



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>	
	GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY
• Name of the Head of the institution	Dr. C. Selvakumar
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04426311045
• Mobile no	8072373836
• Registered e-mail	principal@gojaneducation.com
• Alternate e-mail	iqac@gojaneducation.com
• Address	80 FEET ROAD, EDAPALAYAM, REDHILLS,
• City/Town	CHENNAI
• State/UT	Tamil Nadu
• Pin Code	600052
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>Anna University</b>				
• Name of the IQAC Coordinator	<b>Mr. Suresh Raj L</b>				
• Phone No.	<b>04426311016</b>				
• Alternate phone No.	<b>04426311016</b>				
• Mobile	<b>9884566996</b>				
• IQAC e-mail address	<b>iqac@gojaneducation.com</b>				
• Alternate Email address	<b>sureshraj.l@gojaneducation.com</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://gojaneducation.tech/agar-p1/">https://gojaneducation.tech/agar-p1/</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://gojaneducation.tech/academic-calendar/">https://gojaneducation.tech/academic-calendar/</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.25</b>	<b>2015</b>	<b>03/03/2015</b>	<b>02/03/2020</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.38</b>	<b>2021</b>	<b>19/09/2021</b>	<b>12/09/2026</b>
<b>6.Date of Establishment of IQAC</b>			<b>24/04/2014</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<b>New Course Introduced</b>		
<b>Usage of ICT Tools</b>		
<b>NPTEL Students Chapter</b>		
<b>Skill Development Courses</b>		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
<b>New Course Introduction</b>	<b>New Course Introduced (AIML, Cyber Security, Medical Electronics &amp; Mechanical and Automation)</b>	
<b>Campus Infrastructure</b>	<b>Gojan MSG auditorium inaugurated</b>	
<b>NPTEL Chapter active participation</b>	<b>Achieved active participation in NPTEL Chapter</b>	
<b>Skill Development Courses</b>	<b>Introduced Skill development courses</b>	
<b>Teaching Methodologies</b>	<b>New innovative teaching methods introduced</b>	
<b>Club activities</b>	<b>Various club started and every week activities were conducted</b>	

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td><b>GOVERNING COUNCIL</b></td> <td><b>10/03/2023</b></td> </tr> </tbody> </table>		Name	Date of meeting(s)	<b>GOVERNING COUNCIL</b>	<b>10/03/2023</b>
Name	Date of meeting(s)				
<b>GOVERNING COUNCIL</b>	<b>10/03/2023</b>				
<b>14. Whether institutional data submitted to AISHE</b>					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td><b>2021-2022</b></td> <td><b>19/01/2023</b></td> </tr> </tbody> </table>		Year	Date of Submission	<b>2021-2022</b>	<b>19/01/2023</b>
Year	Date of Submission				
<b>2021-2022</b>	<b>19/01/2023</b>				
<b>15. Multidisciplinary / interdisciplinary</b>					
<b>16. Academic bank of credits (ABC):</b>					
<b>17. Skill development:</b>					
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>					
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>					
<b>20. Distance education/online education:</b>					

## Extended Profile

### 1. Programme

1.1

**281**

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 2.Student

2.1 942

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 240

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 235

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 3.Academic

3.1 105

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 105

Number of sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	<b>281</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	<b>942</b>
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	<b>240</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>235</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3. Academic

3.1	<b>105</b>
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	105
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	55
Total number of Classrooms and Seminar halls	
4.2	377.06
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	350
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- The College is affiliated to Anna University, the curriculum and syllabi prescribed by the university are strictly adhered to.
- 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.
- Preparation of course file by the faculty members which contains the lesson plan, 2 mark questions and answers, notes of all the units and university question papers prior to the commencement of each semester.
- 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.

- Feedback is collected and analyzed 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 the various issues concerned with the academics.
- Sophisticated laboratories according to the requirements of the curriculum.
- Enhanced Library facilities with Wi-Fi.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2023/05/1.1.1.pdf">https://gojaneducation.tech/wp-content/uploads/2023/05/1.1.1.pdf</a>

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

The academic calendar is a guideline for Continuous Internal Evaluation (CIE) systems. The academic year starts on the date prescribed by Anna University which includes the start and end dates of the semester and examination schedules. The university publishes in advance, the academic calendar containing plans for curricular and co-curricular activities based on the available working/teaching days. With reference to the university calendar, IQAC of the institute prepares a detailed calendar of events at the institute level. It includes the dates of re-opening, commencement of cycle tests, commencement of semester examinations, essential functions of the college and government, local and institutional holidays, etc. Cycle tests and model exams are conducted strictly as per the guidelines of the university and as per the academic calendar. Three internal examinations are conducted as per the University norms. After conducting each internal exam, the centralized evaluation is completed within two days. Each semester's academic calendar is designed to meet the university's academic schedule.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2023/05/1.1.2.pdf">https://gojaneducation.tech/wp-content/uploads/2023/05/1.1.2.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**D. Any 1 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

14

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

10

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

256

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

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

### Gender:

There is no gender discrimination in the institution. Girls are given equal opportunities in all aspects.

Women's day is celebrated in such a manner to enhance gender equity. Glimpse of great women personalities are imparted to the students at the event.

The Institution has a Gender Grievance cum Redressal Committee.

### Environment and Sustainability:

Environmental Science and Engineering course is offered to all branches of Engineering in 2017 regulations.

A Roof-top solar panel is installed as alternative power resource.

Tree plantation is practiced to enhance the natural aura of the ambience

The college campus avoids usage of plastics in most of the possible cases.

Electric bikes are used inside the campus as an initiative to avoid carbon emission.

**Professional Ethics and Human Values:**

Professional Ethics and Human Values course are offered to all branches of Engineering in all the regulations.

Students and Faculty members are expected to follow the Institute's code of ethics.

NSS is included as a part of the curriculum to inculcate the service of the nation which involves blood donation, tree plantation and other social campaigns.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

**158**

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

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

511

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://gojaneducation.tech/wp-content/uploads/2023/05/1.4.1---Feedback-on-Syllabus-21-22.pdf">https://gojaneducation.tech/wp-content/uploads/2023/05/1.4.1---Feedback-on-Syllabus-21-22.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://gojaneducation.tech/wp-content/uploads/2023/05/1.4.2-FEEDBACK-REPORT-2021-2022.pdf">https://gojaneducation.tech/wp-content/uploads/2023/05/1.4.2-FEEDBACK-REPORT-2021-2022.pdf</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

**192**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

192

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

### Advanced Learners

- High performing students are identified on the basis of internal assessments, university examination, and involvement in classroom. Encouraging them with extra care to obtain University Ranks and also to improve their knowledge.
- Students are encouraged and motivated to participate and present papers in various Seminars/Conferences/ Workshops/ Inter-Collegiate Competitions organized by other colleges. They are also motivated to participate in extra-curricular activities, exhibitions and cultural competitions.
- Coaching is also given through soft skill training, aptitude and placement training.

### Slow Learners

- Remedial Classes are conducted to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities. This practice helps the struggling learners to improve subject knowledge and helps them catch up
- Set of students are assigned for a faculty who act as a mentor, Personal and Academic care is completely taken care of by the corresponding mentor.
- The mentor monitors academic performance and interacts frequently to understand and assist any student with issues that affect their ability to learn or impeded their academic success.
- Learning material prepared by subject handling faculty

members, verified by head of the department are given for student's reference.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
942	105

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

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

- **Role Plays:** Role play helps our students to learn and try out the experience in a play style. Subjects are well explained to the students by adopting role plays.
- **Discussions:** We do follow the discussions in many of the subjects as it makes the students to think wide and participate to come up with the opinions & suggestions to check their current knowledge. **Debates:** Debates are followed in many of the subjects where students are required to come with different opinions, thought processes thus the learning process gets justified in the argue-mental way of learning.
- **Mini projects:** To enhance the practical knowledge with innovation, we do encourage our students to make some Mini projects from II-year onwards, though it is not a part of the curriculum.
- **Case studies:** Case studies mainly for the circuit branches where the students are expected to have practical knowledge & logical thinking based on the realistic experiences.
- There are enough opportunities for all the students to develop their skills,
- Knowledge and leadership qualities through participation in various conferences, symposium conducted at national and international level.

- **Emphasis on soft skills needed in jobs e.g. communication skills, interpersonal skills, analytical skills, working attitude etc.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

- **Information & Communications Technology (ICT) enabled teaching methodologies and advanced technology are being followed by the faculty members in class rooms.**
- **The use of multimedia teaching aids like, LCD projectors, classrooms with internet enabled smart systems are usually used in classrooms.**
- **Smart classrooms help students and teachers organize assignments, boost collaboration, and foster better communication.**
- **The electronic resource packages like DELNET, NPTEL, SPOKEN TUTORIAL and Digital Library are available.**
- **The faculty members effectively utilize Audio Visual aids to demonstrate the concepts to the students using the resources from National Programme on Technology Enhanced Learning (NPTEL) to enhance the learning experience. External Hard disk containing web and video courses (offline) from NPTEL are accessible to faculty and students from the server installed in the library. Sufficient number of books, Journals, e-journals and e-books are available in the library. The research journals are available online and facility for accessing these journals is provided through proxy server in the campus.**
- **All the departments conduct seminars, workshops and guest lectures on the advancements in the core subjects for effective teaching and learning by the faculty members and students in each semester.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

#### 2.3.3.1 - Number of mentors

100

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

105

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

375

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

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

#### 2.4.3.1 - Total experience of full-time teachers

105

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

- Students are briefed through faculty about internal assessments, question paper patterns and university examinations.

