC, BHARATH HEIGHTS, AVENUE STREET,
S S COLONY, MADURAI - 14**

3. Year of Passing **2012**

4. What was your primary activity? (Please put a tick mark in the appropriate box)

a. Employed for salary b. Seeking employment

c. Undergoing higher studies d. Self employment

5. What was your secondary activity? (i.e. your part-time activity)

a. Employed for salary b. Seeking employment

c. Undergoing higher studies d. Self employment e.

6. Details of your primary and secondary activity

Organization at present you employed: **TCS**
 Position: **SYSTEMS ENGINEER** Business email id: **varthini-k@tcs.com**
 Period: **NOV 2012 - PRESENT**

Additional degree undergoing / obtained : **-**
 Year :
 Institution :

Name of your organization: **-**
 Number of employees currently you have:
 How long you are successfully running the organization:
 Address:

7. How satisfied are you with the primary activity?

b. Extremely satisfied b. Very satisfied

c. Somewhat satisfied d. Not at all satisfied

8. Using the following scale, rate the helpfulness of following items in acquiring the skills and knowledge needed to perform your present job (Please put a ✓ mark).

Description	Extremely helpful (5)	Very helpful (4)	Moderately helpful (3)	Not at all helpful (2)
Courses in major field		✓		
Elective courses		✓		
Project/ research		✓		
Extra-curricular activities		✓		
Formal training in a present job		✓		

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9. For each of the items below, rate your undergraduate major program at VCET (Please put a ✓ mark).

Description	Extremely satisfied(5)	Very satisfied(4)	Moderately satisfied(3)	Not at all satisfied (2)
Relevance to career goals		✓		
Inspiration and encouragement		✓		
Interaction with faculty		✓		
Quality of instruction		✓		
How satisfactory the education you received was		✓		

10. For each programme educational objective mentioned below, circle a number on the scale provided to rate your satisfaction with the academic preparation you received in that area as a student of VCET (Please put a ✓ mark).

S.No	Programme educational objectives	QUESTIONARIES	Excellent(5)	Very good(4)	Good(3)	Satisfactory (2)	Poor(1)
I.	Provide a broad knowledge in the field of Information Technology and develop soft skills to meet out the expectation of employers.	How comfortable you were in the training/initial period in your first employment		✓			
		Professionally competent for the requirements of Organization		✓			
		Excel in Information Technology			✓		
II.	Engage graduates in lifelong learning and leadership in their profession.	Ability to learn new technology		✓			
		Willingness in lifelong learning for professional development		✓			
		Willingness in higher education?			✓		
III.	Inculcate graduates to raise an innovative and entrepreneurial community in the field of Information Technology	If you are an entrepreneur / you work for the business incubation department at your company / you have a plan to start a new company, does the B.Tech. study is helpful for your goals?			✓		

11. How well the department of IT at VCET keeping in touch with you since graduation?(Please put a tick mark in the appropriate box)

a. Extremely well b. Very well

c. Somewhat well d. Not at all well

Date : 13-Apr - 2015
Place: CHENNAI

K. Chandu
Signature of Alumni

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5.3.4. How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/materials brought out by the students during the previous four academic sessions.

S.No.	Technical Magazine	Editors	Academic year	Publisher
1	ICCCI' 10 International Conference Proceedings (CSE & MECH)	Dr. P. Alli Dr. G.Manikandan	2010-2011	VCET

2	MECOSPARX – 2010 Symposium Souvenir (MECH)	Dr. G. Manikandan	2010-2011
3	MECOSPARX – 2011 Symposium Souvenir (MECH)	Dr. G. Manikandan	2011-2012
4	MECOSPARX – 2012 Symposium Souvenir (MECH)	Dr. G. Manikandan	2012-2013
5.	E-newsletter (Yearly Once)-1 Issue (IT)	Dr. S. Raj Pandian, HOD/IT Mrs. A. Sumithra, AP/IT	2012-2013, 2013-2014
6.	E-magazine (Yearly Once)-1 Issue (ECE)	Dr. S. Vasuki, HOD/ECE	2012-2013, 2013-2014
7.	E-newsletter (Yearly Once)-1 Issue (EEE)	Dr. A. Shanmugalatha, HOD/EEE	2012-2013, 2013-2014
8.	E-newsletter (Yearly Once)-1 Issue (CSE)	Dr. P. Alli, HOD/CSE	2012-2013, 2013-2014
9	E-newsletter- Interview experiences of the Mechanical Engineering students (2010-2014 batch)	Dr. G. Manikandan S. Godwin barnabas AP/MECH	2013-2014

- **Newsletter**

VCET publishes a quarterly newsletter with the objective of establishing connectivity among the students and Staff members. The newsletter focuses on the current happenings in the college, campus placements and information on various achievements

The Information Coordinators of each department furnish information to the editors of the Newsletter who collate the data and bring out the Newsletter. This Newsletter is circulated among the staff and students of the college and copies are distributed to Governing Council members, friends and well-wishers of the college.

5.3.5. Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The college although does not promote a student council in its formal sense, however encourages leadership and participation of students in various clubs and associations such as

- ❖ Literary club
- ❖ Eco club
- ❖ ISTE – student chapter
- ❖ SAE
- ❖ Department Associations

❖ IETE

Selection of office bearers is by nomination or election and enrolment is voluntary.

Funds are made available by the Management or by nominal subscription fee.

Holding such offices help students develop leadership qualities, team building and concerted work culture.

5.3.6. Give details of various academic and administrative bodies that have student representatives on them.

- ❖ ISTE Staff Chapter
- ❖ ISTE Students' Chapter
- ❖ CSI Students' Chapter
- ❖ CII
- ❖ IEEE Student Chapter
- ❖ Department Associations
- ❖ Eco Club
- ❖ Class Committee
- ❖ IETE Students' Chapter
- ❖ SAE Students' Chapter
- ❖ ENFUSE Students' Chapter
- ❖ Department Associations
- ❖ NLF- Native Lead Foundation



IEEE Paper Presentation Contest -2013

5.3.7. How does the institution network and collaborate with the Alumni and former faculty of the Institution.

Network with Alumni is effected through the Alumni association and alumni also keep in contact through the Alumni page in the College website. Collaboration with Alumni include the following areas:

- ❖ Updating information about placement scenario in the companies in which the alumni are employed / related companies
- ❖ Inviting well placed alumni for interaction and discussion with the current students
- ❖ Bringing in alumni for group discussions and mock interviews and
- ❖ Publishing a text book in collaboration with alumni

As the college is young, being only eight years old, and in its formative years, former faculty are only those who had served here for a period and discontinued the service for personal reasons like marriage, transfer / shifting

family, having procured a posting in government colleges, a higher post in newer colleges etc.

Many such faculty keep in touch with their departments and college and visit the college on and off. Co-authoring books with former faculty is one such activity to evidence the comradery with former faculty.

A few former faculty are invited to deliver guest lectures, as jurors for students competitions and symposia and as participants for the seminars / workshops conducted in the college.

Thus a good rapport is established and maintained with alumni and former faculty, always keeping in mind the service that can be rendered to our primary stakeholders – our students.

Any other

Velammal College of Engineering & Technology, Madurai, although is in its primary stage with respect to its establishment year, the Vision, Mission and goals of the college have been set to help the College progress exponentially, with the chief focus on the students. As a result the support system and sustenance mechanisms are well planned and executed. Our College is the only college accredited with ‘C’ grade by Tata Consultancy Services (TCS) even before two batches of students had passed out, which is a stipulation for accreditation.

This is surely an indicator to showcase that the college is registering growth in leaps and bounds and the different level stakeholders directly reap the fruits of this committed and willing labor.

CRITERION VI
GOVERNANCE, LEADERSHIP
AND MANAGEMENT

**CRITERION VI
GOVERNANCE, LEADERSHIP AND MANAGEMENT**

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.

VISION	To emerge and sustain as a centre of excellence for technical and managerial education upholding social values.
MISSION	Our aspirants are <ul style="list-style-type: none"> • Imparted with comprehensive, innovative and value – based education. • Exposed to technical, managerial and soft skill resources with emphasis on research and professionalism. • Inculcated with the need for a disciplined, happy, married and peaceful life.

The vision statement of Velammal College of Engineering and Technology (VCET) articulates the aspirations that the institution wishes to accomplish in the near future.

The mission statement of VCET on the other hand, elucidates the distinctive features and the role of the College in serving to fulfill the underlying requisites of the society such as.

- Value – based education
- Employability of the students
- Quality higher education with focus on Research & Development
- Entrepreneurship
- Leading a disciplined, happy, married and peaceful life

In order to progress towards realizing the Vision and achieving the Mission of the Institution, it has framed golden goals which are

1. Uncompromising regularity and punctuality
2. Academic excellence,
3. Depth in subject and general knowledge
4. Suitable placement or higher studies or entrepreneurship
5. Curiosity of learning, research and development
6. Proficiency in communication skills
7. Professional values and social ethics
8. Keeping good health and following good habits

The curricular, co-curricular and extra-curricular activities are geared towards realizing these goals on an every day basis.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The College has a Quality Policy which is stated as

Velammal College of Engineering and Technology is committed to provide quality education to students both theoretically and practically, inculcating human values and grooming them to

achieve greater heights in their lives, through continual improvement.

