



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY
Name of the head of the Institution		ARUMUGAM K
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		044-26311045
Mobile no.		7010723984
Registered Email		principal@gojaneducation.com
Alternate Email		viceprincipal_gsb@gojaneducation.com
Address		80 FEET ROAD, EDAPALAYAM, REDHILLS,
City/Town		CHENNAI
State/UT		Tamil Nadu
Pincode		600052
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	private
Name of the IQAC co-ordinator/Director	Mr. Suresh Raj L
Phone no/Alternate Phone no.	04426311016
Mobile no.	9884566996
Registered Email	iqac@gojaneducation.com
Alternate Email	sureshraj.l@gojaneducation.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.gojaneducation.com/IQAC/2018-19/AQAR%2018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.gojaneducation.com/academic-calendar%2019-20.html

5. Accreditation Details

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

6. Date of Establishment of IQAC

24-Apr-2014

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Entrepreneurship Awareness Camp	12-Aug-2019 10	194
Participated in NIRF	07-Jan-2020	0

	1	
ISO Upgradation	14-Dec-2020 1	20
IQAC Minutes of Meeting	23-Jun-2020 1	10
IQAC Minutes of Meeting	07-Dec-2019 1	10
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	0	Nil	2019 0	0
Nil	0	Nil	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

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

Yes

Upload the minutes of meeting and action taken report

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

No

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

1. ISO Upgradation - Institution is ISO 9001:2015 certified as on December 14, 2019. 2. Participated in NIRF Ranking 2019 3. Conducting Entrepreneurship Awareness Camp, Soft skill programmes and personality development programmes to the students. 4. Conducting Regular Academic Audit by the Academic Coordinators. 5. Conducting National Level Conference, National Level Technical Symposium, Guest Lecture, Seminar Workshop.

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

Plan of Action	Achievements/Outcomes
To Conduct NSS Activities for the Students.	NSS Activities like Road Safety Awareness Program, Road Safety Week, Blood Donation Camp, Swachh Bharat Summer Internship 2019 National Unity Day Creating Awareness on Wall Art, Rashtriya Poshan Maah, were also conducted.
To enhance Entrepreneurship Development Cell Activity	Entrepreneurship Development Cell Program have been conducted by the Technical Experts.
Plan for Industrial Visit	Industrial Visit have been conducted for all the departments.
To Conduct the Guest Lecture & Seminar program twice in a Semester for each department	Guest Lecture & Seminar program were conducted for all the departments
To Conduct two Academic Audit per Semester	Academic Audit were conducted to ensure the academic policies to the faculty members.
To conduct IEI Student Chapter Technical Event	IEI Gojan Students Chapter conducted Technical Event
To prepare and submit SSR for NAAC Accreditation Cycle-2	Submitted SSR for NAAC Accreditation Cycle-2 on 21-03-2020
To prepare and submit IIQA.	Submitted IIQA on 07/02/2020
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
GOVERNING COUNCIL	10-Jul-2020

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

28-Jan-2020

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	I Campus HUB (ERP) is available in the college and is effectively used. It is used for uploading details and reports of The Module consist of 1. Student 2. Academic 3. Fees Management 4. Finance 5. Payroll 6. Fleet Management 7. SMS 8. Manage Users 9. Reports Generated 10. AutoLib Software is used for Library. 11. CCTV surveillance Available

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

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

papers are prepared to attain the effectiveness of the course outcome
 Pioneering new projects and encouraging the students to accomplish on it by
 allowing and supporting them in all their endeavours Sophisticated Laboratories
 according to the requirements of the curriculum Aptitude and soft skill hours
 are included in the time table Regular coaching classes for training the
 students Formalizing "outcome-based approach" for the effective delivery of the
 curriculum Question papers are prepared to attain the effectiveness of the
 course outcome

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
ME	NIL	Nil
BTech	NIL	Nil
BE	Nil	Nil

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BE	Aeronautical Engineering	01/07/2019
BE	Civil Engineering	01/07/2019
BE	Computer Science and Engineering	01/07/2019
BE	Electrical and Electrical Engineering	01/07/2019
BE	Electronics and Communication Engineering	01/07/2019
BE	Mechanical Engineering	01/07/2019
BTech	Information Technology	01/07/2019
ME	Applied Electronics	01/07/2019
ME	CAD/CAM	01/07/2019
ME	Computer Science and Engineering	01/07/2019
ME	Engineering Design	01/07/2019
ME	Power Electronics and Drives	01/07/2019
ME	VLSI Design	01/07/2019
ME	Master of Business Administration	01/07/2019