- Cycle tests are conducted at regular intervals during syllabus completion. The faculty makes sure that the pattern of the questions is varying for different units. The internal examinations are also conducted for practical courses.

- The Cycle tests examination pattern is communicated to the students through the circular. The circulars in this regard are also circulated to the faculty members and are also displayed on the notice boards for students.

- An examination committee is constituted every year to coordinate the internal and external examination activities.

- Internal examination schedule is displayed on notice board in advance. Three internal examinations are held per semester.
- Internal examination answer papers are evaluated by centralized valuation process. The internal assessment mark lists are displayed on the notice boards.
- The subject faculty briefs the students in the classroom about their attendance and performance in the internal examinations.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2023/07/2.5.1.pdf">https://gojaneducation.tech/wp-content/uploads/2023/07/2.5.1.pdf</a>

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

- Students are free to interact with the Faculty/Staff members to resolve grievances if any, regarding the assessment.
- As per the university norms, following are the methods of grievance redressal regarding:

#### Internal Assessment:

- If a student is not able to appear for the examination due to medical or any genuine reasons retest is conducted for that student as per norms, provided that he/she submits application with proper documents.
- If any student scores less marks and wants to improve in that subject, he/she can appear for the retest.
- Any student who is not satisfied with the assessment and award of marks may approach the concerned HOD who can intervene and seek opinion of another course faculty.
- The cycle test papers are shown to the students for self-assessment.

#### University Assessment:

- With reference to evaluation, if the student scores less mark than expected, he/she can apply for revaluation of

his/her answer script after paying the prescribed fee.

- Students can apply for verification with photocopy of answer books and also they can challenge the evaluation of answer books.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

### Mechanisms of Communication:

- The College has clearly stated the learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.
- Hard copy of the syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students.
- Learning Outcomes of the Programs and Courses are displayed on the walls of each department. Soft copy of Curriculum and Learning Outcomes of Programs and Courses are also uploaded to the Institution internal website for reference.
- The importance of the learning outcomes has been communicated to the faculty members in every meeting.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

- At the end of each programme, the Program Outcome (PO)/ Program Specific Outcome (PSO) assessment is based on the Course Outcomes (CO) attainment of all curriculum components. The description of

Assessment tools used for the evaluation of program outcomes is given in attachment.

- In each course, the level of attainment of each CO is compared with the predefined targets. If it does not match the course coordinator takes necessary steps for the improvement to reach the target. With the help of CO against PO/PSO mapping, the PO/PSO attainment is calculated by the course in-charge.

- The POs/PSOs are the qualities that must be imbibed in the graduates by the time of completion of their program. At the end of each program, the PO/PSO assessment is based on the CO attainment of all curriculum components.

- The PSOs are framed based on the guidelines of learning outcomes. For every course, there are number of outcomes to be achieved at the end of the course.

All course outcomes shall have linkage to programme outcomes in such a way that the strongest relation has the weight 3 and the weakest relation is 1

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

193

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://gojaneducation.tech/graduation-report/">https://gojaneducation.tech/graduation-report/</a>

## 2.7 - Student Satisfaction Survey

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

<https://gojaneducation.tech/wp-content/uploads/2023/07/Student-Satisfaction-Survey-on-Teaching-Learning-Process-2021-2022.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

Nil

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

2

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

### Centre of Excellence

- Vishwakarma R&D Centre
- Gojan Robotics
- Cisco Networking Academy

Vishwakarma Research and Development (R&D) 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 R&D 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.

Gojan Robotics Centre came into existence in July 2017 as another research initiative to acquaint them with latest technological developments in the field of Industrial Robotics. The Research Centre conducts training programs for all the students irrespective of departments.

Gojan School of Business and Technology offers certificate/skill development course in CISCO certification training. Cisco Networking Academy helps students comprehend about the Network Domain. In order to expose the students to the latest technologies the college has set "CISCO NETWORKING ACADEMY" at the campus to encourage the students' participation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.gojaneducation.com/IQAC/SSR/Criterion%203/3.2.1/3.2.1.pdf">https://www.gojaneducation.com/IQAC/SSR/Criterion%203/3.2.1/3.2.1.pdf</a>

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

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

9

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

0

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

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

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

## 3.4 - Extension Activities

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

The College has made its noteworthy contribution to the society

and environment by participating to promote College-Neighborhood-Community network. Major emphasis is given on student engagement, service orientation and holistic development of students contributing towards the welfare of the organization. NSS unit and a team of committed faculty members engage students in the community development programmes. Rural India has been facing uncleanliness, unhygienic, malnourished conditions and the most important problem is open defecation. Lack of awareness is noted among the villagers about such problems like health, cleanliness and diseases. Our NSS unit works for solving such social problems. Open defecation problem may cause several communicable diseases among rural localities and pollute the area. To solve this problem NSS unit and College has adopted Alamathi and Nallur villages and cleaned the villages. For abatement of with deforestation and pollution problem NSS unit focused on tree plantation among villagers. Our NSS volunteers organized and actively participated in the rally on Abolition of Liquor Consumption. Also our NSS unit was interested to help our neighbor community by conducting Road Safety Awareness Camp with collaboration of Chennai traffic police and inviting them to give talks about the same.

File Description	Documents
Paste link for additional information	<a href="https://www.gojaneducation.com/IQAC/SSR/Criterion%203/3.4.1/3.4.1.pdf">https://www.gojaneducation.com/IQAC/SSR/Criterion%203/3.4.1/3.4.1.pdf</a>
Upload any additional information	No File Uploaded

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

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

**NIL**

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.4.3 - Number of extension and outreach programs conducted by the institution through

**NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

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

0

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

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### **3.5 - Collaboration**

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

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

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY provides the best available infrastructure to the students to become a recognized center of Excellence for Science, Technology & Engineering Education, while being committed to quality teaching, learning and research. The institution has adequate facilities to fulfill the norms laid by AICTE. The Institution has a sprawling campus spread over 15.98 acres with modern buildings, technology enabled classrooms and excellent infrastructure to create a learner-centered environment. The college has an R&D cell with all required facilities.

The facilities of the college like spacious classrooms, smart classrooms, well equipped laboratories, central library, and seminar halls are also constantly upgraded to meet the requirements. Every department is equipped with their own computing resources as well as a department library. The workshop consists of different facilities individual for each department. Restrooms are available in each block.

Training and Placement (T & P) cell provides adequate infrastructure for training and co-curricular activities. It has separate seminar halls to carry out different activities of T & P such as seminars, interviews, soft skill training and workshops related to emerging technologies to keep everyone in college updated in their respective fields.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2022/02/4.1.1.pdf">https://gojaneducation.tech/wp-content/uploads/2022/02/4.1.1.pdf</a>

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

The college has ample space for both indoor and outdoor sports and games in which 2 cricket grounds are used to conduct Zone-I Anna university cricket tournament every year.

Annual sports day are conducted every year for the students in order to encourage them and to bring out their individual talents in sports.

Each sports playeris encouraged to participate in the open tournament for extracurricular activities. Every year our students take part and win medals in various events like best athletics, boxing, physique etc.,

Our college extends its support in sponsorship which includes food and transport to the sports students who take part in all the activities to develop their sports talent.

Every year best sports students are awarded.

**Sports Complex (Indoor Stadium)**

- Chess
- Table Tennis Carrom

**Sports Complex (Outdoor Stadium)**

- Cricket
- Foot ball
- Hockey
- Volley ball
- Basket ball
- Kabadi
- Tennis
- Kho kho
- Athletics 400m track field

**Regular Cultural Activities**

Students are talented in Music, Dance, Quizzing, Adzap, Oratorical, Essay Writing, Numic, etc., are identified and sent for inter collegiate competition. They regularly win prizes and make all of us proud.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2022/02/4.1.2.pdf">https://gojaneducation.tech/wp-content/uploads/2022/02/4.1.2.pdf</a>

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

38

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2022/02/ICT-enables-class-rooms.png">https://gojaneducation.tech/wp-content/uploads/2022/02/ICT-enables-class-rooms.png</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

35

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The Central Library of GSBT is equipped with the latest reading resources in both printed and electronic forms. All the reading resources are bar-coded. The library has membership in the British Council, Anna University, DELNET, and MALIBNET for improving the language and technical skills of students. Complete resources have been kept on the open access system. Housed in a spacious building that has a seating capacity of 150 users at a time. Our college provides uncompromising information and intellectual requirements to its students and faculty members with a user-friendly approach. The reading room is well furnished to accommodate students at a time and provides a conducive environment for study. The exclusive reference section is available in the library. An entry book is maintained for students and faculties. New arrivals of books and

journals are displayed on separate stands and racks. Visitors' in and out entry register is also maintained which is signed by them. The library is automated using Integrated Library Management System (ILMS). The library uses AutoLib Software partially automated from the Year 2015. This module contains details regarding Book Title, Author, Publisher, Year of Publication, Edition, Price, Total No of Pages, Department, Subject, Subject Code, Date of Purchase, Invoice Number, Book Type, ISBN & Vendor Details, etc., All the data entered can be edited and can be updated, which gets stored.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

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

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

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

70

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

#### 4.3 - IT Infrastructure

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

The institution provides the necessary IT facilities to all the departments and administrative offices. All the departments are equipped with projectors, centralized printers, and scanners. The computers are provided with an internet facility and are installed with the required software. Apart from computers available in the staff room of various departments, the institution provides a centralized computer room for printing and scanning purposes.