Concerted efforts are taken at all levels of College to implement the Quality Policy – viz – Top Management, Principal and Faculty

Top Management

The top management of VCET refers to the Velammal Educational Trust headed by our honourable Chairaman **Shri.M.V.Muthuramalingam**. He is supported by the Vice Chairman and the members of the Governing Council in designing strategies for achieving the vision and mission of the College and in the day to day administration of the institution. The Principal is the head of the Institution who implements the strategies formulated by the management with the help of Heads of Departments (HoDs), faculty and other staff members.

The quality policy of the college is formulated by the Management with the inputs from the students, faculty, Principal, Head of Departments, members of the Governing Council, taking into account the current trends in employment and needs of the society.

The Management extends all support, in terms of Finance, Human Resources and Infrastructure in order to implement the quality policy in every aspect of the functioning of the College.

The Chairman regularly meets the Principal and Heads of Departments to review and discuss the *modus operandi* by which the set goals are attained and to ensure that the College is in the right track towards achieving its Vision.

The Vice Chairman attends almost all weekly meetings of the HoDs convened by the Principal and contributes to the strategies and plans put forward for the well-oiled functioning of the College.

Special and extraordinary meetings are called for if and when the need arises to tackle issues that require immediate attention.

Thus the management leaves no stone unturned to bring the Institution to pinnacle of glory.

Principal

The Principal of the institution is entrusted with the implementation of the quality policy at all levels. He convenes weekly meeting with the HoDs, with specific agenda throughout the year. The meetings are attended by the Vice chairman. At these meetings, the actual implementation of this quality policy is discussed at length, in terms of quality of teaching, learning and evaluation processes,, maintenance of discipline and values, R&D achievements, Placement details, Co- curricular and extra curricular activities of the students. An open and democratic discussion is ensured by the Principal and the various inputs are consolidated into action plans for implementation. The responsibility of actual implementation of the plans rests with the HoDs.

Heads of Departments

The HoDs disseminate the action plans formulated in the weekly meetings to the faculty members of the department through Department faculty meetings the minimal frequency of which is monthly. The minutes of the weekly meetings of the Principal and the HoDs are also circulated to the

faculty members of the Department to keep them informed about the decisions taken and plans made at the administrative level and the role of the individual in implementing the quality policy. The agenda for these meetings includes

- Subject allocation to teachers
- Analysis of students performance in internal assessment processes
- Students discipline
- Procurement of equipment / accessories for laboratories
- Progress in Research and Development activities by faculty and students.
- Training programs for Placement of students
- Progression to Higher education
- Possible candidates for Entrepreneurship and support to be extended to them

Faculty

The ground reality of implementing all the formulated plans and the quality policy lies entirely in the hands of the faculty members as they translate plans into action in the class rooms. . The faculty members adopt innovative and pragmatic strategies to ensure that the golden goals and therefore the Mission of the College are realized on almost every day basis. Some of these strategies are

- Systematically planning and executing the delivery of course content
- Adopting innovating teaching and evaluation techniques
- Extending the teaching learning process beyond the prescribed syllabus
- Designing experiments that trigger the thought process of the students
- Mentoring the students
- Inculcating ethics and values within and without the class rooms
- Monitoring the behavior and discipline of the students.
- Emphasizing on ‘English only Atmosphere’ for improving communication skills of students
- Planning and guiding the co- curricular and extracurricular activities of students
- Shepherding the students towards training for campus placement

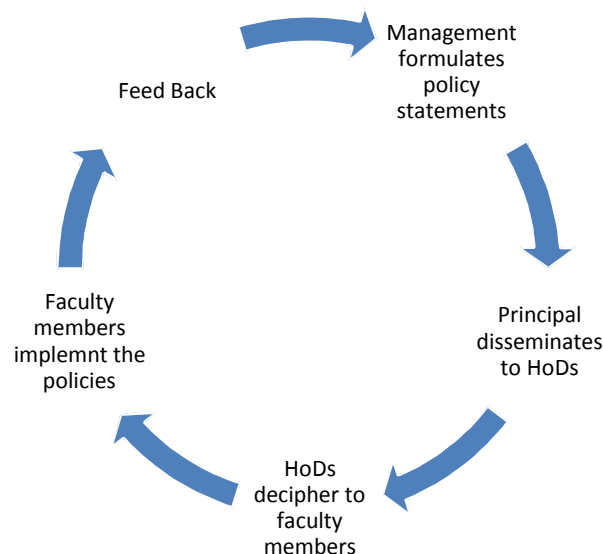
The list is in no way exhaustive and the faculty by their intimate commitment to quality, help in the overall growth of each student.

6.1.3 What is the involvement of the leadership in ensuring:

(i) The policy statements and action plans for fulfillment of the stated mission

The structural components of leadership are well defined and the leadership at different levels are totally involved in ensuring the policy statements for the fulfillment of the stated mission.

The formulation and action plans of policy statements rests with the management and the Principal and the HoDs take up the responsibility of devising action plans for translating the policies into action plans. The plans are executed by the HoDs supported by the faculty members. The process is not hierarchical; rather cyclic, to affirm attainment of the Mission of the College



The Principal in the weekly meetings convey the expectations of the Management in realizing the policies to the HoDs and discusses the means and modes by which the policies can be integrated into the academic processes. HoDs in the departmental meetings explain the policies of the Management and help the faculty prepare action plans that will end in desired outcomes. The action plans encompass

- Framing vision and Mission for the Department
- Listing the Program Outcomes
- Warranting Outcome Based Education
- Preparation and submission of budget to Management
- Devising innovative teaching – learning processes
- Fixing and achieving targets
- Review of action plans at regular intervals
- Communicating the need for modification of policy statements when necessary

(ii) Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan.

The Involvement of leadership in the diversified operations can be broadly indicated as

- Providing Job Descriptions
- Fixing Responsibilities
- Setting Goals and Targets
- Allocation of Resources
- Procurement and Maintenance of Infrastructure

The operations of the institution can be broadly grouped into:

- Administrative Functions
- Curricular / Academic Functions
- Co – Curricular Activities
- Extra Curricular Activities
- Support Structures (Transport, Hostel etc.)

An able Administrative Officer (AO) is appointed by the top management to make certain that processes that are essential and that propup

Academic activities take place smoothly, with no hindrance to the teaching–learning process.

The job description is assigned by the Management and A.O reports to the Management through the Principal. The requirements of the AO for the hassle-free carrying out of the everyday process are honored by the Management.

Experienced and meritorious teachers are appointed for peerless teaching-learning process. Targets for each internal assessment tests and University examination are set by the Management and meeting and achieving the target by every faculty member is supported by the Principal and the HoD. The challenges met while meeting the target are addressed jointly by the Vice Chairman, Principal and the Faculty member.

The Department HoDs frame the budget for procurement and maintenance of laboratory equipment and the AO for infrastructure maintenance. The Management assesses the requirements. The immediate needs are met and the long term high end budget needs are incorporated into the strategic plan for the institution. .

(iii) Interaction with stakeholders:

Recognizing that stakeholders gratification is the primary step to sustained development and success of the College, the leadership of the institution makes sure that the different stakeholders are in constant touch with the leadership of the institution. To cite a few of the efforts taken

- Class Committee Meetings for students to share the strengths and weaknesses of the teaching-learning process
- Twice a semester on-line feedback by students on the efficacy of the teachers
- Alumni Meeting once in a year to obtain first-hand information and feed back about the employability of the Velammalians and the utility of the program they had undergone
- Alumni- pre-final and final year students vis-à-vis interaction for training the latter in group discussions and facing interviews and sharing information on current technical knowledge required to match the employer's expectation
- Inviting alumni for I year Bridge Course and orientation program to motivate the fresher.
- Meeting of the Chairman with the parents once in a year (i) to remind the secondary stake holders of their role in shaping the students and in cooperating with the institution (ii) to receive valuable feed back from the parents on augmenting the teaching –learning process and infrastructure facilities
- Parents meet with the mentors/ class- in-charge/ HoDs with or without appointment for close follow up of individuals
- Interaction with Employers' before and during campus recruitment process and after recruitment ti augment the employability of the students
- Industry – institute interaction to expose the students to the current industrial scenario.
- Signing MoUswith industries for student and collaborative projects

(iv) Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders:

Need analysis survey / research inputs and consultations with the stakeholders and the feedback received from them, enable the leadership to make necessary changes in their outlook and strategy and accordingly they provide active support for the implementation of policy and planning through:

- Identification of thrust areas
- Reallocation of resources
- Reformulation of evaluation and control
- Employer feedback
- Alumni feedback
- Holistic development of students
- Findings of Programme Assessment committee
- Research and Development
- Quality of students admitted
- Placement scenario
 - Consultation with stakeholders

(v) Reinforcing culture of excellence:

The Culture of excellence is inculcated by enforcing the practice of eight golden goals:

1. Uncompromising regularity and punctuality.
1. Academic excellence.
2. Depth in subject and general Knowledge.
3. Suitable placement or higher education or entrepreneurship.
4. Curiosity of learning, research and development.
5. Proficiency in Communication skills.
6. Professional values and Social ethics.
7. Keeping good health and following good habit

The culture of excellence is sustained by the best practices of the college such as

- Students with 100% attendance are awarded with cash prizes
- Cash Awards for class toppers in every semester
- Cash Awards for teachers who produce results $\geq 95\%$.
- Encouraging the faculty in published papers, attending, seminars, FDPs, & conferences by providing on-duty leave and 50% compensation for travel and registration fee.
- Rewarding the contest winners with equal prize money
- Rigorous training to enhance the skills of the students so that their employability and / or entrepreneur skills are enriched.
- Prepare the students to progress to higher education in renowned institutions.
- Value based education aiding the students to prepare for a disciplined happy, peaceful, married life

(vi) Champion organizational change:

The leadership of the institution is always proactive and realizes the importance of organizational change as and when warranted. .

