

# GOVERNANCE, LEADERSHIP AND MANAGEMENT

CRITERIA-6



**NAAC**  
NATIONAL ASSESSMENT AND  
ACCREDITATION COUNCIL



**CHENNAI  
INSTITUTE OF TECHNOLOGY**

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
Recognized by UGC Under Section 2(F)  
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## CRITERIA – 6

### **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

#### **QUALITATIVE PARAMETERS**

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

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

6.2.1 The institutional Strategic/ perspective plan is effectively deployed

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.

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

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

6.4.1 Institution conducts internal and external financial audits regularly

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

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

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

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

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

#### **Response:**

The Institute's focus and core ideology is reflected in its Vision, Mission, and Quality Policy as shown below:

#### ***Vision:***

To be an eminent centre for Academia, Industry and Research by imparting knowledge, relevant practices and inculcating human values to address global challenges through novelty and sustainability.

#### ***Mission:***

1. To create next generation leaders by effective teaching learning methodologies and instill scientific spirit in them to meet the global challenges.
2. To transform lives through deployment of emerging technology, novelty and sustainability.
3. To inculcate human values and ethical principles to cater to the societal needs.
4. To contribute towards the research ecosystem by providing a suitable, effective platform for interaction between industry, academia and R & D establishments.
5. To nurture incubation centres enabling structured entrepreneurship and start-ups.

#### **QUALITY POLICY:**

Ensuring continual improvement of Quality Management System.

**Nature of Governance** - The institution has well defined organizational structure, in which many senior faculty are the members of various decision making committees such as Governing Council, IQAC, Programme Advisory Committee, Grievance Committees and others through which the governance flow further to Program Coordinators, faculty, Class Representatives and students to implement and monitor the academic/administrative matters of the institution.

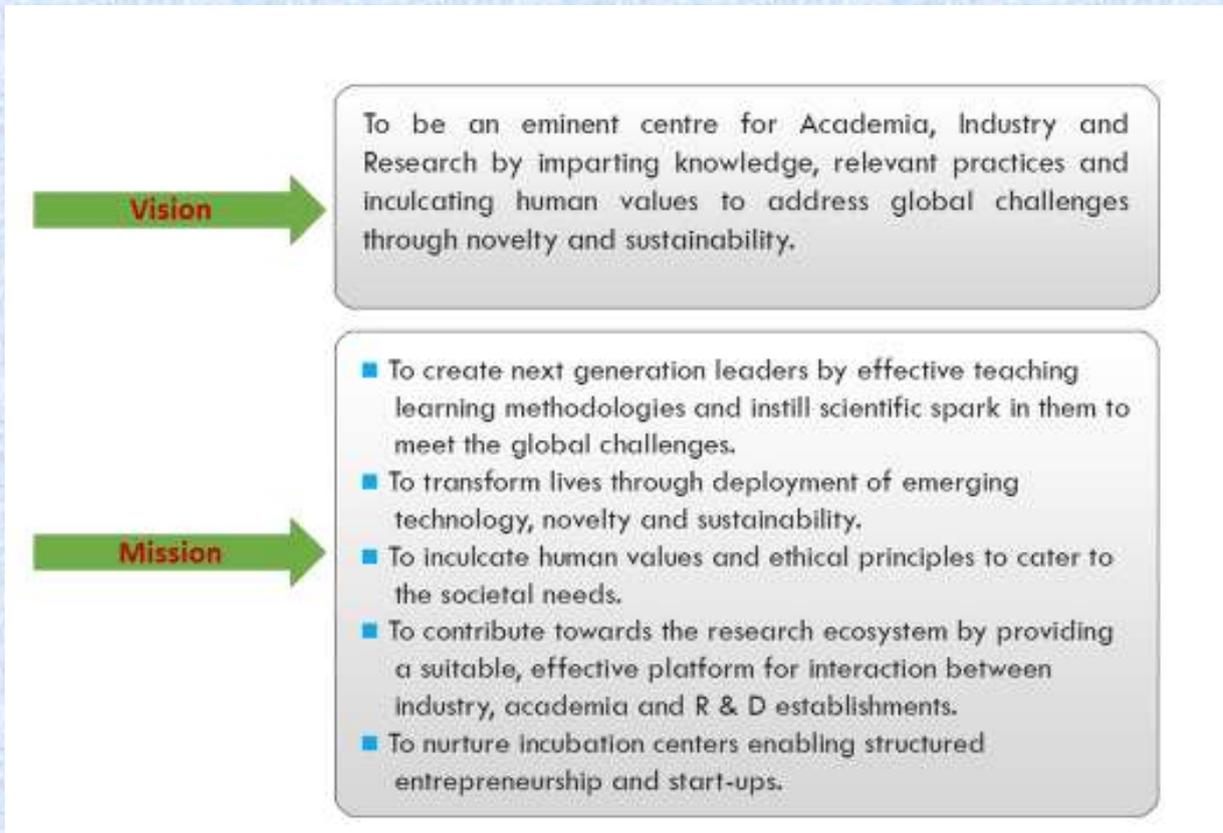
**Leadership Driven by Vision and Mission** - Starting in the year 2010, the institute from an intake of 300 from 5 programs of UG in Engineering became tenfold offering programs in UG Engineering, PG Engineering, PhD research Center. Strategic and deliberate decisions include appointing Quality faculty from IIT/NIT /Central Universities, sourcing funds for research projects from AICTE/UGC/DST etc., encouraging quality publications in SCOPUS/WoS with incentives, sharing the consultancy amount generated with the faculty, sending faculty/students abroad for international exposure etc. The growth is multifaceted that the institute has made significant strides in Academics, Research, Industry Interactions, Global Exchange Programs etc.

**Participative governance and Autonomy** – Institute ensures seamless management systematically, encouraging participative leadership by involving various stakeholders at appropriate levels of decision making. Stakeholders of the Institute-students, alumni, parents, employers are involved at different levels in all aspects of the Institute functioning. A trusting environment is cultivated where employees have appropriate autonomy to function effectively.

**Transparency-** Faculty members participate, through corresponding Functional Committees, in finalising curriculum design, teaching methodology, examination reforms, maintenance of academic standards, and student welfare. Such participation brings transparency to the governance and inherently encourages team-work and effective implementation of decisions. Stakeholders are involved in certain committees where information exchange is ensured.

**Perspective plan-** A perspective plan derived from the stated vision and mission of the Institute is to achieve Autonomous status by 2021 through achieving the goals and objectives specified in the Strategic Plan. It focuses on getting all the eligible UG programs accredited by NBA, NAAC Accreditation with A++, Aiming to get NIRF rankings in Top 200, maintaining 95% and above placements.

## VISION & MISSION



## QUALITY POLICY

- Nature of Governance
- Leadership Driven by Vision and Mission
- Participative governance and Autonomy
- Transparency and Perspective plan

To be an eminent centre for **Academic**, **Industry** and **Research** by imparting knowledge, relevant practices and inculcating human values to address global challenges through novelty and sustainability.

## **GOVERNANCE OF THE INSTITUTION**

**Governing Council** is convened once a year to review the progress of the institute and approve the recommendations of the **Academic Council**. The management of the institute is assisted by Principal, Heads of the Departments, faculty and staff members to enhance the quality. We strongly believe that good governance is the key element that will interconnect the management, faculty members, staff, students and the society at large. We desire that to be effective, efficient and prudent in carrying out its duties. We encourage and execute modern governance and appropriate administration that should be reflected in day-to-day activities of the college. In such a way, the governing council of the college has been framed with distinguished experts from various cross section of the society to provide valuable guidance to the principal and management to administer the college according to the needs of the current scenario.

### **RESPONSIBILITIES OF GOVERNING COUNCIL**

- The Council is responsible for formulating the policies of the institution, framing the vision and mission statements and providing the right direction to the institute. The members with their huge academic, administrative and research experience provide the institution right direction from time to time.
- The Governing Council is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved.
- Governing council has a duty to enable the college to achieve and develop its mission and primary objectives for learning, teaching and research. This responsibility includes considering and approving the institution's strategic plan, which should set out the academic aims and objectives of the institution and identify the financial, physical and staffing strategies necessary to achieve these objectives.
- It is the duty of the Governing Council to oversee the creation and delivery of the strategic vision and direction of the institution. This will encompass the purpose and mission of the institution.

## GOOD GOVERNANCE



## GOOD GOVERNANCE OUTCOMES

**Good Performance:** Well governed organizations should be run for the purpose of and in a manner that is intent on delivering value and they should report or disclose results to stakeholders.

**Effective Control:** Well governed organizations have appropriate governance structures and processes in place to ensure that the organization is effectively controlled.

**Ethical Culture:** Establishment of an ethical culture within the organization, so that interactions with stakeholders are undertaken in an ethical manner.

**Legitimacy:** Well governed organization's attempt to balance the legitimate expectations of its stakeholders by adopting a stakeholder- inclusive approach to governance. This builds trust, legitimacy and a good reputation.

**Research & Knowledge Transfer:** To incorporate interdisciplinary research in an organization and build effective research culture among faculty and students.

