



Yearly Status Report - 2014-2015

Part A

Data of the Institution

1. Name of the Institution		GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY
Name of the head of the Institution		Dr. P. L. N. RAMESH
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04426311004
Mobile no.		9444499921
Registered Email		principal@gojaneducation.com
Alternate Email		iqac@gojaneducation.com
Address		80 FEET ROAD, EDAPALAYAM, REDHILLS,
City/Town		CHENNAI
State/UT		Tamil Nadu
Pincode		600052
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	private
Name of the IQAC co-ordinator/Director	Mr. Vijayaganth R
Phone no/Alternate Phone no.	04426311021
Mobile no.	9994197720
Registered Email	iqac@gojaneducation.com
Alternate Email	vijayaganth.r@gojaneducation.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://nil.com
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://gojaneducation.com/upload/download/Academic%20Calendar/2014-2015/2014-2015.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.25	2015	03-Mar-2015	02-Mar-2020

6. Date of Establishment of IQAC

24-Apr-2014

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC Minutes of Meeting 1	24-Apr-2014 1	10
IQAC Minutes of Meeting 2	31-Oct-2014	10

	1	
IQAC Minutes of Meeting 3	02-Dec-2014 1	10
IQAC Minutes of Meeting 5	26-Dec-2014 1	10
IQAC Minutes of Meeting 6	03-Mar-2015 1	10
IQAC Minutes of Meeting 7	02-Apr-2015 1	10
IQAC Minutes of Meeting 8	13-May-2015 1	10
ISO Upgradation	20-Dec-2014 1	15
Participated in NIRF	31-Dec-2015 1	10
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2015 0	0
Nil	Nil	Nil	2014 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

8

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

Yes

Upload the minutes of meeting and action taken report

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

No

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

1. ISO Upgradation - Institution is ISO 9001:2008 certified as on December 20, 2014. 2. Participated in NIRF Ranking 2015 3. Conducting Soft skill programmes and personality development programmes to the students. 4. Conducting Regular Academic Audit by the Academic Coordinators. 5. Conducting National Level Conference, National Level Technical Symposium, Guest Lecture, Seminar Workshop.

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

Plan of Action	Achivements/Outcomes
To Introduce new Post Graduate Course	Received the Provisional Affiliation for M.E. Engineering Design M.E. VLSI Design
NAAC Accreditation	Accredited by NAAC with B Grade
To sign MoU with various organization	Signed MoU with various organization
To achieve Anna University Rank	Achieved 1st Anna University Rank in Electrical and Electronics Engineering.
To Conduct the Two Academic Audit per Semester	Academic Audit were conducted to ensure the academic policies to the faculty members.
To Conduct National Level Symposium, Conference, Workshop etc.	National Level Symposium, Conference, Workshop were conducted for all the departments.
To Conduct the Guest Lecture & Seminar program twice in a Semester for each department	Guest Lecture & Seminar program were conducted for all the departments
Plan for Industrial Visit	Industrial Visit have been conducted for all the departments.
To Conduct NSS Activities for the Students.	Tree Plantation

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
GOVERNING COUNCIL	07-Jan-2015

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission	2015
Date of Submission	30-Jun-2015
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	AutoLib Software is used for Library. 2. CCTV surveillance Available

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The College is affiliated to Anna University, the curriculum and syllabi prescribed by the university are strictly adhered to. Apart from this prescribed curriculum, the College has devised few ways and means to reinforce the teaching and learning process in the following ways: Pre-planned Academic calendar is aligned as per the University issued assessment schedule which includes Industrial Visits, Guest Lectures, Symposium, Cycle Tests (CT), Model Exam and other related activities. Lesson plan and Lab manuals are prepared prior to the commencement of the semester Meetings are conducted by the principal periodically with all Heads of the Department to evolve various strategies for effective implementation of the Curriculum. Enhanced Library facilities with Wi-Fi Preparation of course file by the faculty members which contains lesson plan, 2 mark questions and answers, notes of all the units, university question paper prior to the commencement of each semester and a random topic is being explained in the presence of the Principal Formalizing innovative teaching methods, in addition to the traditional lecture method to brush up the active participation of the students To face the challenges of today's technological atmosphere, the institution organizes PPT & video discussion shows for all the students. The students are allowed to express and discuss their ideas with the faculty members. Mentoring the students and motivating them to strengthen their bond with the faculties and to enhance the performance of the students. Mentors maintain the academic records of their mentees Organizing suitable guest lectures by industry personnel and industrial visits to improve the curriculum designed and specified by Anna University. Allotment of the course is based on experience and accomplishment in previous years. Feedback collected and analysed on regular basis so as to monitor the syllabus completion and personal queries of the students Conducting Class committee meeting thrice a semester to discuss about the various issues concerned with the academics The Head of the Department maintains a good rapport with the students and the faculty members, frequent Minutes of Meeting in the department for the effective implementation of the curriculum The Head of the Department and the Principal reviews the periodic completion of the syllabus by the faculty Methodical examination process, Prompt evaluation, Dispatch of the results to the parents at every phase Periodically conducting Parent-teachers meeting to discuss about the students performance Notifying parents about the absentees on regular basis by the class advisors Question papers are prepared to attain the effectiveness of the course outcome Pioneering new projects and encouraging the students to accomplish on it by allowing and supporting them in all their endeavours Sophisticated Laboratories

according to the requirements of the curriculum Aptitude and soft skill hours are included in the time table Regular coaching classes for training the students Formalizing "outcome-based approach" for the effective delivery of the curriculum