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

	Certificate	Diploma Course
Number of Students	71	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Embedded and Automation Systems Design	04/02/2020	26
Finite Element Simulation Using ANSYS	04/02/2020	10
RC Flight Control	10/07/2019	4
ANSYS Fluent for Aerodynamicist	10/07/2019	6
STAAD PRO	10/07/2019	5
Robotics Programming	16/07/2019	10
CNC Programming	07/08/2019	10
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BE	Computer Science and Engineering	10
BE	Electrical and Electrical Engineering	13
BE	Electronics and Communication Engineering	22
BE	Mechanical Engineering	33
MBA	Master of Business Administration	37
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
We collect feedback from stakeholders such as students, faculty, employer alumni and parents to gather information and use it to build a better working environment, increase the efficiency of the institution, increase students

engagement, provide more valuable service and maintain personage of the institution. A structured feedback form ensures to get proper feedback and also capture all relevant information. In order to ensure and analyses the feedbacks, IQAC is involved in reviewing and cultivating the academic excellence at all levels. The most powerful form of assessment is students and faculty feedback forms that gives high quality and meaningful feedback which can increase students learning. Student's feedback is an effective tool for faculty evaluation resulting in faculty development. Based on the feedback, faculties were informed about their strengths and weaknesses in a confidential manner. A uniform opportunity was then provided to these teachers for 3 months to improve their teaching skills. At the end of the period, again a questionnaire was administered to both the students and the faculty to assess the effectiveness of the feedback system. Student's feedback was used in evaluating and improving the effectiveness of the quality of teaching skill. On the other hand, student's experience in classroom is measured with the help of feedback forms in improving the relationship of students with the institution. It provides a way to sustain the promise of the institution. Equally, faculty feedback form is intended to collect information relating to the satisfaction and expectation towards the curriculum, teaching, learning, evaluation and infrastructure. The information gathered from the faculty is used for quality improvement in terms of education and the institution. It provides suggestions for the development of students and enhancement of students self-efficacy, improvement of learning strategies, and modifications for quality education. Besides, it helps to build neighbouring, open working relationships and healthy work environments among staff. Consequently, feedback from parents ensures our performance and excellence. The information lets us see where our strengths lie and also the areas in which we need to improve. Also, it expresses their perception regarding the institutional policies and decisions, effectiveness of communication channels which helps to take necessary steps in getting parents involved in decision making and to build strong relationships with the institution. Alumni feedback reflects the quality of the students the institute has produced. Alumni feedback deduces the quality of activities organized for overall development of students by the institution such as teaching and learning practices, steps taken in developing the students communication skill, leadership qualities, social commitments and responsibilities, handling of students grievances, hospitality, alumni management etc. This enhances the overall development of the institutional activities. The suggestions given by the alumni are analysed and the necessary actions are taken.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
ME	Computer Science and Engineering	18	5	5
ME	CAD/CAM	18	1	Nil
ME	Applied Electronics	18	1	1
BTech	Information Technology	30	22	17
BE	Mechanical Engineering	120	15	8

BE	Electronics and Communication Engineering	90	36	29
BE	Electrical and Electrical Engineering	30	10	5
BE	Computer Science and Engineering	90	40	31
BE	Civil Engineering	60	5	1
BE	Aeronautical Engineering	60	30	26
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	719	106	116	24	18

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
158	58	4	8	Nil	3

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
825	158	1:5

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

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

153	90	63	63	6
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2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Nil	Nil	Nil
2020	Nil	Nil	Nil

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BE	101, 103, 104, 105, 106, 114	VIII/IV	27/03/2020	17/10/2020
BE	101, 103, 104, 105, 106, 114	IV/II, VI/III	24/04/2020	15/08/2020
MBA	631	I/I	14/12/2019	29/01/2020
MBA	631	III/II	19/10/2019	29/01/2020
ME	401, 402, 405, 408, 415, 419	I/I	14/12/2019	29/01/2020
ME	401, 402, 405, 408, 415, 419	III/II	19/10/2019	29/01/2020
BTech	205	I/I	20/11/2019	29/01/2020
BTech	205	III/II, V/III, VII/IV	19/10/2019	29/01/2020
BE	101, 103, 104, 105, 106, 114	I/I	20/11/2019	29/01/2020
BE	101, 103, 104, 105, 106, 114	III/II, V/III, VII/IV	19/10/2019	29/01/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

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

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

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

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

2.6 – Student Performance and Learning Outcomes

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

<https://www.gojaneducation.com>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
405	ME	Computer Science and Engineering	5	3	60
402	ME	CAD/CAM	1	1	100
401	ME	Applied Electronics	4	3	75
205	BTech	Information Technology	11	7	64
114	BE	Mechanical Engineering	74	26	35
106	BE	Electronics and Communication Engineering	40	17	43
105	BE	Electrical and Electrical Engineering	22	5	23

104	BE	Computer Science and Engineering	49	22	45
103	BE	Civil Engineering	13	1	8
101	BE	Aeronautical Engineering	15	8	53

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2.7 – Student Satisfaction Survey

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

[_https://www.gojaneducation.com/sssurvey-result.html_](https://www.gojaneducation.com/sssurvey-result.html)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	180	Tamil Nadu State Council for Science and Technology	0.75	0.75
Minor Projects	180	Tamil Nadu State Council for Science and Technology	0.75	0.75

