



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution

STELLA MARY'S COLLEGE OF
ENGINEERING

- Name of the Head of the institution R. SURESH PREMIL KUMAR
- Designation PRINCIPAL
- Does the institution function from its own campus? Yes
- Phone no./Alternate phone no. 04651-239122
- Mobile no 7402707777
- Registered e-mail principal@stellamaryscoe.edu.in
- Alternate e-mail reenadaphne@stellamaryscoe.edu.in
- Address Aruthenganvilai, Kallukatti Junction, Azhikal post, Kanyakumari District, PIN-629202, Tamil Nadu, South India.
- City/Town NAGERCOIL
- State/UT TAMIL NADU
- Pin Code 629202

2. Institutional status

- Affiliated /Constituent AFFILIATED
- Type of Institution Co-education
- Location Rural

- Financial Status **Self-financing**
- Name of the Affiliating University **ANNA UNIVERSITY**
- Name of the IQAC Coordinator **Dr.R.Reena Daphne**
- Phone No. **04651239122**
- Alternate phone No. **04651239122**
- Mobile **8973943326**
- IQAC e-mail address **principal@stellamaryscoe.edu.in**
- Alternate Email address **reenadaphne@stellamaryscoe.edu.in**

3.Website address (Web link of the AQAR (Previous Academic Year)

<http://www.stellamaryscoe.edu.in/iqac.php>

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://stellamaryscoe.edu.in/calendar.php>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.46	2020	14/02/2020	14/02/2025

6.Date of Establishment of IQAC

06/07/2016

7.Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	-	0.00

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 8

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

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

- If yes, mention the amount

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

? NAAC Accreditation completed - with 'B' grade. ? NBA related file audits were done. ? Student related Cells were made vibrant with promotion of more training and activities - EDC Cell, Centre for Innovation, etc. ? Promotion of research culture was done through research and industry based webinars. ? During the Pandemic, all faculty and students were encouraged to attend online FDPs and webinars from various colleges and also participate in the institution organized webinars.

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

Plan of Action	Achievements/Outcomes
Pass percentage for University examinations	(CSE , ECE) > 80; (EEE, CIVIL, MECHANICAL) >70.
Adherence to Department calendar	Strict adherence to the planning done in the calendar submitted to IQAC.
Implementation of Innovative Teaching/Learning Methodologies	Participative mode, Experiential mode, Flipped mode, Usage of ICT was vividly seen
Industrial Visit/Inplant-Training/Internship	<p>1. Students were taken to course related IV s/ Students were sent to course related Inplant training/Internships 2. After completion of the IV/Inplant training/Internship, students were assessed on knowledge gained through relevant CO/PO.</p> <p>3. A detailed report was submitted. 4 The experience was transformed into useful teaching aid.</p>
Faculty participation in student industrial Visit	<p>1. Has taken students to course related IV 2.After completions of IV students were assessed on knowledge gained through relevant CO/PO. 3. A detailed report was submitted to IQAC. 4. IV experience was translated into useful teaching aid</p>
Faculty participation in Community based Projects (Atleast 1/department)	<p>1. Guided community service projects which has been taken to society with positive impact and feedback. 2.Selected for being funded by some NGO</p>
Organization of seminar/workshops/FDPs/Guest Lectures	Experts were called from State University / Regional Colleges / Deemed University with A Grade / Reputed Organization within State.
Organization of	Was asked to be done but due to

International/National Conferences	pandemic situations could not be implemented.
Organization of Training /Certification courses (Atleast one training/certificate course)	Taken efforts to bridge the gap in the curriculum/ to impart industry based knowledge through offering a value added course/certificate course through external agencies
Enrolment in Professional Bodies	1.Enrollement of all faculty members were made mandatory 2.Enrollment of all students was also insisted to be done
Major / Minor Research Projects	1. Funded projects (external agencies) 2.Projects apart from academic projects worked out in the Research Labs
Patents (Atleast 1/ department)	National level- International Level-
Extension Activities (Atleast 1/ department)	Programme organized with involvement of 1.Students 2.NGOs 3.Science/Technology
Consultancy activities (Atleast 1/ department)	1. 50,000/- to 1 Lakh 2.Rs. 10,000/-Rs 50,000/- (minimum)
Registration for Ph.D by faculty	All faculty eligible to go for Ph.D must pursue
Collaboration at National Level	1.Jointly organizing events 2.Joint projects 3.Joint publications
Inspiration towards projects through labs/ field study	1. Atleast 10% students felt inspired to demonstrate a practical outcome of the lab session (through publication / product development / mini project etc) 2. Students felt inspired to extend it to a field study which is properly recorded and documented
Analysis of results for slow and fast learners with check over	1. Identification of slow and fast learners 2. Analysis of

the implementation of their respective action plans	performance of slow and fast learners in class tests / Seminars etc 3. Support was offered to improve slow and fast learners
<p>Progress of mentees in</p> <p>1. Curricular 2. Co-curricular 3. Extra-curricular aspects</p>	<p>1. Has a clearly chalked out plan (in consultation with Class Coordinator) for each of his / her ward every semester, and realistically helped them to improve academic performance. More than 90% of the wards have shown improvement in performance over previous semester by at least 10%. 2. Has been instrumental in motivating almost 90% of the wards to participate in co-curricular activities inside/outside the department or outside the institute and at least 25% of the wards have won prizes / awards of which at least 1 from outside campus. 3. Has been instrumental in motivating almost 60% of the wards to participate in extra-curricular activities inside / outside the department or outside the institute and at least 25% of the wards have won prizes / awards if which at least 1 is from outside campus</p>
Implementation of Department Activity Action plan by Class Incharges	Identified the correct list of activities verified by HoD or faculty authorized by HoD, demonstrated clearly the initiatives taken to implement all activities successfully.
Participation in seminar/workshops by faculty	70 seminar/workshops participations
Participation in FDP	67 FDP participations

Participation/Organization in Guest Lectures	26 Guest Lecture participation
Participation in International/National Conferences by faculty	10 International/National Conference participations
Journal Publications	13 Journal publications
Journal publications with students	9 Journal publications with students
Conference publications with students	4 Conference publications with students
Joint Patents with students	2 Joint Patents with students
Honors / Recognition	3 Honors / Recognition
Text or Reference books (in a year)	1 Publishing

13. Whether the AQAR was placed before statutory body? No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	R. SURESH PREMIL KUMAR
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13.Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020	29/01/2020
15.Multidisciplinary / interdisciplinary	
16.Academic bank of credits (ABC):	
17.Skill development:	

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	30
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File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	218
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File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	324
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File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	170
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File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	60
File Description	Documents
Data Template	No File Uploaded
3.2 Number of sanctioned posts during the year	26
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	40
4.2 Total expenditure excluding salary during the year (INR in lakhs)	Rs. 13905913
4.3 Total number of computers on campus for academic purposes	396
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
Stella Mary's College of Engineering has developed extensive facilities for developing and promoting a cooperative learning environment by creating more dynamic student engagement in the classroom. The campus is WIFI enabled to provide an opportunity for the students and staffs to have a technology led learning	

process.

The institutional academic calendar is prepared based on the Anna University calendar prior to the commencement of the academic year specifying the dates for significant activities to ensure proper teaching -learning process and it is circulated to each department.

The process of selection, planning and delivery of courses is properly monitored through meeting and reviews conducted in every department. The well qualified faculty members prepare the course materials in advance based on the course plans and deliver their lectures more effectively. LCD projectors are available in each department to enable e-learning teaching procedures using PPTs and lecture videos. Conventional classroom teaching is merged with reasonable use of ICT tools to make the teaching learning process a more interesting system. Weekly exams, Unit test and internal assessments are conducted to measure the academic performance of students. Weak students are identified and remedial classes are conducted to improve their academic performance. Students are made to work out University and Model Question papers to improve their performance.

Class committee meetings are conducted for each section of class. They meet periodically and students give their inputs on their academic improvement, problems in learning, if any and suggestions for further action. Minutes are prepared for each meeting and the feedback about the courses is discussed with concerned faculty members. Mentoring System for students is followed effectively for identifying the student's personal issues to improve their results in the Examinations, to regularize their attendance, to increase their participation in co curricular activities, to ensure better discipline inside and outside campus and to maintain cordial relationship with their teachers.

All the laboratories are fully equipped and are made available for teaching and research purposes. The experiments for students are conducted as per the university syllabus and exams are conducted periodically. Classroom teaching is supplemented with Tutorials, Paper presentation, projects, internships, group assignments, educational tours and industrial visits for effective delivery of curriculum. Both institutional and departmental library is well-resourced with rich database of books, e-books, journals and e-journals enabling students and faculty to improve their technical knowledge.