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
ME	VLSI Design	23/06/2014
ME	Engineering Design	23/06/2014
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BE	Aeronautical Engineering	25/06/2014
BE	Civil Engineering	25/06/2014
BE	Computer Science and Engineering	25/06/2014
BE	Electrical and Electronics Engineering	25/06/2014
BE	Electronics and Communication Engineering	25/06/2014
BE	Mechanical Engineering	25/06/2014
BTech	Information Technology	25/06/2014
ME	Applied Electronics	25/06/2014
ME	CAD/CAM	25/06/2014
ME	Computer Science and Engineering	25/06/2014
ME	Engineering Design	25/06/2014
ME	Power Electronics and Drives	25/06/2014
ME	VLSI Design	25/06/2014
MBA	Master of Business Administration	25/06/2014

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BE	Aeronautical Engineering	4
BE	Civil Engineering	10
BE	Computer Science and Engineering	19
BE	Electronics and Communication Engineering	12
BE	Mechanical Engineering	2
MBA	Master of Business Administration	12
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>We collect feedback from stakeholders such as students, faculty, employer alumni and parents to gather information and use it to build a better working environment, increase the efficiency of the institution, increase students engagement, provide more valuable service and maintain personage of the institution. A structured feedback form ensures to get proper feedback and also capture all relevant information. In order to ensure and analyses the feedbacks, IQAC is involved in reviewing and cultivating the academic excellence at all levels. The most powerful form of assessment is students and faculty feedback forms that gives high quality and meaningful feedback which can increase students learning. Student's feedback is an effective tool for faculty evaluation resulting in faculty development. Based on the feedback, faculties were informed about their strengths and weaknesses in a confidential manner. A uniform opportunity was then provided to these teachers for 3 months to improve their teaching skills. At the end of the period, again a questionnaire was administered to both the students and the faculty to assess the effectiveness of the feedback system. Student's feedback was used in evaluating and improving the effectiveness of the quality of teaching skill. On the other hand, student's experience in classroom is measured with the help of feedback forms in improving the relationship of students with the institution. It provides a way to sustain the promise of the institution. Equally, faculty</p>

feedback form is intended to collect information relating to the satisfaction and expectation towards the curriculum, teaching, learning, evaluation and infrastructure. The information gathered from the faculty is used for quality improvement in terms of education and the institution. It provides suggestions for the development of students and enhancement of students selfefficacy, improvement of learning strategies, and modifications for quality education. Besides, it helps to build neighbouring, open working relationships and healthy work environments among staff. Consequently, feedback from parents ensures our performance and excellence. The information lets us see where our strengths lie and also the areas in which we need to improve. Also, it expresses their perception regarding the institutional policies and decisions, effectiveness of communication channels which helps to take necessary steps in getting parents involved in decision making and to build strong relationships with the institution. Alumni feedback reflects the quality of the students the institute has produced. Alumni feedback deduces the quality of activities organized for overall development of students by the institution such as teaching and learning practices, steps taken in developing the students communication skill, leadership qualities, social commitments and responsibilities, handling of students grievances, hospitality, alumni management etc. This enhances the overall development of the institutional activities. The suggestions given by the alumni are analysed and the necessary actions are taken.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BE	Aeronautical Engineering	60	10	3
BE	Civil Engineering	60	8	2
BE	Computer Science and Engineering	90	15	15
BE	Electrical and Electronics Engineering	30	7	7
BE	Electronics and Communication Engineering	90	14	14
BE	Mechanical Engineering	120	57	57
BTech	Information Technology	30	3	3
ME	Applied Electronics	18	12	12
ME	CAD/CAM	18	6	6
ME	Computer Science and Engineering	18	14	14
MA	Engineering Design	18	10	10

ME	Power Electronics and Drives	18	15	15
ME	VLSI Design	18	4	4
MBA	Master of Business Administration	60	31	31
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2014	990	163	95	33	25

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
153	52	4	7	0	3
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. Every faculty is allotted with 15 students for mentoring. Listens to the students concerns about academic and emotional problems. Helps students to process their plan, goals and action and solving problems Improves parent/teacher relationships This creates a better environment in the college, where students can approach teachers for both educational and personal guidance.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1153	153	1:15

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
153	93	60	60	3

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
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2015	Nil	Assistant Professor	Nil
2014	Nil	Assistant Professor	Nil
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BE	101, 103, 104, 105, 106, 114	III/II, V/III, VII/IV	05/11/2014	23/01/2015
BE	101, 103, 104, 105, 106, 114	I/I	12/12/2014	23/01/2015
BTech	205	III/II, V/III, VII/IV	05/11/2014	23/01/2015
BTech	205	I/I	12/12/2014	23/01/2015
ME	401, 402, 405, 408, 415, 419	III/II	05/11/2014	23/01/2015
ME	401, 402, 405, 408, 415, 419	I/I	12/12/2014	23/01/2015
MBA	631	III/II	05/11/2014	23/01/2015
MBA	631	I/I	12/12/2014	23/01/2015
BE	101, 103, 104, 105, 106, 114	IV/II, VI/III, VIII/IV	25/04/2015	23/05/2015
BE	101, 103, 104, 105, 106, 114	II/I	22/05/2015	16/07/2015
BTech	205	IV/II, VI/III, VIII/IV	25/04/2015	23/05/2015
BTech	205	II/I	22/05/2015	16/07/2015
ME	401, 402, 405, 408, 415, 419	IV/II	25/04/2015	23/05/2015
ME	401, 402, 405, 408, 415, 419	II/I	22/05/2015	16/07/2015
MBA	631	IV/II	25/04/2015	23/05/2015
MBA	631	II/I	22/05/2015	16/07/2015
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

We do follow the assessment procedure as per the norms of the Anna University. Based on the academic calendar, the institute conducts two CT examinations and one model examination to evaluate the students. Faculty members prepare 2 sets of question papers as per the format given by the exam cell. Out of these 2 sets of question paper one set is selected by the exam cell coordinator, randomly. Evaluated answer scripts are given to the students for verification. While distributing the evaluated answer scripts, the answer key/ scheme of evaluation is discussed in the class. Students are given a fair chance to

appeal on any discrepancy in the valuation. Students are awarded additional/missing marks (if any) if the appeal is valid. CT each carry 50 marks with the duration of 90 min and model exam carry 100 marks with the duration of 3hrs. For practical subjects the faculty will do the keen evaluation of student for every experiment which includes regularity, procedure, results, viva and promptness in submission of records and the marks obtained are recorded against each experiment in the student record. For the quality of the projects, the evaluation is done by Project Review Committee along with the project guides.

