



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		SMK FOMRA INSTITUTE OF TECHNOLOGY
• Name of the Head of the institution	Dr. A. SARAVANAN	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	04442128527	
• Mobile no	9381569688	
• Registered e-mail	principal@smkfomra.net	
• Alternate e-mail	info@smkfomra.net	
• Address	Fomra Nagar, OMR, IT Highway, Kelambakkam	
• City/Town	Chennai	
• State/UT	Tamil Nadu	
• Pin Code	603103	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Co-education	
• Location	Urban	

• Financial Status	Self-financing				
• Name of the Affiliating University	Anna University				
• Name of the IQAC Coordinator	S.K. VIJAI ANAND				
• Phone No.	04442128527				
• Alternate phone No.	9358335500				
• Mobile	9445202386				
• IQAC e-mail address	vijaianand.sk@smkfomra.net				
• Alternate Email address	skvijaianand@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://www.smkfomra.net/documents/AQAR-Report-2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.smkfomra.net/academic-calendar/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Nil	Nil	Nil	Nil	Nil	Nil
6.Date of Establishment of IQAC			18/06/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	2021 0	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	2	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Conducted internal academic audit at departmental and institutional level 2. Conducted two periodical IQAC meeting and reviewed the progress of the agenda 3. Hosted webinar series on various domains (such as Data Science, Industry trends, Image Processing, GIS, Surveying, IoT, IPR, Wind Energy, Healthcare, etc) by eminent persons in the industry under IQAC Banner 4. Faculty members were motivate to register in FDPs organized through ICT mode in association with NITTTR, Kolkata, and had enrolled in various courses 5. Students feedback was obtained on various parameters of teaching-learning process for all courses and utility of various amenities in the campus. The consolidated report was discussed and ways for future improvement suggested.</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
Nil	Nil	
13.Whether the AQAR was placed before statutory body?	Yes	
<ul style="list-style-type: none"> Name of the statutory body 		

Name	Date of meeting(s)
Governing Body	08/07/2020

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	17/03/2021

Extended Profile**1. Programme**

1.1	10
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	No File Uploaded

2. Student

2.1	216
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

2.2	142
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	98
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	No File Uploaded

3.Academic	
3.1 Number of full time teachers during the year	12
File Description	Documents
Data Template	No File Uploaded
3.2 Number of sanctioned posts during the year	4
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1 Total number of Classrooms and Seminar halls	44
4.2 Total expenditure excluding salary during the year (INR in lakhs)	150
4.3 Total number of computers on campus for academic purposes	350

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

SMK Fomra Institute of Technology follows the curriculum and syllabi prescribed by Anna University. The college ensures effective curriculum delivery in a systematic manner.

Academic calendar

- College academic calendar is consistent with the university assessment schedule and includes unit-wise completion.
- Principal monitors the effective implementation of the

Calendar through formal meetings with HoDs and with concerned faculty

Timetable

- Time Table is displayed on the Notice Board and posted on student WhatsApp groups

Lesson Plan

- Lesson plan prepared by the faculties in accordance with COs and POs
- Periodic assessment of curriculum delivery is done by HoDs

Laboratories

- Well-equipped modernized laboratories enable students to execute their experiments as per anna university curriculum

Library

- Central library hosts an exhaustive collection of text books and reference books, to aid in understanding course fundamentals

Teaching Aids

- Conventional chalk and talk method is preferred.
- Methods like seminar, group discussion, quiz, case study for effective delivery of curriculum are followed
- Study materials, notes and question banks are posted in the student whatsapp groups.
- Guest lectures are organized each semester
- ICT classrooms are utilized on regular basis.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.smkfomra.net/announcement/academic-and-assessment-schedule-2020-21/28

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

Our institution SMKFIT prepares an academic calendar at the beginning of each semester in accordance with Anna University academic and assessment schedule. All classes and examinations are planned as per the calendar, thus ensuring complete adherence.

1. Internal Assessment exams—Three internal assessment exams for theory subjects IA1, IA2 and IA3 are held on dates as mentioned in the academic calendar. Two question papers prepared by the faculties according to Anna university standards, scrutinized by HoD and one question paper is chosen by the Principal for IAs. Answer scripts are evaluated as per key and handed over to students by the next day for their read-through. For practical subjects, internal exam with viva voce is conducted at end of the semester.
2. Class Test & Assignments—In addition to daily class tests, assignments, workout exercises for problematic subjects also given to students as part of Continuous Internal Evaluation. Assignments are provided to students on the scheduled dates as mentioned in the academic calendar.

The end semester examination is conducted by Anna University and results are published after due valuation process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.smkfomra.net/announcement-files/AC%202020-21%20Even-1641884207.pdf

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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

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

1.2 - Academic Flexibility

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

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

31

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

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

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

15

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

109

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

1.3 - Curriculum Enrichment

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

In order to integrate the cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics, our college has mandated different courses in the curriculum to be taught to all students that aims to inculcate social values, human values, environment sensitivity, etc., thereby leading to the holistic development of students.

Courses

- GE8291–Environmental Science and Engineering
- GE8076–Professional Ethics in Engineering
- GE8077–Total Quality Management
- MG8591–Principles of Management.
- GE8071–Disaster Management
- CE8603–Irrigation Engineering
- EN8592–Wastewater Engineering
- ORO551–Renewable Energy Sources
- EN8591–Municipal Solid Waste Management
- CE8005–Air Pollution and Control Engineering

Gender Sensitization

The college has Grievance Redressal cell and Women Empowerment cell to provide counseling, promote gender equity among students and also deal with issues of safety and security of female students and faculty. The college celebrates International Women's Day (08-03-2021) to empower female students.

Environment and Sustainability

Our college organizes various activities like tree plantation (18-02-2021), rain water harvesting, alternate and renewable energy such as solar power, waste management, etc. Students get involved and are inculcated the benefits of having a balanced eco system. The

college also celebrates World Environment Day (05-06-2021) to raise awareness on maintaining a safe planet.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

189

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

117

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://www.smkfomra.net/announcement/feedback-from-stakeholders-academic-year-2020-21/29
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.smkfomra.net/announcement-files/Student%20Feedback%20Report-1645069332.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

18

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

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

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

21

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

2.2 - Catering to Student Diversity

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

Students differ based on their level and pace of comprehensibility. Students who have aggregate less than 50% in IAs are slow learners and those who have aggregate more than 75% are advanced learners. The list is revised every semester.

Slow Learners

- Analogy-based learning on important topics to enhance their understanding
- Homework, assignment, important short / long Q&A, workout-problems, doubt clarification sessions for analytical, programming and problem-oriented subjects.
- One-to-one special attention is provided during remedial classes.
- Institute has a robust mentor-mentee system through which counseling is provided.
- Slow learner's performances are monitored, recorded and reviewed periodically.

Advanced Learners

- Encouraged to work out problems in textbook exercises to bring out their own talents.
- Peer learning within their group will improve their self-interest and self-confidence.
- Motivated to enroll for online certificate courses conducted by NPTEL, Swayam, etc.
- Trained to attend competitive exams such as GATE, TNPSC, UPSC, etc.
- Compete in paper presentation, workshop, seminar, symposium, inter-college events, etc.
- E-journals such as DELNET is available for students to explore

their research potential.

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Additional%20Information-1645107272.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
232	84

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Our institute SMKFIT aims to achieve academic excellence by adopting student centric methods to enhance student involvement.

Experiential Learning

- Project Work—Projects and mini-projects are based on IEEE journals.
- Students participate in inter-college events at national/international level.
- Industrial Visits—Organized by the departments to gain industrial exposure.
- Guest Lecture—Resource persons are invited to elucidate their views on trending topics.
- Modern Methodologies—Students are exposed to modern methods such as Google Classroom.
- –E-books and DELNET E-journal is accessible to augment their classroom knowledge.

Participative Learning

- Role Play–An instructional strategy to teach students ideas for better understanding.
- Team Work–Activities through clubs/associations organized to promote teamwork.
- –Discussions on contemporary issues are encouraged through English club.
- Interactive Sessions–Faculties conduct their lecture classes in an interactive manner.
- –Students representation have been empowered to collaborate and conduct technical events.

Problem-Solving Methodologies

- Case Study–Enable students to apply their knowledge & skills using reasoning abilities
- –Online quizzes are conducted to promote problem-solving skills in MCQ type.
- –Based on analytical questions to bring out creativity amongst students.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.smkfomra.net/announcement-files/Student%20Centric%20Methods-1645436363.pdf

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

At SMKFIT, ICT enabled classroom exists one for each department. Our faculties use ICT tools to enhance, and optimize the delivery of education.