Though the syllabus prescribed by Anna University is followed, a frequent updation of curriculum is done to meet the recent development through value added courses which helps the students to improve their technical skill and to impart field knowledge. The college encourages faculty members to attend faculty development programme, Orientation/Refresher courses, workshops and conferences conducted by other Institution and Universities for updating and acquiring essential skills for effective curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Stella Mary's College of Engineering has developed extensive facilities for developing and promoting a cooperative learning environment by creating more dynamic student engagement in the classroom. The campus is WIFI enabled to provide an opportunity for the students and staffs to have a technology led learning process.

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File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the

B. Any 3 of the above

following academic bodies during the year.
Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

36

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

12

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

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

474

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The Institution follows Anna University curriculum which includes Environmental science, professional ethics, total quality management and principles of management. Environmental Science and Engineering is an interdisciplinary program with the objective of understanding, estimating, and reacting to natural and human-induced ecological change. It addresses issues such as global warming, ozone layer depletion, green house effect and domestic and industrial air, water and noise pollution. The curriculum also deals with the scientific disciplines including atmospheric physics and chemistry, oceanography, glaciology, hydrology, geophysics, ecology, and biogeochemistry. The importance of sustainable development, water conservation and management, rain water harvesting, population control etc. has been discussed.

The professional ethics in engineering aims to a) Create awareness on professional ethics and Human Values b) Create awareness on Engineering Ethics providing basic knowledge about engineering Ethics, Variety of moral issues and Moral dilemmas, Professional Ideals and Virtues c) provide basic familiarity about Engineers as responsible Experimenters, Research Ethics, Codes of Ethics, Industrial Standards d) inculcate knowledge and exposure on Safety

and Risk, Risk Benefit Analysis and have an idea about the Collective Bargaining, Confidentiality, Professional, Employee, Intellectual Property Rights .The total quality management describes the approach of a management for a long term success achieved through the satisfaction of the customers. The total quality management also aims to create knowledge about the management methods which is used to enhance the quality and productivity in business organisation.

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

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

6

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

83

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
File Description	Documents
URL for stakeholder feedback report	https://stellamaryscoe.edu.in/file/C.1.4.1-and-C.1.4.2-Supporting-Document.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://stellamaryscoe.edu.in/file/C.1.4.1-and-C.1.4.2-Supporting-Document.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	

218

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

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

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

218

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

2.2 - Catering to Student Diversity

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

Advanced learners :

Advanced learners are identified through their performance in examinations and other co-curricular activities. The course in-charge and the mentors take care in every aspect of the student encouraging the them to be all-rounder's and thereby motivate them to take part in extracurricular activities, like National / International conferences, Workshop, Seminars etc.

The advanced learners are encouraged to engage themselves in most of the following activities :

- Appearing for competitive examinations (like Gate Coaching)
- Learning advanced e-courses through NPTEL
- To work on projects in the research labs and product development cells. A few to mention are ERP Project for College Software Automation, Wind energy System, Green Energy System and the like.
- To promote industrial program conducted by CKS Solution and Techno Park, 3Q industrial Training and Certification

Services.

- Participation in international / national conference & symposium.
- Value added courses like PHP, HTML, ANDROID, and JAVA Script, AUTOCAD, CNC Programming - Lathe and Milling Non Destructive Testing (NDT) etc.
- Preparation of mind maps for any subject.
- Participation in internship programs.

Slow learners :

Those who are slow learners, the concerned mentor or faculty motivate them in a genial way and help them to achieve their personal goals. They offer a parental approach to slow learners for analyzing their problems, motivate them to improve their academic performance and also help to clarify their doubts regarding the concerned challenging subjects. An exam point of view special care is given to such students to help them make an easy pass.

The following activities are conducted for the slow learners,

- Remedial / Coaching classes
- lectures on important topics put up on Google classroom
- Re-test for enhancement of marks
- Additional practical sessions
- Assignments and solved University question papers
- Question banks
- Guidance for Seminar/Project presentation
- Tutorials

File Description	Documents
Paste link for additional information	https://stellamaryscoe.edu.in/file/GCR-EEE.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
218	60

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

To pace in tune with the vision of our institution in imparting technical education, creating

Technocrats, we have focused on the following student centric learning methodologies.

- Experiential learning

Teaching based on Anna university curriculum is followed by all the course instructors using teaching aids like PPT, Video Lectures, and Mind Map for specific subjects, and Google class room to enrich the day to day teaching learning process and make it interesting. This paves a way to make the students understand the engineering concepts very easily and expands their technical skill.

Guest lectures on contents beyond syllabus are organized by departments through experts from the various industries, eminent personalities from reputed institutions, to make the students aware of the recent developments in the various fields.

Participative learning

Knowledge sharing is emphasised and students are motivated to deliver lectures on technical topics and share their knowledge and experience with others. Peer learning of advanced learners to help the slow learners while preparing for the continuous assessment tests is also a key aspect for enhancing the performance of both the slow and fast learners greatly.

Interactive learning sessions are being organized through guest lectures, seminars and workshops that include hands on training. Department associations also allow the students to develop their organizational skills to improve their managerial

potential. The classroom sessions are also made participative with teaching contents beyond syllabus after the completion of a unit in the syllabus. In every semester, value added courses are conducted to bridge the gap between the curriculum and industry expectations. The students are motivated to register online NPTEL certification course for enhancing the depth of knowledge in their core disciplines. Based on the curriculum needs Industrial visits are organized in each semester by every department.

Problem solving methodologies

To enhance the problem solving abilities the students are given aptitude skills training right from the second year onwards. Also, to expose the students to a diverse range of problems, different assignment topics in every unit from the syllabus are followed. To develop higher order thinking amongst students an assessment on logical and analytical skill sets are conducted during placement training classes allotted in the weekly schedule. Placement oriented training and tests on numerical, analytical and verbal skills, are imparted on a regular basis to prepare students for industry placements.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://stellamaryscoe.edu.in/file/Participative-Learning-CSE.pdf

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

For effective teaching -learning process , in our institution we use a diverse set of ICT tools to communicate, create, disseminate, store, and manage information. ICT has also become integral to the teaching-learning interaction, through such approaches as replacing chalkboards with interactive digital whiteboards, using students' own smart phones or other devices for learning during class time, and the "flipped classroom" model where students watch lectures at home on the computer and use classroom time for more interactive exercises.

Teachers need specific professional development opportunities in order to increase their ability to use ICT for formative learning assessments, individualized instruction, accessing online

resources, and for fostering student interaction and collaboration.

The following tools are used by the Institute ICT Tools:

1. Projectors available in different classrooms/labs
2. Desktop and Laptops- Arranged at Computer Lab
3. Seminar Rooms- seminar halls are equipped with all digital facilities.
4. Smart Class with smart board
5. Auditorium- It is digitally equipped with mike, projector and computer system.
6. Online Classes through Zoom, Google Meet, Google Classroom

Process:

*PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors.

*. Industry Connect- Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.

C. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.

*. Video lecture- Recording of video lectures is made available to students for long term learning and future referencing

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors	
43	
File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File
2.4 - Teacher Profile and Quality	
2.4.1 - Number of full time teachers against sanctioned posts during the year	
60	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File
2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)	
2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year	
14	
File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

251

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Formation of Department Academic Audit Committee (DAAC) for monitoring of Continuous Internal Evaluation of Tests (CIE) intimation given to all heads of the departments from Principal.

* Department Academic Audit Committee (DAAC) has to be formed in-order to analyze the academic performance of the students through the conduct of REWRAP tests, Internal Assessment Tests followed by retests depending on the performance.

The Roles and Responsibilities are

1. To monitor the pattern of Question paper preparation, key preparation, random scrutiny of answer booklets for all tests conducted.
2. To monitor discipline during the time of Internal Evaluation Tests .
3. To monitor whether the booklets are evaluated properly and distributed to the students in time.
4. To monitor Marks are displayed in the Department Notice board to ensure transparency
5. To monitor Identification of Slow and Advanced learners.
6. To monitor the preparation & Despatch of progress reports as a part of intimating the parents
7. To monitor the conduct of Parents Teachers meeting in their departments to take remedial action in-order to get good marks in the subjects.
8. To look into the redressal of the students' grievances

relating to tests, if any.

9. In case of any discrepancies with regard to DAAC's role, the students can appeal to the Principal for redressal.
10. Report to be submitted to the undersigned immediately after the conduct of every test. Irregularities if any, to be reported and suitable action to be taken.