For more effective administration, a post of Vice Chairman has been introduced

Members of the Governing Council have been shuffled and replaced to get superior inputs with respect to the development of the institution.

To meet the demand of stakeholders, one more section has been added for popular streams and B.E. in CIVIL Engineering has been introduced

Vision and Mission of the college have been restated with a foresight to match the changing scenario in the academic as well as employment

Changes have been effected in recruitment policy – to appoint Ph.D. holders to substantially expand research and development

Appointing a Placement Officer and bringing employers for on campus selections to the college campus from the third set of out-going students.

Thus a change for the better has always been welcomed and adapted to without second thoughts.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The institution has put in place varied procedures to monitor and evaluate policies and strategic plans on a continuous basis

1. Weekly meeting of the heads of Departments called for the Principal with Vice Chairman's presence
2. Weekly/ biweekly/ monthly department meetings convened by the HoDs to plan and execute the policies and decisions taken in the HoDs meeting
3. Thrice a semester class committee meetings with the class committee members of each class with the Chairperson to discuss and assess the every functioning of the academic endeavors
4. Twice a semester course wise on- line feedback from all students to monitor and modify the teaching-learning process
5. Over seeing by Department Advisory Committee and Assessment cell of the academic process of the departments for constant improvement of the
6. Meeting of the placement coordinators with the Placement officer to update the tactics for placement training
7. Hostel committee meetings to discuss the welfare of the resident students.
8. Yearly once meeting of the library committee to boost the library resources
9. Once a year get- together of the Alumni wherein serious issues such as the strength and weaknesses of the college academic and co- and extra-curricular activities are discussed for augmenting and correcting
10. Annual meeting of the Chairman with the parents to obtain feedback and reinforce the vision and mission of the College.
11. The meeting of the Governing Council annually to frame and modify policies and adopt strategies to implement the policies.
12. End of the academic year performance appraisal of the faculty by self, HoD and the Management to make certain that the quality of teachers is not compromised.

The outcome of the above mentioned procedures ensure that the policies and procedures of the institution are monitored and evaluated for effective implementation and improvement.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The Management's governance policy is very democratic, believing in decentralization of power and delegation of authority to faculty at all levels.

This is one of the reasons why the institution has been able to register a fast track growth in a short span of time. The allocation of responsibility helps faculty develop democratic leadership qualities and build a balanced and confident personality. These qualities are automatically exhibited to the students who in turn imbibe the same.

The faculty members are made conveners / coordinators / working committee members of the various permanent and ad hoc committees. Some of the committees and the responsibilities are mentioned below:

- Mentor
- Class Committee Chairperson
- Module co-ordinator
- Course co-ordinator
- Class In charge
- ISTE Co-ordinator
- NBA Co-ordinator
- NAAC Co-ordinator
- Academic Assessment Committee Convener
- Entrepreneurship Development Cell coordinator
- Discipline Committee
- Alumni Association
- Time Table Committee
- Anti-Ragging Committee
- Hostel Committee
- Gender Cell
- Grievance Redressal Cell
- Department Association Coordinator
- Extra- Curricular Clubs coordinators/ Advisors
- Various Adhoc Committees for College Functions like
 - College Day
 - Graduation Day

6.1.6 How does the college groom leadership at various levels:

Leadership quality can be acquired and developed only by accepting the delegation of duties assigned. The management and the Principal show no hesitation in this aspect and responsibilities are assigned from the student level to the HoD level not only to accept leadership but also groom the quality to perfection.

At student level:

By providing opportunities for students to take active participation in various Programmes, Committees, Seminars and Conferences inside and outside the college, the confidence level and leadership characteristics are taken to a higher platform. Samples of the offices delegated to students are

- Class committee members
- Class representatives
- Department Association Office bearers
- Extra-Curricular clubs office bearers
- Seminars, Conferences, and Symposia organizers
- Placement Coordinators
- Professional Society activity in-charges
- Hostel committee members

At Faculty level:

Faculty are groomed by assigning work at different levels

- Mentors
- Course in charges
- Module coordinators
- Department Meetings – Secretaries
- Department Association Advisors / Coordinators/ conveners
- Placement Coordinators
- Coordinators of NBA and NAAC works
- Hostel wardens
- Coordinators in College Day and Graduation Day Celebration Committees

At H.O.D Level:

The HoDs are accountable to all the academic and co-academic activities of the department. Leadership programs are arranged periodically to redefine leadership qualities and refresh the outlook towards leadership. HoDs are given additional college level responsibilities to help them groom as multi-faceted, just and fair leaders.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

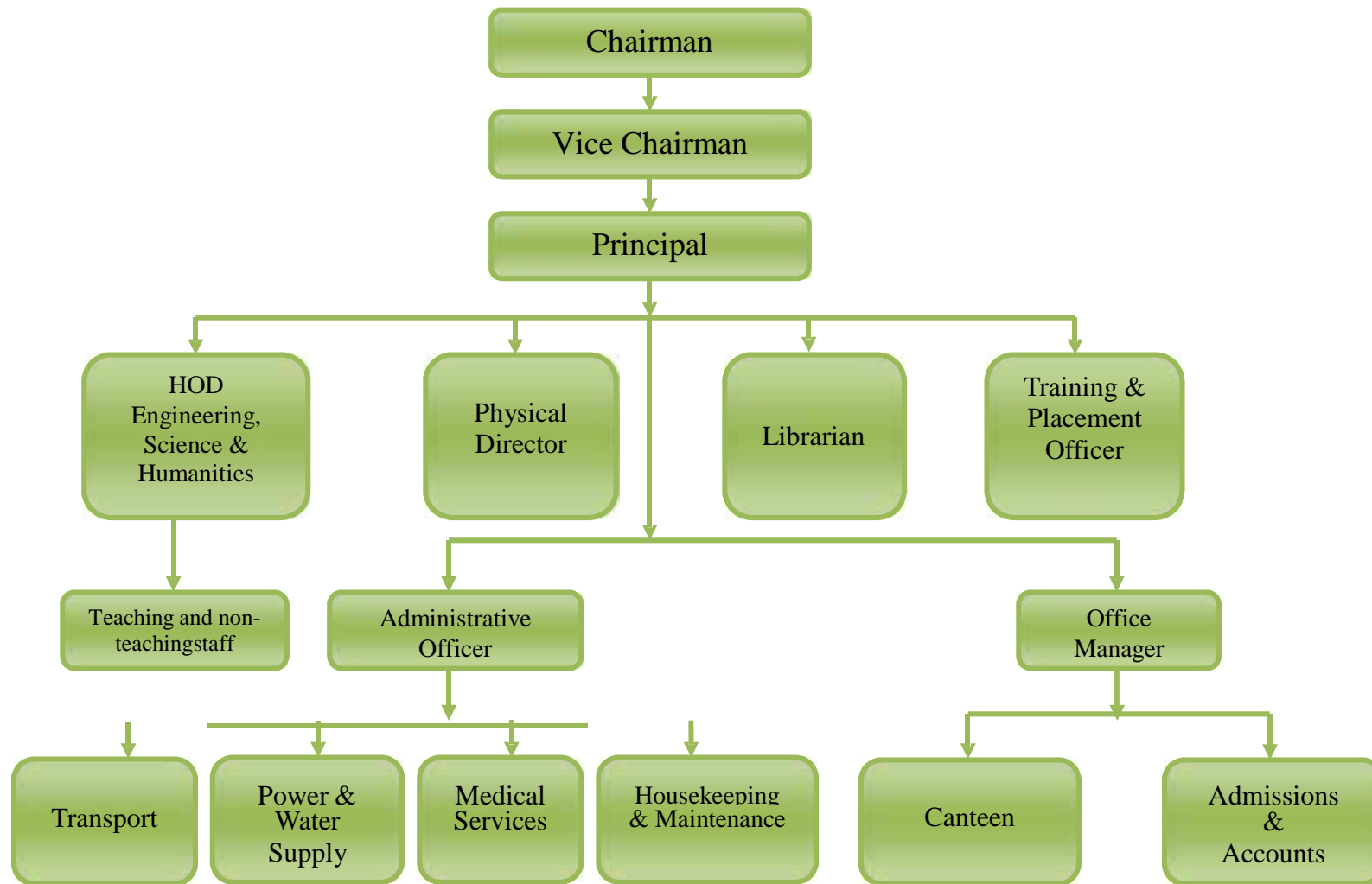
The organizational chart, given below, explains the delegation of authority at different levels and flow of work.

The top management hardly interferes in the day to day administration of the academic and other functions.

There is complete autonomy in the teaching – learning process for the HoDs and the teachers and any trouble shooting is immediately addressed in the weekly HoD meeting and setting right mechanism arrived at in consultation with the Principal and the Vice Chairman.

The HoDs are at liberty to formulate the modalities for effective functioning of the department including work allocation and delegation of responsibility. Again, the HoDs do not take an autocratic approach but a participatory approach in making decisions and every teacher has the opportunity to express his /her views and preferences in the academic work sharing and other activities.

The teachers are therefore able to make plans suited to their course and execute the plans in a congenial atmosphere. This enhances the productivity to a large extent.



6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

YES

The Chairman convenes a meeting with Principal and HoDs whenever a major administrative change, policy change or modification in administration is deemed necessary and discusses the same in the open forum. Such meetings directly with the Chairman of HoDs / faculty members in various capacities is one of the major steps towards participatory management.