ICT Tools Usage

1. PowerPoint presentations–Faculties are encouraged to use PPT with animation in their teaching by using smart classrooms to improve effectiveness of teaching-learning process
2. Industry Connect–Conference Hall is digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.
3. Online quiz–Faculties prepare online quiz for students with the help of Google Forms.

4. Video Conferencing–Online classes are held with the help of Google Meet application.
5. –Recording of video lectures is made available to students for long term learning. NPTEL video are also shown to students on important topics.
6. Online Competitions–Technical and non-technical events such as Paper presentation, , Symposium, poster-making, etc., are organized with the help of ICT tools..
7. –Faculties use ICT tools for conducting workshops on trending topics.
8. Virtual Labs–Used to conduct Programming language labs, simulations etc.
9. Course conduction–Google classroom is used to manage and post course related information- learning material, assignments, internal assessment, etc..

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

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

2.3.3.1 - Number of mentors

46

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

84

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

10

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

297

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

2.5 - Evaluation Process and Reforms

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

The schedule of internal assessments are communicated to students through academic calendar. For transparent and robust conduct of IA,

mechanisms adopted are:

- Internal assessment split-up is:
 - Part-A: 7 × 2 = 14 (Short answers, No choice)
 - Part-B: 2 × 13 = 26 (Descriptive / Problematic, Either OR)
 - Part-C: 1 × 14 = 14 (Analytic, No choice)
- Portions is staggered for IA exams:
 - IA1 (up to 1.5 units), IA2 (1.5–3 units) and IA3 (units 4 & 5)
- IA timetable is displayed on department notice boards.
- Faculties prepare two sets of question paper with key, scrutinized by the HoD. Out of 2 question paper, one is chosen for IA by the Principal.
- Faculty evaluate answer scripts and distribute to the students for any clarification.
- Faculties submit answer scripts to the exam cell and marks are displayed on department notice board.
- Online exams are conducted through Google Meet platform, wherein students have their video turned on.
- Model exams were conducted online in MCQ pattern for 60 marks (without choice) as stipulated by the university due to pandemic.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.smkfomra.net/announcement-files/Internal%20Assessment-1645764322.pdf

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

At SMKFIT, an examination cell committee, headed by Principal and senior faculties as members is constituted to ensure exam related grievances are resolved in a transparent manner.

- Revision period is provided prior to conduct of IA exams.
- Seating arrangement is meticulously planned and displayed on notice boards.
- Question papers are distributed to students five minutes in advance.
- If a student is absent due to medical reason, exam is conducted separately after verification.
- Each student is provided with requisite tables, log books,

graph sheets, etc.

- Question paper key is distributed to the students after exams.
- Grievances in evaluation such as incorrect total, not evaluated, less marks, etc., are addressed by the faculty.
- Result review meetings are conducted and student feedback is obtained.
- Counseling is provided to students for exam stress related problems.
- Students can check their internal marks and attendance through COE portal.
- IA performance of each student is posted to the parents.
- Slow learners are identified and remedial classes are scheduled.
- For online MCQ exams, students can know their choice, correct choice for each question and total marks immediately after submission.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.smkfomra.net/announcement-files/IA%20Grievances-1645764487.pdf

2.6 - Student Performance and Learning Outcomes

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

Our college SMKFIT has six UG courses and four PG courses and is affiliated to Anna university. We follow the curriculum and syllabus provided by the university.

- Curriculum for each program is stated through Program Outcomes (POs) and Program Specific Objectives (PSOs), which are mapped to Program Educational Objectives (PEOs).
- Syllabus provides objectives and outcomes for each course to facilitate student focus at beginning of the course.
- Hard copy of Curriculum and Syllabi for each program are available in the departments for ready reference to the teachers and students.
- Curriculum & syllabus of all UG/PG programmes can be viewed from the college website.
- Significance of POs, PSOs and PEOs has been communicated to faculties by the IQAC team. It is once again emphasized in staff meetings.

- Faculties prepare their course plan based on POs and PSOs, verified by the HoD..
- Students are made aware about Programme and course outcomes by the HoD at the start of every semester. Class in-charges, mentors and faculty members and make them realize the need to attain the outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.smkfomra.net/announcement-files/PO%20and%20CO-1652430172.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Each course has a defined set of COs and evaluation criteria. The students performance in the examinations during the semester in each course is used to compute the level of attainment of the POs and PSOs through the mapping of questions to COs and COs to POs and PSOs.

- Attainment of CO is assessed based on IAs. Each question is tagged to a CO. Evaluation of answer scripts is done as per key.
- Rubrics are framed for assessment of Mini project, Project work, Seminar, etc. The attainment of each CO is based on class average mark.
- For lab courses, students must demonstrate their skill, knowledge, coding, designing, etc., abilities upon completion of the course and weightage is assigned accordingly.
- Program outcome is linked to course outcomes. Courses are evaluated based on Internal (20% weightage) and External (80% weightage) performances.
- For each course, the level of attainment of each CO is compared with the predefined targets, and if not attained, the course coordinator takes necessary steps.
- Students who complete their programs with CGPA at least 6.50 and nil arrears are deemed to have attained the respective PO.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.smkfomra.net/announcement-files/CO-PO%20mapping-1652430423.pdf

2.6.3 - Pass percentage of Students during the year

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

102

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://www.smkfomra.net/announcement-files/Pass%20percentage-1652437385.pdf

2.7 - Student Satisfaction Survey

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

<http://www.smkfomra.net/announcement-files/SSS2020-21-1643876721.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)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	0

3.2 - Innovation Ecosystem

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

Our college has created an ecosystem for innovations and other initiatives for creation and transfer of knowledge, as follows:

- HR policy at SMKFIT is to recruit dynamic, enterprising and well-qualified faculties.
- Faculty members are encouraged to participate in FDPs, Conferences, Workshops.
- Faculties are motivated to pursue part-time PhD, financial aid is provided for research activities.
- Entrepreneurship activities are encouraged through the active EDC cell.

- The college has constituted Institutional Innovation Council (IIC) as per the guidelines of MHRD and AICTE.
- Training and Placement cell offers career guidance and imparts requisite soft skills.
- College has entered into a MoUs with leading industries to strengthen Industry-Institute Partnership,

- Language lab facilitates communication skills and personality development
- Central Library is a host to recent physical volumes of various reputed journals accessible to all.
- Digital library comprising NPTEL video sessions, collection of E-books, E-journal such as DELNET, etc.
- Centre of Excellence aims to foster research culture amongst students and staffs.
- Inter-disciplinary collaboration is promoted to enable students to develop projects in emerging technologies

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smkfomra.net/announcement-files/Innovation-1652341116.pdf

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

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

2

File Description	Documents
URL to the research page on HEI website	www.smkfomra.net
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

15

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

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

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

4

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

SMK Fomra organizes a number of extension activities to promote institute-neighborhood community and to sensitize students towards community needs and moral values.

- During Tree Plantation drive (18-02-2021), students were sensitized on the issue of afforestation and carbon cycle.
- On International Women's Day (08-03-202)
- On World Environment Day (04-07-2021) presentations were made to highlight the need to restore the ecosystem.
- Being a Tobacco-Free campus, on World No Tobacco Day (31-05-2021) students have taken a pledge against using tobacco products in any form.
- On International Nurse Day (05-12-2021) students were advised to vaccinate to break the chain in the fight against Covid-19.
- On Republic Day (26-01-2021) the ideals of patriotism, self-discipline and nation-building was stressed amongst students.
- Students were also involved in Swachh Bharat (02-08-2020) by keeping the adjoining areas clean and use of No Plastics.
- Fomra management through NSS supplied food to families in Thaiyur village.
- Students were involved in Blood donation through YRC.

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Extension%20Activities-1649661507.pdf
Upload any additional information	View File

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

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

3

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

5

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

5

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

14

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The lush green campus of SMK Fomra is with well-built infrastructure and physical facilities that provide a new aura of teaching-learning experience.