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

An academic calendar is published by the institute which includes following items: Academic year starts as prescribed by Anna University. The university prepares and publishes the academic calendar for the academic year which includes plans for curricular and cocurricular activities based on the available working/teaching days as per university norms. Academic calendar in association with the University issued Assessment Calendar which includes Industrial Visits, Guest Lectures, Symposium, Cycle Tests, Model Exam and other academic activities.

2.6 – Student Performance and Learning Outcomes

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

<http://www.gojaneducation.com/gsbt.html>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
101	BE	Aeronautical Engineering	35	11	31.4
103	BE	Civil Engineering	42	22	52
104	BE	Computer Science and Engineering	72	48	66
105	BE	Electrical and Electronics Engineering	29	16	55
106	BE	Electronics and Communication Engineering	76	51	67
114	BE	Mechanical Engineering	67	47	70
205	BTech	Information Technology	22	15	68.1
401	ME	Applied Electronics	11	10	91

402	ME	CAD/CAM	12	7	58.3
405	ME	Computer Science and Engineering	17	14	82.35
408	ME	Engineering Design	0	0	0
415	ME	Power Electronics and Drives	14	12	86
409	ME	VLSI Design	0	0	0
631	MBA	Master of Business Administration	16	13	81.25

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2.7 – Student Satisfaction Survey

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

<https://docs.google.com/forms/d/1WerLUhBMwmah8-757ICk28w6DBJNZBCiziZe9aQwOE/viewanalytics>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Industry sponsored Projects	365	Southern Electronics Pvt Ltd	148000	148000
Industry sponsored Projects	365	Southern Electronics Pvt Ltd	310000	310000
Industry sponsored Projects	365	Kalacakthi Agro Pvt Ltd	120000	120000

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Printed Circuit Board (PCB)	Science and Humanities	05/05/2015
Modern Engineering Material	Science and Humanities	16/04/2015
Project Fest 2k15	Electronics and Communication Engineering	04/04/2015
Statistical Management	Master of Business Administration	25/03/2015

Orcad PCB Design	Electronics and Communication Engineering	18/03/2015
Networking workshop	Electronics and Communication Engineering	14/03/2015
Research Methodology	Master of Business Administration	13/03/2015
PLC and SCADA	Electrical and Electronics Engineering	13/03/2015
Queen of Mathematics Workshop	Science and Humanities	03/03/2015
CCNA Routing and Switching Technology	Computer Science and Engineering	28/02/2015
Embedded System Atmel and Pic	Electronics and Communication Engineering	11/02/2015
NDT Testing	Aeronautical Engineering	23/01/2015
Overview of Oracle Analytics	Computer Science and Engineering	21/01/2015
Web Technology	Information Technology	10/01/2015
Air Conditioning and Pneumatic System	Mechanical Engineering	30/12/2014
Eco Home	Civil Engineering	23/12/2014
OrCAD PCB Design	Electronics and Communication Engineering	23/12/2014
Android Development in Cloud	Computer Science and Engineering	29/11/2014
Cyber Security Workshop	Information Technology	28/11/2014
Nano Materials	All Departments	17/11/2014
Hadoop Big Data Workshop	Computer Science and Engineering	19/09/2014
Design and Manufacturing of UAV	Aeronautical Engineering	02/09/2015
Career Opportunities in Aviation Industries	Aeronautical Engineering	30/07/2014
Advanced Industrial Automation	Electrical and Electronics Engineering	25/07/2014

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Nil	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Aeronautical Engineering	1	0
International	Aeronautical Engineering	1	0
International	Electronics and Communication Engineering	1	0
International	Electrical and Electronics Engineering	1	0

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

Department	Number of Publication
Electrical and Electronics Engineering	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Numerical Simulation of Deflagration to detonation transition with hydrogenair mixture for pulse detonation engine application	Mr. M. Santhosh Kumar	NPC20159	2015	0	Nil	0
Effect of tensile	Mr. A. Viswanath	IJISET	2015	0	Nil	0

load on repaired composite laminates	Ravikumar					
Application of Tracking Method In Restructured Power System	Mr. R. Ranjith Kumar Mr.G .Arunsanakar Mr.S.Ilankannan	IJIR	2014	0	Nil	0
Preparation, structural and optical characterization of ZnO, ZnO: Al nano powder	Mr. R. Rajmohan	American Institute of Physics (AIP)	2014	0	Nil	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2015	0	0	Nil
Nil	Nil	Nil	2014	0	0	Nil

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	0	3
Attended/Seminars/Workshops	0	1	0	0
Presented papers	4	4	0	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tree Planting	GOJAN NSS	4	80

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Nil	Nil	Nil	0	0
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Research Project	2	Southern Electronics	365
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Training	In plant Training	Neyveli Lignite Corporation Ltd.	27/05/2015	03/06/2015	2
Training	In plant Training	Magnate Solution	27/12/2014	28/12/2014	3
Training	In plant Training	Kaashiv Infotech	22/12/2014	27/12/2014	4
Training	In plant Training	U.N.I.Q Technologies	17/12/2014	17/12/2014	3
Training	In plant Training	U.N.I.Q Technologies	15/12/2014	17/12/2014	3
Training	In plant Training	North Chennai Power Station	15/12/2014	19/12/2014	1
Training	In plant Training	Prasath Bharathi (Dordharshan Kendra)	15/12/2014	19/12/2014	6