The whole campus has an Internet facility with a speed of 100 Mbps by JioInfocom and

20 Mbps by Bharti Airtel. All computers have internet facilities. Computer laboratories are well equipped with adequate software packages as per the curriculum needs.

Sophos XG 130 Firewall is provided to prevent unauthorized Internet users from accessing private networks connected to the Internet. Licensed Antivirus is used to enable the security of files in the computers. The institution has 404 well-configured

computers connected to the server.

The institution has a separate English Language Lab, Computer Lab, and CAD/CAM Lab. The Institution has 3 seminar halls. The library is automated and has access to an internet facility. The maintenance of Computers, Internet, Software Installation, and Maintenance Upgrade of Hardware is done from time to time whenever required.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2022/02/4.3.1.pdf">https://gojaneducation.tech/wp-content/uploads/2022/02/4.3.1.pdf</a>

#### 4.3.2 - Number of Computers

350

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

332

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

#### Laboratories (Utilization and Maintenance):

The class rooms, laboratories, seminar halls and library facilities are utilized regularly by the students for the learning process. Time table and log books indicate the regular utilization of the respective facilities.

#### Computer laboratories:

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.

#### Library:

The library is well equipped with all necessary software for the computers and equipped with huge selection of reference books. The students and the faculty members are regularly borrow and refer the library books by providing their library cards. The librarian maintains the updates regularly with the help of an accession register.

#### Sports complex:

The college has nine outdoor games such as cricket, volleyball, basketball, football and indoor games. The play grounds are maintained regularly.

## Maintenance

Separate housekeeping and security agencies have been appointed for security & cleanliness of the institution. The garden is maintained by the gardener who is appointed by the institution

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

450

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

634

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**B. 3 of the above**

File Description	Documents
Link to Institutional website	<a href="https://gojaneducation.tech/skill-enhancement/">https://gojaneducation.tech/skill-enhancement/</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

67

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

0

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

**5.3 - Student Participation and Activities**

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

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

0

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

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

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. 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. 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

2

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

## 5.4 - Alumni Engagement

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

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 "Self- identity", Social networks and Career path.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year (INR in Lakhs) D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

#### VISION:

GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY strives to build a thriving learning-culture, responsive to the needs of the community at large, through value based education.

#### MISSION:

To provide a unique learning experience that will enable the students to realize their innate potential and mould their overall personality.

In order to accomplish the vision and mission goals, Effective Leadership is strived through the distinctive governance on the activities performed at different levels which cope up with the vision and drive the mission of the institution. This is achieved by the following programs and activities:

- The institution has well qualified and competent administrators to provide effective leadership and management at different levels.
- The institution ensures in improving the quality at each and every level through the development of policies & guidelines on a regular basis.
- Ideas and opinions are invited from alumni and other stakeholders for innovation and improvement in various functions of the institution such as Admission, Academics, Examination, Industry Interaction and Placements, Finance, Administration,

**Infrastructure, Sports, Maintenance, etc.**

File Description	Documents
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2023/07/6.1.1.pdf">https://gojaneducation.tech/wp-content/uploads/2023/07/6.1.1.pdf</a>
Upload any additional information	No File Uploaded

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

The Institution follows various practices for decentralized management by delegating authority and providing operational autonomy to various departments and committees for the effective implementation and enrichment of the Institution.

The Principal assigns faculty members for each committee and helps discharge their responsibilities. Faculty members involved in various committees have the mobility to conduct various programs to exhibit their abilities. They are encouraged to develop leadership skills by being in charge of various Academic, Co-Curricular, and Extra Curricular activities. They are appointed as Coordinators and given authority to conduct industrial tours to have tie-up with industry experts and act as a Convener for organizing Seminars/Workshops/Conferences/FDPs. The committee meetings are held as and when required for the implementation and organization of certain activities. A report of activities is prepared by each committee at the end of every academic year.

The college promotes participative management at all levels. The Principal, Head of Departments and Faculty Members are involved in defining the policies and procedures, framing guidelines and rules relating to Admission, Placement, Discipline, Grievance, Counseling, and Training & Development etc. This helps in effectively implementing the same to ensure smooth and systematic functioning of the Institution.

File Description	Documents
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2023/07/6.1.2.pdf">https://gojaneducation.tech/wp-content/uploads/2023/07/6.1.2.pdf</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### Admission

- Student Enrollment, Identity Cards, Merit list, Leaving certificates, Eligibility etc.

### Academic

- Recognized under the section 2(F) and 12(B) of the UGC Act. ISO up gradation ISO 9001:2008 to ISO 9001:2015.

- Granted Permanent Affiliation for UG Programmes B.E. - AERO, CSE, EEE, ECE, Mechanical &IT.

- New Programs introduced Artificial Intelligence & Machine Learning, Cyber Security Mechanical and Automation Medical Electronics

- Granted Permanent Affiliation for PG Programme- MBA.

### Fee Records

- The student database is useful in maintaining the fee records and disbursement of scholarships.

### ERP implementation

- The College uses MIS software (iCampuz).

## Library

• The Library is a partially automated with AUTOLIB software package that has several functions. It offers OPAC services like Cataloging, Searching Member, Acquisitions and Circulation (issues, returns, and reserves). Subscription of DELNET, MALIBNET etc is done on an annual basis.

## Internet Facility

• The College provides 120 Mbps leased line internet connection with Wi-Fi facility.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

### Administrative Setup:

The Principal heads the administrative setup and is the key decision maker with regard to academic and administrative matters.

Vice Principal supports the Principal in various academic activities.

The Asst. Director (Student Affairs) takes care of the welfare of the students.

Head of the Department assign departmental activities through their faculty members and staff.

### Service Rules

The Institution follows the rules and regulations laid down by Anna University, Chennai, Tamil Nadu and AICTE, New Delhi.

#### Procedures for Recruitment:

Recruitment policy is transparent. Vacancies are listed in college website and social media and candidates can apply through proper channel and the shortlisted candidates are called for an interview. The interview committee consisting of the Management Representatives, Principal, Vice Principal, respective HODs and two-course experts interview the candidates. Candidates are then selected based on merit.

#### Grievance Redressal Mechanism:

Different functional bodies (committee) are formed to make holistic educational decisions and take the right path. Everyone is aware of the roles and responsibilities in governing the institution that pave the way to make our institution reach pinnacle in the field of education.

- Anti-ragging Committee
- Anti-ragging Committee Squad
- Complaints-Cum-Redressal-Committee
- Discipline-Welfare-Committee
- Planning and Monitoring Board

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://gojaneducation.tech/organizational-structure/">https://gojaneducation.tech/organizational-structure/</a>
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The Institution encourages the staff members to enrich their knowledge by providing training on the recent development trends. Both Teaching and Non-Teaching staff members are motivated to pursue higher education.

The following welfare schemes are available in the college for teaching and non-teaching staff members:

Welfare measures for teaching staff

- Accommodation Facilities.
- Medical and Maternity Leave Benefits.
- Free transportation Facilities.
- Financial support - FDPs and National/International Conferences.
- On Duty Leave - conferences, workshops, seminars, FDPs and examination duties.
- Pursuing Ph.D. program - number of On Duty leaves.

**Welfare schemes for non-teaching staff**

- Accommodation Facilities.
- Medical and Maternity Leave Benefits.
- Free Transportation Facilities.
- On Duty Leave - conferences, workshops, seminars, FDPs.
- Pursuing higher education On Duty leaves.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

75

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

75

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

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

#### Performance Appraisal System - Teaching

Our Institution follows a performance-based appraisal system for

both the teaching and non-teaching staff members. The system is entirely based on the performance of the staff members on various aspects like feedback, academic credentials, research work in their respective fields, higher education etc. The college management system reviews the detailed record of each and every individual to establish a valuable channel to enhance the growth of the individual as well as the institution. The appraisal for teaching faculty members is done by the performance appraisal form framed by the institution that comprises various factors.

### Appraisal Criteria

**CE-Consistently Exceeds:** Achievements are well beyond expectation level.

**FE-Frequently Exceeds:** Performs tasks at high quality levels.

**FM-Fully meets:** Performance fully meets job requirements on a consistent basis.

**NI- Needs Improvement:** Performance sometimes meets requirements.

**NA-Not Applicable**

### Performance Appraisal System- NON - Teaching

The appraisal for non-teaching is carried out purely based on their performance according to the position to which they belong.

File Description	Documents
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2022/02/6.3.5.pdf">https://gojaneducation.tech/wp-content/uploads/2022/02/6.3.5.pdf</a>
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

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

The 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 and external auditors in each financial year. External audits are done by proficient financial auditors appointed by the board of trustees in the board meeting. The external auditors verify and certify all transactions such as entire income and expenditure and the capital expenditure of the institution 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 files income tax returns every year within the stipulated time. So far, there have been no major objections. Minor errors that are 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 regularly. The financial resources of the college are managed effectively.