- Campus–Institution is spread over 32.1 acres, excellent ambience, clean & green campus.
- Classrooms–32 well-furnished, well-ventilated and spacious classrooms equipped with LCD projectors and Internet connectivity.
- Seminar Halls–6 spacious seminar hall facilitate conduction of Guest lecture, events, etc.
- Internet–Connectivity is provided with a bandwidth of 10 Mbps. The entire campus is Wi-Fi enabled.
- Laboratories–State-of-art laboratories are set-up as per university requirements.
- Computer Labs–More than 300 Intel PCs in six air-conditioned computer labs well-connected to high-end IBM servers.
- Central Library–Air-conditioned central library hosts a collection of 38649 volumes of books in 15456 titles on different disciplines.
- E-Library–access to over 500 NPTEL videos, 1500 E-books, DELNET E-journal.
- Incubation Centre–Provides the basis for promotion of innovation activities.
- UPS–All computer labs are provided uninterrupted power supply via 20KVA UPS. Entire campus is free from power outages with aid of 75KVA Generator.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smkfomra.net/announcement-files/Physical%20Facilities-1647853593.pdf

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

Our institute has adequate facilities for sports, games, gymnasium, cultural and yoga practice halls to promote extra-curricular activities amongst students and staff. The total area of games and

sports is 15 acres.

- Outdoor Games—The college has grounds for most popular sports such as Cricket ground (30, 816 sqm), Basket ball court (4,520.43 sqft), Tennis court (1638 sqft), Volley ball court (252 sqm), Badminton court (248 sqm), Kho-Kho (4628 sqft) and Kabbadi (1419 sqft). Sufficient accessories such as ball, bat are available.
- Indoor Games—spacious covered hall is available for indoor games such as Carom, Chess, Table tennis, etc.
- Cultural Activities—6 spacious seminar/conference halls are available to conduct various cultural activities, functions and important national/international days.
- Gymnasium—Excellent gymnasium equipped with modern tools such as Bench Press, Pulleys, Dumbbells, Pull-up bar, Punching bags, etc., are available for fitness needs.
- Yoga—Yoga sessions are conducted regularly on weekends at Conference Hall, Fomra Auditorium and in the spacious lawn by Yoga gurus.
- Clubs—Various clubs are active in the college for activities such as Painting, Music, Literature, Debate, Poster, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smkfomra.net/announcement-files/Culture%20and%20Sports-1647853877.pdf

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

23

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smkfomra.net/announcement-files/ICT%20Facilities-1652332999.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

1,06,77,145

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Our College Library is automated with AutoLib software purchased from AutoLib Software Systems, an Integrated Library Management Software (ILMS) to facilitate the needs of the staff and students. Our Library subscribes to 8 National and International Journals. In general, our library has uploaded 38649 Volumes of books in 15456 titles on different disciplines like Engineering, Management, Technology and Science & Humanities in the software.

The AutoLib-Advanced latest Edition V8.2 has the following modules:

S.No

Modules

Function

1

Database Creation and Maintenance (Cataloguing)

Add new Books

2

Member Master

Create Registration for students/Staff

3

Counter Transaction (Circulation)

Issue/Return/Renewal

4

Search (OPAC)-Simple Module

We can search different ways

5

Advanced Search Module

We can search category wise

6

Quick Search

We can check any keyword

7

Report Management (MIS Report)

All report generation

8

E-Resources Linking

We can upload e-resources link

9

News Paper Clippings

We can add daily news paper

10

Online Stock Verification

We can check stock easily

11

System Administration Management

Based on server/client

12

Online User E-Gate Register in Library

Through barcode scanner

13

Journal Issues Management

We can add journal issue/vol's

14

Article Indexing and Abstracting

We can upload journals abstract

15

Question Banks

We can upload all questionnaires'

16

Binding Management

We can add damaged books

17

Data Import

We can import all data

18

Bulk Counter

Only for issue/return of books

19

Query Builder cum Report Generator

Feedback and solution

20

Dashboard for each users

We can see all details

21

User Request service

Students/staff/Library staff

22

Book Reviews

23

E-Books

We can upload e-books

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://localhost:8080/AutoLib/Home/index.jsp

4.2.2 - The institution has subscription for the A. Any 4 or more of the above

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

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

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

6.46

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

106

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

4.3 - IT Infrastructure

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

Our college has 300 computers and 2 servers with necessary software

packages as per the syllabus prescribed by Anna University. The institute upgrades the software packages currently being used in the industry to make the students, industry ready. A separate server room framed to take care of the IT related needs of the campus such as hardware and networking, E-mail & SMS Solutions, College Website updation etc.

S No

SERVER / NODE

Details

Total Nos

1

SERVER

IBM SYSTEM x3400 , 2*4GB RAM, 250*2 HDD

2

2

NODES

DELL Vostro - Intel Pentium Dual

@ 1.80 Ghz, 2GB RAM, 80GB * 120 HDD

95

3

NODES

DELL Optiplex 360 - Intel Core 2 Duo

@ 2.93 Ghz, 1 GB RAM, 160 GB HDD

62

4

NODES

DELL Optiplex 380 - Intel Core 2 Duo

@2.93Ghz, 4GB RAM, 250 * 120GB HDD

92

5

NODES

ACER VERTON -INTER I3 @ 3.40 Ghz, 4GB RAM, 500 GB HDD

10

5

NODES

HCL -INTEL PENTIUM II @ 2.40 Ghz, 4GB RAM, 120 HDD

41

Total Number of Computer Terminals + Servers

300+ 2

Wi-fi access points were installed in various locations also the Wi-Fi access points are updated constantly during regular intervals as and when required

S.No

Name of the Equipment

Quantity

1

D-Link 2.4 GHz

1

2

TP-Link Wi-Fi booster

2

File Description	Documents
Upload any additional information	View File
Paste link for additional information	www.smkfomra.net

4.3.2 - Number of Computers

300

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

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

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

1,06,77,145

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

At SMK Fomra there are systems and procedures for maintaining and utilizing physical, academic and support facilities

- Preliminary maintenance is carried out in-house.
- Stock verification is done every academic year.
- Complaint register is maintained to report about lack of maintenance/facilities.
- Registers are maintained for appropriate usage of resources.

Laboratories

- Lab instructor maintains laboratory system/equipment through periodical maintenance.
- Lab in-charge is responsible for upgrading/development of lab, as per requirement.
- System administrator is responsible for hardware & network maintenance, servers, cameras, Internet. and ICT resources.

Library

- AutoLib software ensures automation of all library services.
- Free access to physical volumes of reputed journals and DELNET E-journal,

Sports complex

- Grounds for popular outdoor sports are well maintained including indoor games.
- All sport kits / equipments are maintained by the Physical director.

Class Rooms

- Class rooms and Smart classroom are utilized as per class time table.
- Class rooms are cleaned on daily basis by house-keeping staff and monitored by facility manager. Electrical equipments are maintained by electrician.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smkfomra.net/announcement-files/Physical%20Facilities-1652348835.pdf

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

132

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

64

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

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

A. All of the above

File Description	Documents
Link to Institutional website	http://www.smkfomra.net/announcement-files/Skill%20Enhancement-1651554798.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

57

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

57

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

5.1.5 - The Institution has a transparent

B. Any 3 of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

67

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

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

5.2.2.1 - Number of outgoing student progression to higher education

4

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

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

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

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

College creates a platform for the active participation of the students in the various academic & Administrative bodies including other activities like sports, cultural, symposium etc. This empowers the Students in gaining leadership qualities, team playing, following rules, regulations and implementation skills.

Class Committee:

Each class has a student representative council, which is called Class Committee, which includes student members.

The student members bring forward the views and suggestions of the entire class with respect to the faculty, subjects, syllabus and other things related to the teaching learning process.

At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee; however the students are selected, such that they represents boys, girls, hostlers, day scholars, toppers and slow learners.

Various programs like paper presentations, workshops, seminars, Awareness camps and Blood donation campaigns, etc are organized by following students committees every year.