**After getting the intimation heads of the department role is to assign faculty members for DAAC to serve all responsibilities regarding CIE of that academic year. The members of DAAC should be programme coordinator, senior faculty, exam cell coordinator of department and IQAC member.

*** Then conduction of each internal assessment test , model exam by all department under the control of any one department(centralized manner) in a smooth way by following all rules and regularities framed by DAAC.

****Next role of DAAC is submission of work execution report with the following details.

Pre-examination period:

- 1.Preparation of timetable well in advance and share the details to students whatsapp group.
- 2.No. of units covered.
- 3.No. of REWRAP tests conducted.
- 4.Comments on scrutiny of question papers.

Post-examination period:

- 1.Comments on the scrutiny of answer scripts.
- 2.Marks obtained been displayed on the students group
- 3.Comments on slow learners and advanced learners segregation
- 4.conduct of retests.

File Description	Documents
Any additional information	View File
Link for additional information	https://stellamaryscoe.edu.in/file/CSE-Regulation-2017.pdf

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

The Roles and Responsibilities are

1. To monitor the pattern of Question paper preparation, key preparation, random scrutiny of answer booklets for all tests conducted.
2. To monitor discipline during the time of Internal Evaluation Tests .
3. To monitor whether the booklets are evaluated properly and distributed to the students in time.
4. To monitor Marks are displayed in the Department Notice board to ensure transparency
5. To monitor Identification of Slow and Advanced learners.
6. To monitor the preparation & Despatch of progress reports as a part of intimating the parents
7. To monitor the conduct of Parents Teachers meeting in their departments to take remedial action in-order to get good marks in the subjects.
8. To look into the redressal of the students' grievances relating to tests, if any.
9. In case of any discrepancies with regard to DAAC's role, the students can appeal to the Principal for redressal.
10. Report to be submitted to the undersigned immediately after the conduct of every test. Irregularities if any, to be reported and suitable action to be taken.

File Description	Documents
Any additional information	View File
Link for additional information	https://stellamaryscoe.edu.in/file/CSE-Regulation-2017.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Vision, Mission and PEOs of the program are framed based on the collection and analysis of feedback system. The views of experts were also taken into consideration while framing it. Step by step procedure of the formulation of vision, mission and PEO is given as follows;

Step1: Acquiring Knowledge on the Institute Vision and Mission

All department program's Vision, Mission and PEO were formulated by considering and understanding the Vision and Mission of the institution. Professional ethics towards society which is achieved through quality education was mainly considered while deriving the same.

Step2: Preparation of the draftcopy of Department Vision, Mission and PEO

The Draft copy of the Vision, mission and PEO is prepared by considering various parameters like thrust areas, graduate attributes of NBA, inputs from professional societies, etc., in addition to the understanding of the institute's vision and mission.

Step3: Collection, Analysis and action taken from Stakeholder' feedback

Feedbacks are collected from internal and external stakeholders and the collected suggestions are reviewed and the vision, mission and PEO of the program is drafted. Academic peers at national and international levels and industrial experts were also involved in this process.

Step4: Role of PAB/BOS

Draft version was first presented in Program Advisory Board and the suggestions and corrections given by them were incorporated. After PAB, the corrected version was discussed in Board of Studies(BoS) of the department. In addition to the internal members, academic/industry and alumni experts serves as members of BOS. Based on their input, the final version was approved. The approved Vision, Mission and PEOs were published and disseminated among the stakeholders.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://stellamaryscoe.edu.in/file/CSE-Regulation-2017.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

ASSESSMENT PROCEDURE FOR CO ATTAINMENT

The CO attainment assessment procedure is based on direct assessment and indirect assessment. For a particular course, the Direct Assessment is totally based on the tests/examinations and the indirect assessment is based on the survey / report collected from the student.

The overall CO attainment is obtained with a weighted average of Direct and Indirect assessment and the assessment methodologies are below.

Calculation of Direct Attainment

There are 5 COs for each course in the curriculum. The following step by step procedure illustrates the calculation of CO attainment for a single CO of a course.

STEP 1: Setting the benchmark score for the course.

STEP 2: Calculating the number of students who scored above the benchmark score for that particular CO of the course.

STEP 3: Calculating the percentage of attainment for the particular CO of the course.

MARK ALLOTMENT FOR THE CO ASSESSMENT (THEORY COURSES)

- The Internal Assessments tests are conducted for 50 marks each with the following coverage of portions under PART A, PART B and PART C respectively.
- At the end of each unit, assignment is given which is evaluated for 10 marks.
- The Model Exam is conducted for 100 marks.

Laboratory

1. The experiments in the syllabus are conducted in 2 cycles.
2. At the end of the semester a model exam is conducted.

After the conduction of each experiment, based on rubrics, the students are evaluated.

Project

1. The project reviews are conducted based on the schedules given by the Project coordinator.

Students are assessed on the base of rubrics for three reviews and the report by the project coordinator and the guide.

Graduate Exit survey

1. Survey is made with a Questionnaire prepared based on the POs.

This survey is taken from students when they leave the Programme.

Direct Attainment

The Direct attainment of POs and PSOs are quantitatively

calculated by the following process.

STEP 1: Assigning weights with respect to the correlation of CO and POs/PSOs

$w_1 = 0.50$ for strong correlation

$w_2 = 0.33$ for medium correlation and

$w_3 = 0.17$ for low correlation.

STEP 2: Calculation of PO attainment using the formula

Indirect Attainment

The Indirect attainment of POs and PSOs are quantitatively calculated by taking Graduate survey and the calculating process as follows.

STEP 1: Graduate exit survey questionnaire is prepared based on POs and PSOs.

STEP 2: Average score of each PO/PSO is calculated out of 3 and recorded as the In-direct attainment.

Overall Attainment

The overall PO attainment is obtained by the sum of the weighted average of 80% of the direct attainment calculated and 20% of the indirect attainment calculated.

To justify the impact on PO attainment, at the end of each semester Course Co-ordinator and Module Co-ordinator will evaluates the result analysis. The module coordinators along with

Course teacher will discuss and identify the need for the changes, modes of content delivery and assessment methods, and forward them to the programme coordinator.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://stellamaryscoe.edu.in/file/CSE-Co-attainment-2020-21.pdf

2.6.3 - Pass percentage of Students during the year

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

170

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://stellamaryscoe.edu.in/file/igac/Annual-Report-2020-2021.pdf

2.7 - Student Satisfaction Survey

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

https://docs.google.com/spreadsheets/d/1KNUiVVWwPa0V5IExbOzMJCE32wgemv6bRqd4tN-g2_o/edit?usp=sharing

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
3.1.2 - Number of teachers recognized as research guides (latest completed academic year)	
3.1.2.1 - Number of teachers recognized as research guides	
NIL	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded
3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
NIL	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
3.2 - Innovation Ecosystem	
3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge	

The Stella Mary's College of Engineering evokes a keen sense of respect for the environment and service to all sentient beings. The guidelines for learning at Stella Mary's College of Engineering are purposefully designed to develop a personal paradigm that is devoted to the mastery of needed life skills for success, service, and life-long learning and respect for the planet.

Our goal is to establish the framework for generating engineers who will be committed to developing the best sources of alternative energy systems and develop their own entrepreneurship endeavours in this field.

Our College has a centre for excellence which is aimed to provide research and career advancement through national and international partnership. The facilities at the Centre for excellence include:

Product development: This aims to include students from their second year onwards to develop products to serve humanity, available at low cost.

Training programmes: The Centre for excellence provides both core and software level training to budding engineers by getting the best possible experts who contribute information and ideas to the participants.

Mentoring: Faculty members are assigned to closely monitor the involvement of students and guide them towards the completion of tasks.

Product Promotion: The Centre for excellence helps finding venture capitalists and partners who provide consultancy on product promotion.

Centre for excellence: We have well furnished space for meetings and trainings in conference and seminar halls.

Office Support: The College provides various facilities to the members of CE which include:

Library: The members through our Centre can avail the library at any time which has a number of books in various fields of engineering.

Fund Assistance: The CE facilitates to receive funds for the training companies.

Tutorials: Apart from direct training, the Centre also has Google classroom facilities in which tasks are assigned to members with deadlines.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

21

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

NIL

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year****15**

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year****NIL**

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.4 - Extension Activities**3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year**

Our institution stimulate the students interest towards the improvement of the society by various community development activities. We have initiated the extension and outreach programmes and motivates the students to participate in the activities to develop their skills such as leadership, team work ,co-ordination,time management etc..