File Description	Documents
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2022/02/6.4.1.pdf">https://gojaneducation.tech/wp-content/uploads/2022/02/6.4.1.pdf</a>
Upload any additional information	No File Uploaded

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

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

Nil

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

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

The institution has the following strategy for mobilization of funds:

At the beginning of each year, every department provides revenue and capital budget that will be reviewed and approved by the management Governing Body. The financial sources of the institution are tuition fees collected from students, hostel fee received from boys' and girls' hostels, and other minor grants along with alumni contribution.

#### Optimum utilization of financial resources

Utilization of Financial Resources by the institution are mentioned below:

1. For salary, welfare measures, etc.
2. For mandatory deposits, annual fee of statutory bodies/university, etc.
3. For creation and maintenance of academic infrastructure.
4. Rest of the money kept as fixed deposits according to future requirements.

Utilization of Financial Resources by Departments are mentioned below:

1. The sanctioned budget is utilized for purchasing of equipment and software and monitored by respective HODs.
2. Research and Development.
3. For organizing International & National Conferences/Seminars and Symposiums.
4. For conducting Curricular, Co-curricular, Extra-curricular and Extension Activities.
5. Alumni Association.
6. For the development of students by sponsoring various activities such as workshops, seminars etc.
7. Recurrence expenses, etc.

File Description	Documents
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2022/02/6.4.3.pdf">https://gojaneducation.tech/wp-content/uploads/2022/02/6.4.3.pdf</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

The IQAC has contributed significantly for the institution from its inception in order to deliver effective teaching and learning process.

### Value Added Courses

Value added courses have been introduced among various departments of the institution to provide students flexibility and meet the requirements of the industry. It helps in improving employability skills to apprehend the workplace of the industry. The main purpose of introducing value added courses is to bridge gaps between the students and the industry requirements. Students are trained by our faculty members who have expertise in their respective fields and certificates are provided on completion of

the course.

### Centralized Internal Assessment and Valuation

The main purpose of introducing Centralized Internal Assessment and Valuation in GSBT is to bring transparency in the periodic evaluation of teaching learning process. The Centralized Internal Assessment 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. Internal assessment tests will be conducted by college as per Anna University schedule. Internal assessment is to be assessed by the faculty of the particular course.

File Description	Documents
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2022/02/6.5.1.pdf">https://gojaneducation.tech/wp-content/uploads/2022/02/6.5.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

The institution reviews its teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals through IQAC meetings at the beginning of each semester. A well-planned academic calendar is framed well in advance in order to deliver effective teaching and learning process. Introduction of value-added courses to deliver content beyond syllabus. Each of these activities is planned by the respective committee head and implemented. Feedbacks are taken in order to make necessary changes.

1. Overall 20 university ranks was achieved by all other departments put together.
2. Received the approval for Recognition of the institution under the section 2(f) and 12(B) of the UGC Act
3. Granted Permanent Affiliation for UG Programmes - B.E. - AERO CSE, EEE, ECE Mechanical & IT for PG Programme - MBA
4. The institution is certified by ISO 9001:2015.
5. Introduced value-added courses in various programmes.

6. Volume of the Library books were increased and automation of library was done using AutoliB software.
7. Internet bandwidth is upgraded from 10 Mbps to 120 Mbps with Wi-Fi enabled campus. MIS upgrade using I-Campuz software.
8. Upgraded wired CCTV to IP camera.
9. Signed MoU with various industries.

File Description	Documents
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2023/07/6.5.2.pdf">https://gojaneducation.tech/wp-content/uploads/2023/07/6.5.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

The institution is well prepared to handle and respond to gender sensitive issues and provide an environment where men and women can study together with a sense of personal security and dignity.

For this purpose, the institute has setup a Women Grievances Redressal cell. Our institution celebrates Women's Day every year in honor of their remarkable contribution to our society. The institution shows gender sensitivity in providing facilities such as Safety and Security, Counselling and common room.

### Safety and Security

The college has engaged security guards to provide safety and security of students round the clock. The institution provides CCTV surveillance throughout the campus for safety and security purposes. Fire extinguisher is placed at different blocks inside the campus.

### Counselling

The girls are encouraged through counselling to participate in various activities like NSS, Sports, other college activities etc. as per their comfort and interests.

### Common Room

The management is concerned about health and security and thus a bus is always readily available to be used for any kind of emergency 24/7. Common room for girl students with required facilities is also available.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://gojaneducation.tech/wp-content/uploads/2023/05/7.1.1.pdf">https://gojaneducation.tech/wp-content/uploads/2023/05/7.1.1.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy**

**C. Any 2 of the above**

conservation measures Solar energy  
 Biogas plant Wheeling to the Grid Sensor-  
 based energy conservation Use of LED bulbs/  
 power efficient equipment

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

#### Solid waste management

- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

The primary concern of Gojan School of Business and Technology is to make the environment green and free from pollution. We show our full efforts to maintain it better. We provide a peaceful environment which helps students focus and gain knowledge peacefully. We also insist students to maintain the environment eco-friendly not only in the institution but also in public places. The institution has been supporting a substantial number of plants and trees which can assimilate carbon dioxide.

#### Solid waste management

- The waste is segregated at source by providing separate dustbins for Bio-degradable and Nondegradable.
- Single sided used papers are reused for writing and printing in all the departments.
- Plastic waste is generated from all departments, laboratories

and campus officers, etc., that are collected and sold to the vendor on a regular basis for recycling.

- Metal, glass bottles and wooden waste are stored separately and given to authorized scrap agents.

#### Liquid waste management

- Sprinkler irrigation system is used for the lawn which saves water usage.
- Wall posters and signboards with instruction on usage of water is displayed in common areas.

#### E-waste management

- Non-working computers, monitors, and printers from laboratories is properly collected and reused wherever possible.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution:** Rain water harvesting  
Bore well /Open well recharge Construction  
of tanks and bunds Waste water recycling  
Maintenance of water bodies and distribution  
system in the campus **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **A. Any 4 or All of the above**

**1. Restricted entry of automobiles**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

**C. Any 2 of the above**

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

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

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

Gojan School of Business and Technology was established in the year 2005. The college is housed in an 80- acre campus at Redhills, Chennai. The institution takes extra efforts in providing an inclusive environment for all the students and employees. Tolerance and Harmony to cultural, regional, linguistic, communal socioeconomic and other diversities is best achieved by the major events like Puja celebrations, Blood donation, Pongal celebration, Annual sports meet, Chakravyuha (Symposium) etc.

Our institution celebrates Saraswati Puja every year. The students and faculty members come together to seek the blessings of the goddess of knowledge, music, art and culture. The ritual is graced with the presence of all the students, staffs and faculty members.

The institution celebrates Samathuva Pongal. Irrespective of caste and creed the festival of Pongal is celebrated in our college.

Our institution organizes a blood donation camp every year. Donating blood, not only saves multiple lives but also gives an opportunity to add value to our life.

The institution also organizes the Symposium "Chakravyuha". All departments conduct symposium technical events on the same day. This helps students from different departments to develop and learn the process of working in a team.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The institution takes pride in the fact that apart from preparation of the students for a sound academic foundation. The institution constantly works upon to develop them as better citizens of the country.

**National Identities and Symbols:** The institution always takes various steps to promote the awareness about various National Identities and Symbols. The Indian Tri-colour flag stands tall at the main entrance of the institution and in this way the institution spreads the message of nation first policy. The institution celebrates the Independence Day & Republic Day with great pomp and vigour.

**Fundamental Duties and Rights of Indian Citizens:** The institution organizes various activities for the propagation of the Fundamental Duties and Rights of the Indian citizens like Road Safety Awareness program, a rally on Abolition of Liquor Consumption, Dengue Awareness Rally etc. The students enthusiastically participate in various programs.

**Constitutional Obligations:** The institution organizes student centric activities with a huge participation of the students and promotes awareness regarding various aspects of Indian citizenship

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://gojaneducation.tech/wp-content/uploads/2023/05/7.1.9.pdf">https://gojaneducation.tech/wp-content/uploads/2023/05/7.1.9.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code B. Any 3 of the above**

of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

National festivals play an important role in planting seeds of Nationalism and Patriotism among people of India. The institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders.

The institution celebrates Republic day every year on 26th of January. This is a day to remind the students about the Constitution of the country and the need to abide by it at all times. Sweets are distributed and sense of unity prevails in the air.

Independence Day is celebrated every year on 15th of August with same zest & zeal, where parades and flag hoisting is organized and is celebrated to mark freedom of India.

The institution encourages students to remember our national leaders and their sacrifices thereby celebrating the birth and death anniversaries of the great Indian leaders.

Dr. A.P.J. Abdul Kalam statue was inaugurated at our institution on 19th of August, 2017 in the memory of the great Indian scientist. The former president Dr. A.P.J. Abdul Kalam's birthday is celebrated on 15th of October every year with deliberation on his theories and contributions to our country

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Mentoring

#### Objective of the practice

The goal of the mentoring program is to establish a trusting relationship between the mentor and student.

#### The Context

Mentoring is done effectively by assigning a mentor to each student.

#### The Practice

The Mentor Scheme is a unique opportunity for students to come in contact with an experienced professional to gain one-to-one career advice

#### Evidence of Success

Mentoring focuses and motivates students toward achieving learning goals.

#### Problems Encountered and Resources Required

Both mentors and students have commitments and responsibilities

### Centralized Internal Assessment and Valuation

#### Objective of the practice

The primary purpose of introducing CIAV in GSBT is to bring transparency to the periodic evaluation of the teaching-learning process.