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Product Development using CATIA V5	Aeronautical Engineering	03/07/2019
Machine Learning of Python	Computer Science and Engineering Electrical and Electrical Engineering Electronics and Communication Engineering	04/07/2019
Skill Talent Enhancement Training Program	Mechanical Engineering Aeronautical Engineering	04/07/2019
Career Guidance	Mechanical Engineering Aeronautical Engineering	06/07/2019
Embedded Systems	Electrical and Electrical Engineering Electronics and Communication Engineering	12/07/2019

Digital Prototyping	Mechanical Engineering Civil Engineering	12/07/2019
IOT	Computer Science and Engineering Information Technology	13/07/2019
Industrial 4.0	Electronics and Communication Engineering	20/07/2019
TOC	Computer Science and Engineering	24/07/2019
Enhanced Technologies Used In IC Engine	Mechanical Engineering Aeronautical Engineering	26/07/2019
Ethical Hacking	Computer Science and Engineering Information Technology	06/08/2019
Irrigation Hydraulic Structures	Civil Engineering	06/08/2019
Mobile Application Development	Computer Science and Engineering Information Technology	07/08/2019
Soft Skill and Motivational Program	Science and Humanities	09/08/2019
Seminar -Aerodynamics and CFD	Aeronautical Engineering	17/08/2019
First Aid Trg Courses	Science and Humanities	05/09/2019
Work Shop On AWS	Computer Science and Engineering Information Technology	20/09/2019
Robotics Workshop	Science and Humanities	20/09/2019
Embedded, Arduino, IOT	Electronics and Communication Engineering	20/09/2019
Poshan Maah Rasthriya Poshan	Science and Humanities	25/09/2019
Cryptographic and Network Security	Computer Science and Engineering	19/10/2019
Theory of Computation	Computer Science and Engineering	22/10/2019
One day Workshop on Robotics	Electronics and Communication Engineering	10/03/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
SAUR URJA VEHICLE CHALLENGE 1) BEST UTILITY 2) BEST SOCIAL BUZZ 3) SUVC VISIONARY 4) BEST CREATIVE PRODUCT 5) TEAM	GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY	RSTE	20/07/2019	Institution

SPRIT 6) GURU DRONACHARYA				
TISLA AMBITION AND ACHIEVEMENT AWARD	E.Esakkiya C. H.Vijayalakshimi S.Shankar M.Ramya	IEI	13/09/2019	Student
IEI Centenary Technical Conference 2019	D Jone	IEI	13/09/2019	Student
SAUR URJA VEHICLE CHALLENGE 1) BEST UTILITY 2) BEST SOCIAL BUZZ 3) SUVC VISIONARY 4) BEST CREATIVE PRODUCT 5) TEAM SPRIT 6) GURU DRONACHARYA	GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY	RSTE	Nil	Institution
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nii	Nil	Nil	Nil	Nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Computer Science and Engineering	2	Nil
International	Electrical and Electrical Engineering	1	Nil
International	Mechanical Engineering	5	Nil
International	Information Technology	1	Nil
International	Science and Humanities	4	Nil

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

Department	Number of Publication
Electronics and Communication Engineering	2
Mechanical Engineering	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2019	0	Nil	Nil
Nil	Nil	Nil	2020	0	Nil	Nil

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2019	Nil	Nil	Nil
Nil	Nil	Nil	2020	Nil	Nil	Nil

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	Nil	67	Nil

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Wall Painting	S P Office Tiruvallur	2	15
Road Safety	RTO Office Redhills	10	110
National Unity Day	Gojan NSS	15	120
Clean Campaign At KBC School	KBC School Redhills	5	30

Tree Plantation	Gojan NSS	5	90
Creating Awareness About Covid-19	KVT Multi Specialty Hospital	15	115
Almandosol Tablet Offering	Primary Health Center Alamathi	15	120
Blood Donation Camp	Govt Head Quarters Hospital Tiruvallur, State Aids Control Society	10	50
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swatch Bharat Summer Internship Camp 2019	School, Primary Health Center	CLEAN INDIA	2	30
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Research Project	2	Tamil Nadu State Council for Science and Technology	180
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Field trip	Students Training	Vequal IR TC Services Pvt Ltd	10/01/2020	10/01/2020	Nil

Field trip	Students Training	Water Treatment Plant Koyambedu	21/08/2019	21/08/2019	Nil
Field trip	Students Training	Southern Railway Perambur	08/08/2019	08/08/2019	Nil
Field trip	Students Training	ReTech Tambaram	26/07/2019	26/07/2019	Nil
Field trip	Students Training	Spiro Solution, T Nagar	25/07/2019	25/07/2019	Nil
Field trip	Students Training	Southern Railway Perambur	24/07/2019	24/07/2019	Nil
Field trip	Students Training	Southern Railway Perambur	19/07/2019	19/07/2019	Nil
Field trip	Students Training	Ashok Leyland Ltd., Ennore	06/07/2019	06/07/2019	Nil
Field trip	Students Training	Ashok Leyland Ltd., Ennore	29/06/2019	29/06/2019	Nil
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Ko Infotech Pvt., Ltd.,	27/04/2019	Mobile App Development, Web Design, Billing Software's Training	20
Automobile Division of Southern Electronics (Bangalore) Pvt. Ltd., (Gojan Campus - Chennai Division)	26/04/2019	Front Wiper System, Windshield Washer System, Cooling Fan Motor, Starter Motor for motorcycles, AC Generator Training	35
M/s Goodwin Motors	26/04/2019	Car Engine, Motor Cycles, Bike Transmission Training	35
Fore View Technologies Pvt., Ltd.,	26/04/2019	MATLAB, Java, Dot Net, Embedded System, IoT, Power System, Power Electronics Training	40