1. NSS/YRC
2. EnSav Club
3. Internal Compliance cell

Each club is co-ordinated by faculty members and the programmes are organized along with student volunteers.

The NSS/YRC volunteers organized the Tuberculosis awareness rally, blood donation camp, Covid awareness programme, etc...

EnSav Club focuses on bringing about a first hand realization of the energy crisis and scarcity of natural resources in the country. IGEN & GREEN 9 ORGANIZED SDG CONCLAVE on October 2020.

Women empowerment cell/Internal Compliance Cell has been functioning since 2016 for equipping and allowing the girls to make life determining decisions through the different problems in society by raising their status through higher education ,raising awareness and training.Awareness programmes have been given to the girl students through the experienced faculty members.Few faculty members have been allotted to guide and counsel the students in their need

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

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

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

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

4

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

4

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

59

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

2

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The Institution upholds an optimistic approach towards the enhancement and the upgrading of the infrastructure which is based on the curriculum requirement as per AICTE and Anna University standards, and the advancements in technology (for effectively carrying out the teaching and learning process). A consistent improvement in the quality of the knowledge imparted on the student, is our major focus and thereby the infrastructure also caters to the current needs of our students to bring the best out of them. The college is having a digital library and an R&D cell to aid to the aforesaid necessitate. The college also organizes several seminars, talks, workshops, faculty development programmes to enable both students and staff to get to know about the emerging technologies in their respective fields. The campus is Wi-Fi enabled. The Institution has spacious class rooms that are well-ventilated and well-lit. The campus is spread over an area of 40 acres with a built-up area of 2, 43, 484.24 square feet, comprising of standard buildings, properly ventilated classrooms, laboratories, auditorium, an air-conditioned conference hall, library, seminar halls and a provision of restrooms in each wing of the floor at regular intervals. All the labs are well equipped with good quality equipments as prescribed in the curriculum of

Anna University. We have membership in IEEE and DELNET. We would inaugurate the student branch in August 2019.

A well knit transport facility connecting our college with all areas in and around kanyakumari district is available. A separate hostel with all In-House facilities is provided in campus for boys and girls. A regularly serviced RO Mineral Water supply is available all time in the College & Hostels. Projectors are available in every department to promote a visual mode of an ICT enabled teaching and learning process.

SI.No

Room Details

Science & Humanities

Civil

CSE

ECE

EEE

MECH

1

Lecturer hall

5

3

5

3

3

3

2

Tutorial hall

1

1

1

2

1

1

3

Seminar hall

1

1

1

1

1

1

4

Mini Conference hall / Smart Class room

1

1

1

1

1

1

5

HOD room

1

1

1

1

1

1

6

Faculty room (Gents)

1

0

1

1

0

1

7

Faculty room (Ladies)

1

0

1

1

1

-

8

Common room (Boys)

1

1

1

1

1

1

9

Common room (Girls)

1

1

1

1

1

1

10

Toilet students (Boys)

1

1

1

3

1

2

11

Toilet student (Girls)

1

2

2

3

1

1

12

Toilet staff (Gents)

1

1

1

4

1

3

13

Toilet staff(Ladies)

1

1

1

4

1

-

14

Drawing Hall

1

0

0

0

0

0

15

Department library

1

1

1

1

1

1

16

Research Lab

0

1

0

0

1

1

17

FirstAid Cum Sick room (Boys)

1

1

1

1

1

1

18

FirstAid Cum Sick Room (Girls)

1

1

1

1

1

1

19

Principal room

1

20

Office room

1

21

Central Library

1

22

Accounts manager room

1

23

Director room

1

24

Chairman room

1

25

CEO room

1

26

Admission room

1

27

Public relative officer room

1

28

Stationary store

2

29

Dining room

2

30

Corporate relative officer room

1

31

Sports club

1

32

Counselling room

1

33

IQAC cell-1

1

34

IQAC cell-2

1

35

Cafeteria

1

36

Exam hall

2

37

Exam OFFICE

1

38

Conference hall

1

39

Yoga centre

1

40

Indoor (sports room)

1

41

Product Design and Development cell

2

42

Maintenance Room

1

43

Security Room

2

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1uvys9kNblYspGW408qw2LUUmFHNKDjsr?usp=sharing

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

Sports:

To make every student an all-rounder is our primary focus and thereby an equal importance is given to sports and cultural activities. The college has a Sports club through which sports activities both outdoor and indoor are encouraged and carried out. The availability of a large playground supports the daily practice given for the outdoor games such as Ball Badminton, Tennis, Throw Ball, Cricket, Kabaddi, , Hand Ball, Foot ball, Volley Ball, Athletic events etc. We have special trainers for indoor games such as Badminton, Table Tennis, Chess etc who would train our students and make them qualified to take part in any inter-college level or zonal level tournaments conducted in and around the state as well as nationwide. Modern Multi Gyms for students (boys and girls) is available in their respective hostels. Our students have participated in Zonal level sports events organized by Anna University and have brought laurels to the institution by winning medals, prizes and trophies.

The NSS unit of our college is on the go with one unit(64 Boys and 16 Girls) volunteers. For the benefit of society with poor background special camps such as Voter's ID Awareness Camp, Blood Donation Camp, and Medical Camps are organized cyclically. Other than these camps, Awareness Programs on Environment, Tree Plantation and Healthcare are also being organized. The college also has a division of both Youth Red Cross and Red Ribbon Club. They organize various awareness programs such

as AIDS Awareness Program, Eye Camp, and Literary Awareness Program etc., in the rural areas for their upliftment.

In order to provide good quality drinking water to all, a RO drinking water unit has been established in the campus. Vehicle facility to attend any medical emergencies to nearby hospital is also available 24 hours on-campus. Hygienic food and beverages at reasonable cost are available at our college Cafeteria

Cultural Activities:

As cultural activities play a vital role in relaxing the body and renew the mind students are motivated to participate in various cultural activities inside and outside the campus. Thereby the personal growth of the student is promoted by improving their learning skills, making them to stand with confidence in the society, meeting people from different backgrounds and cultural traditions. The students also actively take part in the cultural activities organised during the annual day function of the Institute every year. The Institute has Energy Saving Awareness Club, English Literary Club, Fine Arts Club, Science and Technology club etc., through which various activities are conducted to get them into the field, to work hard and harvest the benefits out of it by bringing out their hidden potentials, taking part in competitions which in turn makes them excel in their skills.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

40

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

Rs . 3047394 . 00

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

4.2 - Library as a Learning Resource

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

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

The institution recognizes the importance of the library as a good learning resource. It is updated regularly with the latest books & journals. Institute provides Library facility, Internet facilities, online journals subscription, online database and digital videos. Central Library is fully automated and specially designed to motivate the learning experience of faculty members and students community.

The collection of Library books has reached around 18,000 volumes and 3275 titles related to Civil Engineering, Computer Science, Electrical, Electronics and Communication, and Mechanical

Engineering. The details of rare books with a collection of 168 books are maintained in the learning resource centre. In addition, the library has been subscribing International and National print journals for periodical section along with magazines and dailies. Students can use the library resources for their assignments, mini projects, innovative projects, paper presentations etc. Library is stacked with books on placements, interview skills and aptitude which help in placement preparations. Availability of Anna university question papers in the library helps the students during their end semester examinations. Member of National Digital Library, an MHRD initiative, with lakhs of online documents

Area and Seating Capacity

Total Area of the Library: 442.8676 m²

Seating capacity: 120

Library has reprographic facilities. The digital library has 5 systems with internet facility.

The library has procured unavailable and rare books by using membership with Developing Library Network (DELNET). Online Public Access Catalogue (OPAC) facility is available to facilitate online search of library sources by giving keywords like Title, Author, and Publisher etc. Circulation section includes issue, return and renewal by the users using their Identity card. Bar coding technology has been mapped with every user's Identity card and also with library software to speed up the circulation process.

Project reports: projects reports of all departments are available in the library for student reference while doing projects. These are stacked and arranged branch wise and are made available for open access facility to staff and students.

Services Provided

The College library provides the following services to its users:-

Circulation Service

OPAC (Online Public Access Catalogue)

Internet Facility

Current Awareness Service

Lending Service

Reprographic Service

NPTEL (National Programme on Technology Enhanced Learning) facility.