Training	In plant Training	U.N.I.Q Technologies	13/12/2014	13/12/2014	5
Training	In plant Training	WHY Global Services	11/12/2014	16/12/2014	2
Training	In plant Training	U.N.I.Q Technologies	09/12/2014	13/12/2014	6
Internship Training	A Study on Employee Motivation and Performance	PEPSICO India Holdings Ltd	02/07/2014	01/08/2014	1
Internship Training	A Study on Employee Retention	SRF Ltd	02/07/2014	02/08/2014	1
Internship Training	A Study on Employee Motivation	SE Electrical Private Limited	02/07/2014	01/08/2014	1
Internship Training	A Study on Employee Roll of HR Department for Organisational Development	TTK Healthcare Limited	02/07/2014	01/08/2014	1
Training	In plant Training	Airport Authority of India	23/06/2014	27/06/2014	6
Training	In plant Training	Chennai Port Trust	21/06/2014	01/07/2014	1
Internship Training	A Study on Employees Assessment	KCF Ltd	20/06/2014	19/07/2014	1
Internship Training	A Study on Employee Attrition	Infinity Retail Limited	18/06/2014	07/07/2014	1
Internship Training	A Study on Employees Job Satisfaction	Infinity Retail Limited	18/06/2014	07/07/2014	1
Training	In plant Training	Chennai Port Trust	17/06/2014	23/06/2014	3
Training	In plant Training	P and C Construction Pvt Ltd	13/06/2014	20/06/2014	1
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers
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			participated under MoUs
Vayu Aero	09/01/2015	Guest lecture, Training, Exposure in real time issues, Project Guidance, Study overseas counselling.	11
Score getter Test Reparation Pvt., Ltd	01/01/2015	To promote Higher Education Activities	27
Civil Engineering and Employment Training	29/12/2014	To promote Industry Institute Interaction	14
SVP Laser Technologies Pvt Ltd	09/12/2014	Guest lecture, Training, Exposure in real time issues, Project Guidance, Study overseas counselling.	12
CMC AcademyLtd.,	14/11/2014	Guest lecture, Training, Exposure in real time issues, Project Guidance	20
Aero Chi Tech	28/10/2014	CADD, drafting and analysis tools, Remote controlled miniature airframe construction, Runway for RC controlled Miniature airplanes, Project Guidance, Exposure in real time issues.	15
VKS Technologies	27/10/2014	Guest lecture, Training, Exposure in real time issues, Project Guidance.	20
WHY Global services	27/10/2014	Guest lecture, Training, Exposure in real time issues, Project Guidance, Study overseas counselling.	25
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3500000	3854286

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
AutoLib	Partially	Standard	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22369	5592250	2533	633250	24902	6225500
Reference Books	7456	1864000	844	211000	8300	2075000
e-Journals	120	10000	0	0	120	10000
CD & Video	25	20000	10	10000	35	30000
Others (specify)	7	1500	0	0	7	1500
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
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Existing	648	6	1	1	2	1	8	10	0
Added	0	0	0	0	0	0	0	0	0
Total	648	6	1	1	2	1	8	10	0

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	http://nil.com

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
18500000	18747805	11500000	11761772

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

Response: The college has appointed several people for maintaining the infrastructure by way of building maintenance, transport, furniture and generator operator, in case if the power shuts down. Separate Complaint registers were maintained for various services like electrical, plumbing, housekeeping etc. The people, who work here on maintenance of the college, will report regularly about the breakage of instruments and devices to the higher authority. Laboratories (utilization and maintenance) Computer laboratories: Students and faculty members can access the intranet and internet. Preventive and breakdown maintenance procedure is followed to ensure maximum availability of the systems in the lab. Installation of antivirus and firewall ensures that the software and system is secured. A daily status check on the hardware and software condition of the machines are undertaken and the same is noted in a register. It helps to identify and rectify the problem at the early stage itself. If the problem is minor the technical support staff of the lab will rectify it. For major failures support from vendor is taken. Periodic maintenance is done by regular cleaning of the lab spaces, software updates and antivirus updates. The stock in the lab will be verified by the faculty team from other department. Electrical and Electronic Equipment: Regular checkup of equipment is carried out at the end of every semester. Breakdown register is maintained in the laboratories. The faculty trainer kit is serviced by service engineers of the specified companies. The measuring instruments are calibrated regularly by standards companies. Stock verification is done at the end of each semester by the faculty members from other department. Machine Laboratories: All the equipment is serviced at the scheduled time. All the machine tools equipment including the location are properly guarded. Machine tools and equipment are operated only by qualified and authorized personnel in order to maintain safely. Stock verification is done at the end of each semester by the faculty members from other department. Library: The library is well equipped with all necessary software in computer and equipped with reference books. The students and the faculty members are regularly borrowing and referring the library books by providing their library cards. The library in charge maintains

the updates regularly with the help of accession register. Sports complex: The college gives more important to sports events. Students are participating in more intra and inter college competition. The college has indoor games and nine outdoor games such as cricket, volleyball, basketball, football and so on. The play grounds are maintained regularly and properly.