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

#### **Response:**

Vision and Mission statements define the quality policy of the institute in very well manners which are designed by the Top management, the Principal, IQAC Coordinator, program coordinator and senior Faculty members of the institute. An action plan is prepared collectively by the Principal, Program Coordinators, IQAC for implementing the quality policy. According to the action plan, specific roles are assigned to various faculty members. The Principal provides leadership for the academic administration and creates an effective environment conducive for learning. He ensures that quality education is imparted to the students that foster the holistic development of the students. He also ensures all-round development of the Institute and achievement of strategic plans of the institution. The institution has in place several Committees to continuously monitor the academic and administrative activities. The committees comprise of key stakeholders including government, administrators, faculty, staff, industry, employer, alumni, parent and students. The top management provides effective academic leadership to the faculty, by setting goals and involving them in participative decision-making process, not only to achieve the vision, mission and goals of the institute, but also in building the organizational culture. The Principal permits the HODs and staff members in performing freely in the academic and administrative activities **Top Management:-**

Designing Quality Policy  
Provide Budget Infrastructure Recruitment  
Provide support to economical backward students

#### **Principal:-**

Quality policy- Planning, deployment and monitoring  
Weekly Meeting with HOD/Programme Coordinators  
Departmental Meeting with faculty once in Semester Administration of teaching and learning  
Monitor academic performance  
Non teaching member meeting Recruitment  
Maintenance

#### **HoDs/Program Coordinators**

Departmental meeting Execution of course work  
Social activities  
Mentor to student  
MOU's  
Maintenance  
Result Analysis and corrective actions

#### **Decentralized**

1. Top management has given necessary authority to Principal to manage different functions with operational autonomy.
2. Principal forms different committees as per requirement.
3. Committee co-coordinators have given appropriate authority to take decision.

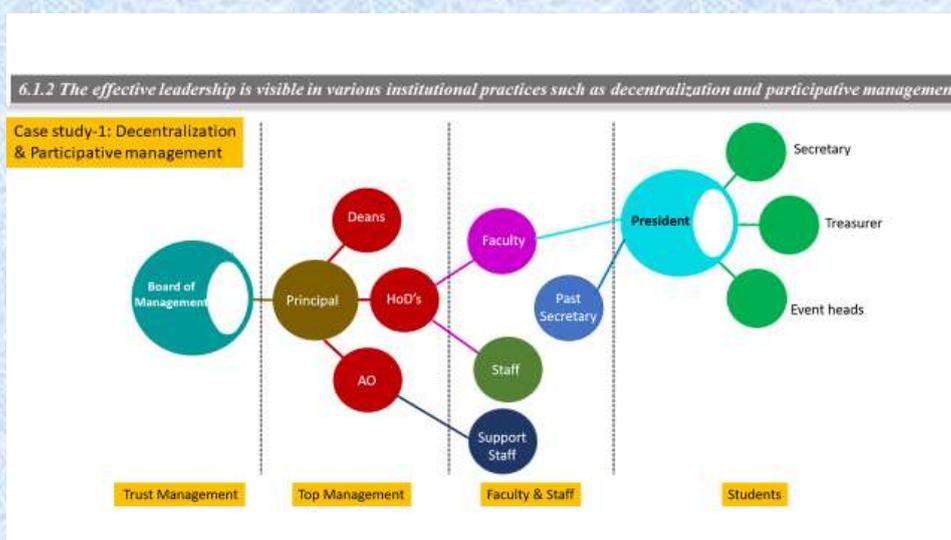
#### **Participative**

1. Participative management.
2. Students, faculty and administration join hand in hand.

3. Internal as well as external stakeholders are involved for any modification in teaching learning and administrative process or any similar process.
4. College constitutes committees for general and academic development involving all stake holders in decision making processes.

The institute has made remarkable progress in the last 5 years as most of the decisions that were taken in the GC have been implemented successfully after consulting faculty and students wherever required. As one of outcome the following additional facilities were created

- CIT-KUKA Industrial Robotics Training Center
- CIT-RANE NSK Center of Excellence for Applied Research
- CIT-PEGA University Academic Program
- CIT-COE for New Energy (Solar & Wind)
- CIT-COE for 3D Printing and Reverse Engineering
- CIT-KYUTECH-WABCO COE for Internet of Things (IoT)
- CIT-Trimble Buildings Education COE
- CIT-ATALON Engine Research center
- CIT-CISCO Networking Academy
- CIT-COE for NC Technologies
- CIT-T&VS COE for VLSI Design
- CIT-COE for Industrial Automation
- CIT-Accurate COE for Metrology
- CIT-HARITA Composite Research Center in Mechanical Engineering
- CIT-PMKVY Skill Development Center
- IT-Bombay Remote Center
- MHRD's Institution Innovation Council



Sl. No.	Designation	Responsibilities
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1	Administrative Officer	<ul style="list-style-type: none"> <li>• Responsible for administration of the campus.</li> <li>• Responsible for transport, canteen, hostel mess.</li> <li>• Maintain records and documentation pertaining to the work area.</li> <li>• To look after the maintenance of the services and ensure optimization.</li> <li>• Acts as a coordinator for all the activities relating to the maintenance of the college.</li> <li>• Sanctioning of the financial activities</li> </ul>
2	Principal	<ul style="list-style-type: none"> <li>• The Principal is responsible for the co-ordination of all the Academic activities, Co-curricular and Extra-curricular activities in accordance with the norms and standards prescribed by AICTE, Anna University and the Government of Tamil Nadu.</li> <li>• Organize appointments of faculty members according to the norms of the AICTE and affiliating University. Monitors admission, regular class works and placement activities</li> <li>• Looks after all the Administrative and Academic activities falling in line with the AICTE, Anna University and the Government of Tamil Nadu norms, in all aspects.</li> <li>• General administration and overall supervision of teaching programmes.</li> <li>• Recruitment of staff and admission of students.</li> <li>• Responsibility for conduct of examinations.</li> <li>• Supervision of students' welfare, health and security services.</li> <li>• Maintenance of permanent records of students.</li> <li>• Preparation of reports like College reports, progress reports etc.,</li> <li>• Review and revision of policies, rules and regulations.</li> <li>• Performing public relations duties for the College.</li> <li>• Purchase of College equipment, supplies, stationery.</li> <li>• Supervision of hostel and office staff.</li> <li>• Participation in the College's committee work.</li> <li>• Supervision of library services.</li> <li>• Planning for development of the college.</li> <li>• Motivates faculty to apply for research grants and carry out in-house research.</li> </ul>

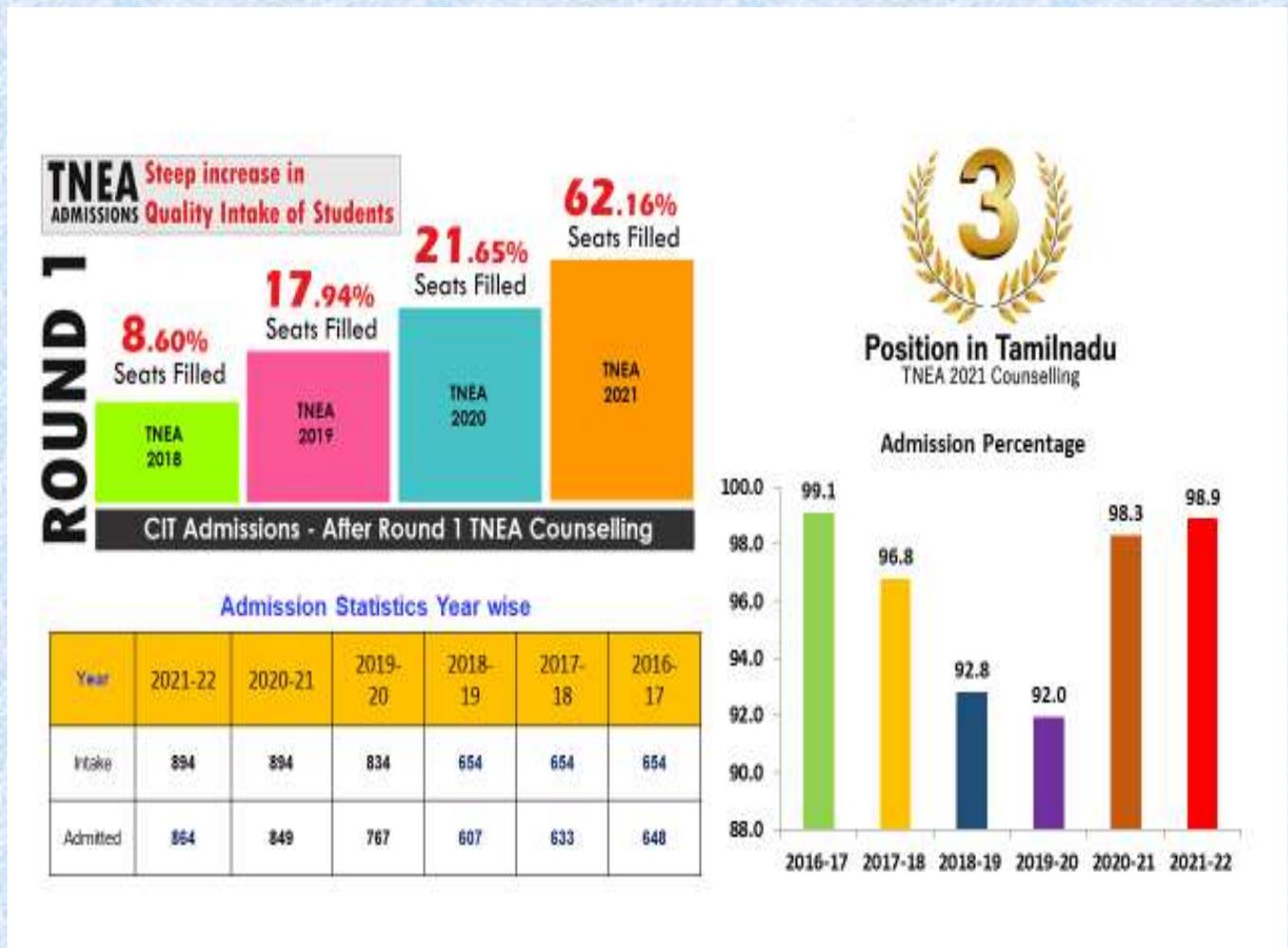
3	Head of the Department	<ul style="list-style-type: none"> <li>• Responsible for all the academic affairs of the Department.</li> <li>• Looks after day to day activities relating to teaching and other workloads of teaching and non-teaching staff.</li> <li>• Reports to the Principal regarding all the requirements of the department such as Faculty Member, supporting staff, equipment, books &amp; journals, maintenance etc.</li> <li>• Represents the department and will report to the Principal all the requirements / shortcomings for the development and proper functioning of the Department, during HoD's meetings.</li> <li>• Prepares department budget.</li> <li>• Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc.</li> <li>• Responsible for innovative programmes including collaboration with other institutions, Universities and different industries.</li> <li>• Responsible for student's proctor's system.</li> <li>• Arranges for value added courses, industry visits, internships for the students</li> <li>• Ensures faculties submit research proposals and publish research papers in reputed journals.</li> </ul>
4	Professor/ Associate Professor	<ul style="list-style-type: none"> <li>• Stay well-informed with the recent advances and developments in education as well as research.</li> <li>• Keep in constant touch and interaction with other scientists or professors around the world to know about the current trends in their area of expertise.</li> <li>• Participate in broader community as committee and club members, consultants, content speakers and experts.</li> <li>• Organize conferences and seminars for the professional development of students in their group.</li> <li>• Guide, direct and mentor students/research scholars in their research projects.</li> <li>• Submits research proposals and publish research papers in reputed journals.</li> </ul>
5	Assistant Professor	<ul style="list-style-type: none"> <li>• Follows innovative instructional methods.</li> <li>• Prepares student materials</li> <li>• Builds up professional relationships with students and provide guidance for their career development.</li> <li>• Evaluates, supervises and mentors the academic progress of the students.</li> <li>• Participates in various activities at the department and college level.</li> <li>• Publish their research works or findings in academic books or journals.</li> <li>• Grade papers and tests; prepare exercises, lessons and lab experiments for the students</li> </ul>