Symposium

Cultural Committee

Department Association

Department Professional bodies

Sports & Games Committee

Anti Ragging Committee

NSS/YRC/RRC

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/learning-beyond-curriculum/
Upload any additional information	View File

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

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

5

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Alumni association acts as a bridge between the past and present students and plays a vital role in the development of the institution. At SMK Fomra, we have a cohesive bond with our registered alumni association. Many alumni of this college have joined reputed organizations in the industry such as Infosys, TCS, CTS, Wipro, Zifo R&D, episource, Tech Mahindra, etc. Our Alumni Association plays very supporting and constructive role in the overall development of the college and their juniors that includes the following:

- Guest lectures on various subjects from the experts of distinctive fields
- Alumni who are entrepreneurs, share their knowledge and expertise, enlighten the students with their success stories and challenges faced.
- Facilitate to organize industrial visits and educational tours
- Overseas alumni volunteer to help students for pursuing higher education abroad
- Post job requirements in various fields to student's Whatsapp groups
- Motivate students to take up research activities in an active manner
- Pledge support for internship / in-plant training
- Volunteer in placement talks on how they did see through the placement process of aptitude test, group discussion and HR interview
- Help in providing textbooks to their respective departments
- Aid financially a few meritorious students from economically backward society
- Alumni come to campus as recruiters for their companies and also recommend and promote SMKFIT to their employers for campus placements
- Take active role in promoting college events through various social media platforms

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Alumni%20association-1652333352.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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

Based on vision and mission, the institute prepares its long term and short term plans. The ultimate motto of the institute is to enrich and excel, by imparting world-class engineering education foster research and development. For efficient functioning, duties are well defined and assigned to staffs at different levels.

Planning of academic activities including the calendar for internal assessment tests, planning of co-curricular and extra-curricular activities, Activities of students chapters of various professional bodies and department associations, are decided and approved by the Principal / Dean.

Planning and execution of activities are deliberated in the department meetings. Various academic and non-academic functions of the institute are carried out by different committees constituted for the purpose, comprising teaching, non-teaching staffs and students.

Various college level committees are listed below to carry out activities effectively:

1. Governing Council
2. Internal Quality Assurance Cell
3. Academic Committee
4. Grievance Redressal cell
5. Magazine Committee
6. Alumni Committee
7. Anti-ragging Committee
8. Time Table Committee
9. Transport Committee
10. Internal Complaint Committee
11. Disciplinary Committee

12. Women Empowerment Cell
13. Entrepreneurship Development Cell
14. Sports Committee
15. Library Committee
16. Hostel Committee
17. NSS/YRC Committee
18. Cultural Committee
19. English Club
20. Placement Cell

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Governance-1646020322.pdf
Upload any additional information	View File

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

The college believes in decentralization and participative management. The practice of decentralization is reflected in policy formulation, decision-making, planning and administration. Participative management is ensured by involving all stakeholders.

- Management has delegated power and authority to the Principal for smooth functioning of the institution and provide necessary support.
- Institution structure is organized as well-defined hierarchy (Organogram) to ensure delegation of power at various levels and participative management at all levels of decision making.
- Principal has constituted various committees / cells, assigns responsibilities and monitors them., in order to attain the institutional objectives.
- HoDs and faculties are nominated by the Principal in various committee, which is heterogeneous in nature to ensure that there is involvement of all.
- Members of each committee meet regularly and suggest measure to meet the e objectives resulting in increased efficiency, improved communication, motivation and job satisfaction.
- Apart from the standing committees, committee is also formed for smooth and efficient conduction of various events.
- Students, non-teaching and administrative staffs are also included in various committees and their innovative ideas are received well and taken into consideration for overall

development of the institution.

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Effective%20Leadership-1651133392.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

TRAINING & PLACEMENT CELL

The mission of Training & Placement Cell is to enhance student's employability and mould them into industry ready technocrats. The Training & Placement Cell is supported by well-equipped state-of-art infrastructure.

VALUE ADDED COURSE (VAC):

At the beginning of each academic year, a detailed training calendar is prepared to meet the training needs of all the students which include:

1. Soft Skills training
2. Aptitude training
3. Value added training for skill development

Based on the feedback from prospective employers, VACs are decided. Separate time table are prepared for each department to provide training for soft skills & aptitude and VAC. At present, soft skills training is given to students of all year/department whereas VAC is planned only for final year students.

PLACEMENT PROGRAM:

Every year, a list of companies for different departments is compiled at the beginning of the academic year. Details of students are shared based on the eligibility criteria of the company. Based on mutual convenience, dates are decided for the recruitment process. Offer letters are issued to the selected students on successful completion of the process. The summary of Placement & training is submitted as report to the Principal every year.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.smkfomra.net/announcement-files/Inst%20Strategic%20Plan-1651470171.pdf
Upload any additional information	View File

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

Administrative Setup

- Organization has an hierarchical structure with well-defined role & responsibility
- Day-to-day functions are carried out by the Principal with the support of staffs.
- Decisions are taken in accordance with the institution policy.

Governing Council

- Monitors academic and other related activities of the college towards excellence.
- Implementation of communications from Anna university, AICTE, etc.
- Passes annual budget by approving income and overall expenditure of the institution.
- Establish committees to ensure that all activities are carried out with utmost efficacy.

Staff Recruitment

- Advertisements are published in leading newspapers, portals such as faculty-plus.
- Candidates undergo written test and demo class during interview.
- Interviews are conducted by an expert panel
- Recommendations of selection committee is sent to management's approval.

Major Bodies

- o IQAC
- o Grievances Redressal Cell
- o Anti-Ragging Cell
- o Internal Compliant Cell
- o Women's Empowerment Cell.
- o Entrepreneurship Development Cell.
- o NSS/YRC

Promotional Policies

- o Eligibility for promotion is according to AICTE norms
- o Annually all staff are given an opportunity to present their self-appraisal.
- o Recommendations of Appraisal committee is sent to management for consideration.

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Extension%20Activities-1649661507.pdf
Link to Organogram of the institution webpage	http://www.smkfomra.net
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Teaching Staffs

1. Provident Fund for Employees
2. Accidental Insurance
3. Leaves (Casual / Sick / Medical / Marriage / Vacation / Comp-off)
4. Maternity / Paternity benefits
5. OD for FDP / Workshop / Conference / Research work
6. Incentives for non-doctoral staff members to enroll into Ph.D programs
7. Incentives for International Conference / Journal Publication
8. Subsidized / Free Transport
9. Free Health Check-up Camps
10. Induction / Orientation programs for new Staffs
11. Training on ICT and new modern age teaching aids
12. Yoga Classes
13. Wi-Fi enabled campus
14. Sports, Gym and Recreation facilities
15. Annual outing for staffs
16. Fee concession for ward of staffs
17. Reimbursement of membership fees for professional bodies
18. Grievance redressal cell to address grievances
19. Recognition and rewards

Non-Teaching Staffs

1. Provident Fund for Employees
2. Accidental Insurance
3. Leaves (Casual / Sick / Medical / Marriage / Vacation / Comp-off)
4. Free Transport
5. Maternity / Paternity benefits
6. Soft skill development training (MS-Office, handling ICT tools)
7. Free Health Check-up Camps
8. Training on hardware / electrical / network troubleshooting
9. Yoga Classes
10. Wi-Fi enabled campus
11. Sports, Gym and Recreation facilities
12. Annual outing for staffs
13. Fee concession for ward of staffs
14. Festival advance
15. Grievance redressal cell to address grievances
16. Recognition and rewards

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Staff%20welfare-1650515618.pdf
Upload any additional information	View File

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

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

13

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

5

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

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

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

25

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

A self-appraisal form is issued to staffs for presentation before a review committee. Each one of them is graded as Excellent, Good, Average and Poor. The objective of performance based appraisal system is to bring out the hidden talents and suggest aspects for individual and system improvement.

Teaching Staff

The review committee comprising management representative, Principal and an external resource person also take into account the confidential report prepared by the HoD. The metrics considered are:

1. Section A: Teaching
2. Section B: Contributions to the Department
3. Section C: Contributions to the College
4. Section D: Research
5. Section E: Publications
6. Section F: Scholarly Activities
7. Section G: Professional Activities
8. Section H: Additional Information

Non-Teaching Staffs

All non-teaching staffs are assessed by a review committee comprising Principal, Administrative Dean and HoD / HR.. The metrics considered are:

1. Job knowledge, efficiency and quality of work
2. Co-operation with superiors, staffs and students
3. Character and habits
4. Willingness to take additional work
5. Maintenance activities and documentation

Thus the appraisal system works towards overall organizational performance of teams and individuals for ensuring the achievement of institution's vision and mission.

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Self%20Appraisal-1650357439.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

- Payments, Receipts and accounting on a daily basis is carried out by the senior Accountant.