Be Cool Air Conditioners	25/04/2019	Compressor, Condenser Expansion Device, Power Chill, Coanda Operation, Cool Sleep - Off Timer, Smell Proof Function, Econo Mode, Auto Restart, Freeze up Protection, Remote Controller Functions Training	20
Power Tech Innovations	03/04/2019	Electronics Manufacturing and Software Development Training	45
Integral Systems Components Pvt. Ltd., (Gojan Campus - Chennai Division)	08/03/2019	Sensors, Switches Manufacturing and Servicing Training	20
Southern Electronics (Bangalore) Pvt. Ltd., (Gojan Campus - Chennai division)	20/02/2019	PLC, SCADA, DCS, Embedded Systems, Drives, Field Instrumentation and Advanced Mechanical Systems Training	8
Suman Controls Pvt. Ltd., (Gojan Campus - Chennai division)	31/01/2019	Instrument Transformers (CT PT) Training	4
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
15	15.48

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing

Campus Area	Existing
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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	33852	10155600	765	229500	34617	10385100
Reference Books	11284	3385300	255	76500	11539	3461800
e-Books	3550	782820	2705	57820	6255	840640
Journals	180	413918	Nill	Nill	180	413918
e-Journals	373	567580	Nill	Nill	373	567580
Others(s pecify)	2	600	Nill	Nill	2	600
Others(s pecify)	3	9620	Nill	Nill	3	9620

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	404	8	2	1	2	1	8	120	0
Added	0	0	0	0	0	0	0	0	0
Total	404	8	2	1	2	1	8	120	0

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

120 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
125	142.63	300	335.56

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

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

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	GOJAN TRUST SCHOLARSHIP	423	10356000
Financial Support from Other Sources			
a) National	PMSS	446	28185000
b) International	Nil	Nil	Nil

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
ICT/computing skills	03/07/2019	100	Placement and training department, Gojan School of Business and Technology
LIFE SKILS (Yoga, Physical Fitness, Health and Hygine	03/07/2019	50	Physical director department, Gojan School of Business and Technology
Soft Skills	01/07/2019	602	Mrs. Pushpalatha, BU Head, Power Tech Innovation, Ambathur, Chennai. Ms. Radhika R Arunmani, Training Consultant, Etymology Training Services, Chennai. Faculty of Science Humanities, Gojan School of Business and Technology

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Nil	Nil	Nil	Nil	Nil
2019	NIL	Nil	Nil	Nil	Nil

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Various organizations visited	50	28	Various organizations visited	5	3
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	Nil	Nil	Nil	Nil	Nil
2019	Nil	Nil	Nil	Nil	Nil
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

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

Activity	Level	Number of Participants
Cricket Team	Zone Level	28
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	State Level CHESS 15th place	National	1	Nil	110516106002	Abesha Benze B.A
2019	Third place Anna University	National	1	Nil	110518114018	Naresh K

	Zone 1 200mtr Athletics meet					
2019	Third place Anna University Zone 1 400mtr Athletics meet	National	1	Nil	11051811 4018	Naresh K
2019	Third place Anna University Zone 1 4x400mtr Athletics meet	National	1	Nil	11051811 4018	Naresh K
2019	Third place Anna University Zone 1 Discuss Throw Athletics meet	National	1	Nil	11051611 4052	Sampath Kumar K
2019	Third place Anna University Zone 1 5000mtr Athletics meet	National	1	Nil	11051710 4701	Gokul P
2019	Third place Anna University Zone 1 High Jump Athletics meet	National	1	Nil	11051811 4030	Suhail Ahmed M
2019	Third place Anna University Zone 1 4x400mtr Athletics meet	National	1	Nil	11051611 4030	Manoj Prabakar S
2019	Third place Anna University Zone 1 4x400mtr Athletics meet	National	1	Nil	11051863 1015	Joseph A