6	Technical staff	<ul style="list-style-type: none"> <li>• Assists the faculty in conducting laboratory classes.</li> <li>• Provide all the technical support and set up the laboratory equipment.</li> <li>• Arrange all the specimens that are necessary for the laboratory classes and examinations.</li> <li>• Arrange and maintain all the records, stock register and breakage register of the laboratory.</li> <li>• Works under the supervision and instruction of the faculty in charge of the laboratory.</li> <li>• Maintains the laboratory equipment and hardware, making sure it is properly cared for, performing maintenance and repairs, and replacing equipment when necessary.</li> <li>• Laboratory Technicians prepare and organize all data and findings, inputting all data in necessary files and systems and creating documents</li> <li>• And presentations to communicate results with other staff members</li> </ul>
7	Supporting Staff	<ul style="list-style-type: none"> <li>• Takes care of student scholarships like first graduate, BC, SC, ST &amp; MBC scholarships.</li> <li>• Maintains the Faculty Member leave records like casual leave, vacation, on duty &amp; permission.</li> <li>• Assists in conducting interview as per HoD's requirement with College constituted selection committee support.</li> <li>• Takes care of all admission approval procedure and communicating with universities in person.</li> <li>• Maintains the student fees collection and process payroll for the faculty and staff.</li> </ul>

**6.2.1 The institutional Strategic/ perspective plan is effectively deployed**



## ADMISSION AND OUTREACH



## ACCREDITATION AND RANKING



## PLACEMENT AND HIGHER STUDIES

Year	No of students opting Higher Education	Year	Placement %
2020 - 2021	24	2020 - 2021	85.8%
2019 - 2020	17	2019 - 2020	85.3%
2018 - 2019	14	2018 - 2019	92.8 %

### CIT Higher Education Fair



### Top Recruiters



### Top MoU Partners



## INDUSTRY CONNECT AND STARTUPS

Startup name	Type
GoGo soon Pvt. ltd	Alumni Start-up
Valiant solutions	
Ayinar technologies	
Lantern Institute and Engineering Services	
Fuinn tech Pvt. ltd	Student Start-up
Techlegen India Pvt.Ltd	
Quanta trilok	
Quazr Motors Pvt.Ltd	
Listrik Motors Pvt.Ltd	
Lazy Crew	
Black Bug	
SKILLEIT Pvt. Ltd	
WAY TO GROW Pvt. Ltd	
Lapsina Technology Pvt. Ltd	
Manjappai E-Com Solutions Pvt. Ltd	GOGO SOON PVT, LTD SOFTWARE DEVELOPMENT COMPANY HAVING ITS PROJECT OFFICE INSIDE THE CAMPUS
Vattam agro & dairy industries Pvt.ltd	
Yaale technologies	
AvioMotocorp Pvt.Ltd	
Shanathi IT Solution	
Anugraha Group	
FT Motors Pvt.Ltd ( Sins Mobility)	
Mark tech pro & consultants Pvt.Ltd	
ImpulzeInfotech	
Level up STC	

**CIVIL ENGINEERING INDUSTRY**  
HAVING ITS PROJECT OFFICE INSIDE OUR CAMPUS



Maestro recruits students from various reputed Universities and Engineering Colleges and are working inside our campus.



T&VS is an electronics core company working on VLSI Design, recruits 25 engineers a year from CIT and are working inside our campus.



**GOGO SOON PVT, LTD**  
SOFTWARE DEVELOPMENT COMPANY  
HAVING ITS PROJECT OFFICE INSIDE THE CAMPUS

Gogsoon is a Startup Company to carry out Software Development for their International Clients. Students are trained & worked in developing software applications to various real time problems and research activities.



**ELECTRONICS CORE COMPANY**  
WORKING ON VLSI DESIGN  
HAVING ITS PROJECT OFFICE INSIDE OUR CAMPUS



**LEX LABS**  
PRODUCT DEVELOPMENT COMPANY  
HAVING ITS PROJECT OFFICE INSIDE OUR CAMPUS

Lex Labs is a Product Development Startup Company working on Mechatronics, IoT and Embedded Technologies.

Artificial Intelligence Managed Services	Virtusa
Intelligent Software Testing	Virtusa
Center for PLM	Cappemini
5G Technology	Cappemini
Composite Research Center for Mech	TVS Harita
Applied Research	RANE NSK
University Academy Program	Pega
Digital Manufacturing	Dessault
Industrial Robotic Training Center	KUKA
Building Education CoE	Tekla
Metrology	Accurate
KyoTech - Industrial IoT	Wabco
Robotics and Automation	LuBan, China
Additive Manufacturing	LuBan, China
Center for NC Machines	LuBan, China
New Energy (Wind & Solar)	LuBan, China
VLSI Design	Tessolve
Embedded & Imaging Tech	HCL
Networking Academy	Cisco