- Every financial transaction is details are sent to head of the accounts team on a day to day basis and annual audit is done by a senior accountant from the Head office.
- At the end of financial year, the annual account statement viz. Balance sheet, Receipts & Payments, Income & Expenditure are forwarded to external statutory auditor for the final verification.
- The audit of accounts and submission of income tax returns are being carried out regularly each financial year.
- There are no audit objections since the institution follows a good system of internal controls like calling quotations, comparison of rates, preparation of purchase order etc., and obtaining of approvals at every stage of such implementation and due verification of goods and services that are obtained after delivery or completion of works.
- No expenses are incurred without proper approval or sanction by the Head of the institution / Correspondent / Joint Correspondent.

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Annual%20Expense-1652332552.pdf
Upload any additional information	View File

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

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

2,84,42,665

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

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

- Proper utilization of financial resources is planned at the beginning of every academic year.
- Accounts department is responsible for mobilization of funds through collection of tuition fees, and other resources.
- The Institution is also responsible for optimal deployment of funds towards Staff salary, Transport, Electricity, Construction, Stationery printing, Internet, maintenance and other various service providers.
- Every department will submit their proposals based on Academic (Laboratory Equipments, library Books and departmental activities planned, for that academic year. This is consolidated at the Principal and sent for further approval to the college management.
- Based on the budget sanctioned, funds are released on priority basis.

Every financial transaction is recorded and updated in the centralized accounting system

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Funds-1652435623.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Our institute SMK Fomra has institutionalized the following quality initiatives under the banner of IQAC.

I) Teaching-Learning Process

- Staffs should adhere to the academic calendar of the institute.
- Preparation of lesson plan. lecture notes and question bank for all five units.
- HoD should monitor the syllabus coverage of staffs on a weekly basis.
- Faculties are encouraged to use ICT tools.
- Slip test is conducted for incremental learning.
- Students are encouraged to raise their doubts during class

hours

- Three internal assessment tests are conducted
- Student feedback is obtained at class committee meetings.

II) Inculcating the spirit of Research

- Proposes development by fostering research culture amongst students and staffs.
- Faculties are encouraged to publish papers in journals/international conferences.
- Students are mandated to do all their project work in-house
- Students are also permitted to undergo internship / project at reputed organizations
- Staff and students have access to volumes of recent proceedings of journals and e-journals.
- Students are motivated to submit their innovative ideas / Proof of Concepts for hackathon.
- Staffs are required to register for reputed professional bodies.

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/IQAC%20QA-1651555843.pdf
Upload any additional information	View File

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

The IQAC cell at SMK Fomra continuously reviews and takes steps to improve the quality of the teaching-learning process by reviewing the following documents.

.

S.No

Document

Procedure

Periodicity

Reviewed by

1

Lesson Plan

Faculties prepare a detailed lesson plan at the beginning of each semester for each subject allocated to them. It also indicates the number of periods required topic-wise, textbook / reference and teaching methodology

Every Semester

HoD

2

Log Book

For each subject, faculty record student attendance, topics taken, etc., during their lecture / tutorial / practical sessions unit-wise. IA marks are also recorded

Unit-wise

HoD / Principal

4

Course File

Faculties prepare a course file that contains lecture notes, assignment plans, tutorial workouts, question bank, important short answers, etc.

Unit-wise

HoD / Principal

5

Result Analysis

presentation

It depicts the subject-wise pass percentage, overall department pass percentage, all clear list, one/two/three and more than three arrear student list.

After IAT / End semester exam

Principal

6

Feedback on university question

paper

It is collected from students regarding nature of question paper. Faculties report any discrepancies such as out-of-syllabus question to the university through online submission in the web portal.

Every Semester

HoD / Principal

The teaching-learning processes are reviewed by IQAC and to improve the following are suggested

- Daily class test
- Additional coaching class for slow learners
- Motivate students in participative / experiential learning
- Encourage e-learning through NPTEL, SWAYAM, etc.

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Review%20of%20TLP-1651563136.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the

B. Any 3 of the above

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

File Description	Documents
Paste web link of Annual reports of Institution	http://www.smkfomra.net/announcement-files/Annual%20Report-1652429516.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

At SMK Fomra, gender equity is achieved by promoting equal participation of women in decision-making as follows:

- In our college, 49% of students are girl students and 35% of staffs are women staffs.
- Eminent Guest speakers highlight the contribution of women to the society.
- International Women's Day was celebrated on 08-03-2021.
- Students were apprised of the gender issues during Sensitization Program held each year.
- Posters promoting gender equity are placed on all notice Boards.
- Girl students from socially economic backward are offered merit scholarship.
- To enhance safety and security CCTV cameras are installed at all places.
- Sick room for girl students and women staff, separate restroom at each floor are provided.

- Sexual Harassment and Grievance Redressal cell has been constituted.
- Strict confidentiality is maintained with regard to complaints and enquiry is done in a fair and transparent manner.
- Counseling is provided to girl students for their needs.
- Women faculty are nominated as HoD and coordinator of various committees / events.
- Girls hostel warden are very much considerate and careful.

File Description	Documents
Annual gender sensitization action plan	http://www.smkfomra.net/announcement-files/Gender%20Equity-1647840105.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.smkfomra.net/announcement-files/Women%20facilities-1647596880.pdf

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

C. Any 2 of the above

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

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

Our institute SMKFIT policy on waste management is to Reduce, Reuse and Recycle. Staffs focus on minimal produce of waste through optimal use of resources. The different wastes in the campus are handled as follows:

- **Solid waste management**—Three separate bins are placed at each department for effective collection of waste.
- **Liquid waste management**—Waste water collected through pipes

from Boys and Girls hostel are channelized to be used for watering the trees and plants in our campus. r

- Biomedical waste management—No biomedical waste is generated
- E-waste management—E-waste is limited by having a centralized repair and maintenance system, monitored by system administrator. The college has tie-up with E-waste vendors to dispose them annually.
- Waste recycling system—Through civic authorities, we dispose waste on a daily basis. Cattle farming uses the biodegradable vegetable waste from the kitchen. Vermicomposting is being done with segregated wet kitchen wastes and cow dung. The manure generated is used in gardening.
- Hazardous chemicals and radioactive waste management—The liquid chemical waste coming out of the Chemistry lab is neutralized and disposed safely.

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

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

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	View File
Various policy documents / decisions circulated for implementation	View File
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

B. Any 3 of the above

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

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. Any 3 of the above

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

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

Our institution SMK Fomra believes in unity in diversity. Students and staffs are not discriminated on the basis of caste, community, religion, gender, creed, color, linguistic, cultural, socio-economic background, etc.

- Management, Principal, faculties and students jointly celebrate important national days.
- Students and staff jointly involve in social activities through NSS.
- Cultural and spiritual activities that are celebrated with unity.
- Institute gives priority to students belonging to socially and economically weaker sections to ensure that the marginalized sections and women are part of this institute.
- Different redressal cells such as Grievance redressal cell, women's redressal cell, etc., deal with complaints in an unbiased and fair manner.
- Students are equally treated in classrooms and evaluation process is transparent. A robust mentor-mentee system helps students to overcome their socio and personal problems.
- Students from different caste, community, religion and color are nominated to various committees in curricular, co-curricular and extra-curricular activities.
- Heterogeneous teams are formed for various indoor / outdoor sports leading to overall physical development of system
- Staffs are not discriminated and workload is fairly distributed.

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

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

Constitution Day Celebration

Constitution Day was celebrated on 26-11-2020. The lecture on sensitization of students responsibility towards the constitutional values, rights, duties and responsibilities of citizens.

Event-oriented Sensitization

1. World Environment Day was celebrated on 04-06-2021 at our campus. Students were made conscious of how to maintain the balance in the eco-system through afforestation..
2. World Tobacco Day was celebrated on 31-05-2021. Being a tobacco-free campus, students were made aware of the health hazards of using tobacco.
3. Blood Donation and Health camp was organized by YRF. Students were sensitized on Covid-19 protocols and safe practices to be followed.
4. International Women's Day was celebrated on 08-03-2021. The eminent speakers highlighted the legal avenues to overcome challenges faced by women in society.

National Day Celebration

1. Independence Day was celebrated on 15-08-2020. Contributions of great Indian leaders during the freedom struggle was recalled by the students.
2. Gandhi Jayanthi was observed on 02-10-2020 through Swachh Bharat campaign. Students were sensitized on efficient waste management techniques.

Apart from the above students were also sensitized on various awareness program such as Voter awareness, Vigilance awareness, Yoga Day, etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.smkfomra.net/announcement-files/Sensitization-1652435441.pdf
Any other relevant information	http://www.smkfomra.net/announcement-files/Sensitization-1652435441.pdf

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**

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

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

Our institution celebrates national, international commemorative days, events and festivals by staffs and students enthusiastically..