The faculty at any level are given the liberty to e- mail their suggestions / ideas to the chairman or meet him in his office with prior appointment.

Principal and all H.O.Ds are special invitees to Governing Council Meetings and they actively part take in policy making decisions and strategic planning.

The administration of the Departments is also through participatory management, with all faculty members involving themselves in arriving at decisions that are reckoned to be important in augmenting the teaching-learning and other related processes.

This culture of participative management empowers members with freedom to express their opinions, assess pros & cons of a decision being taken for improvement. Participative management allows collaboration and cooperation between departments and functionaries thereby improving the quality of accomplishment of task.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes. The institution has a formally stated quality policy.

Quality Policy:

Velammal College of Engineering and Technology is committed to provide quality education to students both theoretically and practically, inculcating human values and grooming them to achieve greater heights in their lives, through continual improvement.

This policy is developed by the Top Management in line with its vision and mission and after the assessment of the needs of the society. The quality policy is effectively communicated to all faculty and students through college hand book, notice boards, college website etc.

The **driving forces** of the quality policy are the eight golden goals of the college:

1. Uncompromising regularity and punctuality.
2. Academic excellence.
3. Depth in subject and general Knowledge.
4. Suitable placement or higher education or entrepreneurship.
5. Curiosity of learning, research and development.
6. Proficiency in Communication skills.
7. Professional values and Social ethics.
8. Keeping good health and following good habits.

These goals are attainable on an everyday basis and once attained synchronizes with the quality policy.

The Principal and the Heads of the Department continuously ensure that the quality policy is **deployed** efficiently by

1. Providing excellent infrastructure facilities
2. Promoting value based quality education with ethical values
3. Encouraging tie- up with Industry through MoU's
4. Organizing programs to increase the employability skills of students
5. Augmenting library and computer facilities
6. Appointing highly qualified and experienced faculty members
7. Encouraging participation of students in diversified activities to help them grow physically, emotionally and intellectually
8. Conducting the internal assessment tests diligently
9. Encouraging faculty to upgrade their knowledge to line with latest technology.
10. Promoting Research & Development culture among faculty and students.

The annual **review** of the implementation of quality policy is proficiently carried out in / by

- Governing Council meeting
- Academic Assessment Cell auditing
- Weekly HoD's Meeting by Principal
- Department Meeting by HoD
- Class Committee Meeting
- Stock verification
- Performance appraisal meetings

In all such meetings the overall performance of the institution, the quality of education, academic performances and shortfalls if any are reviewed and discussed. Strategies for further improvements are designed. The feedback from the students, parents and suggestions made by the faculty are considered for reviewing the quality policy.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

The management of the institution has a clear vision and futuristic goals with plans for the various perspectives encompassing the complete structure of the system

The Perspectives of the Institution are

- Academic Perspective
- Stakeholders Perspective
- Institutional Perspective

From the academic perspective the aspects considered for inclusion in the plan are

- Excellence in Academics on par with international standards
- Ranked in the first position in Tamil Nadu.
- Establishing Centers of excellence in frontier areas of research.
- Empowering the students for higher education in world renowned institutions.
- Progressing towards the status of Autonomy

From the stakeholders' perspective

- Increasing the number students placed in well reputed companies with dream offers in campus placements.
- 100% Placement of eligible candidates
- Accreditation of the Institution by national accrediting bodies like NBA, NAAC and other international accrediting organizations

- Bettering of Industry – Institution interactions
- Signing MoUs with almost all large scale and small scale industries in the state and progressing to the national level.

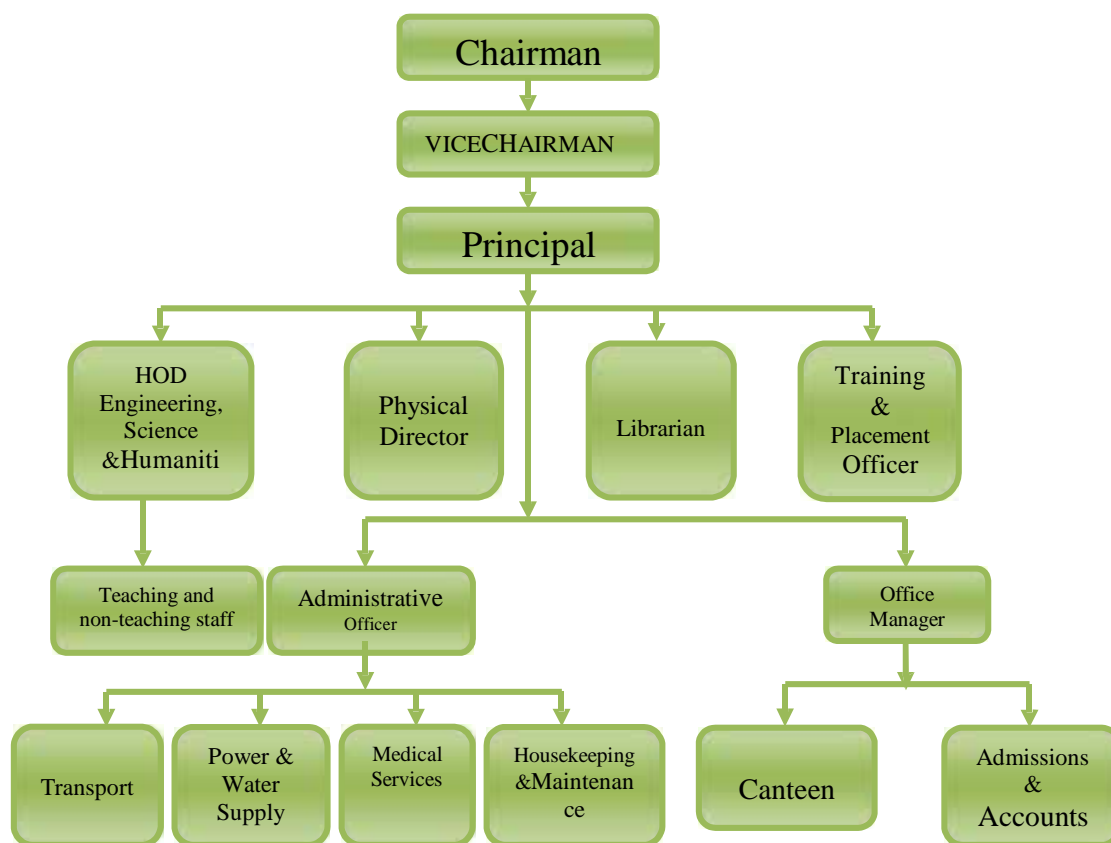
.From the Institution's perspective

- To escalate to the status of Number One institution in south TamilNadu and subsequently to that in the state
- To attract students from all over the state and the country and elevate the entry level of students
- To offer courses on par with international standards that will entice employers to the campus rather than the other way about.

All the above aspects find a place in the perspective plans of the college.

6.2.3 Describe the internal organizational structure and decision making processes.

The internal Organization of the College is best represented in an Organizational Chart



Although the chart indicates a vertical hierarchical pattern, the process becomes cyclic or interloped depending on the need and demand of the situation highlighting the democratic principle with which administration is carried out. **Decision Making Process:**

The decision making process of the institution also takes place at different levels and these decisions are communicated through both top down and bottom up channels. However the channels are in no way rigid but flexible enough to focus on the best to be offered to the stake holders.

Levels:

Top Management

Nature of Decision:

Strategic decisions involving policies and

planning.

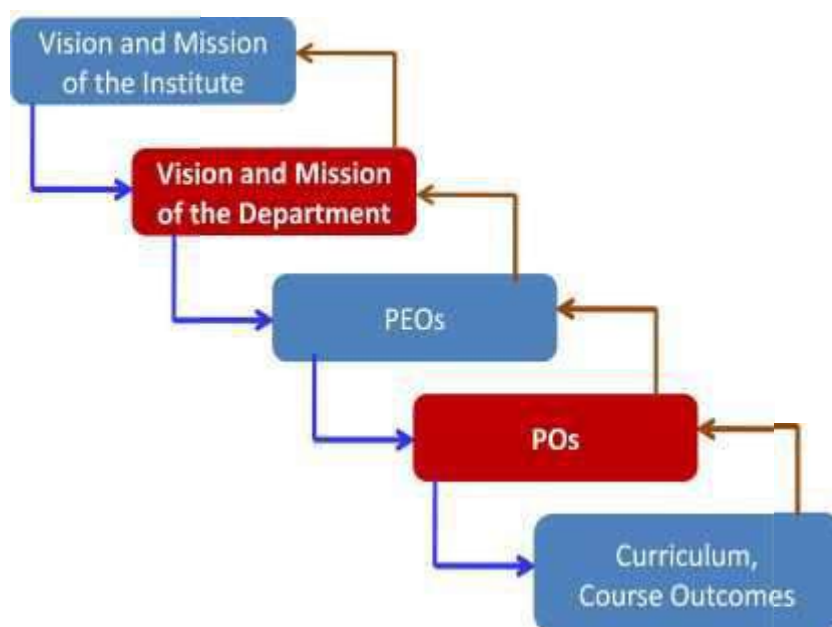
Principal & HODs - Planning for execution of policies
Preparation of targets and mechanisms and
Reviews

Faculty & Staff - Operational decisions

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following:

Teaching & Learning:

The institution follows the Outcome Based Education, which focuses on student-centric approach. Although the curriculum is prescribed by the University, the approach to delivering the curriculum is out come based with Course Outcomes (COs), Programme Outcomes (POs) and Programme Educational Objectives (PEOs).. This quality teaching – learning process can be explained by the following chart.