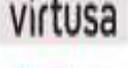












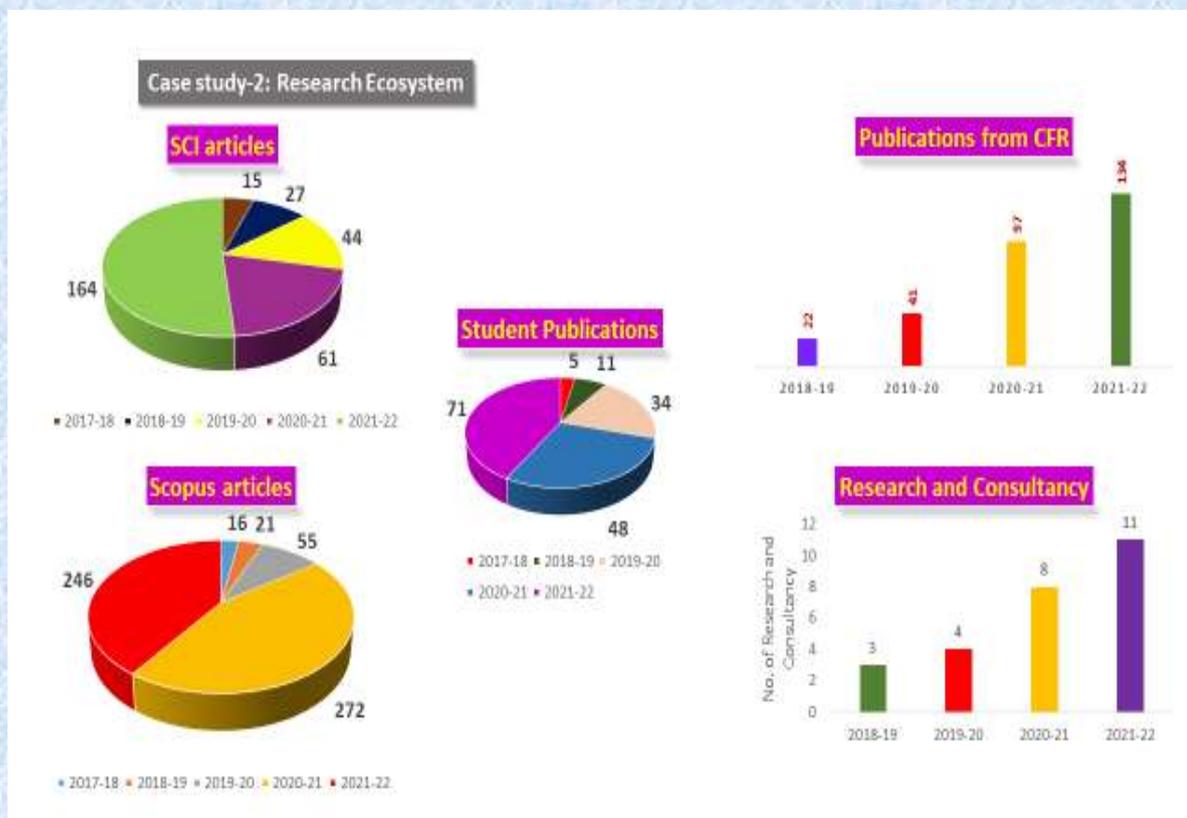
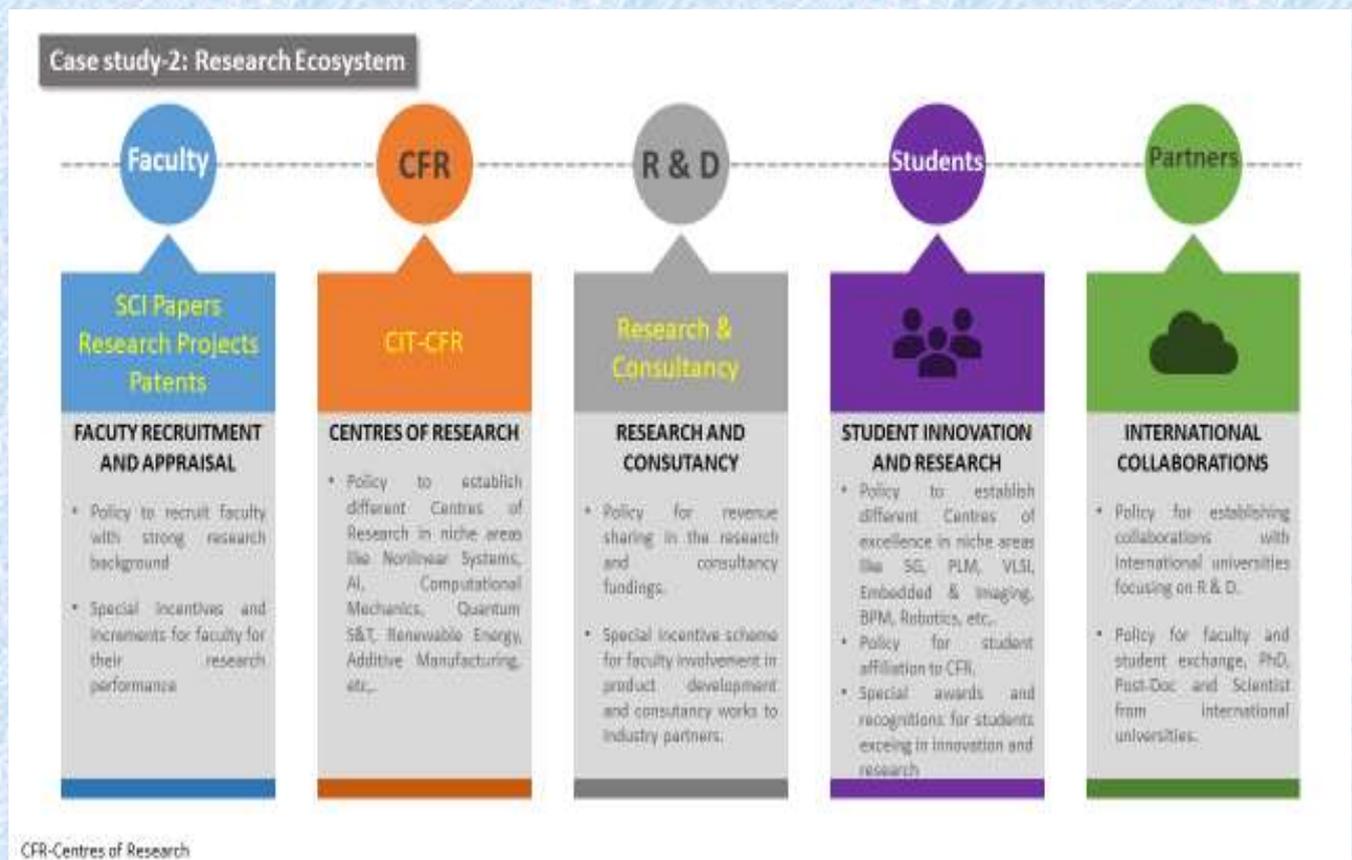









## Centers of Research and International Outreach





**1<sup>st</sup> Self Financing College in Tamilnadu  
to attract International Faculty**

**Dr. Fotios Georgiades**  
Professor & Scientist,  
Center for Perpetual Mechanics

**International Collaborations**



**International Internships**

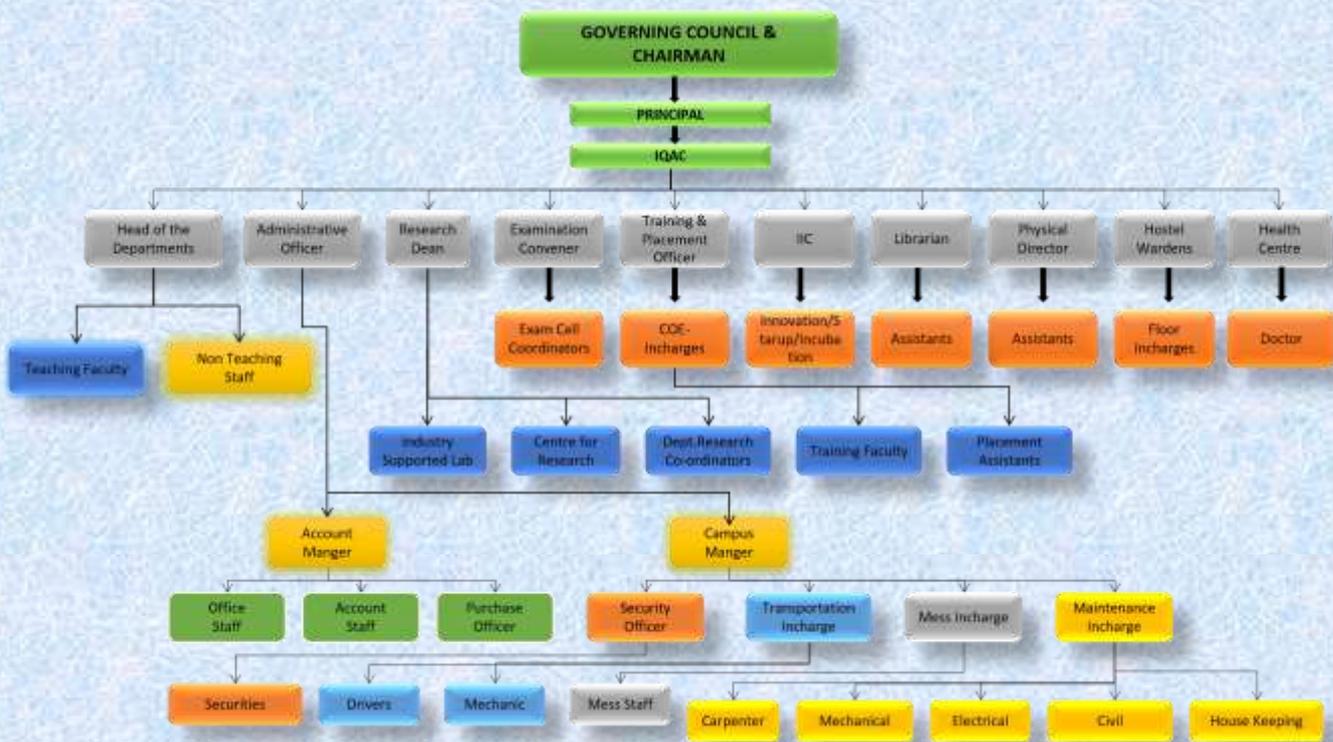


**Centers of Excellence – Training Organized**

PEGA – BPM	HFSS – Ansys	CRED , Solid Works
R Language	New Energy (Solar & Wind)	NX – CAD , NX – CAM, NX – CAE
Script Writing using Python, Shell, Bash	Kuka Robotics	Abaqus, FE Safe, Tosca, IStight
Mobile App Development	Industrial Automation & PLC Programming	ANSYS
Web Development	Wind chill - PLM	Delmia
Cisco Academy - Hardware & Networking	AutoCAD	Master CAM
Cloud Computing	Revit	3D Via Composer
Java Programming	StaadPro	3D Printing and Reverse Engineering
MATLAB	Tekla	VLSI – DFT
Embedded System & IOT	CATIA - Basic & Advanced	Soft skills and Personality Development



**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.**



### Governing Council

The management stands as an asset to the system and stakeholders. The Governing Council takes the responsibility of monitoring and implementation of activities in the strategic plan of institution. CIT builds a better nation through “Transforming Lives” being the motto of the institute. Continuous and meticulous efforts are ensured to maintain quality in both academic and administrative levels.

Governing Body			
S. NO	NAME	EXPERTISE	DESIGNATION
1	Mr.P.Sriram, Chairman, Parthasarthy Seeniammal, Educational Trust, Chennai	Chairman & Industrialist	Chairman
2	Mr.P.Janakiram, Vice Chairman, Parthasarthy Seeniammal, Educational Trust, Chennai	Industrialist	Member
3	Mrs.S.Sridevi, Secretary, Parthasarthy Seeniammal, Educational Trust, Chennai	Administrator	Member
4	Dr.S.Venkatarajan, Assistant Professor, Physics, ACGCE&T, Karaikudi	Senior Academician	DOTENominee
6	Dr.D.Manjula, Professor & Head, CSE, Anna University, Chennai	Senior Academician	University Nominee
6	Dr.M.Kamaraj, Professor, Dept. of Metallurgical and Materials Engineering, IIT Madras	Senior Academician	Member
7	Dr.T.Thyagarajan, Dean, MIT & Director, CUIC, Anna University, Chennai	Senior Academician	Member
8	Mr.P.Kaniappan, Managing Director, WABCO India, Chennai	Industrial Expert	Member
9	Dr.Subramani Ramakrishnan, Director & Location Leader, IBM Chennai.	Industrial Expert	Member
10	Dr.V.Veerappan, Co Founder & Director, Tessolve Semiconductor Pvt. Ltd.	Industrial Expert	Member
11	Mr.Vasudevan Rajagopalan, Head – Talent Acquisition (India), TCS, Chennai	Industrial Expert	Member
12	Dr.R.Balamurali, Associate Professor / ECE, Chennai Institute of Technology, Chennai	Academician	Senior Faculty Member
13	Mr.R.Ramesh, Associate Professor / CSE, Chennai Institute of Technology, Chennai	Academician	Senior Faculty Member
14	Dr.A.Ramesh, Principal, Chennai Institute of Technology, Chennai.	Academician	Member Secretary

### Administrative setup

Principal is the chairperson of administrative and academic activities of the institution. Head of the Departments take the responsibility of handling above activities of their respective department. They are entitled to take decisions as per the needs of the situations in exigencies and get them ratified by the Head of the Institution subsequently at a later stage. Based on the experience and

the expertise of the faculty members, students' team leads have been identified to lead different teams which are functioning effectively which is monitored by year coordinator and class advisors. The Principal, HODs, Year coordinator, class advisors and students team leaders are sanctioned impress amount, for seeing the execution of multiple events scheduled. They can act spontaneously for moulding / grooming the members of their teams and they have been identified as second stage leaders.