1. International Yoga Day was celebrated on 21-06-2021. Student and staff volunteers from all branches practiced yoga as demonstrated by the Yoga trainer.
2. World Environment Day was celebrated on 04-06-2021 at our campus. Over 100 saplings were planted by students.
3. World Tobacco Day was celebrated on 31-05-2021. Being a

tobacco-free campus, students pledged that they will never use tobacco.

4. Ugadi / Gudi padwa / Vishu / Tamil New Year. The management and staffs wished the students that new year would usher in peace, happiness and prosperity.
5. Pongal Festival was celebrated with great fervor. Students and staff came together to celebrate the harvest festival of farmers in a traditional manner.
6. National Mathematics Day was celebrated on 22-12-2020 by conducting a mathematical quiz for first year students.
7. Gandhi Jayanthi was observed on 02-10-2020 through Swachh Bharat campaign. The entire campus was cleaned with the help of NSS volunteers.
8. Independence Day was celebrated on 15-08-2020. Contributions of great Indian leaders during the freedom struggle was recalled by the students.

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

7.2 - Best Practices

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

I) Outcome based Teaching-Learning Process

Objectives

- o To improve pass percentage in Anna university end semester examinations

Practice Employed

1. Preparation of lecture notes and question bank for all five units.
2. Slip test is conducted each day order a subject for incremental learning.
3. Students are encouraged to raise their doubts during class hours.

4. Three internal assessment tests to be conducted.
5. Student feedback is obtained at class committee meetings.

Outcomes

- Result analysis indicates significant improvement in overall institution pass percentage

II) Inculcating Innovation and Entrepreneurship

Objectives

- To facilitate implementation of innovative projects, participation in hackathon, etc.

Practice Employed

1. Faculties are encouraged to publish work in journals / international conferences.
2. Students are mandated to do their project work in-house.
3. Students are permitted to undergo internship / project at reputed organizations.
4. Students are motivated to submit their innovative ideas / PoCs in hackathon contest.
5. Staffs should register for reputed professional bodies.

Outcomes

- Students were able to publish their work in International conferences/journals
- Students participated in various competition at national / university level

File Description	Documents
Best practices in the Institutional website	http://www.smkfomra.net/announcement-files/Best%20Practices-1652087722.pdf
Any other relevant information	http://www.smkfomra.net/announcement-files/Best%20Practices-1652087722.pdf

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

Providing Quality Education in Engineering at Affordable Cost

- Our institute is accredited by NAAC and is member of IIC.
- Excellent ambience and infrastructure, well-qualified and research-aptitude faculties, state-of-art laboratories.
- Class committee is conducted after internal assessment test and student feedback is obtained.
- Students are motivated to participate in competitions, contests, hackathon held by recognized bodies / universities
- Robust mentor-mentee system is followed to identify the strengths of each individual and guide them to achieve excellence.
- Industry-Institute interaction takes place through MoUs, Industrial visit, Guest lectures, Seminars, Workshops, etc.,
- Value-added courses, aptitude training, personality development are provided to final year students.
- Research papers has been published by faculty in various reputed international journals and conferences.
- Inculcating social responsibility through blood camps, Swachh Bharat, tree plantation, etc.
- Yoga, life style, health camps are also organized by the institute to provide a stress-free life within the campus.

Thus the institution persists for holistic development of the individual and society by imparting high quality education at low cost.

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

SMK Fomra Institute of Technology follows the curriculum and syllabi prescribed by Anna University. The college ensures effective curriculum delivery in a systematic manner.

Academic calendar

- College academic calendar is consistent with the university assessment schedule and includes unit-wise completion.
- Principal monitors the effective implementation of the Calendar through formal meetings with HoDs and with concerned faculty

Timetable

- Time Table is displayed on the Notice Board and posted on student WhatsApp groups

Lesson Plan

- Lesson plan prepared by the faculties in accordance with COs and POs
- Periodic assessment of curriculum delivery is done by HoDs

Laboratories

- Well-equipped modernized laboratories enable students to execute their experiments as per Anna University curriculum

Library

- Central library hosts an exhaustive collection of text books and reference books, to aid in understanding course fundamentals

Teaching Aids

- Conventional chalk and talk method is preferred.
- Methods like seminar, group discussion, quiz, case study

for effective delivery of curriculum are followed

- Study materials, notes and question banks are posted in the student whatsapp groups.
- Guest lectures are organized each semester
- ICT classrooms are utilized on regular basis.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.smkfomra.net/announcement/academic-and-assessment-schedule-2020-21/28

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

Our institution SMKFIT prepares an academic calendar at the beginning of each semester in accordance with Anna University academic and assessment schedule. All classes and examinations are planned as per the calendar, thus ensuring complete adherence.

1. Internal Assessment exams—Three internal assessment exams for theory subjects IA1, IA2 and IA3 are held on dates as mentioned in the academic calendar. Two question papers prepared by the faculties according to Anna university standards, scrutinized by HoD and one question paper is chosen by the Principal for IAs. Answer scripts are evaluated as per key and handed over to students by the next day for their read-through. For practical subjects, internal exam with viva voce is conducted at end of the semester.
2. Class Test & Assignments—In addition to daily class tests, assignments, workout exercises for problematic subjects also given to students as part of Continuous Internal Evaluation. Assignments are provided to students on the scheduled dates as mentioned in the academic calendar.

The end semester examination is conducted by Anna University and results are published after due valuation process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.smkfomra.net/announcement-files/AC%202020-21%20Even-1641884207.pdf

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

31

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

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

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

15

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

109

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

1.3 - Curriculum Enrichment

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

In order to integrate the cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics, our college has mandated different courses in the curriculum to be taught to all students that aims to inculcate social values, human values, environment sensitivity, etc., thereby leading to the holistic development of students.

Courses

- GE8291–Environmental Science and Engineering
- GE8076–Professional Ethics in Engineering
- GE8077–Total Quality Management
- MG8591–Principles of Management.
- GE8071–Disaster Management
- CE8603–Irrigation Engineering
- EN8592–Wastewater Engineering

- ORO551–Renewable Energy Sources
- EN8591–Municipal Solid Waste Management
- CE8005–Air Pollution and Control Engineering

Gender Sensitization

The college has Grievance Redressal cell and Women Empowerment cell to provide counseling, promote gender equity among students and also deal with issues of safety and security of female students and faculty. The college celebrates International Women's Day (08-03-2021) to empower female students.

Environment and Sustainability

Our college organizes various activities like tree plantation (18-02-2021), rain water harvesting, alternate and renewable energy such as solar power, waste management, etc. Students get involved and are inculcated the benefits of having a balanced eco system. The college also celebrates World Environment Day (05-06-2021) to raise awareness on maintaining a safe planet.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

189

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

117

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://www.smkfomra.net/announcement/feedback-from-stakeholders-academic-year-2020-21/29
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.smkfomra.net/announcement-files/Student%20Feedback%20Report-1645069332.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

18

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

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

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

21

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

2.2 - Catering to Student Diversity

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

Students differ based on their level and pace of comprehensibility. Students who have aggregate less than 50% in IAs are slow learners and those who have aggregate more than 75% are advanced learners. The list is revised every semester.

Slow Learners

- Analogy-based learning on important topics to enhance their understanding
- Homework, assignment, important short / long Q&A, workout-problems, doubt clarification sessions for analytical, programming and problem-oriented subjects.
- One-to-one special attention is provided during remedial classes.
- Institute has a robust mentor-mentee system through which counseling is provided.
- Slow learner's performances are monitored, recorded and reviewed periodically.

Advanced Learners

- Encouraged to work out problems in textbook exercises to bring out their own talents.
- Peer learning within their group will improve their self-interest and self-confidence.
- Motivated to enroll for online certificate courses conducted by NPTEL, Swayam, etc.
- Trained to attend competitive exams such as GATE, TNPSC, UPSC, etc.
- Compete in paper presentation, workshop, seminar, symposium, inter-college events, etc.
- E-journals such as DELNET is available for students to explore their research potential.

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Additional%20Information-1645107272.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
232	84

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Our institute SMKFIT aims to achieve academic excellence by adopting student centric methods to enhance student involvement.