2019	Third place Anna University Zone 1 4x400mtr Athletics meet	National	1	Nil	110517114055	Vigneshwar G
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student representatives actively participate in various activities. They help in coordinating all the events related to academics and other co-curricular and extracurricular activities. The student representatives bring forward the views and suggestions of the entire class with respect to the faculty, subjects, syllabus and other things related to the class. Students are represented as members in the class committee meetings through which they can suggest their ideas and discuss their issues. Function of student' volunteers in each department is to organize various programs including technical symposium every year. College creates a platform for the active participation of the students in the various academic administrative bodies including other non-academic activities. It empowers the students in gaining leadership qualities, participation, interactive cooperation, problems solving skills and execution of various skills. Each council has a representative council, called as Class Committee. The students express their views and suggestions of the entire class with respect to the faculty, subjects, syllabus and other things related to the class. The composition of student members is of one topper, one average and one slow learner of each section who are nominated as class representatives for all the sections from First Year to Final Year. The Student Council helps students to share ideas, interests, and concerns with the Faculties and Principal. They also help to raise funds for wide activities including social events, community projects, and helping people in need. Various programs like paper presentations, workshops and seminars are organized by these bodies every year. The student council support with management for sports, programs and other social activities. Student council also helps in maintain disciplinary activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Institution has a registered Alumni Association. The Alumni Association of Gojan School of Business and Technology has been registered under the Tamil Nadu Societies Registration Rules, 1978 ACT, 1975 (TAMIL NADU ACT 27 OF 1975) at Chennai North on February 14, 2014. The association provides a forum for the Alumni to exchange of ideas on Academic, Cultural and Social Issues of the day by organizing and coordinating reunion activities of the Alumni. The association has the following members President, Secretary, Treasurer and Executive members. The undergraduate students who had interacted with the Alumni were identified as developing "Selfidentity", Social networks and Career path.

5.4.2 – No. of enrolled Alumni:

126

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

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association of the college is formed. Every year alumni association meeting will be conducted. All the office-bearers of the alumni association will be calling the entire student alumni function.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 – Institutional Vision and Leadership**

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

The college follows various practices for decentralized management by delegating authority and provides operational autonomy to the departments of the institution. All the departments are requested to present their annual action plan at the beginning of every academic year with a clear-cut roadmap to deliver the same. The Principal assigns faculty members for each committee and they discharge their responsibilities. It was suggested that remedial classes for problem-oriented papers should be held in the morning hours. The science and humanities department block certain hours for teaching physics, chemistry, mathematics, English, and EVS for the entire college and submits time table to other departments for their approval, suggestion and concurrence. The time table coordinator prepares time table of the department and gets approval from the HOD. The HOD submits to Vice Principal who in sign submits it to the overall in charge of the time table coordinator. The time table work is decentralized and is carried out effectively. Likewise, the Institution runs placement cell which delegates the duties to placement coordinators, they were allotted on the willingness of the individual faculty in each department with the concern of department heads. The placement cell activities done through two-way communication which ensures the effectiveness of pre placement activities.

The college advances civilization of participative administration. All resolutions are governed by organization of facts, information and objectives.

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

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<p>Our Institution is affiliated to the Anna University, Chennai and follows the curriculum and programs proposed by it. Yet, the college establishes various guest lectures, workshops, seminars, industrial visits and technical training programmes to enhance the curricular and fulfil the student's need. In addition, the institution follows the below mentioned steps to establish a solid curriculum focused academic activities to meet student needs. Describing course objectives and course outcome. Identify resources. Choose supportive programs that meet objectives. Planning Time Collect and devise materials. Lock down the specific tasks. Feedback and Assessments. Thus, effectiveness of curriculum implementation was recognised on the outcome of these strategies. Also we set aside time to engage students in conversations about the day's lesson and assignments.</p>
Teaching and Learning	<p>Teaching and learning, foster a learner centred environment. We develop resources, facilitate training sessions, and conduct consultations on the implementation of the strategies. To face the challenges of today's technological atmosphere, PPT and video presentation delivered for all the students. Guest lectures, workshops, and conference are conducted. Feedback system is used to understand the approaches that seem to be working within the class, and any alterations that could be made to continually improve the learning environment. The design of group work activities and projects can help students develop problem solving abilities, planning and organization, and communication skills.</p>
Examination and Evaluation	<p>Examination Evaluation Policy is an integral part of learning process. Examination and evaluation provide the most effective approach to encourage and reward effective teaching practices on the basis of student learning outcomes. Assessment of student learning at its best enables students to identify their own strengths and weaknesses and to determine the kinds of information they need to correct</p>

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

Research and Development

Vishwakarma Research and Development (RD) Centre came into existence in September 2016 as a research initiative. The main motto of the Research Centre is to inculcate the skills needed to face the competitive and modern environment. The major objective of RD Centre is to develop new solar, hybrid vehicles to meet the current requirements and demands of the advanced technological environment and to make progress in the technical skills. Our students have participated in various inter collegiate, National level events etc. to exhibit their talent in a wise way.

Library, ICT and Physical Infrastructure / Instrumentation

The library contains to books, journals and other learning materials along with technology aided learning mechanisms which enable students to obtain information, knowledge and skills required for their study programs. Library is fully engaged in issuing books, renewal and search. In addition, college has subscribed to various e-journals in various disciplines of engineering and business management. College management is committed to providing the required physical infrastructure and instruments immediately to fulfil the requirements. All the requirement were met as per Anna University and AICTE norms.

Human Resource Management

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

Industry Interaction / Collaboration

Industry Interaction and

Collaboration are achieved by bridging the gap between industry and the academic institutions. Better interaction between technical institutions and industry will give great bearing on the engineering curriculum, exposure of engineering students to industrial atmosphere and subsequent placement of young graduating engineers in industries across the country 1. ICT ACADEMY has periodic interaction with the institution and conducts training programs/workshops for employability related skill development of our students. 2. College has interaction with a number of Industry Houses like Wilson Power and Distribution Technologies Pvt Ltd, Soft Logic Academy, Hindustan Constructions Company Ltd, Live Wire Technology etc. These industrial organisations participate in the campus organised by the college.