#### The Context

IA is a continuous, periodic, and internal process, in which assessment is done

#### The Practice

GSBT CIAV Section is headed by the principal and assisted by the Exam cell

#### Evidence of Success

The success rate in the final university exam has improved after the implementation of the CIA

#### Problems Encountered and Resources Required

Some faculty members are busy with other assignments or have taken leave. Making alternate arrangements for valuation is quite tricky.

File Description	Documents
Best practices in the Institutional website	<a href="https://gojaneducation.tech/wp-content/uploads/2022/02/NAAC-SSR-Best-Practice.pdf">https://gojaneducation.tech/wp-content/uploads/2022/02/NAAC-SSR-Best-Practice.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

The institution has set up its methodology towards reaching the

Vision Excellence in Academics and exploration of knowledge. The management inspires the Principal, all the HODs, Faculty and Students. Management discusses during the regular meetings the educational, authoritative arrangement, strategy and execution. The institution provides concession and scholarship for the economically weaker students to continue their higher education. The institution conducts Soft Skill training programs including personality development, aptitude building and communication skill that helps achieve the placement. These programs develop leadership quality, responsibility, work coordination, communication, presentation skills and ethical values in students.

Outcome:

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 students future goal and vision. This has helped students get into their professional positions. Apart from the regular courses the college is conducting value-added courses which make students study better and obtain knowledge that can further enhance their ideas. The institution also focuses on the social responsibilities of students.

Career guidance, personal advising and training are very much organized through mentoring and placement. Regular placement drive is organized for all students to place them in suitable job positions.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- The College is affiliated to Anna University, the curriculum and syllabi prescribed by the university are strictly adhered to.
- 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.
- Preparation of course file by the faculty members which contains the lesson plan, 2 mark questions and answers, notes of all the units and university question papers prior to the commencement of each semester.
- 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.
- Feedback is collected and analyzed 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 the various issues concerned with the academics.
- Sophisticated laboratories according to the requirements of the curriculum.
- Enhanced Library facilities with Wi-Fi.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2023/05/1.1.1.pdf">https://gojaneducation.tech/wp-content/uploads/2023/05/1.1.1.pdf</a>

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

The academic calendar is a guideline for Continuous Internal

Evaluation (CIE) systems. The academic year starts on the date prescribed by Anna University which includes the start and end dates of the semester and examination schedules. The university publishes in advance, the academic calendar containing plans for curricular and co-curricular activities based on the available working/teaching days. With reference to the university calendar, IQAC of the institute prepares a detailed calendar of events at the institute level. It includes the dates of re-opening, commencement of cycle tests, commencement of semester examinations, essential functions of the college and government, local and institutional holidays, etc. Cycle tests and model exams are conducted strictly as per the guidelines of the university and as per the academic calendar. Three internal examinations are conducted as per the University norms. After conducting each internal exam, the centralized evaluation is completed within two days. Each semester's academic calendar is designed to meet the university's academic schedule.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2023/05/1.1.2.pdf">https://gojaneducation.tech/wp-content/uploads/2023/05/1.1.2.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**D. Any 1 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

14

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

10

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

256

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

#### Gender:

There is no gender discrimination in the institution. Girls are given equal opportunities in all aspects.

Women's day is celebrated in such a manner to enhance gender equity. Glimpse of great women personalities are imparted to the students at the event.

The Institution has a Gender Grievance cum Redressal Committee.

#### Environment and Sustainability:

Environmental Science and Engineering course is offered to all branches of Engineering in 2017 regulations.

A Roof-top solar panel is installed as alternative power resource.

Tree plantation is practiced to enhance the natural aura of the ambience

The college campus avoids usage of plastics in most of the possible cases.

Electric bikes are used inside the campus as an initiative to avoid carbon emission.

#### Professional Ethics and Human Values:

Professional Ethics and Human Values course are offered to all branches of Engineering in all the regulations.

Students and Faculty members are expected to follow the Institute's code of ethics.

NSS is included as a part of the curriculum to inculcate the service of the nation which involves blood donation, tree plantation and other social campaigns.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

158

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

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

511

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://gojaneducation.tech/wp-content/uploads/2023/05/1.4.1---Feedback-on-Syllabus-21-22.pdf">https://gojaneducation.tech/wp-content/uploads/2023/05/1.4.1---Feedback-on-Syllabus-21-22.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://gojaneducation.tech/wp-content/uploads/2023/05/1.4.2-FEEDBACK-REPORT-2021-2022.pdf">https://gojaneducation.tech/wp-content/uploads/2023/05/1.4.2-FEEDBACK-REPORT-2021-2022.pdf</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

192

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)****2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

192

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

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

**Advanced Learners**

- High performing students are identified on the basis of internal assessments, university examination, and involvement in classroom. Encouraging them with extra care to obtain University Ranks and also to improve their knowledge.
- Students are encouraged and motivated to participate and present papers in various Seminars/Conferences/ Workshops/ Inter-Collegiate Competitions organized by other colleges. They are also motivated to participate in extra-curricular activities, exhibitions and cultural competitions.
- Coaching is also given through soft skill training, aptitude and placement training.

**Slow Learners**

- Remedial Classes are conducted to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities. This practice helps the struggling learners to improve subject knowledge and helps them catch up
- Set of students are assigned for a faculty who act as a mentor, Personal and Academic care is completely taken care of by the corresponding mentor.
- The mentor monitors academic performance and interacts frequently to understand and assist any student with issues that affect their ability to learn or impeded their academic success.
- Learning material prepared by subject handling faculty members, verified by head of the department are given for student's reference.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
942	105

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

- **Role Plays:** Role play helps our students to learn and try out the experience in a play style. Subjects are well explained to the students by adopting role plays.
- **Discussions:** We do follow the discussions in many of the subjects as it makes the students to think wide and participate to come up with the opinions & suggestions to check their current knowledge. **Debates:** Debates are followed in many of the subjects where students are

required to come with different opinions, thought processes thus the learning process gets justified in the argue-mental way of learning.

- Mini projects: To enhance the practical knowledge with innovation, we do encourage our students to make some Mini projects from II-year onwards, though it is not a part of the curriculum.
- Case studies: Case studies mainly for the circuit branches where the students are expected to have practical knowledge & logical thinking based on the realistic experiences.
- There are enough opportunities for all the students to develop their skills,
- Knowledge and leadership qualities through participation in various conferences, symposium conducted at national and international level.
- Emphasis on soft skills needed in jobs e.g. communication skills, interpersonal skills, analytical skills, working attitude etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

- Information & Communications Technology (ICT) enabled teaching methodologies and advanced technology are being followed by the faculty members in class rooms.
- The use of multimedia teaching aids like, LCD projectors, classrooms with internet enabled smart systems are usually used in classrooms.
- Smart classrooms help students and teachers organize assignments, boost collaboration, and foster better communication.
- The electronic resource packages like DELNET, NPTEL, SPOKEN TUTORIAL and Digital Library are available.
- The faculty members effectively utilize Audio Visual aids to demonstrate the concepts to the students using the resources from National Programme on Technology Enhanced Learning (NPTEL) to enhance the learning experience. External Hard disk containing web and video courses

(offline) from NPTEL are accessible to faculty and students from the server installed in the library. Sufficient number of books, Journals, e-journals and e-books are available in the library. The research journals are available online and facility for accessing these journals is provided through proxy server in the campus.

- All the departments conduct seminars, workshops and guest lectures on the advancements in the core subjects for effective teaching and learning by the faculty members and students in each semester.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

#### 2.3.3.1 - Number of mentors

100

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

105

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

375

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

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

##### 2.4.3.1 - Total experience of full-time teachers

105

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 2.5 - Evaluation Process and Reforms

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

- Students are briefed through faculty about internal assessments, question paper patterns and university examinations.
- Cycle tests are conducted at regular intervals during syllabus completion. The faculty makes sure that the pattern of the questions is varying for different units. The internal examinations are also conducted for practical courses.
- The Cycle tests examination pattern is communicated to the students through the circular. The circulars in this regard are also circulated to the faculty members and are also displayed on the notice boards for students.
- An examination committee is constituted every year to coordinate the internal and external examination activities.
- Internal examination schedule is displayed on notice board in advance. Three internal examinations are held per semester.
- Internal examination answer papers are evaluated by centralized valuation process. The internal assessment mark lists are displayed on the notice boards.
- The subject faculty briefs the students in the classroom about their attendance and performance in the internal examinations.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2023/07/2.5.1.pdf">https://gojaneducation.tech/wp-content/uploads/2023/07/2.5.1.pdf</a>

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

- Students are free to interact with the Faculty/Staff members to resolve grievances if any, regarding the assessment.
- As per the university norms, following are the methods of grievance redressal regarding:

**Internal Assessment:**

- If a student is not able to appear for the examination due to medical or any genuine reasons retest is conducted for that student as per norms, provided that he/she submits application with proper documents.
- If any student scores less marks and wants to improve in that subject, he/she can appear for the retest.
- Any student who is not satisfied with the assessment and award of marks may approach the concerned HOD who can intervene and seek opinion of another course faculty.
- The cycle test papers are shown to the students for self-assessment.