The course plan of the individual teachers includes teaching methods that will cater to the realization of course outcomes. The course outcomes are mapped with the program outcomes and the PEO are synchronized with the POs. The effective implementation of the process is monitored by the HoDs, Module Coordinators and course teachers. The feed mechanisms are utilized for refinement and improvement of the process.

Research & Development:

The college boasts of a hive of activities in the field of research from its inception. The following support mechanisms continue to uplift the research culture of the college.

Seven departments- English, Physics, Chemistry, Mathematics, Electronics and Communication Engineering, Electrical and Electronics Engineering, Computer Science and Engineering, Mechanical Engineering and Information Technology Departments have been recognized as Research Centres by the affiliating Anna University, Chennai

An R & D coordinator coordinates the research activities of the departments and also liaises between the top management and the faculty undertaking research

The following are the strategies adopted by the college to keep up the research culture

- Faculty members are granted TA to attend seminars and workshops related to research
- Faculty members who have registered for research are given flexibility in the time table to carry out data collection and analysis, library work and laboratory experiments
- Releasing the overhead charges stipulated by the funding agencies for enhancing the infrastructural facilities, supply of continuous electricity and water for research work
- Ensuring timely availability or release of resources grants
- Providing adequate infrastructure and human resources
- Authorizing study leave/special leave for Research Programmers
- Granting partial financial sponsorship of international conferences
- Sanctioning purchase of books related to areas of research.
- Providing the facility of video conferencing
- Facilitating meetings with eminent intellectuals, scientists of national and international repute
- Establishing link with industry and corporate sector
- Enabling timely auditing and submission of utilization certificate to the funding authorities

Community Engagement:

The college has clear cut ideas about students not being kept in ivory towers but come down to brass tracks and experience the real world with its needs and wants. To make this a reality, various programs under different banners are organized by the various clubs and for the students

- Awareness on Traffic Rules & Road Safety
- Blood Donation Camps
- National voters Day -
- Republic Day Celebration
- A one-day special camp was organized jointly by the NSS and the ISTE in Thirumohur (near Othakadai) a village in Madurai city. The following activities were carried out
 - Awareness program on education.
 - Distribution of note-books to needy students.
 - Conduct of games for the children and the villagers.
- Computer Awareness Workshop
- Painto- Verse Competition
- Programme on 'Handling Exam Pressures and Adapting to College Environment'
- Workshop on "Vibrant Youth"
- National level Nuclear festival to initiate the awareness of nuclear energy resources and equipment to the public
- State level quiz programmes to motivate the school students of all districts of Tamil Nadu and encouraged the prize winners by cash awards.

- National level science exhibition INSPIRE for school students to motivate the school students towards innovation and critical thinking.
- Hosting the National level science project contest in collaboration with TNSTC exclusively for government school students of all districts of Tamil Nadu and providing accommodation, food and T shirts to all the participants of the event at free of cost.
- Our institution is the recipient of Platinum award for donating the highest contribution of Rs. 20,000/- as bequest for the blind people during 2014-15. Moreover, the students received wide appreciation for their participation in Marathons that were conducted for a cause.
- The Mathematics department has received grants from Grants obtained from DST for a project to popularize mathematics among school students.

Human resource management:

The institution has in place clearly stated HR policy to guide its human resource management which involves recruitment of faculty –teaching and non –teaching, retention of recruited personnel and recognition of service through promotion and other developmental opportunities.

The following are the strategies for Recruitment of quality personnel:

- HODs prepare the number of vacancies for teaching and non- teaching staff and the work description.
- Principal collates the faculty requirements from all the HODs.
- With the approval of the Management advertisement is published in the leading Newspapers calling for applications from suitable candidates
- Based on the applications received, short listed candidates are called for interviews.
- Principal appoints a Selection committee for recruitment in each department. The committee comprises of department head, one senior faculty member from the department and one or two subject experts from other colleges with Principal as the convener.
- Interview and demo sessions are conducted by the Selection Committee and recommendation of suitable candidates are made to the management in the ratio 1:3
- The Management reviews the candidates based on the HR policy of the college.
- Decision of the management ratified by the Governing Council.
- Appointment order s are issued to selected candidates.

Retention Strategies:

- Offering salary as per AICTE Norms.
- Allowances in excess of AICTE pay scales for Ph.D. holders.
- Contributory Provident fund as per the cadre of appointment.
- Deputing faculty in leadership roles as Coordinator, Convener and Member of various Committee and Chapters.
- Appreciating with gold coin the faculty members who have served this institution for more than 5 years and 10 years.
- Giving cash awards for faculty producing 95% and above pass percentage.
- Encouraging the staff with financial support by contributing 50% of the registration fee for attending various National and International conferences / workshops.

- Providing On-duty permission to the faculty to do their research works and full support for using the laboratory facilities also for their research works.
- Providing autonomy to the faculty endowed with administrative responsibilities and other posts of leadership.
- Financial support and On-Duty leave for visiting R&D funding agencies.

Development / Promotion:

- Promotion on the basis of Performance
- Performance is evaluated by self, HoD and the Principal objectively against standards and targets at the end of every academic year as per the HR policy of the college.
- A probationary period of two years is set before considering the faculty for promotion.
- Previous experience if any is fully considered only if the applicant has worked in institutions of repute.
- Fast track promotions are vested upon very deserving faculty members.
- Mere years of experience are not the only criterion for promotion. Meritorious performance in academic and research is given due consideration for promotions
- A minimum level of performance is stipulated for continuation of service.

Industry Interaction:

- Frequent interaction with industries by the faculty
- Inviting experts from industry for guest lectures
- Including well known Industrialists in the Governing Council
- Arranging for more number of in- plant training and internships for students
- Industrial visits
- Consultancy
- Research activities in collaboration with industries.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The day to day functioning of the institution is reported by the Head of the Institution to the Top Management

The weekly meeting of the HoDs with the Principal is attended by the Vice Chairman

The information to be disseminated to the stakeholders is posted on the college web site

Meeting with Parents is convened yearly once and on ad hoc basis as and when necessary.

Alumni meeting once a year ensures that alumni are updated with the college activities and feedback taken from alumni is compiled and presented to the Management.

Communication with the affiliating Anna University establishes that necessary information is sent to the University.

Principal's report in the meeting of the Governing Council keeps the Management well informed about the functioning of the college

The audio-video presentation by the Principal on the activities and highlights of the college on the Annual College day celebrations, attended by parents, invitees and other members of the society, brings to spot light the accomplishments of the students and faculty. Comments from these stakeholders are always welcome and the Chairman's e-mail ID is made known so that interested stakeholders can directly communicate with the Management.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

Faculty are assigned additional responsibilities to involve them in the institutional processes. Such as mentors, Module coordinators, placement coordinators etc. The Chairman and / or the Vice Chairman holds meeting with such faculty to discuss the effectiveness of the various programs conducted and the feedback given by the students and the faculty is duly taken into account in increasing the efficiency of the process.

Faculty are at liberty to plan and organize programs/ training sessions to improve the performance level of the students and necessary financial aid is provided by the management.

Innovative suggestions and ideas brought out by the faculty in department meetings are duly brought to the notice of the Principal and the Management in the weekly meetings and during the meetings with the Chairman. The Management duly recognizes and appreciates this involvement of the faculty. The viable ideas are immediately implemented. This gives an impetus to other faculty members to actively involve themselves in improving the effectiveness and efficiency of the institutional processes.

Any laboratory and other equipment requested by the faculty members for effective delivery of course content are heeded to by the Management and procured without any delay.

R & D grants are disbursed on time to motivate the teachers doing active research.

Inclusion of additional and new activities in co-curricular and extracurricular is supported and necessary assistance is given by the management.

This inclusiveness of faculty automatically ensures the management support and encouragement in involving faculty in improving the effectiveness and efficiency of the institutional processes.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

Based on the seventh Governing Council Meeting of Velammal College of Engineering and Technology held on 28th June 2014, the following resolutions have been made and the status of implementation is also scribed.

S.No.	Resolutions	Status of Implementation
1.	A workshop for H.O.Ds in perspectives and strategy planning could be conducted	Two workshops have conducted in this regard with Dr. Alagumurthy, Professor in Pondicherry Engineering College and Dr. Bhaskar, Professor in Thiagarajar College of Engineering as resource persons

2.	All the departments should focus on students' project awards	Implemented. The Department of EEE, CSE and Mechanical have performed well and have received increased number of students' project awards this academic year.
3.	Efforts to be taken to introduce foreign languages like Japanese, French.	English Department has taken initiative to teach foreign languages like Japanese and French.
4.	A vibrant Alumni data base should be maintained.	Data has been compiled and made available.
5.	Should put more efforts to apply for patents and revenue generation through the same	Applications have been filed for 25 patents by faculty of various departments.
6.	Social etiquette should be inculcated among students – examples are dress code, not gate crashing into rooms etc.	Regular monitoring is done and parents' support is also sought in this regard
7.	e- Learning can be put to use widely.	Placement cell has initiated e-learning through Skill Rack test.
8.	Engineering colleges can pool together to use the expertise of the best faculty available.	It is in process. Our faculty are invited to other engineering colleges to give guest lectures as well as experts from other engineering colleges are invited to the campus.
9.	An accolade chart can be put up for the institution.	Accolade chart for university rank holders has been prepared and uploaded in the college website. Departments are also prepare accolade chart for internal test toppers and display the same in the department notice boards.
10.	Feed back on faculty should be done period wise; a software might be developed to collate the information and disseminate to the faculty.	This is under consideration. However, regular period wise monitoring of classes by HoD and the Principal has given a thrust to the process
11.	Mechanical Engineering Students can be trained in essential mechanical skills like riveting.	Essential Mechanical skills are imparted to Mechanical Engineering students through NCVT courses.
12.	Well placed alumni can be invited to address the students.	Well Placed Alumni's are invited to address the students about present industrial scenario and preparation for employment..