Admission of Students

The college has a very good reputation amongst the student community. Many students aspire to get admitted to the college. The students are admitted through a centralized admission process by the affiliated university and directly by the Management. The students that get admitted to the institute mostly possess top cut off marks. Also, student's preference of the branch and institute in which they want admission is clearly looked into. Once the counselling results are published students who are allotted seats are asked to visit the institution for clarification of doubts to get a feel of the campus.

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

E-governance area	Details
Planning and Development	Institution uses MIS software called iCampuz which helps the institution to plan the Academic schedule. Staffs then prepare the Lesson plan, time table and accordingly helps in completing the syllabus
Administration	The MIS software (iCampuz) helps the institution to maintain the student details like their personal, academic, Extra-Curricular, Co-curricular campus activities. Faculty details like their attendance result analysis is also

	being maintained.
Finance and Accounts	The MIS software (iCampuz) helps the Accountants to enter the financial related data.
Student Admission and Support	The MIS software (iCampuz) helps the institution in maintaining student details and faculty details. Each and every faculty member intimates the performance of the students to their parents.
Examination	The MIS software (iCampuz) helps the faculty to enter the assessment marks details of the student to assess their academic performance. Marks are also being sent to their parents through SMS

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Suresh C	R-Programming	Vel Sri Ranga Sanku College	500
Nill	Arunsankar G Ramadhurai R Prabu K Tamilarasasi P	Industrial Automation Using IOT	Vel Tech High Tech Engineering College	2000
Nill	Shyam A Gomathy M	Transform Develop-The Research Work into Patent	Jerusalem College Of Engineering	1000
Nill	Shyam A	Project Model In TNSCST Seminar	Kalasalingam Academy Of Education Research	1000
Nill	Prabu K	YRC Orientation Program	Anna University	200
Nill	Karthikeyan D	Emotional Intelligence	DMI College	500
Nill	Prabu K Dharanikumar V U Mahendran C	Start-up Weekend Program	Karpagam College	9000
Nill	Shyam A	MSME Awareness Program	MSME Office Guindy	200
Nill	Shyam A	Elsevier Author Workshop	Anna University	500
Nill	Suresh Raj L	IEI Centenary Conference	IEITVLC	500

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NAAC Awareness Programme	NAAC Awareness Programme	26/06/2019	26/06/2019	58	3
2019	NAAC SSR Frame Work	NAAC SSR Frame Work	24/12/2019	24/12/2019	80	2
2019	ISO Audit Training Programme	ISO Audit Training Programme	02/12/2019	02/12/2019	22	2

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
IEI Centenary Conference	1	13/09/2019	13/09/2019	1
Elsevier Author Workshop	1	06/09/2019	06/09/2019	1
MSME Awareness Program	1	22/08/2019	22/08/2019	1
Start-up Weekend Program	3	16/08/2019	18/08/2019	3
Emotional Intelligence	1	14/08/2019	17/08/2019	3
YRC Orientation Program	1	03/08/2019	03/08/2019	1
Project Model In TNSCST Seminar	1	19/07/2019	20/07/2019	2
Transform Develop-The Research Work into Patent	2	21/06/2019	21/06/2019	1
Industrial Automation Using IOT	4	20/06/2019	24/06/2019	5

R-Programming	1	03/06/2019	04/06/2019	2
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
58	58	3	3

6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

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

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

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

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

Suggestions given by the PTA association were taken for the development of the academic and administrative functions of the institution. PTA association helps in pointing out the weaknesses of the students, with respect to their departments and suggestions were given for rectifications. Interactions between the parents and the teachers enhance the support progress of their respective students in all (academic and personal) aspects

6.5.3 – Development programmes for support staff (at least three)

Quality Improvement Programs like CISCO Network Academy. Training Programs on Proofreading, Software Hardware. Motivation

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

1. Permanent Affiliation for UG Programme 2. Recognized under section 12B of the UGC Act. 3. Participating in NIRF 4. Submission of data for AISHE Web Portal. 5. ISO Certification

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Entrepreneurship Training Programme	12/09/2019	12/09/2019	24/09/2019	194
2019	ISO Upgradation	11/12/2019	11/12/2019	11/12/2019	20
2019	IQAC Minutes of Meeting	07/12/2019	07/12/2019	07/12/2019	10
2020	Participated	07/01/2020	07/01/2020	07/01/2020	Nil

	in NIRF				
2020	IQAC Minutes of Meeting	23/06/2020	23/06/2020	23/06/2020	10
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Womens day	07/03/2020	07/03/2020	130	Nil

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

Percentage of power requirement of the University met by the renewable energy sources
i) Clean campaign ii) Green cover campus iii) Mega Seed Ball festival 2.0 iv) Biogas Generated and Used. v) Solar Power