Name of ILMS software

Nature of automation (fully or partially)

Version

Year of Automation

Info Library

Fully

13

2013

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

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

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

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

13,570

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

64

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

4.3 - IT Infrastructure

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

The institution has over 420 personal computers installed with various operating systems in the CAD lab of Civil and Mechanical Departments, Mechatronics Lab, Micros Processor Lab, Power system simulation Lab, Micro Controller Lab, Big Data Lab, Computing lab of science & Humanities and Department of Computer Science etc.,

All the PCs have advanced configurations and all advanced software that would cater to the needs of the students and the norms of Anna University. Smart Class rooms equipped with Projectors and screen are also available for all the departments. Wi-Fi hotspots with extenders are provided to cover the wireless range throughout the college. Internet connection is given to all the computers and all the necessary devices for the connectivity are being installed.

The IT & related needs of the campus such as Hardware & Networking, Software Development Website designing & hosting, Email solutions, SMS solutions, etc. are taken care of by a separate team with in-house staff. The entire campus is Wi-Fi enabled with an internet connectivity speed of 50 Mbps provided by AT Broadband. Wi-Fi Access Points were installed in the following locations. Depending on the requirement these Wi-Fi access points are constantly updated at cyclic intervals.

Each department has a separate Compute Centre. To impart advanced language skills such as Listening, Speaking, Reading and writing that plays an important role in their attitude round of placement we have installed Learn to speak English Deluxe in the language lab.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

396

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

Rs. 11,339,259.00

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

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

The maintenance of the infrastructure is also being given much importance and there are quite a lot of personnel given the responsibility of maintaining all means of infrastructure with regard to buildings, furniture, transport and generator operation in case of power failure or power shut down. Complaint registers are regularly checked in for maintenance for various services like electrical, plumbing, housekeeping etc. The report of the breakage would be immediately reported and the need for maintenance would be regularly reported to the authority concerned and seen to that it is rectified.

.

Maintenance of sensitive equipment, Power and Water supply:

s.no

Service department

Number of staff

1

Electrical works

3

2

Transport

13

3

Computer servicing

1

4

House keeping

10

5

Supervisor

3

6

Plumber

4

Maintenance of Electrical and Electronic Equipments:

At the end of every semester after the university laboratory exams are over a regular and a thorough check up of all equipments is carried out. If the repair that has to be done is a minor one, it is being done by the lab instructors themselves or if needed the faculty member would also assist in doing it. If the repair to be done is a major one it is being outsourced as per the norms and procedures followed by the institute.

The trainer kits that are faulty are serviced by the supplier companies as specified by the head of the department in time which would be forwarded to the accounts section for further processing, to get the repair works done in time.

Also the measuring instruments are calibrated regularly to validate their performance.

Any maintenance relating to personal computers is done and taken care of by the System Administrator and the Computer department.

The stock is being verified by an internal audit done by staff members from other departments at the end of every year and the audit report is submitted to the Principal

S.no

Category

Capacity

Quantity available

maintenance

1

Generator for constant Power Supply

63 KVA

1

SreeSaiDeisel Services

(Kirloskar Dealer)

2

RO plant for constant Watersupply

250 Liter per hour

7

Electrician / Plumber

3

UPS for Computers Back Up

10 KVA

9 (All Computer Labs)

Sri Ragavendra Power Controls, Chennai

Utilisation and maintenance of Computer Laboratories:

A system of individual login credentials being provided to every student and faculty to access the intranet and internet is in use.

Other than the curriculum designed for programming languages, bridging of the gap in the curriculum is done by the various value added courses being undertaken in these labs. Access to internet is provided in the lab even after college working hours.

In order to ensure the maximum accessibility to the systems in the lab, a preventive maintenance and breakdown maintenance procedure is followed. Antivirus and firewall have been installed to ensure that security of the software and the system.

Breakdown maintenance includes the failure that occurs due to boot failure or any problem with the SMPS and this also being recorded in a register. In case if the problem is a minor one, the rectification will be done by the technical support staff of the lab itself. Else, we would prefer the vendor's support if the problem seems to be a persistent one or a major one.

A cyclic maintenance is done regularly by cleaning the lab spaces, and updating with regular software updates and antivirus updates. Stock verification is done for the equipments available and discarded, by means of a scrupulous stock verification process which is carried out with the help of a faculty team from the other department and the report is submitted to the principal.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
945	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
746	
File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above

File Description	Documents
Link to Institutional website	https://stellamaryscoe.edu.in/capability-enhancement-schemes.php
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

NIL

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

254

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

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

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

68

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

9

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

NIL

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

3

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

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

The student volunteer are working together in the campus for various administrative activities like Board of Study (BoS) and Internal Quality Assurance Cell (IQAC). The students who have

been elected as the part of the student member will act as an ambassadors for the students in the quorum. They provide the feedback of the process , give suggestions to improve and express the expectations of the student community in the institution. The role of student members in co-curricular and extra curricular activities in the institution is remarkable. To enhance the physical, moral, social and emotional development students are participating and organizing many Association and cultural activities with faculty.

File Description	Documents
Paste link for additional information	http://www.stellamaryscoe.edu.in/igac.php
Upload any additional information	View File

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

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

3

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

5.4 - Alumni Engagement

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

Stella Mary's Alumni Association is an association which forms groups alumni from our Institution. This association organises meeting with association members and Alumni meet with all alumnus

. Many feedbacks and suggestions will be provided by the alumni and note down by the members. Alumni will be share their memories which they had from this campus and experience in the new workstations. Contribution from the alumni is always a treasure to the institution. Most of our alumni are ready to help the budding engineers in terms of seminar and training by the experience and gratitude . Stella Mary's always proud by it's alumni and happy with their contribution as a Association.

File Description	Documents
Paste link for additional information	http://www.stellamaryscoe.edu.in/alumini-association.php
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision

To emerge as a premiere institution, acknowledged as a centre for excellence imparting technical education, creating technocrats who can address the needs of the society through exploration and experimentation and uplift mankind.

Mission

To provide an education that transforms students, through rigorous course-work and by providing an understanding of the needs of the society and the industry.

Recognized by All India Council for Technical Education, the institution is approved by the Government of Tamil Nadu and affiliated to Anna University, Chennai. The Governance of

the institution accords strictly with the Vision and Mission. Intending for better governance and performance, the system is effectively decentralized. The Governing Council includes the Chairman of the institution, the Vice Chairman, the Chief Executive Officer, the Director and the Principal which takes the major decisions that have a bearing on the function and the goal of the college.

The staff council of the college is headed by the Principal, with all the HoDs as members who would ensure the appropriate implementation of the directions given in accordance with the decision made by the Governing Council.

The Principal, who is the academic head of the institution, is given enough freedom by the Management to function in order to reach the vision and mission of the institution. HoDs are entrusted with department level authority. The responsibilities and the time to time instructions are communicated through regular department meetings and staff meetings. The office administration of the College is headed by the Principal.

The Institute follows a perspective plan for its development. The perspective plan is developed by the Principal under the guidance of the Governing Council, in discussion with the HoDs of the various departments. The perspective plan helps to streamline the various processes like evaluating methodologies of the teaching-learning process, research progress, infrastructure facilities etc. The academic calendar is prepared based on the academic schedule given by the affiliating university. All the planning and execution is monitored regularly in order to ensure the growth of the Institution.

The scope of the institution is also well explored in terms of learning and growing. The institution signs MoUs with the various organizations for promoting institute-industry interaction. Provisions are made for the development of infrastructure for research activities for motivating the faculty towards Research, Patents, etc.

A culture of participative management is promoted consistently by the institution. Committees are framed for the implementation of all its decisions and resolutions, comprising faculty members and students. The HODs also make decisions in directing the implementation of the action plan in the department. The department faculty members coordinate in the implementation of

the strategies of the department. Therefore, at all levels participative management is followed.

File Description	Documents
Paste link for additional information	https://stellamaryscoe.edu.in/aboutus.php
Upload any additional information	View File

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

The case study of the Academic Calendar planning

The institution follows the methodology of a decentralized governing structure. Each department head has been granted with the power to decide over the activities and delegate the assignments to the staff members. The responsibilities of finalising the timetable and subject allocation, purchase and maintenance of equipment and consumables, arranging guest lectures, workshops, conferences, symposia, putting forth necessary recommendations for industrial visits, in-plant trainings, internships and MoUs are taken up the department. A culture of participative management is being practiced effectively that provides room for the students and also the faculty to put forth their choices and opinions for the betterment of the institution. A practice of decentralisation of the academic activities is followed in which the final decisions are taken, based on the conclusions from the discussions made in the class committee meetings, department meetings, mentor meetings and Heads' meetings with Principal. The Principal takes up the role of coordinating the departments, administration and the management. Participative management ensures the quality of planning and implementation of all the activities uniformly in the institution which in turn provides widespread scope of a smooth cooperation among the departments as a team.