Experiential Learning

- Project Work–Projects and mini-projects are based on IEEE journals.
- Students participate in inter-college events at national/international level.
- Industrial Visits–Organized by the departments to gain industrial exposure.
- Guest Lecture–Resource persons are invited to elucidate their views on trending topics.
- Modern Methodologies–Students are exposed to modern methods such as Google Classroom.
- –E-books and DELNET E-journal is accessible to augment their classroom knowledge.

Participative Learning

- Role Play–An instructional strategy to teach students ideas for better understanding.

- Team Work–Activities through clubs/associations organized to promote teamwork.
- –Discussions on contemporary issues are encouraged through English club.
- Interactive Sessions–Faculties conduct their lecture classes in an interactive manner.
- –Students representation have been empowered to collaborate and conduct technical events.

Problem-Solving Methodologies

- Case Study–Enable students to apply their knowledge & skills using reasoning abilities
- –Online quizzes are conducted to promote problem-solving skills in MCQ type.
- –Based on analytical questions to bring out creativity amongst students.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.smkfomra.net/announcement-files/Student%20Centric%20Methods-1645436363.pdf

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

At SMKFIT, ICT enabled classroom exists one for each department. Our faculties use ICT tools to enhance, and optimize the delivery of education.

ICT Tools Usage

1. PowerPoint presentations–Faculties are encouraged to use PPT with animation in their teaching by using smart classrooms to improve effectiveness of teaching-learning process
2. Industry Connect–Conference Hall is digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.
3. Online quiz–Faculties prepare online quiz for students with the help of Google Forms.

4. Video Conferencing—Online classes are held with the help of Google Meet application.
5. –Recording of video lectures is made available to students for long term learning. NPTEL video are also shown to students on important topics.
6. Online Competitions—Technical and non-technical events such as Paper presentation, , Symposium, poster-making, etc., are organized with the help of ICT tools..
7. –Faculties use ICT tools for conducting workshops on trending topics.
8. Virtual Labs—Used to conduct Programming language labs, simulations etc.
9. Course conduction—Google classroom is used to manage and post course related information- learning material, assignments, internal assessment, etc..

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

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

2.3.3.1 - Number of mentors

46

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

84

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

10

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

297

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

2.5 - Evaluation Process and Reforms

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

The schedule of internal assessments are communicated to students through academic calendar. For transparent and robust conduct of IA, mechanisms adopted are:

- Internal assessment split-up is:
 - Part-A: $7 \times 2 = 14$ (Short answers, No choice)
 - Part-B: $2 \times 13 = 26$ (Descriptive / Problematic, Either OR)
 - Part-C: $1 \times 14 = 14$ (Analytic, No choice)
- Portions is staggered for IA exams:
 - IA1 (up to 1.5 units), IA2 (1.5-3 units) and IA3 (units 4 & 5)
- IA timetable is displayed on department notice boards.
- Faculties prepare two sets of question paper with key, scrutinized by the HoD. Out of 2 question paper, one is chosen for IA by the Principal.
- Faculty evaluate answer scripts and distribute to the students for any clarification.
- Faculties submit answer scripts to the exam cell and marks are displayed on department notice board.
- Online exams are conducted through Google Meet platform, wherein students have their video turned on.
- Model exams were conducted online in MCQ pattern for 60 marks (without choice) as stipulated by the university due to pandemic.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.smkfomra.net/announcement-files/Internal%20Assessment-1645764322.pdf

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

At SMKFIT, an examination cell committee, headed by Principal and senior faculties as members is constituted to ensure exam related grievances are resolved in a transparent manner.

- Revision period is provided prior to conduct of IA exams.
- Seating arrangement is meticulously planned and displayed on notice boards.
- Question papers are distributed to students five minutes in advance.
- If a student is absent due to medical reason, exam is

conducted separately after verification.

- Each student is provided with requisite tables, log books, graph sheets, etc.
- Question paper key is distributed to the students after exams.
- Grievances in evaluation such as incorrect total, not evaluated, less marks, etc., are addressed by the faculty.
- Result review meetings are conducted and student feedback is obtained.
- Counseling is provided to students for exam stress related problems.
- Students can check their internal marks and attendance through COE portal.
- IA performance of each student is posted to the parents.
- Slow learners are identified and remedial classes are scheduled.
- For online MCQ exams, students can know their choice, correct choice for each question and total marks immediately after submission.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.smkfomra.net/announcement-files/IA%20Grievances-1645764487.pdf

2.6 - Student Performance and Learning Outcomes

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

Our college SMKFIT has six UG courses and four PG courses and is affiliated to Anna university. We follow the curriculum and syllabus provided by the university.

- Curriculum for each program is stated through Program Outcomes (POs) and Program Specific Objectives (PSOs), which are mapped to Program Educational Objectives (PEOs).
- Syllabus provides objectives and outcomes for each course to facilitate student focus at beginning of the course.
- Hard copy of Curriculum and Syllabi for each program are available in the departments for ready reference to the teachers and students.
- Curriculum & syllabus of all UG/PG programmes can be viewed from the college website.

- Significance of POs, PSOs and PEOs has been communicated to faculties by the IQAC team. It is once again emphasized in staff meetings.
- Faculties prepare their course plan based on POs and PSOs, verified by the HoD..
- Students are made aware about Programme and course outcomes by the HoD at the start of every semester. Class in-charges, mentors and faculty members make them realize the need to attain the outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.smkfomra.net/announcement-files/PO%20and%20CO-1652430172.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Each course has a defined set of COs and evaluation criteria. The students performance in the examinations during the semester in each course is used to compute the level of attainment of the POs and PSOs through the mapping of questions to COs and COs to POs and PSOs.

- Attainment of CO is assessed based on IAs. Each question is tagged to a CO. Evaluation of answer scripts is done as per key.
- Rubrics are framed for assessment of Mini project, Project work, Seminar, etc. The attainment of each CO is based on class average mark.
- For lab courses, students must demonstrate their skill, knowledge, coding, designing, etc., abilities upon completion of the course and weightage is assigned accordingly.
- Program outcome is linked to course outcomes. Courses are evaluated based on Internal (20% weightage) and External (80% weightage) performances.
- For each course, the level of attainment of each CO is compared with the predefined targets, and if not attained, the course coordinator takes necessary steps.
- Students who complete their programs with CGPA at least 6.50 and nil arrears are deemed to have attained the

respective PO.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.smkfomra.net/announcement-files/CO-PO%20mapping-1652430423.pdf

2.6.3 - Pass percentage of Students during the year

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

102

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://www.smkfomra.net/announcement-files/Pass%20percentage-1652437385.pdf

2.7 - Student Satisfaction Survey

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

<http://www.smkfomra.net/announcement-files/SSS2020-21-1643876721.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)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	0

3.2 - Innovation Ecosystem

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

Our college has created an ecosystem for innovations and other

initiatives for creation and transfer of knowledge, as follows:

- HR policy at SMKFIT is to recruit dynamic, enterprising and well-qualified faculties.
- Faculty members are encouraged to participate in FDPs, Conferences, Workshops.
- Faculties are motivated to pursue part-time PhD, financial aid is provided for research activities.
- Entrepreneurship activities are encouraged through the active EDC cell.

- The college has constituted Institutional Innovation Council (IIC) as per the guidelines of MHRD and AICTE.
- Training and Placement cell offers career guidance and imparts requisite soft skills.
- College has entered into a MoUs with leading industries to strengthen Industry-Institute Partnership,

- Language lab facilitates communication skills and personality development
- Central Library is a host to recent physical volumes of various reputed journals accessible to all.
- Digital library comprising NPTEL video sessions, collection of E-books, E-journal such as DELNET, etc.
- Centre of Excellence aims to foster research culture amongst students and staffs.
- Inter-disciplinary collaboration is promoted to enable students to develop projects in emerging technologies

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smkfomra.net/announcement-files/Innovation-1652341116.pdf

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

33

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

2

File Description	Documents
URL to the research page on HEI website	www.smkfomra.net
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

15

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

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

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

4

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

SMK Fomra organizes a number of extension activities to promote institute-neighborhood community and to sensitize students towards community needs and moral values.

- During Tree Plantation drive (18-02-2021), students were sensitized on the issue of afforestation and carbon cycle.
- On International Women's Day (08-03-202)
- On World Environment Day (04-07-2021) presentations were made to highlight the need to restore the ecosystem.
- Being a Tobacco-Free campus, on World No Tobacco Day (31-05-2021) students have taken a pledge against using tobacco products in any form.
- On International Nurse Day (05-12-2021) students were advised to vaccinate to break the chain in the fight against Covid-19.
- On Republic Day (26-01-2021) the ideals of patriotism, self-discipline and nation-building was stressed amongst students.
- Students were also involved in Swachh Bharat (02-08-2020) by keeping the adjoining areas clean and use of No Plastics.
- Fomra management through NSS supplied food to families in Thaiyur village.
- Students were involved in Blood donation through YRC.