<http://gojaneducation.com/campus-life.html>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Merit Scholarship	168	7232500
Financial Support from Other Sources			
a) National	0	0	0
b) International	0	0	0

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Bridge Courses	01/08/2014	176	Inter college
Soft Skills	25/06/2014	881	Inter college
Language Lab	25/06/2014	640	Inter college
Remedial Coaching	25/06/2014	320	Inter college
Personal Counselling and Mentoring	25/06/2014	1057	Inter college

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2015	Nil	0	0	0	0
2014	Nil	0	0	0	0

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Various organizations Visited	148	73	Nil	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2015	0	Nil	Nil	Nil	Nil
2014	0	Nil	Nil	Nil	Nil
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
GATE	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports	Institutional Level	22
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2014	First place Anna University Boxing	National	1	0	110514103005	Gowri Shankar. B
2014	Second place Anna University Zone 1 Athletics meet shot put	National	1	0	110514103020	Syed Thanveerullah.A
2014	Second place Anna	National	1	0	110514103010	Mohammed Imran.I

	University Zone 1 Athletics meet long jump					
2014	Third place Anna University Zone 1 Athletics meet Weight lifting	National	1	0	1105111030 14	Ilamaran.P
2014	First place Anna University Zone 1 Athletics meet 100mts	National	1	0	1105141140 42	Sathish. M
2014	Third place Anna University Zone High Jump	National	1	0	1105131030 06	Ashok Kumar P
2014	First Place All India Karate Cha mpionship 2014	National	1	0	1105121030 09	Gowtham M

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

GOJAN has a unique policy of forming students into association that includes the representative body of students along with members from management, administration, faculty members and staff members. The student body is formed with the class representatives from every class. It empowers the students in gaining leadership qualities, participation, interactive cooperation, problems solving skills and execution of various skills. There are two representatives, who are elected or selected by the students and class advisor of every class.

The student body is headed by two key leaders. Viz Student coordinator Assistant student coordinator These two leaders are elected by all the Class Representatives (CRs) for one academic session. The CRs take the leading role in all the day to day activities in the class. Any matter related to academics and administration are referred by the CRs to appropriate authority as and when it becomes necessary. The CRs are also the members of the soft skill training and other student related activities like Symposium, Memorial Day of National Leaders, NSS Activities, etc., The student coordinator and assistant student coordinator are members of the disciplinary committee and they will take responsible for innovative topic of the day, A knowledge sharing session about 5 to 10 minutes a day by each and every student. Thus, they on behalf of the whole student community take part in the activities. Other than this student coordinators all other CRs are appointed for class committee meetings with the chair person who records the students related and subject related issues and

general issues. Also, the representatives with sets of cocurricular and extracurricular activities of the institute to play a decisive role in the planning and execution of the student activities. Every classes have its own students' representatives who are all functioning under faculty advisors.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The institution has a registered Alumni Association. The Alumni Association of Gojan School of Business and Technology has been registered under the Tamil Nadu Societies Registration Rules, 1978 ACT, 1975 (TAMIL NADU ACT 27 OF 1975) at Chennai North on February 14, 2014. The association provides a forum for the Alumni for exchange of ideas on Academic, Cultural and Social Issues of the day by organizing and coordinating reunion activities of the Alumni. The association has the following members President, Secretary, Treasure and Executive members.

5.4.2 – No. of enrolled Alumni:

232

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

69600

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Association of the college is formed. Every year alumni association meeting will be conducted. All the office bearers of the alumni association will be calling the entire student alumni function. On this year alumni meeting was held on May 31, 2014.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college follows various practices for decentralized management by delegating authority and provides operational autonomy to the departments of the institution. All the departments are requested to present their annual action plan at the beginning of every academic year with a clearcut roadmap to deliver the same. The Principal assigns faculty members for each committee and they discharge their responsibilities. It was suggested that remedial classes for problemoriented papers should be held in the morning hours. The science and humanities department block certain hours for teaching physics, chemistry, mathematics, English, and EVS for the entire college and submits time table to other departments for their approval, suggestion and concurrence. The time table coordinator prepares time table of the department and gets approval from the HOD. The HOD submits to Vice Principal who in sign submits it to the overall in charge of the time table coordinator. The time table work is decentralized and is carried out effectively. Likewise, the Institution runs placement cell which delegates the duties to placement coordinators, they were allotted on the willingness of the individual faculty in each department with the concern of department heads. The placement cell activities done through twoway communication which ensures the effectiveness of pre placement activities. The college advances civilization of participative administration. All resolutions are governed by organization of facts, information and objectives. Both students and faculties are allowed to express themselves by providing ideas and suggestions to improve the excellence of the Institution

through proper channels i.e. through parent teacher meetings, Alumni Meetings, student feedback system, and through other various committee meetings. The divisions and different boards sort out exercises that assist to accomplish the college mission. At the division level, heads of the departments hold gatherings with students and faculties regularly to talk about the spotlights with the principal. The Principal has gatherings with these individuals at which issues identified with instruct learning, examinations and offices in the college are discussed. Students express their viewpoints on issues related to the college and furthermore call attention to inadequacies in the agenda and also suggest upgrades in institution they require. Students are in charge of organizing various college events such as symposium, cultural etc. Students help in giving suggestions and monitor the procurement, introduction of new programs and welfare activities. Students, who have any complaint regarding the marks scored in tests, get it resolved through the concerned subject faculty. In the event that it isn't unravelled the complaint is tended to by the HOD. In such situations, decisions are undertaken after brainstorming and by consensus. Once a decision is taken, the implementation is done by progression of faculty. Only in rare cases the issue is taken up by the principal.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	The library contains to books, journals and other learning materials along with technology aided learning mechanisms which enable students to obtain information, knowledge and skills required for their study programs. Library is fully engaged in issuing books, renewal and search. In addition, college has subscribed to various ejournals in various disciplines of engineering and business management. College management is committed to providing the required physical infrastructure and instruments immediately to fulfil the requirements. All the requirement were met as per Anna University and AICTE norms.
Curriculum Development	Our Institution is affiliated to the Anna University, Chennai and follows the curriculum and programs proposed by it. Yet, the college establishes various guest lectures, workshops, seminars, industrial visits and technical training programmes to enhance the curricular and fulfil the student's need. In addition, the institution follows the below mentioned steps to establish a solid curriculum focused academic activities to meet student needs. Describing course objectives and course outcome. Identify

resources. Choose supportive programs that meet objectives. Planning Time Collect and devise materials. Lock down the specific tasks. Feedback and Assessments. Thus, effectiveness of curriculum implementation was recognised on the outcome of these strategies. Also we set aside time to engage students in conversations about the day's lesson and assignments.