#### University Assessment:

- With reference to evaluation, if the student scores less mark than expected, he/she can apply for revaluation of his/her answer script after paying the prescribed fee.
- Students can apply for verification with photocopy of answer books and also they can challenge the evaluation of answer books.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

#### Mechanisms of Communication:

- The College has clearly stated the learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.
- Hard copy of the syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students.
- Learning Outcomes of the Programs and Courses are displayed on the walls of each department. Soft copy of

Curriculum and Learning Outcomes of Programs and Courses are also uploaded to the Institution internal website for reference.

- The importance of the learning outcomes has been communicated to the faculty members in every meeting.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

- At the end of each programme, the Program Outcome (PO)/ Program Specific Outcome (PSO) assessment is based on the Course Outcomes (CO) attainment of all curriculum components. The description of Assessment tools used for the evaluation of program outcomes is given in attachment.
- In each course, the level of attainment of each CO is compared with the predefined targets. If it does not match the course coordinator takes necessary steps for the improvement to reach the target. With the help of CO against PO/PSO mapping, the PO/PSO attainment is calculated by the course in-charge.
- The POs/PSOs are the qualities that must be imbibed in the graduates by the time of completion of their program. At the end of each program, the PO/PSO assessment is based on the CO attainment of all curriculum components.
- The PSOs are framed based on the guidelines of learning outcomes. For every course, there are number of outcomes to be achieved at the end of the course.

All course outcomes shall have linkage to programme outcomes in such a way that the strongest relation has the weight 3 and the weakest relation is 1

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

193

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://gojaneducation.tech/graduation-report/">https://gojaneducation.tech/graduation-report/</a>

### 2.7 - Student Satisfaction Survey

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

<https://gojaneducation.tech/wp-content/uploads/2023/07/Student-Satisfaction-Survey-on-Teaching-Learning-Process-2021-2022.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

Nil

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

## Centre of Excellence

- Vishwakarma R&D Centre
- Gojan Robotics
- Cisco Networking Academy

Vishwakarma Research and Development (R&D) 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 R&D 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.

Gojan Robotics Centre came into existence in July 2017 as another research initiative to acquaint them with latest technological developments in the field of Industrial Robotics. The Research Centre conducts training programs for all the students irrespective of departments.

Gojan School of Business and Technology offers certificate/skill development course in CISCO certification training. Cisco Networking Academy helps students comprehend about the Network Domain. In order to expose the students to the latest technologies the college has set "CISCO NETWORKING ACADEMY" at the campus to encourage the students' participation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.gojaneducation.com/IOAC/SSR/Criterion%203/3.2.1/3.2.1.pdf">https://www.gojaneducation.com/IOAC/SSR/Criterion%203/3.2.1/3.2.1.pdf</a>

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

9

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.3 - Research Publications and Awards****3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

0

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

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

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

The College has made its noteworthy contribution to the society and environment by participating to promote College-Neighborhood-Community network. Major emphasis is given on student engagement, service orientation and holistic development of students contributing towards the welfare of the organization. NSS unit and a team of committed faculty members engage students in the community development programmes. Rural India has been facing uncleanliness, unhygienic, malnutritious conditions and the most important problem is open defecation. Lack of awareness is noted among the villagers about such problems like health, cleanliness and diseases. Our NSS unit works for solving such social problems. Open defecation problem may cause several communicable diseases among rural localities and pollute the area. To solve this problem NSS unit and College has adopted Alamathi and Nallur villages and cleaned the villages. For abatement of with deforestation and pollution problem NSS unit focused on tree plantation among villagers. Our NSS volunteers organized and actively participated in the rally on Abolition of Liquor Consumption. Also our NSS unit was

interested to help our neighbor community by conducting Road Safety Awareness Camp with collaboration of Chennai traffic police and inviting them to give talks about the same.

File Description	Documents
Paste link for additional information	<a href="https://www.gojaneducation.com/IOAC/SSR/Criterion%203/3.4.1/3.4.1.pdf">https://www.gojaneducation.com/IOAC/SSR/Criterion%203/3.4.1/3.4.1.pdf</a>
Upload any additional information	No File Uploaded

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

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

**Nil**

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

**0**

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

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

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

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

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY provides the best available infrastructure to the students to become a recognized center of Excellence for Science, Technology & Engineering Education, while being committed to quality teaching, learning and research. The institution has adequate facilities to fulfill the norms laid by AICTE. The Institution has a sprawling campus spread over 15.98 acres with modern buildings, technology enabled classrooms and excellent infrastructure to create a learner-centered environment. The college has an R&D cell with all required facilities.

The facilities of the college like spacious classrooms, smart classrooms, well equipped laboratories, central library, and seminar halls are also constantly upgraded to meet the requirements. Every department is equipped with their own computing resources as well as a department library. The workshop consists of different facilities individual for each department. Restrooms are available in each block.

Training and Placement (T & P) cell provides adequate infrastructure for training and co-curricular activities. It has separate seminar halls to carry out different activities of T & P such as seminars, interviews, soft skill training and workshops related to emerging technologies to keep everyone in college updated in their respective fields.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2022/02/4.1.1.pdf">https://gojaneducation.tech/wp-content/uploads/2022/02/4.1.1.pdf</a>

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

The college has ample space for both indoor and outdoor sports and games in which 2 cricket grounds are used to conduct Zone-I Anna university cricket tournament every year.

Annual sports day are conducted every year for the students in order to encourage them and to bring out their individual talents in sports.

Each sports player is encouraged to participate in the open tournament for extracurricular activities. Every year our students take part and win medals in various events like best athletics, boxing, physique etc.,

Our college extends its support in sponsorship which includes food and transport to the sports students who take part in all the activities to develop their sports talent.

Every year best sports students are awarded.

Sports Complex (Indoor Stadium)

- Chess
- Table Tennis Carrom

Sports Complex (Outdoor Stadium)

- Cricket

- Foot ball
- Hockey
- Volley ball
- Basket ball
- Kabadi
- Tennis
- Kho kho
- Athletics 400m track field

#### Regular Cultural Activities

Students are talented in Music, Dance, Quizzing, Adzap, Oratorical, Essay Writing, Nusic, etc., are identified and sent for inter collegiate competition. They regularly win prizes and make all of us proud.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2022/02/4.1.2.pdf">https://gojaneducation.tech/wp-content/uploads/2022/02/4.1.2.pdf</a>

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

38

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2022/02/ICT-enables-class-rooms.png">https://gojaneducation.tech/wp-content/uploads/2022/02/ICT-enables-class-rooms.png</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

35

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The Central Library of GSBT is equipped with the latest reading resources in both printed and electronic forms. All the reading resources are bar-coded. The library has membership in the British Council, Anna University, DELNET, and MALIBNET for improving the language and technical skills of students. Complete resources have been kept on the open access system. Housed in a spacious building that has a seating capacity of 150 users at a time. Our college provides uncompromising information and intellectual requirements to its students and faculty members with a user-friendly approach. The reading room is well furnished to accommodate students at a time and provides a conducive environment for study. The exclusive reference section is available in the library. An entry book is maintained for students and faculties. New arrivals of books and journals are displayed on separate stands and racks. Visitors' in and out entry register is also maintained which is signed by them. The library is automated using Integrated Library Management System (ILMS). The library uses AutoLib Software partially automated from the Year 2015. This module contains details regarding Book Title, Author, Publisher, Year of Publication, Edition, Price, Total No of Pages, Department, Subject, Subject Code, Date of Purchase, Invoice Number, Book Type, ISBN & Vendor Details, etc., All the data entered can be edited and can be updated, which gets stored.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil
<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>A. Any 4 or more of the above</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>
<b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
70	

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

### 4.3 - IT Infrastructure

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

The institution provides the necessary IT facilities to all the departments and administrative offices. All the departments are equipped with projectors, centralized printers, and scanners. The computers are provided with an internet facility and are installed with the required software. Apart from computers available in the staff room of various departments, the institution provides a centralized computer room for printing and scanning purposes.

The whole campus has an Internet facility with a speed of 100 Mbps by JioInfocom and

20 Mbps by Bharti Airtel. All computers have internet facilities. Computer laboratories are well equipped with adequate software packages as per the curriculum needs.

Sophos XG 130 Firewall is provided to prevent unauthorized Internet users from accessing private networks connected to the Internet. Licensed Antivirus is used to enable the security of files in the computers. The institution has 404 well-configured computers connected to the server.

The institution has a separate English Language Lab, Computer Lab, and CAD/CAM Lab. The Institution has 3 seminar halls. The library is automated and has access to an internet facility. The maintenance of Computers, Internet, Software Installation, and Maintenance Upgrade of Hardware is done from time to time whenever required.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2022/02/4.3.1.pdf">https://gojaneducation.tech/wp-content/uploads/2022/02/4.3.1.pdf</a>

**4.3.2 - Number of Computers**

350

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

332

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

#### Laboratories (Utilization and Maintenance):

The class rooms, laboratories, seminar halls and library facilities are utilized regularly by the students for the learning process. Time table and log books indicate the regular utilization of the respective facilities.

#### Computer laboratories:

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.

#### Library:

The library is well equipped with all necessary software for the computers and equipped with huge selection of reference books. The students and the faculty members are regularly borrow and refer the library books by providing their library cards. The librarian maintains the updates regularly with the help of an accession register.

#### Sports complex:

The college has nine outdoor games such as cricket, volleyball, basketball, football and indoor games. The play grounds are maintained regularly.