### **Recruitment Policies**

Recruitment of teaching, non-teaching and administrative staff is planned at the end of every academic year as per the requirements of the next academic year

The Head of the department assesses the need for additional faculty based on workload calculation and specialization requirement. Once the approval is obtained from Principal, advertisement is released in popular English and vernacular dailies stating the vacancies and the basic requirements for applying.

Whenever there is a vacancy in the departments, the request is sent to the management after discussions with the Principal. The applications are shortlisted based on the number of vacancies and the minimum qualifications, candidates are called for interview on a 1:5 ratio.

The interview board is constituted with a subject expert drawn from Anna University. The other members in the board include the Principal, and the Head of the department concerned.

### **Promotion Policies**

- At the end of every year, a performance appraisal is conducted for all faculties.
- The self-appraisal form is filled in by all faculty members, with endorsement by the HoD.
- The faculty is assessed based on the Anna university results produced in the subjects handled by them, the feedback received from students, participation in FDPs, workshops, publications in international/national journals, projects guided, self-up gradation activities and the faculty's involvement and contribution in student/ department/ institution level activities.

### **Grievance Redressal Mechanism**

Enquires the issues from representatives of the students forwarded by the Principal. Conducting meetings with members and fix date for the enquiry for getting the feedback from Students.

Send intimation to the applicant and related individuals and providing opportunities to them to convey their versions.

Interacting with discipline committee, Anti-ragging, Sexual Harassment Committee, Hostel and Mess committee to solve the issue or complaint registered.

## HR Policy

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

#### Response:

Chennai Institute of Technology works under Parthasarathy Seeniammal Educational Trust, enlisted under Societies Act; it is an open association that is responsible for its explicit working. The Institute has set up well-established principles, regulations, complaint redressal components that are open at disposed Information Desk. Governance structure of the institution conveys total transparency at various levels in the organization. Innumerable welfare measures are executed to assist the staff. The critical staff welfare measures are recorded underneath.

1. Faculty members are promoted for self-development programs and higher education.
2. Implementation of pay revisions
3. Grant of Promotions as per norms
4. Implementation of Provident Fund and Gratuity schemes
5. Various leaves such as vacation leave, casual leave, Special casual leave, compensated casual leave and maternity leave are available for teaching and non-teaching staff.
6. Free Transport facility for teaching and non-teaching staff.
7. Free food is provided in college mess for all teaching and non-teaching staff.
8. Purified drinking water (RO) is provided round the clock.
9. Financial support is provided for staff towards membership fee of professional bodies.
10. Special leave (15 Days) along with gift is provided for staff wedding.
11. The Institution appreciates faculty on acquiring higher qualifications and special achievements.
12. Uniform is also being provided for teaching and non-teaching staff, drivers, attenders, and securities.
13. Waiver of fees facility is there for staff children studying in institution.
14. Upto 2 lakhs loan with no interest.

Employees Provident Fund (EPF) & Gratuity
Group Insurance Scheme
Interest Free loan
Free Transport & Food for all faculty
Rent free Quarters, Bachelor Accommodation
Merit Certificate for producing 100% results in theory subjects.
FDP / Workshops / Seminars / Conferences – Financial Support
Incubation & Start up
Incentives for Research Publications
Training at National & International Level: Total Cost
Sabbatical Leave for Industry training, Ph.D & PDF in Universities (India & Abroad)
Filing Patent & IPR: Total cost paid by the College
R&D & consultancy, involving the infrastructure facilities and work time

Casual Leave	
No. of Days per Year	12
Vacation Leave	
Winter	15 Days
Summer	30 Days
Medical Leave	
0– 5 Years Experience	Nil
5– 10 Years Experience	1 Week
10 – 15 Years Experience	2 Weeks
Maternity Leave:	
Years of Experience	5 Years
3 months paid leave	



International Training - NC Tech



International Training - Automation



International Training @ Germany



International Training @ Japan

**Dr.A.Ramesh, M.E., Ph.D.**  
Principal

Date :24.02.2021

**TO WHOMSOEVER IT MAY CONCERN**

This to certify that the average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years is 47.42% .The details are given below.

Academic Year	2019-20	2018-19	2017-18	2016-17	2015-16
Total number of faculties	124	100	77	70	45

  
24/2/21  
PRINCIPAL

# CHENNAI INSTITUTE OF TECHNOLOGY

Sarathy Nagar, Pudupedu Nagar, Kundrathur, Chennai - 69.

## JOURNAL / CASH / BANK PAYMENT VOUCHER

Voucher No. :

Date : 9/3/2020

Ref No. 2020/conf/1

PURPOSE AND REASON : 6<sup>th</sup> International Conference on Advanced Computing and Communication Systems (ICAACS 2020).  
Sri Eswar College of Engineering - Coimbatore.

ACCOUNT HEAD	Credit / Debit Rs.
1. Dr. R. Menaka - 2 Paper	Rs 10,000
2. Dr. R. Dharaagopal - 2 Paper	Rs 7,500
3. N. Archana - 3 paper	Rs 12,500
4. Ashlin Jinishia - 2 Paper	Rs 7,500
5. A. Sivabalan - 1 Pap	Rs 2,500
6. R. Pandimeena - 1 PAP	Rs 5000 I Pandimeena
7. N. Murugan - 2 PAP	Rs 7500
8. S. Bhuvanapasi - 1 Pap	Rs 5000
9. Dr. J. M. Madana - 5 PAP	Rs 15,000
	<u>72,500/-</u>

Cheque No. CASH Date 9/3/2020 Rs. 72,500 -/-

Rupees : Seventy two thousand five hundred only

RECEIVED PAYMENT

Prepared by R. S. Sub	Checked by H. M. M	Approved by [Signature]	[Signature]
--------------------------	-----------------------	----------------------------	-------------

[Signature]  
Dr. A. R. MATHIAH, M.E., PH.D.  
CHENNAI INSTITUTE OF TECHNOLOGY

Financial Support for Conference Registration amount

# CHENNAI INSTITUTE OF TECHNOLOGY

Sarathy Nagar, Pudupedu Nagar, Kundrathur, Chennai - 69.

## JOURNAL / CASH / BANK PAYMENT VOUCHER

Voucher No. :

Date : 23.06.2017. Ref No.

PURPOSE AND REASON : FDP registration Amount.		
ACCOUNT HEAD	Credit / Debit Rs.	
J. Eric Clapton G. Maheswaran	Rs. 3000/-	Rs. 3000/-
Cheque No.	Date	Rs. 6000/-
Rupees : Six Thousand Only.	RECEIVED PAYMENT	
Prepared by <i>A.M.</i>	Checked by <i>A.M.</i>	Approved by <i>A.M.</i> 23/06/17

*A.M.*  
Dr. A. RAMESH, M.E., Ph.D.  
PRINCIPAL  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, NANDAMPAKKAM POST,  
KUNDRATHUR, CHENNAI - 600 069.

Financial Support for FDP Registration Amount

# CHENNAI INSTITUTE OF TECHNOLOGY

Sarathy Nagar, Pudupedu Nagar, Kundrathur, Chennai - 69.

## JOURNAL / CASH / BANK PAYMENT VOUCHER

Voucher No. :

Date : 9/6/2020

Ref No.

PURPOSE AND REASON : Registration of Professional body Membership  
ISTE - Indian Society for Technical Education

ACCOUNT HEAD	Credit / Debit Rs.
1. N. Archana	Rs 3540
2. Dr. R. Menaka	Rs 3540
3. Dr. R. Balamurali	Rs 3540
4. A. Senthikumar	Rs 3540
5. K. Praveen	Rs 3540
	<u>Rs 17,700</u>

Cheque No. \_\_\_\_\_ Date \_\_\_\_\_ Rs. 17,700

Rupees : Seventeen thousand Seven hundred only.

Prepared by <i>R. S. S.</i>	Checked by <i>K. Jay</i>	Approved by <i>[Signature]</i>	RECEIVED PAYMENT <i>[Signature]</i>
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*[Signature]*  
Dr. A. RAMESH, M.E., Ph.D.  
PRINCIPAL  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, PUDUPEDU NAGAR, KUNDRATHUR, CHENNAI - 600 069.

Financial Support for ISTE Membership

# CHENNAI INSTITUTE OF TECHNOLOGY

Sarathy Nagar, Pudupedu Nagar, Kundrathur, Chennai - 69.

## JOURNAL / CASH / BANK PAYMENT VOUCHER

Voucher No. :

Date : 16/04/2019

Ref No.