Teaching and Learning

Teaching and learning, foster a learner centred environment. We develop resources, facilitate training sessions, and conduct consultations on the implementation of the strategies. To face the challenges of today's technological atmosphere, PPT and video presentation delivered for all the students. Guest lectures, workshops, and conference are conducted. Feedback system is used to understand the approaches that seem to be working within the class, and any alterations that could be made to continually improve the learning environment. The design of group work activities and projects can help students develop problem solving abilities, planning and organization, and communication skills.

Human Resource Management

Human resource management (HRM) is the set of activities and functions directed to developing and maintaining the labour structure in institution. The activities in HRM include recruitment, selection, appraisal, training, compensation, and employee relations. The role of HRM is to translate the strategic aims of the organization into human resource policies and to create human resource strategies that generate a competitive advantage. Training and development for faculty is provided to maintain the faculty and administrative vitality, a reward system can indicate what the institution considers to be important.

Examination and Evaluation

Examination Evaluation Policy is an integral part of learning process. Examination and evaluation provide the most effective approach to encourage and reward effective teaching practices on the basis of student learning outcomes. Assessment of student learning at its best enables students to identify their own strengths and weaknesses and to determine the kinds of information they need to correct

their learning deficiencies and misconceptions. The evaluation outcomes measure student learning and the use of this information to improve teaching are considered

Research and Development

Research and Development (R and D) is an important means for achieving future growth and maintaining relevant subject matters in the learning. The institution takes up the creation of new body of knowledge about existing products or processes, or the creation of an entirely new product. The institution has well equipped laboratories with adequate infrastructural facilities to carry out the research projects in all departments. The institution has both wired WiFi internet facilities for the fast access of Eresources. The institute provides central library facilitates with researchoriented books, journals ejournals for research references.

Industry Interaction / Collaboration

Industry Interaction and Collaboration are achieved by bridging the gap between industry and the academic institutions. Better interaction between technical institutions and industry will give great bearing on the engineering curriculum, exposure of engineering students to industrial atmosphere and subsequent placement of young graduating engineers in industries across the country 1. ICT ACADEMY has periodic interaction with the institution and conducts training programs/workshops for employability related skill development of our students. 2. College has interaction with a number of Industry Houses like CMC Academy, Aerochitech, VKS technologies, WHY Global solution, SVP laser Technologies PVT LTD, VAYU Aero, Civil Engineering Employment Training, Score getter Test Preparation PVT LTD etc. These industrial organizations participate in the campus organized by the college.

Admission of Students

The college has a very good reputation amongst the student community. Many students aspire to get admitted to the college. The students are admitted through a centralized admission process by the affiliated university and directly by the Management. The students that get admitted to the

institute mostly possess top cut off marks. Also, student's preference of the branch and institute in which they want admission is clearly looked into. Once the counselling results are published students who are allotted seats are asked to visit the institution for clarification of doubts to get a feel of the campus.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Nil
Administration	Nil
Finance and Accounts	Nil
Student Admission and Support	Nil
Examination	Nil

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2014	Nil	Nil	Nil	0
2015	Nil	Nil	Nil	0

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2014	NAAC Awareness Programme	NAAC Awareness Programme	05/12/2014	06/12/2014	153	18

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development program on	8	29/11/2014	29/11/2014	1

Android Application Development in cloud				
Faculty Development Program on Cyber Security	10	28/11/2014	28/11/2014	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
60	60	5	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Free Accommodation facility, leave benefits, medical benefits, transportation facilities, financial support to participate in FDPs and National/International Conferences. On duty leave is availed to faculty members for attending various conferences, workshops, seminars, FDPs and examination duties. The management encourages the faculty members for pursuing Ph.D. program by providing adequate number of on duty leave.	Free Accommodation facility, leave benefits, transportation facilities, medical benefits and Skill development programs. On duty leave is given to faculty members for attending various conferences, workshops, seminars, FDPs and examination duties. The management encourages the faculty members for pursuing Ph.D. program by providing adequate number of on duty leave.	Orientation, Accommodation Services, Academic and Personal Counselling, Sports Activities, Career or placement Services, Alumni Association, Endowment fund, MERIT Scholarship, Skill development (Spoken English, Computer Literacy, etc.,) and Fees concession for the students having good academic background.

6.4 – Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits regularly as per the government rules. GSBT has a mechanism for internal and external audit done by qualified internal auditors from external resources and are carried out in each financial year. In addition, External audits are done by Proficient financial auditors appointed by the board of trustees in the board meeting. The external auditors to verify and certify all transactions such as entire income and expenditure and the capital expenditure of the institute each year. The external auditor conducts statutory audit at the end of financial year. After the audit the report is sent to the management for review. The college fills income tax returns every year within the stipulated time. So far, there have been no major objections. Minor errors had been pointed out by the audit team are immediately rectified and precautionary steps are taken to avoid recurrence of such errors in future. Therefore, the institution regularly tracks internal and external financial audit system and financial resources of the college are managed effectively.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	MAX Acerna Management System Pvt. Ltd	Yes	Academic Coordinators
Administrative	Yes	Natraj Associates	No	

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

<p>Suggestions given by the PTA association were taken for development of the academic and administrative functions of the institution. PTA association helps in pointing out the weaknesses of the students, with respective to their departments and suggestions were given for rectifications. Interactions between the parents and the teachers enhances the support progress of their respective students in all (academic and personal) aspects.</p>
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6.5.3 – Development programmes for support staff (at least three)

<p>Quality Improvement Programs like Training Programs on Proofreading, Motivation, Software Hardware</p>