At every academic year's end, the Academic Calendar for the next academic year is prepared. The Principal plans the Academic Calendar in a meeting convened with the Heads of the various departments in which the Director, CR department, Librarian and the Director of Physical education will also be a part. The planning will be based on the academic schedule received from Anna University, Chennai. The following will be the major points of discussion.

- The forthcoming semester's re-opening date
- The forthcoming semester's working days
- Founder's Day, Sports day, College day
- Portion completion date for each unit
- Internal and model exam dates
- Commemorating the important days
- Sports events
- Festive celebrations
- Graduation Day

The above mentioned days are common for all the departments.

The schedule for the following activities varies department-wise. The responsibility of scheduling the days and confirming the expert members for these departmental activities is taken up by the head of every department.

- Department Symposium/Association activities
- Club activities
- Guest Lectures
- Placement Training
- FDPs/Workshops/Conferences
- Video Classes
- Industrial Visits
- Plan of class committee meetings
- Plan of project reviews

The academic calendar helps in planning both academic and non-academic activities. When analysed at the end of every semester, it would be seen that 80% of the planning would be implemented as per schedule and the rest 20% would be rescheduled owing to certain unanticipated holidays or happenings.

File Description	Documents
Paste link for additional information	https://stellamaryscoe.edu.in/calender.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute has a strategic plan for a period of

five years starting from the academic year 2020-2021 which includes getting permanent affiliation for all UG & PG programmes by 2021-2022, introduction of College ERP by 2021, improving the teaching-learning process, strengthening the campus facility and support systems, instating the R&D cell and center for innovation by 2021, getting NBA accreditation by 2022, enhancing the industry institute collaborations and R&D activities.

The improvement in Teaching and Learning process has been initiated by the IQAC. The Quality enhancement in the TLP is done on a continual basis through systematic IQAC audits done in the Department by the IQAC Steering Committee member of the Department at regular intervals. The faculty are familiarized on the Outcome based Education (OBE) and they actively utilize OBE to cater to the learning needs of the students by innovative pedagogical methodologies. The required pedagogical methodologies are defined by the IQAC and it reviews the implementation through its reports submitted by the Department's IQAC Steering Committee member. In IQAC Audit the innovative practices in teaching and learning are reviewed which are decided at the beginning of the semester. Rubrics are framed to assess the innovative teaching and learning methodologies and its implementation.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://stellamaryscoe.edu.in/strategic-plan.php
Upload any additional information	View File

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

The Governing Council at Stella Mary's College of Engineering comprises of a very dignified group which is totally committed in monitoring the continuous development and growth of the Institution. The governing council includes the Chairman, Vice-Chairman, CEO, Director and Principal. The Governing Council takes up the key responsibility of monitoring the effective implementation of every activity associated with the institutional strategic plan. All bodies in the institution including the management, the department heads, the faculty, the non-teaching staff and the students work as a team to to strengthen the culture

of excellence.

The Principal governs the academic and administrative departments of the college. The administration of the academic and non-academic activities is carried out by the various Cells and Committees formed and authorized by the governing council. The Governing Council meets twice a year and interacts with the faculty, students and the Corporate Relations team to identify the lapses and the areas where improvement is required to raise the quality of knowledge delivery at Stella Mary's college of Engineering with the support of the faculty members and administrators in the Institution.

The staff selection committee is chaired by the Principal; HoD's are also a part of the selection committee to ensure transparency in the selection process. The selection process gets accomplished upon the approval of the governing council.

The IQAC prioritizes to obtain the best quality outcome out of every activity performed in the campus.

Faculty members act as coordinators for projects, exam cell, Class in-charges, Lab in-charges and placements in addition to playing specific roles in the administrative bodies too.

Rules, policies, recruitment procedures, promotional policies

- Rules and policies are as per the AICTE and Anna University Chennai policies.
- Promotions are given to staff members who excel in academics and research.

Recruitment Procedure

Stella Mary's College of Engineering follows a recruitment procedure. The Institute draws a good number of applications for the recruitment. The recruitment procedure is as follows:

1. Submission of staff requirements by HODs to the Principal.
2. Advertising the staff requirements in leading newspapers.
3. Constitution of the selection committee.

4. Short listing of applications received.
5. Calling eligible candidates for interview.
6. Discussion with candidates to evaluate their potential and skills.
7. Selection based on the performance of candidates.
8. Issue of appointment orders.
9. Reporting to duty on the mentioned date.

Internal compliance committee

The institution has framed the anti-sexual harassment committee comprising of senior faculty members and students for prevention any act of sexual harassment. The cell also ensures the smooth stay of students who face challenges owing to their caste, creed, religion and physical disabilities.

Student grievance redressal committee

- A redressal committee functions in the institution. Following are the functions of redressal committee.
- To receive the grievance in person
- To analyze and examine the nature of grievances
- To deliberate with the members of committee and call for remarks if necessary
- To resolve the issues impartially

File Description	Documents
Paste link for additional information	https://stellamaryscoe.edu.in/organisation-chart.php
Link to Organogram of the institution webpage	https://stellamaryscoe.edu.in/organisation-chart.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

Welfare measures for teaching staff

Our management is very much considerate towards its faculty and never fails to take some welfare measures for the teaching staff members.

- Provident Fund
- Free transport facilities
- Medical leave
- Maternity leave
- Waiver of fees for children of the institution's staff
- Supporting for the education of the children of the teachers in the institution's group
- Marriage gifts with the sanction of one week leave
- Sponsorship for attending conferences, workshops and FDPs
- Incentives for publication of papers / research articles
- Special Study Leave (SSL) to pursue higher education.

Welfare schemes for non-teaching staff

- Support for their children in education
- Marriage gifts for wedding along with one week leave
- Relaxation-medical leave / maternity leave
- Free transport facilities
- SSL for higher studies
- Incentive for attending orientation programmes, workshops and conferences
- Incentive for dress materials for non-teaching staff

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

63

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Welfare measures for teaching staff

Our management is very much considerate towards its faculty and never fails to take some welfare measures for the teaching staff

members .

- Provident Fund
- Free transport facilities
- Medical leave
- Maternity leave
- Waiver of fees for children of the institution's staff
- Supporting for the education of the children of the teachers in the institution's group
- Marriage gifts with the sanction of one week leave
- Sponsorship for attending conferences, workshops and FDPs
- Incentives for publication of papers / research articles
- Special Study Leave (SSL) to pursue higher education.

Welfare schemes for non-teaching staff

- Support for their children in education
- Marriage gifts for wedding along with one week leave
- Relaxation-medical leave / maternity leave
- Free transport facilities
- SSL for higher studies
- Incentive for attending orientation programmes, workshops and conferences
- Incentive for dress materials for non-teaching staff

File Description	Documents
Paste link for additional information	https://stellamaryscoe.edu.in/file/faculty-form.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The management trust office (NOVA Educational Trust) deposes officials for performing the internal audit and the reports which are usually obtained before the closure of accounts will be obtained before external audit. The statutory auditors will conduct the audit on the 30th of June of every year.

The necessary action will be taken to regularize the accounts and the documentary evidences will be collected for the credit

balance, compliances of T.D.S. and Statutory Formalities and Reconciliation of Unit wise balances with the Control Accounts and Bank Reconciliations. The copy of internal audit report covering all matters relating to the managing of accounts is preserved.

The final audit report prepared by the auditors after the external statutory audit is submitted to the college financial management. The consolidation of the findings of the institution and the annual return will be submitted to the relevant authorities like Income tax authorities, Registrar of Societies, Tamil Nadu and to the other related authorities concerned etc.

File Description	Documents
Paste link for additional information	https://stellamaryscoe.edu.in/management.php
Upload any additional information	View File

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

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

0

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

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

Our institution runs under NOVA Educational Trust where the students are offered with Institutional scholarship. We follow the norms followed by Tamil Nadu Government of higher educational. Since AICTE approval, 65% seats are filled up by students through Anna University Counseling (TNEA) and the remaining 35% are

occupied through the Consortium of Self Financing Professional, Arts and Science Colleges in Tamil Nadu.

- We do not hold any debt and we run our institution in a financially secure track through the NOVA educational trust accelerators.
- Extra-curricular activities are also focused in our institution. We pay great attention towards the project and innovative works of students with creative skills, through the Centre of Excellence.