### Maintenance

Separate housekeeping and security agencies have been appointed for security & cleanliness of the institution. The garden is maintained by the gardener who is appointed by the institution

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

450

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by

<b>the institution / non- government agencies during the year</b>	
634	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>B. 3 of the above</b>
File Description	Documents
Link to Institutional website	<a href="https://gojaneducation.tech/skill-enhancement/">https://gojaneducation.tech/skill-enhancement/</a>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<b>No File Uploaded</b>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

67

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

0

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

### 5.3 - Student Participation and Activities

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

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

0

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

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

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. 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. 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.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)****5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

2

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

**5.4 - Alumni Engagement**

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

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 "Self-identity", Social networks

and Career path.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

#### VISION:

GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY strives to build a thriving learning-culture, responsive to the needs of the community at large, through value based education.

#### MISSION:

To provide a unique learning experience that will enable the students to realize their innate potential and mould their overall personality.

In order to accomplish the vision and mission goals, Effective Leadership is strived through the distinctive governance on the activities performed at different levels which cope up with the vision and drive the mission of the institution. This is achieved by the following programs and activities:

- The institution has well qualified and competent

administrators to provide effective leadership and management at different levels.

- The institution ensures in improving the quality at each and every level through the development of policies & guidelines on a regular basis.

- Ideas and opinions are invited from alumni and other stakeholders for innovation and improvement in various functions of the institution such as Admission, Academics, Examination, Industry Interaction and Placements, Finance, Administration, Infrastructure, Sports, Maintenance, etc.

File Description	Documents
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2023/07/6.1.1.pdf">https://gojaneducation.tech/wp-content/uploads/2023/07/6.1.1.pdf</a>
Upload any additional information	No File Uploaded

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

The Institution follows various practices for decentralized management by delegating authority and providing operational autonomy to various departments and committees for the effective implementation and enrichment of the Institution.

The Principal assigns faculty members for each committee and helps discharge their responsibilities. Faculty members involved in various committees have the mobility to conduct various programs to exhibit their abilities. They are encouraged to develop leadership skills by being in charge of various Academic, Co-Curricular, and Extra Curricular activities. They are appointed as Coordinators and given authority to conduct industrial tours to have tie-up with industry experts and act as a Convener for organizing Seminars/Workshops/Conferences/FDPs. The committee meetings are held as and when required for the implementation and organization of certain activities. A report of activities is prepared by each committee at the end of every academic year.

The college promotes participative management at all levels.

The Principal, Head of Departments and Faculty Members are involved in defining the policies and procedures, framing guidelines and rules relating to Admission, Placement, Discipline, Grievance, Counseling, and Training & Development etc. This helps in effectively implementing the same to ensure smooth and systematic functioning of the Institution.

File Description	Documents
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2023/07/6.1.2.pdf">https://gojaneducation.tech/wp-content/uploads/2023/07/6.1.2.pdf</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### Admission

- Student Enrollment, Identity Cards, Merit list, Leaving certificates, Eligibility etc.

### Academic

- Recognized under the section 2(F) and 12(B) of the UGC Act. ISO up gradation ISO 9001:2008 to ISO 9001:2015.

- Granted Permanent Affiliation for UG Programmes B.E. - AERO, CSE, EEE, ECE, Mechanical & IT.

- New Programs introduced Artificial Intelligence & Machine Learning, Cyber Security Mechanical and Automation Medical Electronics

- Granted Permanent Affiliation for PG Programme- MBA.

### Fee Records

- The student database is useful in maintaining the fee records and disbursement of scholarships.

**ERP implementation**

- The College uses MIS software (iCampuz).

**Library**

- The Library is a partially automated with AUTOLIB software package that has several functions. It offers OPAC services like Cataloging, Searching Member, Acquisitions and Circulation (issues, returns, and reserves). Subscription of DELNET, MALIBNET etc is done on an annual basis.

**Internet Facility**

- The College provides 120 Mbps leased line internet connection with Wi-Fi facility.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

**Administrative Setup:**

The Principal heads the administrative setup and is the key decision maker with regard to academic and administrative matters.

Vice Principal supports the Principal in various academic activities.

The Asst. Director (Student Affairs) takes care of the welfare

of the students.

Head of the Department assign departmental activities through their faculty members and staff.

#### Service Rules

The Institution follows the rules and regulations laid down by Anna University, Chennai, Tamil Nadu and AICTE, New Delhi.

#### Procedures for Recruitment:

Recruitment policy is transparent. Vacancies are listed in college website and social media and candidates can apply through proper channel and the shortlisted candidates are called for an interview. The interview committee consisting of the Management Representatives, Principal, Vice Principal, respective HODs and two-course experts interview the candidates. Candidates are then selected based on merit.

#### Grievance Redressal Mechanism:

Different functional bodies (committee) are formed to make holistic educational decisions and take the right path. Everyone is aware of the roles and responsibilities in governing the institution that pave the way to make our institution reach pinnacle in the field of education.

- Anti-ragging Committee
- Anti-ragging Committee Squad
- Complaints-Cum-Redressal-Committee
- Discipline-Welfare-Committee
- Planning and Monitoring Board

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://gojaneducation.tech/organizational-structure/">https://gojaneducation.tech/organizational-structure/</a>
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The Institution encourages the staff members to enrich their knowledge by providing training on the recent development trends. Both Teaching and Non-Teaching staff members are motivated to pursue higher education.

The following welfare schemes are available in the college for teaching and non-teaching staff members:

Welfare measures for teaching staff

- Accommodation Facilities.

- Medical and Maternity Leave Benefits.
- Free transportation Facilities.
- Financial support - FDPs and National/International Conferences.
- On Duty Leave - conferences, workshops, seminars, FDPs and examination duties.
- Pursuing Ph.D. program - number of On Duty leaves.

#### Welfare schemes for non-teaching staff

- Accommodation Facilities.
- Medical and Maternity Leave Benefits.
- Free Transportation Facilities.
- On Duty Leave - conferences, workshops, seminars, FDPs.
- Pursuing higher education On Duty leaves.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

75

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

75

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

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

#### Performance Appraisal System - Teaching

Our Institution follows a performance-based appraisal system for both the teaching and non-teaching staff members. The system is entirely based on the performance of the staff members on various aspects like feedback, academic credentials, research work in their respective fields, higher education etc. The college management system reviews the detailed record of each and every individual to establish a valuable channel to enhance the growth of the individual as well as the institution. The appraisal for teaching faculty members is done by the performance appraisal form framed by the institution that comprises various factors.

#### Appraisal Criteria

**CE-Consistently Exceeds:** Achievements are well beyond expectation level.

**FE-Frequently Exceeds:** Performs tasks at high quality levels.

**FM-Fully meets:** Performance fully meets job requirements on a consistent basis.

NI- Needs Improvement: Performance sometimes meets requirements.

NA-Not Applicable

Performance Appraisal System- NON - Teaching

The appraisal for non-teaching is carried out purely based on their performance according to the position to which they belong.

File Description	Documents
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2022/02/6.3.5.pdf">https://gojaneducation.tech/wp-content/uploads/2022/02/6.3.5.pdf</a>
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

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

The 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 and external auditors in each financial year. External audits are done by proficient financial auditors appointed by the board of trustees in the board meeting. The external auditors verify and certify all transactions such as entire income and expenditure and the capital expenditure of the institution 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 files income tax returns every year within the stipulated time. So far, there have been no major objections. Minor errors that are 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 regularly. The financial resources of the college are managed effectively.

File Description	Documents
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2022/02/6.4.1.pdf">https://gojaneducation.tech/wp-content/uploads/2022/02/6.4.1.pdf</a>
Upload any additional information	No File Uploaded

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

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

Nil

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

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

The institution has the following strategy for mobilization of funds:

At the beginning of each year, every department provides revenue and capital budget that will be reviewed and approved by the management Governing Body. The financial sources of the institution are tuition fees collected from students, hostel fee received from boys' and girls' hostels, and other minor grants along with alumni contribution.

Optimum utilization of financial resources

Utilization of Financial Resources by the institution are mentioned below:

1. For salary, welfare measures, etc.
2. For mandatory deposits, annual fee of statutory bodies/university, etc.
3. For creation and maintenance of academic infrastructure.
4. Rest of the money kept as fixed deposits according to future requirements.

Utilization of Financial Resources by Departments are mentioned below:

1. The sanctioned budget is utilized for purchasing of equipment and software and monitored by respective HODs.
2. Research and Development.
3. For organizing International & National Conferences/Seminars and Symposiums.
4. For conducting Curricular, Co-curricular, Extra-curricular and Extension Activities.
5. Alumni Association.
6. For the development of students by sponsoring various activities such as workshops, seminars etc.
7. Recurrence expenses, etc.

File Description	Documents
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2022/02/6.4.3.pdf">https://gojaneducation.tech/wp-content/uploads/2022/02/6.4.3.pdf</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

The IQAC has contributed significantly for the institution from its inception in order to deliver effective teaching and learning process.

#### Value Added Courses

Value added courses have been introduced among various departments of the institution to provide students flexibility and meet the requirements of the industry. It helps in improving employability skills to apprehend the workplace of the industry. The main purpose of introducing value added courses is to bridge gaps between the students and the industry requirements. Students are trained by our faculty members who have expertise in their respective fields and certificates are provided on completion of the course.