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

Yes. The affiliating university makes a provision for according the status of autonomy to an affiliated institution. Acquiring Autonomous status is on the agenda of the future plans of the college.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

A Grievance Redressal Cell is in place to receive and redress the grievances of the students and staff of the college.

Parents can also post their grievances either by e-mail or by directly meeting the Principal.

The institution ensures that grievances / complaints are promptly attended to and resolved effectively with a mechanism to analyze the nature of grievances for promoting better stakeholder relationship through:

- Grievance Redressal Cell
- Feedback from students / stakeholders
- Class Committee meetings
- Parents meetings
- Exit Survey from students
- Gender issue cell
- Hostel & Canteen Committee
- Alumni interaction

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

YES

Three cases have been filed against the institution by parents of students who were due to gross indiscipline asked to discontinue from the college. The details are

S.No	Name of the Student	Department	Batch	Nature of the Issue	Case filed	Decision of the Court
1	S. Saravanan	Computer Science & Engineering	2007 - 2011	Indiscipline	WP 19/2009, 3394/2009	Transferred
2	A. Riyaz	Mechanical Engineering	2008 - 2012	Lack of Attendance	WP 7010/2010, 8006/2010	Condoned
3	Meenakshi SundaravelPandan	Information technology	2011 - 2015	Indiscipline	WP 16859/2012, 16860/2012	Judgment infavor of College. Students were transferred to other colleges.
	Shivani	Information technology	2011 - 2015	Indiscipline	351/2013	
	Bharanidaran	Information technology	2011 - 2015	Indiscipline		

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes' what were the outcome and response of the institution to such an effort?

- Yes; the Institution has a mechanism for analysing the student feedback on institutional performances. The feedback from the students regarding the staff members, facilities and other issues are received twice a semester.
- By conducting the class committee meeting the difficulties faced by the students are collected.
- Student exit feedback is collected at the time of course completion
- During alumni meet the feedback on the Institution from alumni is collected.

The feedback obtained from different quarters are collated and analyzed. The requests/ suggestions/ grievances are duly recorded and taken up for discussion in the meeting of the HoDs with the Principal. The recommendations of the meeting are conveyed to the Management. Issues that could be resolved or suggestions that could be implemented immediately are executed without delay. Those that involve financial implications are discussed further in Governing Council meeting and final decision is taken.

6.3 Faculty Empowerment Strategies**6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non- teaching staff?**

The Institution has always been keen on the professional development of the teaching and non- teaching faculty. There is no boundary for the support extended by the Management for the academic enrichment of the faculty members.

- All faculty are encouraged to pursue higher studies. The Management extends financial assistance to faculty pursuing Ph.D by way of allowance to the tune of Rs. 3000/- and one day per month on duty leave for research work.
- Faculty working towards doctorate degree can avail the existing laboratory facilities for their research.
- Faculty are encouraged to attend the Faculty Development Programs (FDP), seminars and conferences related to their area of specialization and / or areas of recent developments. 50% of Travel and registration expenses are reimbursed by the institution.
- Training programs by companies are arranged on campus to enable all faculty to attend such programs – an example is the Mission 10X program organized in collaboration with WIPRO
- Institution approves of any proposal for the conduct of Seminars and FDPs which serve dual purpose of getting exposed to experts in various fields and of interaction with participants from different institutions.
- Presentation of papers in international and National Conferences and publication of papers in peer reviewed journals are given due weightage in promotion policies.

- Advance against approved seminar / conference grants is extended for smooth conduct of such programs. .
- Non-teaching staffs are encouraged to attend various hands on training both within and outside the college to get exposed to new technologies, tools, machineries etc.
- Encouragement is given to non- teaching staff who wish to further their education by distance mode / part time study and their achievements are duly acknowledged.

The following data highlights the details of the teaching and non-teaching faculty actively involved in furthering their professional competency

Department	No. of non-teaching staff attended Training programs	No. of non-teaching faculty pursuing Higher studies	No. of teaching faculty availed on duty and allowance for Ph.D.
CIVIL	1	-	1
CSE	3	2	7
MECH	6	3	6
EEE	3	4	11
ECE	8	4	12
IT	3	-	2
PHYSICS	-	-	-
CHEMISTRY	1	-	3
MATHS	-	-	3
ENGLISH	1	1	-

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

- Training and Motivational programs are conducted to the faculty belonging to the different cadres.
- Fast track promotions are awarded for academic achievers
- Due recognition is given for paper presentations and publications in the promotion policy of the institution
- Sponsoring National/International conferences for paper presentations, continuing education Programs.
- Cash Awards for teachers who produce $\geq 95\%$ results.
- Free transport facility is offered for all the teaching faculty members.
- Regular payments of incentives and increments boost the morale of the staff.
- Free consultation for self and family in Velammal Medical College Hospital & Research Institute helps faculty carry out their responsibilities without hassle.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The performance appraisal system 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 assess the overall commitment and capability of the faculty. Marks are awarded by self and HoD and the competency level of the teacher is assessed.

This multi-faceted approach guarantees that the appraisal is transparent and augments the confidence level of the teacher. A sample of the appraisal form is shown below:

VELAMMAL COLLEGE OF ENGINEERING AND TECHNOLOGY, MADURAI
Performance Evaluation for Teaching Staff for Academic Year 2015-16

Name of the Dept:

Name of Staff:

Designation & Qualification:

Normalized Experience:

Parameters	Description of parameters and Targets	Total Marks (100)	ODD Semester pass % in theory			Even Semester pass % in theory			Marks			Eligibility for promotion
			Subject : 1	Subject : 2	Subject :3	Subject : 1	Subject : 2	Subject :3	Self	HOD	Principal	
(1) Academics (50)	Cycle Test - I Pass Percentage (85%)	20										For AP-III Parameter (1) 45/50
	Cycle Test - II Pass Percentage (85%)											
	Cycle Test - III Pass Percentage (85%)											
	Model Exam - Pass Percentage (85%)											
	University Exam Pass Percentage (85%) / Current Year (odd Semester) & Previous year (Even Semester) (85%)	20										
	Regularity (95% and above)	5										
	Delivery of subject (to be assessed by H.O.D with proof)	5										
(2) Continuous Learning (10)	Two publications/year in journals with impact factor 0.3 and above.(Or) 1 FDP per year (not less than one week) Or Min. 5 R&D students projects.	10										For AP-II Parameter (1+2) 54/60
(3) Research & Development (40)	(A) Funded Projects for current Academic Year Or ongoing project: For AP - I - Either PI or Co - PI. For Asso.Prof. - As Principal Investigator. For professor - As Principal Investigator.	20										For AP-I Parameter (1+2+3A) 72/80
	(B) Consultancy (Rs. 1 Lakh /per year for Asso. Rs.2 Lakh for Prof.	10										For Asso. Prof.

	(C) IPR (Patent or Books)	10						Parameter (1+2+3A+3B) 81/90 For professor Parameter (1+2+3A+3B +3C) 90/100
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Requirements for promotion:(Minimum 90% of the total marks specified for each level.

- ❖ AP-III – 45 out of 50 marks (Academics):From AP-III to AP-II - 54 out of 60 marks (Academics 50 + Cont. Learning 10):From AP-II to AP-I – 72 out of 80 marks(Academics 50 + Cont. Learning 10+ funded projects 20):From AP – I to Associate81 out of 90 (Academics 50 + Cont. Learning 10+ funded projects 20+consultancy 10) From Associate to Professor 90 out of 100 marks (Academics 50 + Cont. Learning 10+ funded projects 20+consultancy 10+ IPR 10).

SIG.OF STAFF

HOD

PRINCIPAL

VICE CHAIRMAN

CHAIRMAN

Distribution of Marks:

Percentage	Reward Marks	
	Cycle test/ Model Exam	University Exam
85 - 88	1	4
88 -91	2	8
92-94	3	12
95-97	4	16
98-100	5	20

Supporting Parameters (to be evaluated by H.O.D and Principal in case of more than one faculty for one position):

Parameters	Marks
Course File	1
Lab manual	1
Innovative assignment	1
Class room handling	1
Feedback from students	1
HOD's Confidential report	1
Counseling / Mentoring	1
Placement initiatives	1
College level co ordination	1
Image Building (outside participation / community reach)	1
Total	10

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

On review of the appraisal reports, the Management arrives at conclusions and decisions for each faculty.

Where ever the situation warrants – for example, the application for promotion of raise in salary has not been considered – the individual faculty is called for a personal discussion and the appraisal and the decision taken by the management is communicated to the stakeholder stating appropriate reasons for not meeting the expectations of the institution

Faculty who have consistently been sub -standard in their performance are replaced.

Faculty who have consistently been outstanding in their performances are appreciated in person and rewarded with fast track promotions / hike in salary

Retention of faculty in the same level is also decided based on the level of performance and this is communicated to each faculty in person by the Management.