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

<p>1. ISO Certification. 2. Submission of data for AISHE Web Portal, 3. NIRF Participated</p>

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2014	ISO Upgradation	20/12/2014	20/12/2014	20/12/2014	15
2014	IQAC Minutes of Meeting 1	24/12/2014	24/12/2014	24/12/2014	10
2014	IQAC Minutes	31/10/2014	31/10/2014	31/10/2014	10

	of Meeting 2				
2014	IQAC Minutes of Meeting 3	02/12/2014	02/12/2014	02/12/2014	10
2014	IQAC Minutes of Meeting 4	26/12/2014	26/12/2014	26/12/2014	10
2015	IQAC Minutes of Meeting 5	31/01/2015	31/01/2015	31/01/2015	10
2015	IQAC Minutes of Meeting 6	03/03/2015	03/03/2015	03/03/2015	10
2015	IQAC Minutes of Meeting 7	02/04/2015	02/04/2015	02/04/2015	10
2015	IQAC Minutes of Meeting 8	13/05/2015	13/05/2015	13/05/2015	10
2015	Participated in NIRF	31/12/2015	31/12/2015	31/12/2015	10
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Womens day	07/03/2015	07/03/2015	80	0

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

Percentage of power requirement of the University met by the renewable energy sources
Tree plantation program Less paper usage Smoke free campus

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	0
Ramp/Rails	Yes	1
Braille Software/facilities	No	0
Rest Rooms	Yes	1
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating
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	address locational advantages and disadvantages	taken to engage with and contribute to local community					students and staff
2015	1	1	04/04/2015	1	Higher Education Awareness camp	Awareness on higher education	60
2015	1	1	11/03/2015	1	Tree plantation program	To promote environmental activities and planted few samplings	35
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Students	27/06/2014	To turn the young minds of students in to the society that it is necessary to make them regulatory in the environment. To build that code of conduct is made to learn following things. Treat everyone, irrespective of age and position with respect and courtesy. Avoid any form of malpractice during tests and examinations. Your parents are welcome to meet the Class advisors / HODs / Principal. Make sure to fix an appointment to meet them. This makes the student to learn and be controlled under any situations.
Handbook for Parents	27/06/2014	In order to maintain an orderly, respectful and secure educational environment we expect the parents to know these guidelines. Train your ward to respect all elders including members at home, teachers, classmates and supporting staff. It gives everyone

a feeling of wellbeing. Expensive electronic equipment like Tablets, Mobile phones, MP3, etc. are distracters and if found with the student will be confiscated. Parents are requested to monitor the students learning at home. Regular Study will make learning easy and effective.

Code of conduct for employee

27/06/2014

The purpose of this Code of Conduct is to articulate high standards of honesty, integrity, ethics in the institute and make it well functioning As the base of the institution employee must work to achieve vision and mission of the institute. All employees are expected to up hold the spirit of teamwork. Employee must not encourage malpractice during examination in any form. When servicing in this institute employee must not work/pursue in any other college or course without any approval from the Institution.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2014	15/08/2014	80
Republic Day	26/01/2015	26/01/2015	125
Pongal Celebration	12/01/2015	12/01/2015	78
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Maintenance of Greenery Avoiding utilization of plastics Energy Efficiency

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice - I I (a) Title of the Practice Mentoring II (b) Objective of the practice The goal of the mentoring program is to establish a trust relationship with accountability and responsibility from the mentor and student. A faculty member is a mentor for a group of 1520 students. Some of the objectives of mentoring are given below. To identify career paths for students and support student's personal growth. Provide an opportunity for students to learn and

practice professional networking skills. Equip students with the knowledge and tools to make ethical and right decisions. Focuses on the students total development. I (c) The Context Mentoring is done effectively by assigning a mentor to each student. Mentoring gives opportunity to share the difficulties problems to get professional help and guidance by building trust and confidence. Periodic reports are generated by the mentor. I (d) The Practice The Mentor Scheme is an unique opportunity for students to come in contact with an experienced professional to gain onetoone career advice, support and guidance for their profession. A mentor is allotted to a group of students from first year to final year. This mentoring scheme is conducted in a structured way. The mentor and students meet regularly and discuss about academic and personal progress. Developing a theory of action for how the mentoring process will achieve desired student outcomes. This will help in designing training for mentors and assessing the mentoring process. A common limitation of mentoring programs is the lack of a theoretical framework for how the program will result in change for the student. For mentoring to work a theory of action is important. The Theory of action explains the process by which a program or intervention plans and to achieve its intermediate and longterm outcome objectives and there by provides a framework for an organization to examine whether or how its activities connect to its goals and projected outcomes. I (e) Evidence of Success Mentoring increases grade promotion and decreases unexcused absences, tardiness, and bullying or quarrelling in college, and also improves relationships with parents and decreases skipping college. Mentoring focuses and motivates students toward achieving learning goals. Youth who perceive high quality relationship with their mentor experience the best results. Mentors provide students with important information about college preparatory courses, financial aid and the college admission process. Undergraduates who receive outofclass mentoring from faculty demonstrated increased academic achievement, while first year students who take mentoring seriously are significantly more likely to continue their studies. Their GPAs are comparatively higher than students who do not take mentoring seriously. Students at both the undergraduate and postgraduate levels report that mentoring helped them to develop skills and behaviours necessary to succeed. I (f) Problems Encountered and Resources Required All mentoring pairs face this challenge. Both mentors and students have commitments and responsibilities, both of which serve as convenient excuses for rescheduling a mentoring meeting. However, mentors and students must also remember their commitment to the program and to each other. Failing to meet as scheduled or frequent postponements will quickly erode the foundation of the relationship. In this case, either the mentor or student wants to meet more frequently the program requires. This is most likely to happen at the beginning of the relationship. Maintaining such an aggressive meeting schedule usually proves impossible over time, however. Usually, this is not a problem, but regular postponement or not meeting at all on regular basis who may feel let down believe that the mentor isn't capable. A mentor may ask a student to complete the work under the guise that the student will learn better if the student actually does the task. Although practice in real life situations is best for learning, theres a huge difference between practicing a skill and doing someone elses work. The best solution to sort out the problems during mentoring are to understand the students by identifying their character and ability. Best Practice - II II (a) Title of the Practice Remedial and Tutorial Committee II (b) Objective of the practice In tutorial classes, students undertake group discussion, problems faced in lecture rooms, quizzes, class tests, work exercises, with a faculty supervision. These measures improve the knowledge in the subject and help in the planning of any work for achieving the objective. The objectives of the remedial and tutorial committee are as follows: To motivate and help the academically weaker students to realize their weakness and help them to improve. Improving academic skills of the students in various subjects.