#### Centralized Internal Assessment and Valuation

The main purpose of introducing Centralized Internal Assessment and Valuation in GSBT is to bring transparency in the periodic evaluation of teaching learning process. The Centralized Internal Assessment 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. Internal assessment tests will be conducted by college as per Anna University schedule. Internal assessment is to be assessed by the faculty of the particular course.

File Description	Documents
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2022/02/6.5.1.pdf">https://gojaneducation.tech/wp-content/uploads/2022/02/6.5.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

The institution reviews its teaching learning process, structure and methodologies of operations and learning outcomes

at periodic intervals through IQAC meetings at the beginning of each semester. A well-planned academic calendar is framed well in advance in order to deliver effective teaching and learning process. Introduction of value-added courses to deliver content beyond syllabus. Each of these activities is planned by the respective committee head and implemented. Feedbacks are taken in order to make necessary changes.

1. Overall 20 university ranks was achieved by all other departments put together.
2. Received the approval for Recognition of the institution under the section 2(f) and 12(B) of the UGC Act
3. Granted Permanent Affiliation for UG Programmes - B.E. - AERO CSE, EEE, ECE Mechanical & IT for PG Programme - MBA
4. The institution is certified by ISO 9001:2015.
5. Introduced value-added courses in various programmes.
6. Volume of the Library books were increased and automation of library was done using Autolib software.
7. Internet bandwidth is upgraded from 10 Mbps to 120 Mbps with Wi-Fi enabled campus. MIS upgrade using I-Campuz software.
8. Upgraded wired CCTV to IP camera.
9. Signed MoU with various industries.

File Description	Documents
Paste link for additional information	<a href="https://gojaneducation.tech/wp-content/uploads/2023/07/6.5.2.pdf">https://gojaneducation.tech/wp-content/uploads/2023/07/6.5.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The institution is well prepared to handle and respond to gender sensitive issues and provide an environment where men and women can study together with a sense of personal security and dignity. For this purpose, the institute has setup a Women Grievances Redressal cell. Our institution celebrates Women's Day every year in honor of their remarkable contribution to our society. The institution shows gender sensitivity in providing facilities such as Safety and Security, Counselling and common room.

#### Safety and Security

The college has engaged security guards to provide safety and security of students round the clock. The institution provides CCTV surveillance throughout the campus for safety and security purposes. Fire extinguisher is placed at different blocks inside the campus.

#### Counselling

The girls are encouraged through counselling to participate in various activities like NSS, Sports, other college activities etc. as per their comfort and interests.

**Common Room**

The management is concerned about health and security and thus a bus is always readily available to be used for any kind of emergency 24/7. Common room for girl students with required facilities is also available.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://gojaneducation.tech/wp-content/uploads/2023/05/7.1.1.pdf">https://gojaneducation.tech/wp-content/uploads/2023/05/7.1.1.pdf</a>

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**Solid waste management**

- Liquid waste management
- Biomedical waste management
- E-waste management

- Waste recycling system
- Hazardous chemicals and radioactive waste management

The primary concern of Gojan School of Business and Technology is to make the environment green and free from pollution. We show our full efforts to maintain it better. We provide a peaceful environment which helps students focus and gain knowledge peacefully. We also insist students to maintain the environment eco-friendly not only in the institution but also in public places. The institution has been supporting a substantial number of plants and trees which can assimilate carbon dioxide.

#### Solid waste management

- The waste is segregated at source by providing separate dustbins for Bio-degradable and Nondegradable.
- Single sided used papers are reused for writing and printing in all the departments.
- Plastic waste is generated from all departments, laboratories and campus officers, etc., that are collected and sold to the vendor on a regular basis for recycling.
- Metal, glass bottles and wooden waste are stored separately and given to authorized scrap agents.

#### Liquid waste management

- Sprinkler irrigation system is used for the lawn which saves water usage.
- Wall posters and signboards with instruction on usage of water is displayed in common areas.

#### E-waste management

- Non-working computers, monitors, and printers from laboratories is properly collected and reused wherever possible.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

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

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	<p><b>C. Any 2 of the above</b></p>
--	-------------------------------------

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

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

Gojan School of Business and Technology was established in the year 2005. The college is housed in an 80- acre campus at Redhills, Chennai. The institution takes extra efforts in providing an inclusive environment for all the students and employees. Tolerance and Harmony to cultural, regional, linguistic, communal socioeconomic and other diversities is best achieved by the major events like Puja celebrations, Blood donation, Pongal celebration, Annual sports meet, Chakravyuha (Symposium) etc.

Our institution celebrates Saraswati Puja every year. The students and faculty members come together to seek the blessings of the goddess of knowledge, music, art and culture. The ritual is graced with the presence of all the students, staffs and faculty members.

The institution celebrates Samathuva Pongal. Irrespective of caste and creed the festival of Pongal is celebrated in our college.

Our institution organizes a blood donation camp every year. Donating blood, not only saves multiple lives but also gives an opportunity to add value to our life.

The institution also organizes the Symposium "Chakravyuha". All departments conduct symposium technical events on the same day. This helps students from different departments to develop and learn the process of working in a team.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The institution takes pride in the fact that apart from preparation of the students for a sound academic foundation.

The institution constantly works upon to develop them as better citizens of the country.

**National Identities and Symbols:** The institution always takes various steps to promote the awareness about various National Identities and Symbols. The Indian Tri-colour flag stands tall at the main entrance of the institution and in this way the institution spreads the message of nation first policy. The institution celebrates the Independence Day & Republic Day with great pomp and vigour.

**Fundamental Duties and Rights of Indian Citizens:** The institution organizes various activities for the propagation of the Fundamental Duties and Rights of the Indian citizens like Road Safety Awareness program, a rally on Abolition of Liquor Consumption, Dengue Awareness Rally etc. The students enthusiastically participate in various programs.

**Constitutional Obligations:** The institution organizes student centric activities with a huge participation of the students and promotes awareness regarding various aspects of Indian citizenship

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://gojaneducation.tech/wp-content/uploads/2023/05/7.1.9.pdf">https://gojaneducation.tech/wp-content/uploads/2023/05/7.1.9.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**  
**4. Annual awareness programmes on Code of Conduct are organized**

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

National festivals play an important role in planting seeds of Nationalism and Patriotism among people of India. The institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders.

The institution celebrates Republic day every year on 26th of January. This is a day to remind the students about the Constitution of the country and the need to abide by it at all times. Sweets are distributed and sense of unity prevails in the air.

Independence Day is celebrated every year on 15th of August with same zest & zeal, where parades and flag hoisting is organized and is celebrated to mark freedom of India.

The institution encourages students to remember our national leaders and their sacrifices thereby celebrating the birth and death anniversaries of the great Indian leaders.

Dr. A.P.J. Abdul Kalam statue was inaugurated at our institution on 19th of August, 2017 in the memory of the great Indian scientist. The former president Dr. A.P.J. Abdul Kalam's birthday is celebrated on 15th of October every year with deliberation on his theories and contributions to our country

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Mentoring

#### Objective of the practice

The goal of the mentoring program is to establish a trusting relationship between the mentor and student.

#### The Context

Mentoring is done effectively by assigning a mentor to each student.

#### The Practice

The Mentor Scheme is a unique opportunity for students to come in contact with an experienced professional to gain one-to-one career advice

#### Evidence of Success

Mentoring focuses and motivates students toward achieving learning goals.

#### Problems Encountered and Resources Required

Both mentors and students have commitments and responsibilities

#### Centralized Internal Assessment and Valuation

#### Objective of the practice

The primary purpose of introducing CIAV in GSBT is to bring transparency to the periodic evaluation of the teaching-learning process.

#### The Context

IA is a continuous, periodic, and internal process, in which assessment is done

#### The Practice

GSBT CIAV Section is headed by the principal and assisted by the Exam cell

#### Evidence of Success

The success rate in the final university exam has improved after the implementation of the CIA

#### Problems Encountered and Resources Required

Some faculty members are busy with other assignments or have taken leave. Making alternate arrangements for valuation is quite tricky.

File Description	Documents
Best practices in the Institutional website	<a href="https://gojaneducation.tech/wp-content/uploads/2022/02/NAAC-SSR-Best-Practice.pdf">https://gojaneducation.tech/wp-content/uploads/2022/02/NAAC-SSR-Best-Practice.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

The institution has set up its methodology towards reaching the Vision Excellence in Academics and exploration of knowledge. The management inspires the Principal, all the HODs, Faculty and Students. Management discusses during the regular meetings the educational, authoritative arrangement, strategy and execution. The institution provides concession and scholarship for the economically weaker students to continue their higher education. The institution conducts Soft Skill training

programs including personality development, aptitude building and communication skill that helps achieve the placement. These programs develop leadership quality, responsibility, work coordination, communication, presentation skills and ethical values in students.

Outcome:

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 students future goal and vision. This has helped students get into their professional positions. Apart from the regular courses the college is conducting value-added courses which make students study better and obtain knowledge that can further enhance their ideas. The institution also focuses on the social responsibilities of students.

Career guidance, personal advising and training are very much organized through mentoring and placement. Regular placement drive is organized for all students to place them in suitable job positions.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

Effective online mode of teaching and also to get back to class room teaching. Implementing the new Regulation 2021. New Course Introduction IIC participation. Improving faculty quality by making them to participate in various skill development programs. Inspire the students to publish good quality of research papers in peer reviewed journals. To complete NAAC AQAR on time. 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 NITTTR. 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.