6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The Top Management of the Institution has quite a few welfare schemes in place for teaching and non- teaching faculty. These are

- 50% of fee concession in any of the Velammal group of schools for the children of staff with less than 5 years of service.
- 100% of fee concession in schools for the children of the staff with more than 5 years of service.
- Free transport facility for all the teaching staff.
- Free consultation at Velammal Medical College Hospital and Research Institute for faculty and their family members
- 20% concession for expenses incurred if admitted into hospital, on room rent and procedural charges – for self and family members
- Contributory Provident Fund scheme to the teaching and non-teaching right from the year of joining
- Free accommodation for faculty members opting to stay in hostel.

Department	No. of teaching and Non-teaching faculties availed welfare Scheme				
	50% fee concession (school)	100 % fee concession (school)	Free Transport facility (in College)	Medical facility (in Medical College)	Free accommodation in hostel
CIVIL	1	-	5	2	1
CSE	2	1	7	-	7
MECH	5	-	14	5	2
EEE	4	2	10	1	2
ECE	2	8	8	-	-
IT	-	-	6	1	5
PHYSICS	-	1	1	-	2
CHEMISTRY	1	1	5	1	3

MATHS	1	-	-	-	1
ENGLISH	1	1	3	-	1
P.Ed.	-	-	-	-	1

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

The Institution spares no effort in recruiting faculty of eminence and reputation in order to serve the primary stake holders – its students, In order to attract and retain such faculty the measures taken by the institution are

- Providing salary as per AICTE Norms.
- Allowances over and above AICTE pay scales.
- Extending full support for the r & D work of such faculty
- Providing TA and DA for faculty to visit national level research organizations and funding agencies for promoting the research inclination of such faculty
- Bestowing other prestigious responsibilities on faculty recognizing their talents and qualities
- Concession in fee structure for the wards if they are admitted into the college for higher studies.
- Awarding their continuous service to the college with gold coins at the end of five / ten years
- Flexibility in adjusting the period of vacation to facilitate the faculty who wish to travel abroad.

6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

- Budget proposals are prepared at department level and submitted to Principal and Management at the beginning of financial / academic year.
- Principal scrutinizes the budget and recommends the same to the management.
- Management sanctions the required amount as per the budget.
- HODs of the respective departments are given the responsibility for proper utilization of sanctioned budget.

Details of Budget for the college:

Budget Proposed and Utilization (in Rupees)

Department/Year		2014 - 2015	2013 - 2014	2012 - 2013	2011 - 2012	2010 - 2011
CIVIL	Proposed	14,00,000	17,00,000	19,00,000	50,000	---
	Utilized	12,42,921	15,54,818	18,10,430	21,098	---
CSE	Proposed	11,11,000	12,10,000	41,22,500	21,33,025	6,74,000
	Utilized	8,41,525	10,53,204	39,16,858	20,56,241	6,69,119
ECE	Proposed	11,88,141	4,50,469	5,31,374	14,18,897	25,43,707
	Utilized	11,67,041	4,15,447	6,31,830	11,97,599	25,37,191
EEE	Proposed	5,20,000	9,24,000	3,03,000	14,68,000	15,52,800
	Utilized	4,77,880	7,00,000	2,23,000	11,81,000	10,67,000
IT	Proposed	15,00,000	11,90,000	10,70,000	2,65,000	24,85,000

	Utilized	9,00,000	9,91,462	10,80,422	2,23,689	24,14,944
MECH	Proposed	62,76,860	8,81,260	4,46,260	34,22,200	74,67,000
	Utilized	---	7,51,101	3,71,373	32,36,368	71,92,699
CHEMISTRY	Proposed	2,15,000	2,49,000	2,40,000	2,32,000	2,01,000
	Utilized	1,88,147	2,17,405	2,17,746	2,18,594	1,79,706
ENGLISH	Proposed	45,000	20,625	1,49,524	1,37,524	1,95,000
	Utilized	45,000	7,625	1,32,524	1,37,524	1,95,000
MATHEMATICS	Proposed	10,000	38,000	63,000	17,000	3,000
	Utilized	6,400	36,700	61,350	15,850	2,350
PHYSICS	Proposed	1,06,500	98,100	1,55,000	3,05,140	88,000
	Utilized	1,00,308	87,335	1,51,971	3,01,777	85,840
Physical Education	Proposed	6,80,000	3,92,100	2,75,000	2,70,000	2,25,000
	Utilized	4,67,735	2,16,646	2,27,720	2,32,269	2,01,130
Library	Proposed	14,55,000	9,50,000	24,35,000	25,10,000	13,15,000
	Utilized	14,61,078	9,96,817	23,34,741	28,27,424	13,13,130

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

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. The institution has appointed a practicing chartered accountant Mr. C. Alagarsamy, B.Com. FCA, Madurai as a full time qualified auditor for auditing the accounts of the college. The auditor checks the receipts with fee receipts and payments with vouchers and relevant supporting documents. The auditor ensures that all 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.

The last audit was done on 19th September 2014 and audited statement was obtained from the auditor for the financial year 2013-2014.

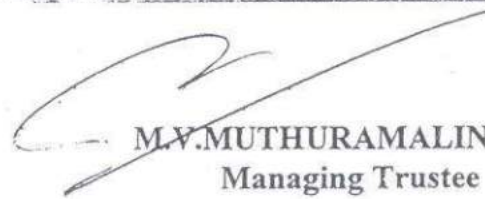
6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

- The major source of resource is Students 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, UGC and other sponsored projects; eligible amount is reimbursed by the corresponding agencies on production of audited expenditure statements.

VELAMMAL COLLEGE OF ENGINEERING AND TECHNOLOGY, VIRAGANOOOR
BALANCE SHEET AS AT 31.03.2011

LIABILITY	Rs.	ASSET	Rs.
Unsecured Loans	4,344,720	Fixed Assets	225,317,194
Sundry Creditors	338,144	Advances & Deposits	26,981,919
Advance Fees & Deposits	8,320,964	Investments	1,500,000
Group Institutions	316,902,210	Cash at Bank	48,621
Outstanding Liabilities	1,924,390	Capital Fund	77,982,693
	<u>331,830,428</u>		<u>331,830,428</u>


Chennai
23-09-2011


M.V. MUTHURAMALINGAM
 Managing Trustee

M. Kuncharavalli
M. KUNCHARAVALLI
 Trustee



For SELVAM & SUKU
Chartered Accountants


 Partner

VELAMMAL COLLEGE OF ENGINEERING AND TECHNOLOGY, VIRAGANOR
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2011

EXPENDITURE	Rs.	INCOME	Rs.
To Advertisement	3,929,460	By Fees Collections	97,194,277
Bank Charges	25,246	Bank Interest	171,898
College Maintenance	15,955,818	Other Income	2,978,652
Professional Charges	601,134	Excess of Expenditure over Income	9,948,246
Garden Maintenance	150,000		
General Expenses	49,625		
PF Contribution	1,276,952		
Postage & Telegram	80,250		
Printing & Stationery	2,098,955		
Repairs & Maintenance	3,930,641		
Salary	47,395,776		
Staff & Students Welfare	3,268,492		
Telephone & Internet Charges	1,209,042		
Travelling & Conveyance	1,155,479		
Depreciation	29,166,203		
	<u>110,293,073</u>		<u>110,293,073</u>

Chennai
23-09-2011

M.V.MUTHURAMALINGAM
Managing Trustee

M. KUNCHARAVALLI
Trustee

VELAMMAL COLLEGE OF ENGINEERING AND TECHNOLOGY, VIRAGANOOOR
BALANCE SHEET AS AT 31.03.2012

LIABILITY *	Rs.	ASSET	Rs.
Unsecured Loans	1,25,66,785	Fixed Assets	23,27,75,571
Sundry Creditors	2,20,60,621	Advances & Deposits	7,06,66,405
Advance Fees & Deposits	1,04,61,600	Investments	2,65,00,000
Group Institutions	35,71,89,204	Capital Fund	7,74,48,954
Outstanding Liabilities	51,12,720		
	<u>40,73,90,930</u>		<u>40,73,90,930</u>

Chennai
10-09-2012


M.V. MUTHURAMALINGAM
Managing Trustee


M. KUNCHARAVALLI
Trustee



For SELVAM & SUKU
Chartered Accountants


Partner

VELAMMAL COLLEGE OF ENGINEERING AND TECHNOLOGY, VIRAGANOUR
BALANCE SHEET AS AT 31.03.2013

LIABILITY	Rs.	ASSET	Rs.
Secured Loans	49,047,177	Fixed Assets	252,839,322
Unsecured Loans	63,089,590	Advances & Deposits	63,963,929
Sundry Creditors	32,705,622	Investments	29,493,959
Advance Fees & Deposits	12,761,077	Cash at Bank	314,657
Group Institutions	266,105,584	Capital Fund	89,297,429
Outstanding Liabilities	12,200,246		
	435,909,296		435,909,296

Chennai
19.08.2013


M.V.MUTHURAMALINGAM
 Managing Trustee

M. Kuncheravalli
M. KUNCHARAVALLI
 Trustee



For **SELVAM & SUKU**
 Chartered Accountants


 Partner

VELAMMAL COLLEGE OF ENGINEERING AND TECHNOLOGY, VIRAGANOOOR
BALANCE SHEET AS AT 31ST MARCH, 2014

LIABILITY	Rs.	ASSET	Rs.
Secured Loans	93,602,060	Fixed Assets	256,648,936
Unsecured Loans	82,034,517	Advances & Deposits	69,050,731
Sundry Creditors	41,983,530	Investments	87,116,959
Advance Fees & Deposits	14,850,577	Cash at Bank	3,428,822
Group Institutions	360,437,438	Cash in Hand	131,651
Outstanding Liabilities	8,149,970	Capital Fund	184,680,992
	601,058,092		601,058,092

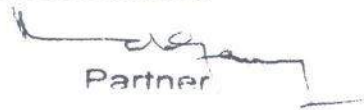
Chennai
24.07.2014


M.V. MUTHURAMALINGAM
 Managing Trustee


M. KUNCHARAVALLI
 Trustee



For **SELVAM & SUKU**
 Chartered Accountants


 Partner

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

A regular and systematic effort is taken to generate funding through various research proposals. The college has a separate Research and Development Cell to guide each department heads to obtain grant-in-aid and finance from various funding agencies.