PURPOSE AND REASON : LUBAN WORKSHOP - Equipment Maintenance and application		
ACCOUNT HEAD	Credit / Debit Rs.	
Dr. A. Dhanasekaran <i>nd</i>	Rs 1,50,000/-	
Mr. A. Suresh <i>etc</i>	Rs 1,50,000/-	
Cheque No.	Date	Rs. 3,00,000/-
Rupees : Three lakh only		RECEIVED PAYMENT
Prepared by	Checked by	Approved by
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

*[Signature]*

Dr. A. RAMESH, M.E., Ph.D.  
DIRECTOR  
CHENNAI INSTITUTE OF TECHNOLOGY  
KUNDRATHUR, CHENNAI - 69

Financial Support for abroad workshop

# 结业证书

**DHANASEKARAN ARUMUGAM :**

参加“印度·鲁班工坊EPIP国际师资研修班”培训，为期五周，完成全部培训内容，经考核合格，特发此证。

Having satisfied the requirement of India Luban Workshop EPIP International Faculty Training Seminar in terms of training contents and examinations during the five weeks, has been awarded the CERTIFICATE.

天津轻工职业技术学院

Tianjin Light Industry Vocational Technical College



证书编号: 20190004  
Certificate No.: 20190004

天津机电职业技术学院

Tianjin Vocational College of Mechanics and Electricity

日期: 2019.7.6

July 6, 2019

**Dr. A. RAMESH, M.E., Ph.D.**

**PRINCIPAL**

**CHENNAI INSTITUTE OF TECHNOLOGY**

**BARATHY NAGAR, HANDAPAKKAM POST,**

**MURDRATHUR, CHENNAI - 600 059.**

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

#### staffResponse:

The management evaluates the performance of the faculty based on teaching, research, participation in teamwork, arranging co-curricular and extracurricular activities and publication work. They are awarded and appreciated during teachers' day celebrations. The appraisal system motivates the staff to excel and put forth the best of their efforts. Staff retention is one among the strengths of the institution.

The following factors are deeply analysed in the appraisal system for teaching staff. An effective performance appraisal system helps the faculty in improvising their performance, enhancing their professional growth and contributing to institutional performance. The performance appraisals provide the information useful for promotion / increment determinations and at the same time, it offers an opportunity for evaluation and discussion of employee weaknesses and strengths.

The faculties are appraised based on

Self-appraisal report – Provide the information about academic performance, Research contribution, developmental activities of Department and Institute

Student's feedback - online and oral in class committee meeting.

HOD's evaluation based on the above the analysis the following actions are implemented, Faculty members are assisted to evaluate their strengths and weaknesses.

Faculty members incorporate changes suggested by the appraisal committee, to ensure quality deliverables.

Faculty members match up the pace of their deliverables as per the students' requirements. Suggestions are given to the faculty to complete the syllabus on time, if require advised them to arrange extra lectures.

Regular analysis of the results of internal assessment of all subjects is done and concerned faculties are guided to take necessary actions. Remedial classes are scheduled in reference to academic progress of the student.

Faculty members are encouraged to undertake R&D projects, consultancy work and apply for research grants.

Financial support will be provided for filing patent / copyrights.

Encourage faculty members, to participate and publish the research papers in the international / national conference and journals.

Based on their competency requirement, Faculty are counselled to attend FDP, STTP and workshops organized by the reputed Institutions / universities by granting OD.

Faculty is encouraged to organize national / international seminars / guest lecturers / workshops/conferences by sponsoring such events.

Based on the online feedback grading, necessary corrective actions are initiated.

Necessary suggestions are given to the faculty by the faculty appraisal committee, headed by Principal

about handling, monitoring the class and building confidence in handling the subjects.

**Effectiveness:**

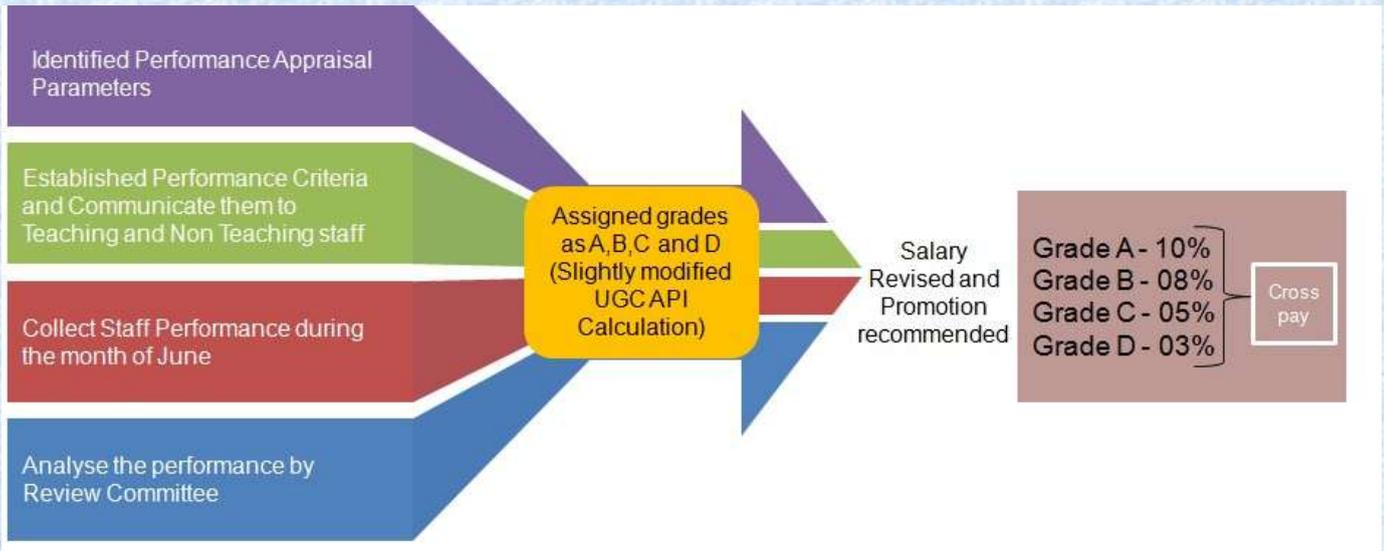
Academic Results and placement have improved  
Competency of the students increased.

Students confidently participate in various events organized by industry and government organization and win prizes bringing laurels to the department.

Students started to get University Rank.

Faculty enrolling for research activity increased.

Monetary benefit is given in terms of increment, memento and merit certificate



**Categories for Performance Review**

1. Academics
2. Research
3. Administrative Support
4. Professional Development

Faculty with good performance are provided with increments and promotions as per AICTE norms

Faculty with poor performance rating are counseled and suggestions will be given for improvements.

JENNY INSTITUTE OF TECHNOLOGY, CHENNAI-600077			
FACULTY PERFORMANCE APPRAISAL FORM - ACADEMIC YEAR 2016-17			
<b>1) BASIC DATA &amp; PERSONAL FILE</b>			
1.1 Name			
1.2 Department			
1.3 Designation			
1.4 BASIC PAY		GRADE PAY	TOTAL PAY
1.5 Qualification	PhD/Engg/MBA	PhD/MS/ M.TECH/ M.PHIL/LET	MA/BC/MBA
1.6 DOW	AGE	Academic Grade / Position	
1.7 UGC	EXP @ UG	EXP @ PG	EXP @ ACAD / INDU / IIT
1.8 Mobile No	Mail ID		
1.9 Address (Present)	Permanent Address		
<b>2) TEACHING, LEARNING AND EVALUATION (20)</b>			
2.1 Quality of Course Files (Last Current Semester) (1425, Max.120)		No. of Courses	Asst/Prof/ Asst
2.2 VAP/CP/ST/SA/Other/Other (Plan/CP/SA/OT/OT)			
2.3 Quality of Assignments (1)			
2.4 UGC - Contemporary Topics, Topics Internal Solution, mapping to SC/PSOs (1)			
2.5 Name of Seminars, FDPs, eCourses, Invitations in TLR (4)			
2.6 Internal/External Question Papers/Orals/Map/Ed/Other (Faculty/Other/Student) (1)			
2.7 Tutorial Sheets, Assignments, Evidence of Mini-Project (if any) (2)			
2.8 Sample Answer Sheets, Assignment Sheets (1) Best Average (2)			
2.9 Assessment of COs, Coursewise Analysis (CO) (1)			
2.10 Student/Asst/ Internal Marks, Marked by Remedial/Extra/Extra/Extra (1)			
2.11 Course End Survey, Analysis and Action Initiated (1)			
2.12 (10) Results Analysis, Overall CO Analysis, Coursewise Analysis (1)			
JENNY INSTITUTE OF TECHNOLOGY, CHENNAI-600077			