Optimal Utilization

- NOVA educational trust has signed and kept up 'MoU's with few industrial sectors and rewards are given through 'NOVA' educational trust for best projects. Our infrastructure is maintained and upgraded in such a way that students are able to learn in an agreeable atmosphere.
- Faculties in our institution are exposed to conferences, workshop and Faculty Development Programmes (FDPs), where the teaching level of our faculty is upgraded.
- To ensure a sufficient care is taken to maintain cleanliness in the campus and the allotted fund for this is judiciously utilized.

The institute makes use of the policy of bio waste management effectively as it provides income.

File Description	Documents
Paste link for additional information	https://stellamaryscoe.edu.in/management.php
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

PRACTICE 1: Evaluation scheme automated for course attainment calculations

PRACTICE 2: The role of Centre for Innovation in making the students to do projects at all levels

PRACTICE 1: Evaluation scheme automated for course attainment calculations

Outcome Based Education is a quality initiative whose key criterion is the attainment of Course Outcomes. The attainment of the course outcomes for a particular course is assessed based on two tools namely

1. Direct assessment
2. Indirect assessment

The direct assessment is based on the internal assessment exams and the model exams and the indirect assessment is based on the course end survey made. A weightage of 80:20 is given (direct : indirect).For direct assessment we have fixed 50% of weightage to be given to all the internal assessment exams considered altogether.35% of weightage is given to model exam and 15% of weightage is given to assignments. Finally the average of the attainment value is calculated and is made up for 80 %.

The indirect assessment is made for the entire class through feedback forms issued to students and the feedback is consolidated under three criteria as strong, medium and low which carries a score 3, 2 and 1 respectively. Finally the average of the attainment value is calculated and is made up for 20 %.

To get the overall attainment both the values rounded to 80:20 ratio are added.

This process of evaluation of course attainment has been carried out in Microsoft Excel and it seemed to be a complex process wherein minor errors can affect the whole calculation. Hence, an automation of this process has been done and the process has been made easy to make a micro level analysis of the evaluation of course attainment.

PRACTICE 2: The role of Centre for Innovation in making the students to do projects at all levels

The top management shows much concern about the quality of the graduating engineers from Stella Mary's and takes utmost efforts focussed towards imparting quality education at all levels of their study in campus.

For this an initiative was made by the IQAC through the Centre for Innovation to create awareness among the students

about the skills that they have to possess as per the expectations of the industry that is totally focussed towards hiring candidates who possess the utmost technical and professional skills needed to be offered a placement in their companies. The students motivated towards this process from 3rd, 5th, 7th and 8th semesters are those who would like to involve themselves in developing software based projects for some common applications according to their year of study. They are initially given the option to choose a task of their own choice among the tasks given and were asked to report for a review on the target date. For those who were able to turn up for the review with some findings of their own are appreciated and encouraged to move to the next higher level. This knowledge to code is supported through participative mode of learning using video lecture sessions being shared through Google classroom. A follow up discussion session would also be conducted and the difficulties in the tasks would be discussed and rectified. The Centre for Innovation also involves the students in innovative projects to create solutions to problems that exist in the society very commonly.

File Description	Documents
Paste link for additional information	https://stellamaryscoe.edu.in/igac.php
Upload any additional information	View File

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

Content beyond the syllabus and Hackathon training programme

The teaching learning process is continuously scrutinized for implementation of quality initiatives in the system and improvisation in its outcome.

- Apart from the regular class room lectures by the faculty members on contents beyond syllabus of all the courses, for specific courses the students are given opportunities to attend guest lecturers from industrial experts who would expose the industry requirement to the students and equip them with necessary skills for placement. This in turn helps in developing the necessary soft skill and hard skills

required for the students and narrows down the gap between the institute and the industry requirement.

- Hackathon training is an initiative facilitated by the IQAC through the Centre for Innovation with the support from the Corporate Relations Department. Also online course on Artificial Intelligence has been introduced to the students and mentored by the Talent Acquisition Head.

Video Classes and NPTEL online courses

The IQAC is instrumental in implementing new ventures for enabling the learners, acquiring knowledge beyond the syllabus.

- Other than class rooms lectures, videos are played for specific topics from the syllabus and beyond the syllabus in the respective domains. Through these video classes students gain a thorough understanding of the specific topic through visual means with maximum reach and this encourages them to focus on other related co-curricular activities including projects too. The students show much interest in this visual based participative way of learning.
- The students and faculty members are encouraged to register for the NPTEL (National Programme on Technology Enhanced Learning) online courses initiated by IITs and IISc.
- The various other quality initiatives for improving the teaching-learning process taken are
 - Organization of seminars, workshops and training for students.
 - Conduct of value-added courses for students.
 - Use of ICT in teaching and learning encouraged.
 - Feedback from students, alumni and parents on curriculum has been formally taken and the data analyzed.
 - Availability/ Posting of feedback forms on the college website.

File Description	Documents
Paste link for additional information	https://stellamaryscoe.edu.in/iqac.php
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the

D. Any 1 of the above

institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://stellamaryscoe.edu.in/file/iqac/Annual-Report-2020-2021.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender Sensitivity

Stella Mary's College of Engineering is empowering the students at various levels of learning to bring success in personal and academic activities and provides a safe and secure environment for both the genders. Every year the action plan will be prepared with the aim of providing a good enrichment in the activities of both the genders.

Safety and Security:

The institution provides safety and security to all the Students and Faculty.

CCTV Cameras:

CCTV cameras are installed at various points in girl's hostel to record any other suspicious moving in the hostel. In case of any

untoward incidents the video recordings can be retrieved for verification and this facility has proved to be of immense help in resolving few disputes

Anti-Ragging Committee:

To prevent in disciplinary activities among the students' anti-ragging committee is formed. The staff and students of this committee will be monitoring the students. To avoid ragging in hostel first year students are given separate rooms (in separate floors)

Internal Compliance Committee (Women Empowerment Cell).

To address any issues regarding the safety of girl students and female staff members, we have a women empowerment cell.

Awareness program:

Special awareness programmes are conducted periodically by the Women empowerment cell especially for the girl students to impart awareness to them in all aspects of sexual harassment and threats that prevail in the society against them.

First -Aid Kit:

First-Aid kit is available in every department with all medicines that would serve as an immediate aid to any minor illness or injuries that might happen to the students on-campus.

Counseling:

Each department has a counseling system/mentoring system organized by the head of the department. Each student has mentor. Boy students and girl students are counseled separately. Counseling is designed to facilitate student achievement, improve student behavior and attendance, and help students develop personally and socially compatible. The mentor takes effective steps to solve the problem and moulds the students as well to make the students gain confidence and become mentally stronger. Also they are being watched for progress in their studies after being counseled.

Counseling in the hostel:

Hostel warden is the counselor in the hostel

Common room :

To facilitate our female students, the Campus has established a spacious and comfortable common room. This space has been designed to give female students a place to relax, study, have informal discussions in free time available.

File Description	Documents
Annual gender sensitization action plan	Kindly refer this link for the details: https://stellamaryscoe.edu.in/file/Gender-senitization-action-plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Kindly refer this link for the details: https://stellamaryscoe.edu.in/file/Gender-Equity.pdf

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Waste Management

Stella Mary's College of engineering makes every effort to maintain an eco friendly environment. With the motive of making a pollution free environment in all aspects, recycling is done for the different types of unwanted waste like solid, liquid and electronic wastes in the campus. We are trying to reduce the waste

from the different sources which in turn are responsible for the degradation of environment. With this intention, we are using different waste in a useful manner.

- Solid waste management

Different types of waste generated in the college campus are disposed in a proper and systematic manner with the help of certain private agencies who collect the waste and use it for recycling. Dustbins are placed everywhere in the campus. Plastic usage is strictly prohibited in the campus. The green-painted dustbins are used for wet and eco-friendly wastes. The red-painted dustbins are used for transfer of plastic wrappers and non-eco friendly wastes, such as papers and glass bottles. The dry waste in the campus is sent to the private agencies for recycling. Food Waste is converted into biogas and used for the kitchen.

- Liquid waste management

The Institution is carefully planning to reuse the liquid waste in the college. Wastage of drinking water is restricted through proper monitoring. Waste water is directed to plantation. The waste water from RO plant is stored and used for toilet. Proper drainage system is arranged for all the buildings of the campus.

- Biomedical waste management

No biomedical waste in our campus

- E-waste management.

In our college, there is a basic procedure of e-waste administration. At the finish of PCs' valuable life, they are gathered from various places of the college by assigned specialists and sent to the System Administration. PCs which have undergone a high level of damage and that cannot be repaired will be examined thoroughly and kept aside for sales. The damaged computers are disposed through outside agencies.