Faculty members are encouraged and motivated to submit research proposals to various funding institutions. The Head of the Department encourages the faculty members regularly to submit proposal for organizing the FDP/ Seminar/ workshop to funding agencies.

The management ensures that the research fund is being used for the intended purpose only. The members of faculty are encouraged to take-up consultancy services from various industries and organizations. The revenue generated out of the consultancy is shared between college and concerned faculty in the ratio of 50:50. For testing samples, the revenue generated is shared in the ratio 60:40. The college also receives funding from various central and state government agencies for conducting seminars, workshops and short term training programs as sponsorship amount. This amount is exclusively used for intended purpose. Audited statement and utilization statement are submitted to the concerned agency after the completion of the event.

6.5 INTERNAL QUALITY ASSURANCE SYSTEM

6.5.1 Internal Quality Assurance Cell

a) Has the Institution established an Internal Quality Assurance Cell (IQAC)? If yes what is the Institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

The College has not yet formally established an Internal Quality Assurance Cell and is in the process of formulating the same. . However the college has various mechanisms by which quality is assured in every aspect of functioning of the college.

b) How many decisions of IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

-NA-

c) Does the IQAC have external members on its committee? If so, mention any significant contribution made by them?

-NA-

d) How do students and alumni contribute to the effective functioning of the IQAC?

-NA-

e) How does the IQAC communicate and engage staff from different constituents of the institution?

-NA-

6.5.2 Does the Institution have an integrated frame work for quality assurance of the academic and administrative activities? If 'Yes' , give details on its operationalization.

YES

The details are given below:

Name of the cell / committee	Year in which the cell was constituted	Constitution of the cell (members)	Objectives of the cell	Functions	Outcome
Academic Assessment cell	2011	HoD of a Department, members drawn from engineering departments and one member from Science & Humanities departments.	To maintain course files effectively for enhancing the teaching-learning process	Once in a semester audit of course files of every teacher, preparing and reporting the findings of audit and forward the report to HoDs for corrective measures.	Advance planning and preparation by teachers as to teaching methods and course materials. Tracking of students performance in Cycle tests and unit tests
Program Assessment Committee	2013/2014	HOD, Professors/ Senior Faculty members	To enhance the quality of teaching – learning process and attainment of Program Educational Objectives (PEO)	Formulation and attainment of PEO and Program Outcomes (PO) through direct and indirect assessments	Improvement in Student performance; enhancement of Infrastructure facilities; improvement in placement; better progression to higher studies and entrepreneurship
Department advisory Committee	2012/2013/2014	Principal, HOD, Professors/ Senior Faculty members, alumni, Parents, Students and Industry representative	To aim at stakeholders satisfaction To promote quality R & D activities	To redefine PEO and POs as when deemed fit To modify the mode of teaching as fitting to the needs of the students. Enhance the quality of students projects and faculty research	Better performance of students in assessment process In depth learning of courses Real time projects with social relevance
Class Committee	2007	Chairperson - (Senior Faculty member from department other than the class involved) At least 4 representatives from the	To obtain students feedback class wise thrice a semester on (a) teaching learning process (b)	The chair person will discuss details with the members, about effective handling of the various	Continuous monitoring of the effective handling of classes and evaluation procedures. Regular updating of

		concerned class	infrastructure facilities and 9c) general ambience of the academic environment	courses, both theory and lab, resources availability or deficiency, proper and timely conduct and evaluation of tests and assignments and adequacy or otherwise of the infrastructure facilities that help/ impair their academic activities. The same will be reported to the concerned HOD and other relevant personnel for follow up action.	resources Timely redressal of students grievances if any
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6.5.3 Does the institution provide training to its staff for effective implementation of the quality assurance procedures? If 'yes' give details enumerating its impact.

S.No	Department	Expertise on accreditation procedures shared by	Date
1.	IT	Dr. J.S. Gnanasekaran, Vice Principal. KLN College of Information Technology, Sivagangai Dr. S. Appavu @ Balamurugan HOD, IT, KLN College of Information Technology, Sivagangai	26.11.2010 8.9.2014
2.	EEE	Dr. C.K. Babulal, Professor, EEE, Thiagarajar College of Engineering , Madurai Dr. K. Mahadevan, Professor, EEE, PSNA College of Engineering & Technology, Dindigul	27.11.2010 15.11.2014
3.	ECE	Dr. G. Athisha, Professor & Head, ECE, PSNA College of Engineering & Technology, Dindigul	12.11.2014
4.	All Departments	Dr. S. Basker, Professor & Head, EEE, Thiagarajar College of Engineering , Madurai	17.2.2015 & 18.2.2015

First and foremost, the above sessions created awareness about the need and urgency for opting for self- assessment and accreditation by authorized bodies for the betterment of the students and the faculty.

Secondly, these sessions were very useful in giving a direction in self - study/ self- assessment of the institutional process and while doing so, identifying the strengths and draw backs of the system . With this impetus provided, the college is now applying for assessment and accreditation by NAAC and five Engineering &Technology departments have submitted their SSR for accreditation by NBA.

6.5.4 Does the institution undertake academic audit or other external review of the academic provisions? If 'yes' how are the outcomes useful to improve the institutional activities?

The Institution adopts different strategies for academic audit. These cells/ bodies that undertake the academic audit are

1. Academic assessment cell
2. Program Assessment Committee
3. Department Advisory Committee
4. Class Committee

The reports of these audits have been instrumental in improving the institutional activities, as the audits, the outcomes and corrective measures are taken very seriously.

Also twice a semester students' feedback on teaching learning process has proven to be an effective mechanism for continuous improvement.

Such mechanisms have resulted in the following:

- Bringing in 'English only Atmosphere' within the college campus
- Perceptible and measurable hike in students' performance levels
- Need based coaching and training
- Networking of staff and students through e- mail and SMS for academic communication and course content delivery
- Transparent evaluation procedures for internal assessment.

6.5.5 How is the Internal Quality Assurance mechanism aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The Internal quality assurance mechanisms have been designed and formulated in such a way that the outcomes of the mechanisms will automatically fulfill the expectations of external regulatory bodies / quality assurance agencies.

The objectives, functions and outcomes of the Academic Assessment Cell, Department Advisory Committee, Program Assessment Committee and Class Committee reflect how well the quality assurance mechanisms are inclined and oriented towards the requirements of external quality assurance agencies.

6.5.6 What Institutional mechanisms are in place to continuously review the teaching – learning process? Give details of its structure, methodologies, operations and outcome.

The major thrust of the institutional mechanism is to review the teaching – learning process which is the back bone of any educational institution. The following are the tools that are used for continuous reviewing the teaching – learning process:

1. Academic Assessment Cell – Constituted by Senior faculty – the committee audits every semester the process of course content delivery the details of which is maintained in a course file by every faculty. This audit ensures that the teacher is well prepared in advance for teaching a course and plans various methods and strategies for effective teaching and evaluation
2. Program Assessment Committee –Constituted by HoDs and senior professors of the department –This committee is responsible for formulating the Program Educational Objectives and Program Outcomes and attainment of the same. – the outcome is better performance of students in the learning process and enhancing infrastructure facilities and in depth understanding of the subjects
3. Department Advisory Committee –Constituted by the Principal, HoD, Senior Professors, Alumni, parents and Industry representative – This committee has the authority to analyze the and redefine PEOs and POs when deemed fit – The outcome is better progression of students to employment , higher studies and entrepreneurship
4. Class committee – Constituted by a Chairperson – a senior faculty member of a department different from that of the student members who

Are the representatives of the class and nominated by the department – The chairperson thrice a semester calls for a meeting of the members to discuss the teaching and evaluation of courses taught during that semester – the outcome of the meeting is better performance of teachers, adding library resources, better design of laboratory experiments etc.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms, and outcomes to the various internal and external stake holders?

Information about Quality assurance policies and mechanisms are disseminated to the internal and external stake holders through

- Conduct of periodical meetings with stake holders – parents, alumni and prospective employers
- Conduct of orientation programs to faculty and students
- Publication in college News Bulletin
- Posting of information in the college web site and prospectus
- Posting bulletins in various bulletin boards in strategic locations in the college campus
- Publication of all details in the annual college hand book

Any Other

The Velammal College of Engineering & Technology, as per its vision statement lays emphasis on academic excellence and social ethics. The vision and Mission of the college focuses towards the holistic development of the individual in his/ her tenure in the college.

The democratic, participatory governance of the institution offers opportunities for its faculty to develop themselves and in the process help the students blossom into physically fit, emotionally stable and intellectually mature human beings. As a result, the students are not only employable but develop qualities and confidence of an employer and turn out to be independent and responsible citizens.