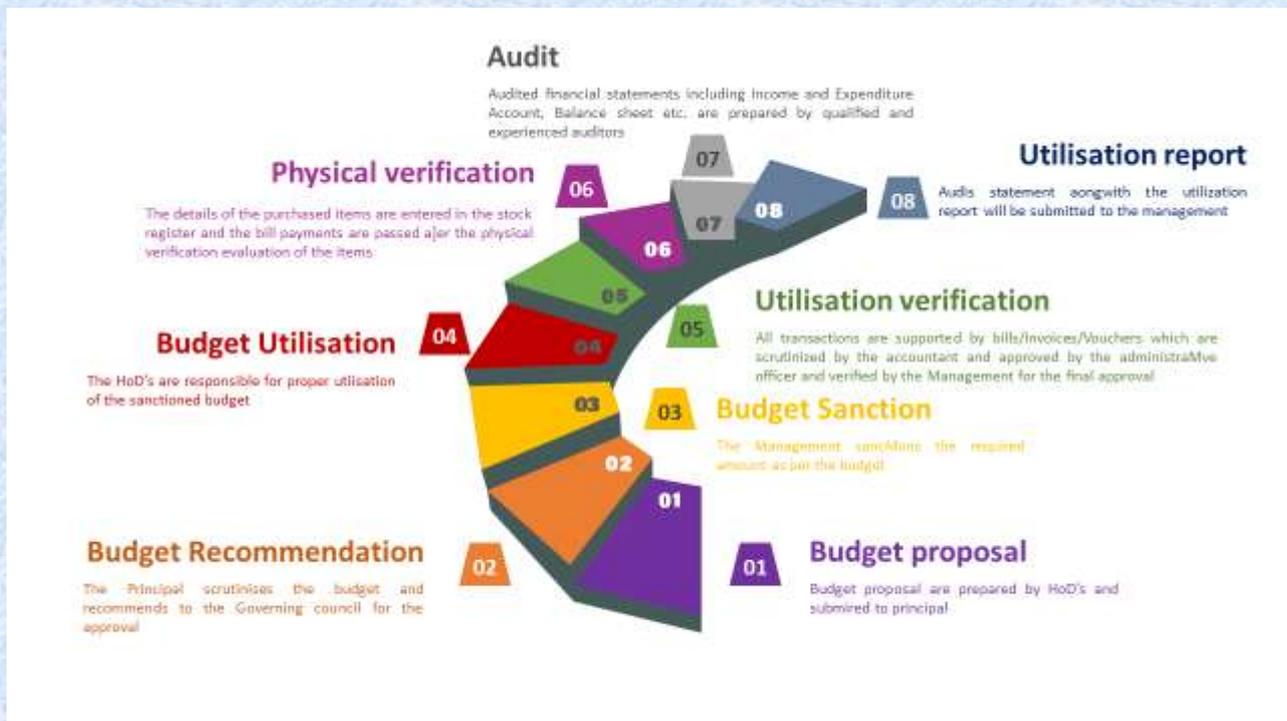
### 6.4.1 Institution conducts internal and external financial audits

#### regularlyResponse:

Internal Audit is performed by Accounts Manager deputed from Parthasarathy Seeniammal Educational Trust office periodically. During the course of Internal Audit, all required steps are taken to regularize the accounts and obtain confirmations for the credit balances, collect documentary evidences wherever inadequate in respect of payments, compliances of Tax Deducted from the source (TDS). The consolidation of the findings of the Institutions with Trust office has been completed and the annual returns have been submitted to Income tax Authorities and to the other relevant authorities concerned.

External Audit is done by the Auditors at the end of the every financial year. The reports are obtained before conducting external audit which is normally done after the closure of the accounts in all respects. The copy of the internal audit report covering all matters related to maintenance of accounts is preserved. Subsequently, External Statutory Audit is conducted by the auditors and the final audit report with audit findings are submitted to the Management.

Internal Financial Audit	External Financial Audit
Audited by Trust Internal Audit Committee Time period : Half yearly	Audited by Trust Internal Audit Committee Time period : Quarterly
Documents Audited	Documents Audited
➤ Cash Book	Check the Internal Audit Report
➤ Bank Book	Cash Book
➤ General Ledger	Bank Book
➤ Account Head vs. Budget Allocation Head	Account Head vs. Budget Allocation Head
➤ Salary Register	Salary Register
➤ Vouchers: Account Head, Date, Amount, Party Name, etc.	Vouchers: Account Head, Date, Amount, Party Name, etc.
➤ Cash Deposits into Bank	Cash Deposits into Bank
➤ Bank Reconciliation Report (BRS)	Bank Reconciliation Report (BRS)
➤ Statutory Payments: PF, TDS & GST Bank Loan Repayment	Statutory Payments: PF, TDS & GST
➤ Asset Account	Bank Loan Repayment
➤ Liability Account	Asset Account
➤ Maintenance: Buildings, Equipments, Electrical, etc.	Liability Account
	Maintenance: Buildings, Equipments, Electrical, etc.



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

#### Response:

For the institution the resources of funds are:

1. Tuition fee, hostel fee and transport fee from the students
2. Donation received from Non-Governmental bodies
3. Corpus fund
4. Rent and service income collected from Tata Consultancy Service for conducting online exams.
5. Service income collected for conducting online exams (NEET, GATE, SSC, UGC NET, IBPS,RRB).
6. Service income collected from industries for conducting training program. (Daimlers, Kadimi steels, Salsar, Mando).
7. Interest amount recurred from fixed deposits.

#### Optimal Utilization

##### 1. Recurring Expenses

1. Salary to staff, academic activities, transport, hostel and Institution maintenance.
2. Research activities
3. Scholarship to the needy students through 'HELPP'

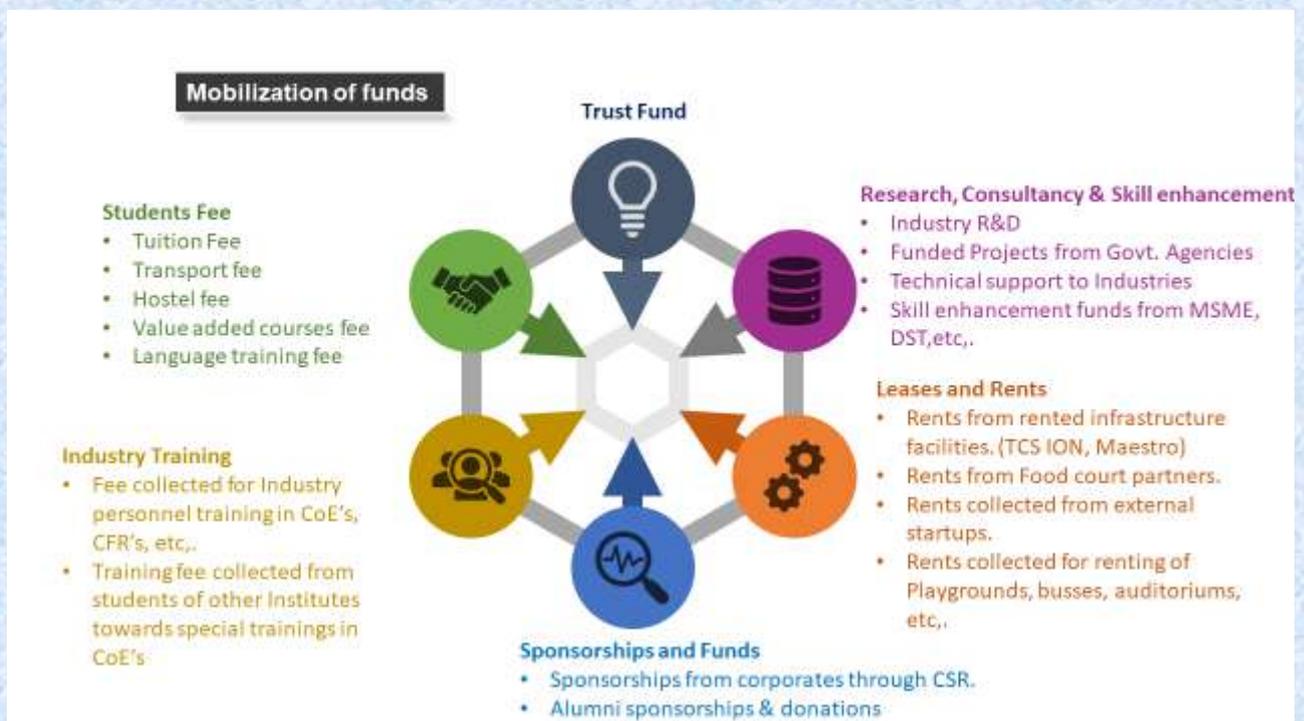
##### 2. Non-Recurring Expenses

1. Infrastructural development facilities and building construction works.
2. Lab Equipment, Computers, Software and Gymnasium Equipment.
3. Management allocates budget to create and upgrade the infrastructural facilities in tune with

the modern trends and for construction works.

### 3.Extra-curricular activities

- 1.Playground has been created to provide ample opportunities for conducting sports activities and enabling student participation.
- 2.Green atmosphere is maintained. Sewage Treatment Plant (STP) is installed to treat sewage water.The entire collected treated water is utilized for gardening purpose.
- 3.Ample care is taken to uphold cleanliness in the campus.
- 4.Solar power plant of 300kW has been installed for energy conservation.  
The institute utilizes the policy of solar power plant and water heater effectively as it saves revenues.



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

**Response:**

The IQAC Cell is constituted as per the guidelines of NAAC. IQAC reviews, identifies gaps and reforms the policy to ensure quality system in place. One case study is depicted below.

**Case Study: “Encouraging and motivating the faculty members for their research output by financial support and by awards”**

Strength of an Educational Institution is measured by research productivity, knowledge generation and innovation. The attainment of these activities depends upon the alignment of faculty with all the aspects of research initiatives being undertaken at the Institution level. CIT aims to achieve excellence in research and strives to be one of the top 100 Institutions in India in research frontier.

**CIT Research Promotion Support Schemes**

The Institution recognizes the research carried out by its faculty members and research scholars by granting incentives for publishing papers, contribution to h-index of the Institution through citations

**6.4.1.1 Incentive Schemes**

**A. Publications**

**1.(a) Publication of Research Papers**

Faculty members are expected to publish all the research findings in the form of technical papers in the Web of Science indexed / Scopus indexed journals having high Impact factors.

**Web of Science**

S. No.	Norms	Incentive in Rs.
1	First author	5000/-
2	Second author	2,500/-

1. For Co-authoring with Higher Learning Institutions like IITs / IISc and top ranked universities abroad in addition to the above incentive a special incentive of Rs. 10,000/- will be given.
2. High Impact journal papers

For every paper published in a journal with more than 5 impact factors, the first and corresponding author will get an additional incentive of Rs. 5000/- and Rs. 2000/- respectively.