Some of the e-waste materials like Electronic component boards are used for learning purpose for the students .

- Waste recycling system

The waste water from RO plant is stored and used for Plantation and toilet

- Hazardous chemicals and radioactive waste management

We have only very less quantity of hazard waste (Chemical waste), once we get the required quantity to be dispose it be done as per the Standard.

At present the available quantity is stored as per the Standard.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**

A. Any 4 or All of the above

- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

C. Any 2 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information :

C. Any 2 of the above

Human assistance, reader, scribe, soft copies of reading material, screen reading

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

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

Stella Mary's College of Engineering takes efforts in providing inclusive environment both for the students and faculty. Tolerance and harmony are taught in the minds of the students with multiple initiatives.

The ethical role of every student towards society is spreaded and revealed through the following events. College has various clubs through which various awareness programs has been organized for students . This helps the student members to better understand about the neighbourhood needs. The students were motivated to analyze various societal problems and to come out with mini projects with new technological innovations to resolve the problems

Various clubs in the campus conduct programs creating interaction among the students. They learn to identify their strength and weakness and also to accept each other. Cultural programs organized during special events are of diverse nature- classical, folk, drama in different languages depicting the different cultures of the nation . All Regional and National festivals are celebrated so that the students will come to know about various cultures and linguistic diversity of our nation. NSS volunteers visit the neighbourhood community, helping them for various activities like health and awareness camps, programmes in schools etc. as an engagement with different communities. Effort is also taken care of with appropriate opportunities to both the gender of students and faculty. Value Education, offered for students,

inculcates a set of values related to societal, religious and cultural ethics.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Stella Mary's College of Engineering organizes number of programs to sensitize both the students and faculty to the constitutional obligations of every citizen. The NSS and YRC units of the institution organized program related to COVID 19 pandemic. The management along with NSS unit and public health centre, Ganapathipuram distributed "KabasuraKudineer" to all staff and students which is an ayurvedic medicine which improves the immune system there by helping to overcome COVID 19 infection. They also distributed tablets to all staff members and students to increase their immune system. NSS and YRC units also conducted a rally on Tuberculosis which created awareness among staff, students and the nearby public.

Through Ensave club, students went to nearby area and conducted residential energy audit. Through Entrepreneurship Development Cell (EDC) various programs conducted regarding career opportunities for students. Students have been motivated by EDC to identify various societal problems and to find innovative solutions to overcome the problem through various awareness programs and success stories. Awareness programs corresponding to ethical and human values and rights of the citizens for staff students. As an initiative of green environment we encouraged students to plant trees in the campus and their by motivated them to do the same in their nearby areas.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	kindly refer this link for the details: https://stellamaryscoe.edu.in/file/duties-and-responsibilities-for-being-responsible-citizens.pdf
Any other relevant information	NIL

<p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

- **Independence Day:** Independence Day in India is the most important day for every Indian citizen as our country got freedom from the British rule. We celebrate it on August 15. In our college every year we celebrate Independence Day by hoisting national flag in campus thereby enabling the students to remember the sacrifices done by our great leaders.
- **Republic Day:** 26th of January is a gala day for every

Indian. On 26th of Jan 1950 the constitution came into force and our country, India became republic. We celebrate this day as a festival every year in our college campus by hoisting national flag and followed by our National Anthem sung by a team of students.

- **Women's Day:** Every year 8th March is internationally celebrated as women's day. It is an important occasion for all of us to pause for a moment to reflect on ourselves to appreciate how much has been done and what more need it to be done in the field of gender equity. On this day we admire and appreciate our girl students who achieved in the current year.
- **National Youth Day:** is celebrated on 12 January, the birthday of Swami Vivekananda. In 1984 the Government of India declared this day as National Youth Day .In our college this year we celebrated national youth day through virtual mode with a Quiz completion.

Due to the covid pandemic, the institution is closed for students. However, still, efforts have been made to conduct various important events through virtual mode. Stella Mary's College of Engineering takes self-importance in organising all the important national events .

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

BEST PRACTICE -I

1. Title of the Practice

TEACHING LEARNING PROCESS

2.Objectives ofthePractice:

To focus the Students and giving proper guidance to improve the innovative ideas to students through ICT tools.

3.The Context:

Faculties interact the students with the help of ICT tools and its an effective way to communicate the students

4.The Practice:

- Teaching through zoom/Google/zoho meet with power point presentations, videos, animations, etc
- Assignments and notes provided through Google classrooms
- Objective type questions and short answers are uploaded through google class room
- Laboratories are conducted through virtually
- Communication to students through Whatsapp groups
- Online feedback
- Assignment and Exam scripts are evaluated and uploaded to individual students through googleclass rooms

5.Evidence of success:

- Students are highly attentive in classes
- Performance of students are improved
- Easy way to identify the absentees in class and Examinations

6.Problems Encountered and Resources required:

- Availability of connectivity devices for financially affected students
- Poor Internet connectivity for rural area students
- Concentration of the students will get diverted by using Electronic Devices
- High power consumption to connectivity devices.

BEST PRACTICE -II

1.TitleofthePractice

CENTER FOR INNOVATION

2.Objectives ofthePractice:

To develop innovative ideas, communication skill, technical skills, leadership quality and entrepreneur skill of the students.

3. TheContext:

To facilitate those through knowing the interest of the student and followed by mini project ideas and innovative ideas for discussion and implementation.

4. ThePractice

- Displaying list of mini projects
- Selecting the students based on the interest show towards the projects
- Encourage real time innovative projects
- Organized workshops and seminars for better understanding
- Encourage implant training in every semester end.
- Encourage NPTEL online courses
- Placement guidelines are given through experts
- Certificate courses are conducted through MoU with startups

5. Evidence and Success:

- Finalist in Smart India Hackathon 2020 - Online edition
- Students presents papers in journals
- Online event conducted to bring out students hidden talents

6. Problems Encountered and Resources Required

. Problems Encountered:

- Real time projects are expensive
- Slow learners need to provide extra effort.

Resources Required:

- Interaction with industries
- Need more training program to students

File Description	Documents
Best practices in the Institutional website	kindly refer this link for the details: https://stellamaryscoe.edu.in/file/BEST-PRACTICE-teaching-learning.docx
Any other relevant information	https://stellamaryscoe.edu.in/igac.php

7.3 - Institutional Distinctiveness

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

Institutional Distinctiveness

Vision:

To emerge as a premiere institution, acknowledged as a center for excellence imparting technical education, creating technocrats who can address the needs of the society through exploration and experimentation and uplift mankind.

Mission:

To provide an education that transforms students, through rigorous course-work and by providing an understanding of the needs of the society and the industry.

Stella Mary's college of Engineering provides abroad job opportunities to the candidates who deserve the offer. The management is very much keen in imparting an internationally graded technical education to the students. Our institution is located in a rural area. Many of our students are from villages.

Many students belong to first graduate category. Taking this into account, our college gives more importance to enhance the skills of the students to face the global challenges. With regard to this, the institution provides

- Communication training programs to improve the communication skills and the English fluency in students.
- Campus training programs that help to impart a sound knowledge of technical skills in students.
- Training on soft skills, resume preparation, personal interviews, group discussions, through our Placement and Career Department Cell.

The Placement and Career Department Cell is an integral part of our institution, which ensures that the students are well trained and motivated to face campus interviews efficiently. The placement support teams take effort to organize trainings related to aptitude, soft skills, technical skills and corporate expectations to groom the students well for the interview process.

It is our institute's distinctiveness in bringing in recruiters from reputed companies from India and abroad placement.

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S'Hail Metals and Rassas Battery Recycling Factory are our abroad recruiters who would identify the best candidates who would be presented to them on the day of the interview process. This abroad placement has also been a source of motivation for the students who aim to get placed and the expenditure for their travel and visa is also borne by the institution. Being located in a rural area and grooming the rural students technically and skillfully to take part in international placement drives is a real challenge to the faculty involved in the research, centre for innovation and the corporate relations departments. It's all possible through the constant motivation and support from the authorities from top order at every level. Abroad placement is a pride for the institution and a spotlight for progress towards the goal to be achieved by every student who does justice in making the best use of the study environment provided by Stella Mary's College of Engineering.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

FUTURE PLANS OF ACTION FOR NEXT ACADEMIC YEAR

1. To focus more on Research and Development Activities
2. To go for NBA accreditation for the Departments of CSE, Civil and Mechanical
3. Collaboration with nearby institutions with respect to research work
4. Work on creating more ICT facilities
5. To show improvement in student progression report
6. To conduct state and national level seminars.