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	Nil	10/07/2019	1	Creating Awareness On Wall Art	Awareness on open defecation	15
2019	Nil	1	05/09/2019	1	First Aid Orientation Course	Awareness on first aid techniques	50
2019	Nil	1	25/09/2019	1		Address	55

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Students	01/07/2019	<p>To turn the young minds of students in to the society that it is necessary to make them regulatory in the environment. To build that code of conduct is made to learn following things. Treat everyone, irrespective of age and position with respect and courtesy. Avoid any form of malpractice during tests and examinations. Your parents are welcome to meet the Class advisors / HODs / Principal. Make sure to fix an appointment to meet them. This makes the student to learn and be controlled under any situations.</p>
Handbook for Parents	01/07/2019	<p>In order to maintain an orderly, respectful and secure educational environment we expect the parents to know these guidelines. Train your ward to respect all elders including members at home, teachers, classmates and supporting staff. It gives everyone a feeling of wellbeing. Expensive electronic equipment like Tablets, Mobile phones, MP3, etc. are distracters and if found with the student will be confiscated. Parents are requested to monitor the students</p>

		learning at home. Regular Study will make learning easy and effective.
Code of conduct for employee	01/07/2019	<p>The purpose of this Code of Conduct is to articulate high standards of honesty, integrity, ethics in the institute and make it well functioning As the base of the institution employee must work to achieve vision and mission of the institute. All employees are expected to up hold the spirit of teamwork. Employee must not encourage malpractice during examination in any form. When servicing in this institute employee must not work/pursue in any other college or course without any approval from the Institution.</p>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2019	15/08/2019	65
Blood Donation Camp	03/10/2019	03/10/2019	60
Pooja Celebrations	05/10/2019	05/10/2019	110
National Unity Day	31/10/2019	31/10/2019	38
Republic Day	26/01/2020	26/01/2020	75

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Landscaping With Trees And Plants
- Restricted Entry Of Automobiles
- Farming
- Maintenance Of Greenery
- Renewable Energy Usage
- Avoiding Utilization Of Plastics
- Use Of More LEDs
- Water Conservation And Management

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice - I I (a) Title of the Practice Centralized Internal Assessment and Valuation II (b) Objective of the practice The main purpose of introducing Centralized Internal Assessment (CIA) and Valuation in GSBT is to bring transparency in the periodic evaluation of teaching and learning process. The CIA assesses the performance of students over a well-distributed interval of time within the semester and to make the examination an internal and integral part of the teaching process. The number of essential abilities such as to

drive the capacity for hard work, leadership and team-work, motivation, quality of imagination, intuition and speculation, skilled use of hands has been taken into account. I (c) The Context Internal Assessment is a continuous, periodic and internal, in which assessment is done in relation to certain abilities and skills of the students periodically and continuously. Internal assessment tests (CT and Model Exam) will be conducted by Exam cell as per Anna University schedule. Internal assessment is to be assessed by the faculty of the particular course. Internal assessment demands the outcome of the students than the ability and the skills of the students. CIA is basically a well-defined and transparent methodology to evaluate the robustness of internal assessments meant for eradicating the problems relating to our examination system. An internal evaluation system allows faculty of various courses to evaluate the performance of their students in accordance with the objectives they had set before themselves. I (d) The Practice CIA section is headed by the Principal and assisted by Exam Cell Co-coordinator. The GSBT Exam Cell is well established in terms of infrastructure, computing, printing and intercom facilities. The schedules of CT and Model Exam are communicated to students and faculty in the beginning of the semester through institute academic calendar. Syllabus for internal assessment will be communicated to the students well in advance. Question papers are set based on Course Outcomes and are approved by Heads of the department. Answer keys are prepared by the faculty. Any grievances in evaluation will be handled by faculty and Head of the department if necessary. CT and Model Exam question paper setting process as follows: For every subject, respective faculty prepares two set of question papers that covers equal number of questions from each unit, covering all the topics. Department exam cell coordinator under the guidance of HOD, checks for the standard of the question papers. Exam cell members select the final CT and Model Exam questions for each subject. Faculty members prepare the answer key / Scheme of evaluation. A Centralized valuation system is followed. I (e) Evidence of Success The success rate in the final university exam has been improved after the implementation of the centralized internal assessment and valuation. All internal exams related works are done inside the confidential room like Generation Photocopying of exam Question papers. Transparency in exam and there is no chance of malpractice or injustice, since the question paper reaches the respective exam hall just like the university exam. The institution follows a very clear, well planned academic calendar which schedules the examination. The faculty members complete the valuation within a stipulated time so that proctors can pass the academic details to parents and they can attend the regular Parent Teacher Meeting. The students with less mark in the respective subjects are identified by the class advisor and remedial /tutorial classes are given on that basis. The system adopted in institution is producing a good quality of professionals, with good technical knowledge while facing the placement interviews. I (f) Problems Encountered and Resources Required Some faculty members are busy with other assignments or on leave. Making alternate arrangement for valuation is quite difficult. No additional resources are required except deploying the available manpower at the college. Sufficient number of computers and printers are available for taking printouts of question papers. Best Practice - II (a) Title of the Practice Mentoring (b) Objective of the practice The goal of the mentoring program is to establish a trust relationship with accountability and responsibility from the mentor and student. A faculty member is a mentor for a group of 15-20 students. Some of the objectives of mentoring are given below. • To identify career paths for students and support students personal growth. • Provide an opportunity for students to learn and practice professional networking skills. • Equip students with the knowledge and tools to make ethical and right decisions. • Focuses on the student's total development. (c) The Context Mentoring is done effectively by assigning a mentor to each student. Mentoring gives opportunity to share the difficulties problems to get professional help and guidance by building trust