Strengthens their knowledge skills and attitude in such subjects. II (c) The Context In the course of teaching during regular class lectures, slow learners and under achievers are identified. The head and the faculty in charge of the departments keep a record of the academically poor performers. The Principal and department HODs regularly interact with the parents of the students and motivate them. Remedial classes are organized to meet the needs of the weaker students. The HODs and the faculty in charge of the department have been given the responsibility of addressing the problems of the weaker students. II (d) The Practice Answer scripts of the organized weekly test are shown to the students to draw their attention to the areas of knowledge deficiency, misconception and inability to express knowledge. This is done through one on one talk other than the usual class hours. The department of Science and Humanities arranges for tutorial classes in maths for the weaker students. Classes are held in respective class rooms and efficient faculty members in maths tries their level best to make the students familiar with the basic concept of that subjects. In the course of teaching learning process during regular classes and counselling approaches are undertaken. Assignment and home work are given and responses are methodically followed up. The Principal and department HODs track record of academically poor students and regularly interact with their parents and guardians. II (e) Evidence of Success A tutorial class is smaller compared to a class in the college, because the tutorial classes are specially scheduled for weaker students. So, Faculty can give their students more individual attention. Faculty can also target students weaknesses and improve their academic performance. Normally, students who attend tutorial classes will be able to catch up and have some improvement in their studies. Faculty can also set the exercises according to the student's needs. This is extremely effective to score good marks in the exam. Faculty can give the weaker students more practice to help them to catch up. On the other hand, they can give the brighter students enrichment exercises to help them score better in the exams. Tutorial is necessary to achieve the optimum performance. It helps students to prepare themselves better for the exam. Faculty specifically teach students on how to score well in exams. Students have achieved good results by attending tutorial classes. In addition, tutorial is essential to balance studies and recreation. It prevents them from wasting their time. It can help them to utilize their time efficiently and effectively. It is important in balancing their free time. Lastly, students get benefited by enriching their knowledge about topics on core subjects. The students who attend the tutorial classes develop confidence over others. This can make them perform well in class and score well in exams. It is important to balance studies and recreation as students will not waste their time doing something that might end up as a waste of their time. Thus, we agree that tutorial is a necessity for all students. II(f)Problems Encountered and Resources Required Some people find it extremely difficult to commit to a cause, whether it has to do with work or life in general. One of the most effective strategies is to encourage commitment in building an individual's drive and motivation. If a student finds meaning and purpose in what they're doing, they'll be motivated and will be willing to put in their full effort to achieve their goal. A faculty would assist a student to achieve that drive and motivate by having the student draw a selfimage that reflects the positive outcome of their tutoring relationships. Poor communication skills can leave both the student and the faculty in strife. It's extremely important that a faculty knows what their student needs, and therefore it becomes vital that they're well equipped with communication skills that can compensator whatever skills a student may be lacking. A faculty can improve communication with students by rephrasing what has been said and having them confirm it was in fact what they meant. A faculty could also improve student communication by encouraging feedback at every step of the way and by stimulating insights, opinions and ideas. A faculty with good communication skills will also be able to recognize what communication styles

work best with their student and deliver their messages in a clear, concise manner that resonates with their students.

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

<http://gojaneducation.com/IQAC/2014-15/Best%20Practices.pdf>

7.3 – Institutional Distinctiveness

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

The Vision of the Institute is based on optimal Standards, Valuebased Education, Sustainable Development, and Interdisciplinary Research. The Institute has set up its methodology towards reaching our Vision Excellence in Academics and Exploration of Knowledge through Research Exponent for development of a Personality with enhanced Vision and Social responsibility. Interest of students in CoCurricular Activities (CCA) and ExtraCurricular Activities (ECA) like Workshops, Guest Lectures, Industrial Visits and Social Welfare Programs have upgraded the student's future goal and get into vision. This has helped students get into their professional positions. Career guidance, Personal advising and Training are very much organized through Mentoring and Placement. The institution is approved by AICTE, affiliated under Anna university and also authorized by NAAC and ISO 9001:2008. College have registered in professional bodies that include ISTE, SAEINDIA further gives an international exposure to students.

Provide the weblink of the institution

<http://www.gojaneducation.com/gsb.html>

8.Future Plans of Actions for Next Academic Year

Improving faculty quality by making them to participate in various skill development programs. Inspire the students to publish good quality of research papers in peer reviewed journals. Encourage the students to get involve in internships, which fosters employability. To apply Anna University Permanent Affiliation for UG and PG courses. To apply for Institution reorganization under section 12B of the UGC Act. Students creativity and innovative thoughts can be brought to the light through Research and Development. To organize National and International Conference in all department. To Motivate the students to achieve University rank. To sign MoU with Industries to satisfy the need of industries to meet the current trends. To conduct the guest lectures and seminars in all departments. To conduct career development programme and personality development programmes for the benefit of the final year students in campus recruitment.