### Collaborative Research Publications

Papers with National collaboration (premier institutions like IITs, IISc, NITs), An additional incentive of Rs. 3,000/- for the first author and Rs. 2,000/- for the second author shall be given.

Papers with International collaboration (Top 200 QS ranked University / Institutions) - An additional incentive of Rs. 5,000/- for the first author and Rs. 3,000/- for the second author shall be given.

### Policies for Journal Publications:

Affiliation must be Chennai Institute of Technology.

Applicable only for papers published in Science Citation Index (SCI) Journals / Web of science / Scopus

Faculties are encouraged to publish joint research papers with experts from Tier-1 Institutions / Industries.

### Authoring Books

In order to improve the teaching skills and to improve the subject knowledge, faculty members can publish text books with leading publishers with ISBN. They can also author book chapters.

S. No.	Norms	Incentives in Rs.
1	Text/ Reference Book published by an International publisher with an established peer review System	5,000/-
2	Partial contribution to edited knowledge-based volumes published by international publishers	3,000/-
3	Articles in reputed National Newspapers	1,000/-

Implementing the above practice 232 papers are published in SCI, Scopus, Web of Science journals and conference proceedings

**INTERNAL QUALITY ASSURANCE CELL [IQAC] COMPOSITION**

<b>S.NO</b>	<b>Name of the Member</b>	<b>Category</b>
1.	Mrs.S.Sridevi Secretary, CIT	Management Representative
2.	Dr.A. Ramesh , Principal	Chairman
3.	Dr.A.Prasina	Coordinator/Director
4.	Mr.R. Ramesh Administrative Officer	Senior Faculty Member/ Administrative Member
5.	Dr.R.Dhanagopal Associate Member	Administrative Member
6.	Dr.R. Balamurali Head-Industry Relations	Administrative Member
7.	Dr.R.Janarthanan Professor,CSE	Senior Faculty Member
8.	Mr.M.D. Vijayakumar Associate Professor, Mechanical	Senior Faculty Member
9.	DR.O.S.Rajamohan Associate Professor, Science & Humanities	Senior Faculty Member
10.	Mr.R.Raghuraman Assistant Professor, EEE	Faculty Member
11.	Ms.Y.J.Breetha Assistant Professor, Civil	Faculty Member
12.	Mr.N.Vinoth Assistant Professor, Mechatronics	Faculty Member
13.	Mrs.J .Krithiga Assistant Professor, ECE	Faculty Member
14.	Mrs.M.Shanmuga Sundari Assistant Professor, Cse	Faculty Member
15.	Mr.P.Subash Assistant Professor, Mech	Faculty Member
16.	Mr.S. Rahul, Area ABB	Alumni Member
17.	Mr.Ganesh Ramkumar	Student Member
18.	Mr.D. Kannan,DGM, Daimler India	Parent/Industrial Member

**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 ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

At the beginning of every semester the allocated course coordinator review the syllabus and prepares a course plan for that subject based on the course outcome and schedules a 60 to 70 hours plan to deliver it. He/she also makes a day wise schedule plan, methodology being used, pedagogies and what is expected out of that lesson.

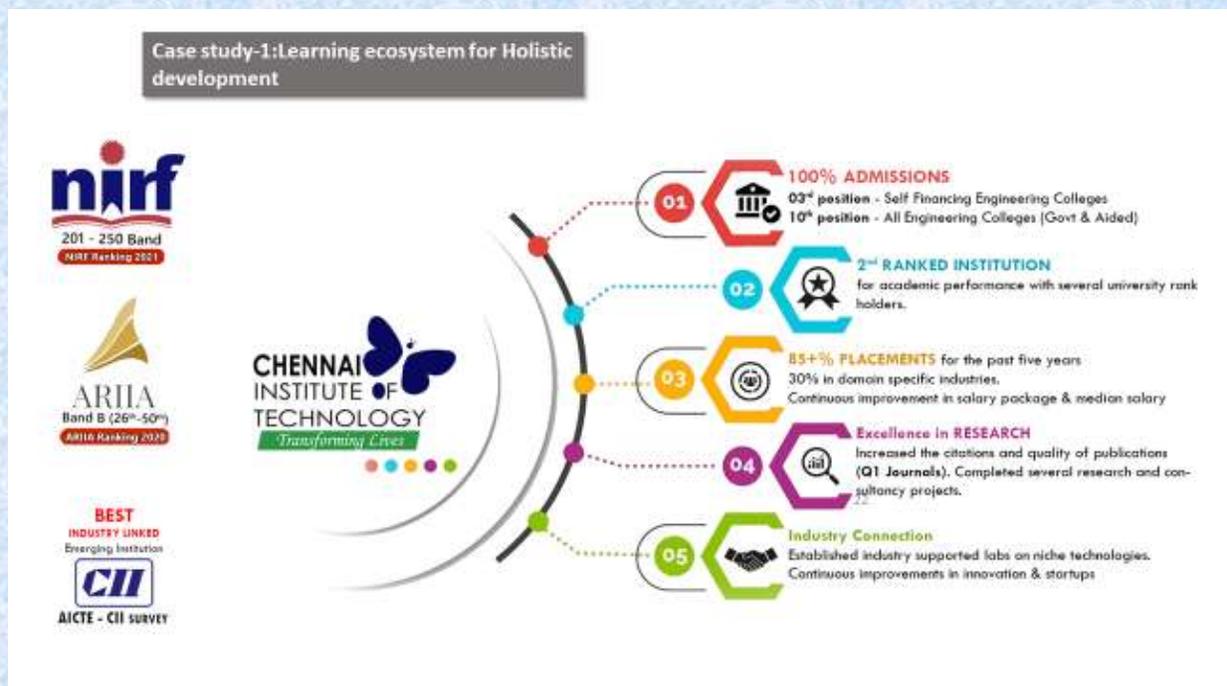
Course files or planning documents of every course are used to bring objectivity and strategize the course of teaching and learning for every topic. The teachers go through the syllabus and ensure that all the registered students full fill the pre-requisites of the course. They check if the students have a fair knowledge of the basics, so that they are able to understand the teaching. The Program Structure, Course Syllabus, Course Session Plan, Time-table, Master Academic Planning Worksheet are made available to the students before the commencement of the semester. Daily monitoring of conduct of the classes is done by the in each department. Regular meetings of course faculty are held with Head of the institution to review the course delivery and student learning progress.

The IQAC has developed a continuous review process on teaching-learning to sustain effective teaching and learning for targeted outcome. IQAC believes in appropriate planning for success. Following are few parameters on which review is conducted.

## IQAC FLOW CHART



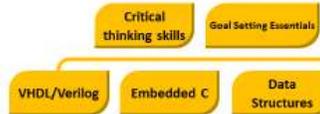
## QUALITY INITIATIVES BY IQAC FOR PROMOTING QUALITY CULTURE



**Case study-1: Reforms by IQAC to increase core placements in ECE department**

**SECOND YEAR**

Reforms in the regular structure of the second year curriculum by including value addition contents to enrich the domain specific knowledge in VLSI, Embedded systems, Wireless Communication, etc.,



**FIRST YEAR**

Reforms in the regular curriculum structure by including additional contents to improve the technical, analytical and communication capabilities of the student.



**THIRD YEAR**

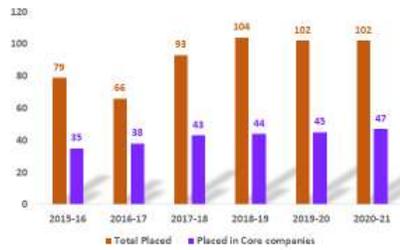
Reforms in the regular structure of the third year curriculum by including special training programs on ASIC T&V, RTOS and RTS, opensource 5G and wireless programming tools, IoT segments and applications, etc.,

**FINAL YEAR**

Reforms in the regular structure of the final year curriculum by including special trainings on values and ethics, project management skills, team management. Students are offered internships with stipend by their respective recruiters.



**Case study-1: Reforms by IQAC to increase core placements in ECE department**



**Case study-1: Reforms by IQAC to increase Product company placements in CSE department**

**SECOND YEAR**

Reforms in the regular structure of the second year curriculum by including value addition contents to enrich the domain specific knowledge in DBMS, Java, Data Structures, etc.,



**FIRST YEAR**

Reforms in the regular curriculum structure by including additional contents to improve the technical, analytical and communication capabilities of the student.



**THIRD YEAR**

Reforms in the regular structure of the third year curriculum by including special training programs on BPM-PEGA, AI & MS / testing, Data Analytics, IoT, etc.,

**FINAL YEAR**

Reforms in the regular structure of the final year curriculum by including special trainings on values and ethics, project management skills, team management. Students are offered internships with stipend by their respective recruiters.



### Case study-2: Reforms by IQAC to improve the academic performance of slow learners

Blooms level	Slow earner limitations
<b>Applying</b>	Limited ability to work with abstractions and to generalize
	Lack of originality and creativeness
	Inability to analyze, to do problem solving or think critically
	Lack of power to use the higher mental processes.
<b>Understanding</b>	Limited understanding on analytical aspects
	Habits of learning very slowly and forgetting very quickly.
	Inability to set up and realize standard or workmanship.
	Limited powers of self-direction.
<b>Remembering</b>	Short attention and concentration span is less
	Failure to recognize familiar elements in new information.
	Very local point of view.
	Slow reaction time



### Case study-2: Reforms by IQAC to improve the academic performance of slow learners

#### Improvements in PO/PSO attainment

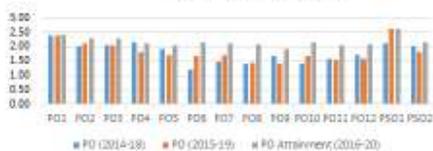
##### ECE Department

PO/PSO Attainment



##### Mechanical Department

PO Attainment 2016-2020



#### Improvements in Academic Performance