and confidence. Periodic reports are generated by the mentor. (d) The Practice The Mentor Scheme is an unique opportunity for students to come in contact with an experienced professional to gain one-to-one career advice, support and guidance for their profession. A mentor is allotted to a group of students from first year to final year. This mentoring scheme is conducted in a structured way. The mentor and students meet regularly and discuss about academic and personal progress. Developing a theory of action for how the mentoring process will achieve desired student outcomes. This will help in designing training for mentors and assessing the mentoring process. A common limitation of mentoring programs is the lack of a theoretical framework for how the program will result in change for the student. For mentoring to work a theory of action is important. The Theory of action explains the process by which a program or intervention plans and to achieve its intermediate and long-term outcome objectives and thereby provides a framework for an organization to examine whether or how its activities connect to its goals and projected outcomes. (e) Evidence of Success Mentoring increases grade promotion and decreases unexcused absences, tardiness, and bullying or quarrelling in college, and also improves relationships with parents and decreases skipping college. Mentoring focuses and motivates students toward achieving learning goals. Youth who perceive high-quality relationship with their mentor experience the best results. Mentors provide students with important information about college preparatory courses, financial aid and the college admission process. Undergraduates who receive out-of-class mentoring from faculty demonstrate increased academic achievement, while first year students who take mentoring seriously are significantly more likely to continue their studies. Their GPAs are comparatively higher than students who do not take mentoring seriously. Students at both the undergraduate and postgraduate levels report that mentoring helped them to develop skills and behaviours necessary to succeed. f) Problems Encountered and Resources Required All mentoring pairs face this challenge. Both mentors and students have commitments and responsibilities, both of which serve as convenient excuses for rescheduling a mentoring meeting. However, mentors and students must also remember their commitment to the program and to each other. Failing to meet as scheduled or frequent postponements will quickly erode the foundation of the relationship. At the beginning of the relationship either the mentor or student wants to meet more frequently than the program requires. Maintaining such an aggressive meeting schedule usually proves impossible over time, however. Usually, this is not a problem, but regular postponement or not meeting at all on a regular basis may lead to the thought that the mentor isn't capable. A mentor may ask a student to complete the work under the guise that the student will learn better if the student actually does the task. Although practice in real life situations is best for learning, theres a huge difference between practicing a skill and doing someone elses work. The best solution to sort out the problems during mentoring is to understand the student and identifying their character and ability.

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

<https://www.gojaneducation.com/bestpractices.html>

7.3 – Institutional Distinctiveness

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

The Vision of the Institute is based on optimal Standards, Value-based Education, Sustainable Development, and Interdisciplinary Research. The Institute has set up its methodology towards reaching our Vision Excellence in Academics and Exploration of Knowledge through Research Exponent for development of a Personality with enhanced Vision and Social responsibility.

Interest of students in Co-Curricular Activities (CCA) and Extra Curricular Activities (ECA) like Workshops, Guest Lectures, Industrial Visits and Social Welfare Programs have upgraded the student's future goal and get into vision.

This has helped students get into their professional positions. Career guidance, Personal advising and Training are very much organized through Mentoring and Placement. The institution is approved by AICTE, affiliated under Anna university and also accredited by NAAC and ISO 9001:2015 certified and recognized UGC u/s 2(f) and 12(B) of the UGC Act. College have registered in professional bodies that include ICT Academy, IEEE, ORACLE, ISTE, IEI Gojan Students Chapter and CII which further gives an international exposure to students.

Provide the weblink of the institution

<https://www.gojaneducation.com>

8.Future Plans of Actions for Next Academic Year

Effective online mode of teaching in order to overcome the current pandemic situation COVID-19. Improving faculty quality by making them to participate in various skill development programs through online mode. Inspire the students to publish good quality of research papers in peer reviewed journals. To complete NAAC Accreditation Cycle 2. Preparation for NBA accreditation. Encourage the students to get involve in internships, which fosters employability. Creating amiable environment for knowledge incubation centre in the institution. Students creativity and innovative thoughts can be brought to the light through Research and Development. To organize National and International Conference in all department. To Motivate the students to achieve University rank. To sign MoU with Industries to satisfy the need of industries to meet the current trends. To conduct the guest lectures and seminars in all departments. Creating awareness among the faculties and students on online certificate programme and encourage them to register through SWAYAM-NPTEL Local Chapter and also in ATAL and NITTR. It is planned to show and upward trend in the publication of books. To conduct career development programme and personality development programmes for the benefit of the final year students in campus recruitment.