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Extension%20Activities-1649661507.pdf
Upload any additional information	View File

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

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

3

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

5

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

5

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

14

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The lush green campus of SMK Fomra is with well-built infrastructure and physical facilities that provide a new aura of teaching-learning experience.

- Campus–Institution is spread over 32.1 acres, excellent ambience, clean & green campus.
- Classrooms–32 well-furnished, well-ventilated and spacious classrooms equipped with LCD projectors and Internet connectivity.
- Seminar Halls–6 spacious seminar hall facilitate conduction of Guest lecture, events, etc.
- Internet–Connectivity is provided with a bandwidth of 10 Mbps. The entire campus is Wi-Fi enabled.
- Laboratories–State-of-art laboratories are set-up as per university requirements.
- Computer Labs–More than 300 Intel PCs in six air-conditioned computer labs well-connected to high-end IBM servers.
- Central Library–Air-conditioned central library hosts a collection of 38649 volumes of books in 15456 titles on different disciplines.
- E-Library–access to over 500 NPTEL videos, 1500 E-books, DELNET E-journal.
- Incubation Centre–Provides the basis for promotion of innovation activities.
- UPS–All computer labs are provided uninterrupted power supply via 20KVA UPS. Entire campus is free from power outages with aid of 75KVA Generator.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smkfomra.net/announcement-files/Physical%20Facilities-1647853593.pdf

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

Our institute has adequate facilities for sports, games, gymnasium, cultural and yoga practice halls to promote extra-curricular activities amongst students and staff. The total area of games and sports is 15 acres.

- Outdoor Games–The college has grounds for most popular sports such as Cricket ground (30, 816 sqm), Basket ball court (4,520.43 sqft), Tennis court (1638 sqft), Volley ball court (252 sqm), Badminton court (248 sqm), Kho-Kho (4628 sqft) and Kabbadi (1419 sqft). Sufficient accessories such as ball, bat are available.
- Indoor Games–spacious covered hall is available for indoor games such as Carom, Chess, Table tennis, etc.
- Cultural Activities–6 spacious seminar/conference halls are available to conduct various cultural activities, functions and important national/international days.
- Gymnasium–Excellent gymnasium equipped with modern tools such as Bench Press, Pulleys, Dumbbells, Pull-up bar, Punching bags, etc., are available for fitness needs.
- Yoga–Yoga sessions are conducted regularly on weekends at Conference Hall, Fomra Auditorium and in the spacious lawn by Yoga gurus.
- Clubs–Various clubs are active in the college for activities such as Painting, Music, Literature, Debate, Poster, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smkfomra.net/announcement-files/Culture%20and%20Sports-1647853877.pdf

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

23

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smkfomra.net/announcement-files/ICT%20Facilities-1652332999.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

1,06,77,145

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Our College Library is automated with AutoLib software purchased from AutoLib Software Systems, an Integrated Library Management Software (ILMS) to facilitate the needs of the staff and students. Our Library subscribes to 8 National and International Journals. In general, our library has uploaded 38649 Volumes of books in 15456 titles on different disciplines like Engineering, Management, Technology and Science & Humanities in the software.

The AutoLib-Advanced latest Edition V8.2 has the following modules:

S.No

Modules

Function

1

Database Creation and Maintenance (Cataloguing)

Add new Books

2

Member Master

Create Registration for students/Staff

3

Counter Transaction (Circulation)

Issue/Return/Renewal

4

Search (OPAC)-Simple Module

We can search different ways

5

Advanced Search Module

We can search category wise

6

Quick Search

We can check any keyword

7

Report Management (MIS Report)

All report generation

8

E-Resources Linking

We can upload e-resources link

9

News Paper Clippings

We can add daily news paper

10

Online Stock Verification

We can check stock easily

11

System Administration Management

Based on server/client

12

Online User E-Gate Register in Library

Through barcode scanner

13

Journal Issues Management

We can add journal issue/vol's

14

Article Indexing and Abstracting

We can upload journals abstract

15

Question Banks

We can upload all questionnaires'

16

Binding Management

We can add damaged books

17

Data Import

We can import all data

18

Bulk Counter

Only for issue/return of books

19

Query Builder cum Report Generator

Feedback and solution

20

Dashboard for each users

We can see all details

21

User Request service

Students/staff/Library staff

22

Book Reviews

23

E-Books

We can upload e-books

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://localhost:8080/AutoLib/Home/index.jsp

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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

6.46

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data

for online access) (Data for the latest completed academic year)

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

106

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

4.3 - IT Infrastructure

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

Our college has 300 computers and 2 servers with necessary software packages as per the syllabus prescribed by Anna University. The institute upgrades the software packages currently being used in the industry to make the students, industry ready. A separate server room framed to take care of the IT related needs of the campus such as hardware and networking, E-mail & SMS Solutions, College Website updation etc.

S No

SERVER / NODE

Details

Total Nos

1

SERVER

IBM SYSTEM x3400 , 2*4GB RAM, 250*2 HDD

2

2

NODES

DELL Vostro - Intel Pentium Dual

@ 1.80 Ghz, 2GB RAM, 80GB * 120 HDD

95

3

NODES

DELL Optiplex 360 - Intel Core 2 Duo

@ 2.93 Ghz, 1 GB RAM, 160 GB HDD

62

4

NODES

DELL Optiplex 380 - Intel Core 2 Duo

@2.93Ghz, 4GB RAM, 250 * 120GB HDD

92

5

NODES

ACER VERTON -INTER I3 @ 3.40 Ghz, 4GB RAM, 500 GB HDD

10

5

NODES

HCL -INTEL PENTIUM II @ 2.40 Ghz, 4GB RAM, 120 HDD

41

Total Number of Computer Terminals + Servers

300+ 2

Wi-fi access points were installed in various locations also the Wi-Fi access points are updated constantly during regular

intervals as and when required

S.No

Name of the Equipment

Quantity

1

D-Link 2.4 GHz

1

2

TP-Link Wi-Fi booster

2

File Description	Documents
Upload any additional information	View File
Paste link for additional information	www.smkfomra.net

4.3.2 - Number of Computers

300

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	C.10 - 30MBPS
File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
1,06,77,145	
File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<p>At SMK Fomra there are systems and procedures for maintaining and utilizing physical, academic and support facilities</p> <ul style="list-style-type: none"> ◦ Preliminary maintenance is carried out in-house. ◦ Stock verification is done every academic year. ◦ Complaint register is maintained to report about lack of maintenance/facilities. ◦ Registers are maintained for appropriate usage of resources. <p>Laboratories</p> <ul style="list-style-type: none"> ◦ Lab instructor maintains laboratory system/equipment 	

through periodical maintenance.

- Lab in-charge is responsible for upgrading/development of lab, as per requirement.
- System administrator is responsible for hardware & network maintenance, servers, cameras, Internet. and ICT resources.

Library

- AutoLib software ensures automation of all library services.
- Free access to physical volumes of reputed journals and DELNET E-journal,

Sports complex

- Grounds for popular outdoor sports are well maintained including indoor games.
- All sport kits / equipments are maintained by the Physical director.

Class Rooms

- Class rooms and Smart classroom are utilized as per class time table.
- Class rooms are cleaned on daily basis by house-keeping staff and monitored by facility manager. Electrical equipments are maintained by electrician.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.smkfomra.net/announcement-files/Physical%20Facilities-1652348835.pdf

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

132

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
64	
File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to Institutional website	http://www.smkfomra.net/announcement-files/Skill%20Enhancement-1651554798.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

57

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

57

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

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

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

67	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

4	
File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

2	
File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

College creates a platform for the active participation of the students in the various academic & Administrative bodies including other activities like sports, cultural, symposium etc. This empowers the Students in gaining leadership qualities, team playing, following rules, regulations and implementation skills.

Class Committee:

Each class has a student representative council, which is called Class Committee, which includes student members.

The student members bring forward the views and suggestions of the entire class with respect to the faculty, subjects, syllabus and other things related to the teaching learning process.

At least 4 student representatives (usually 2 boys and 2 girls)

shall be included in the class committee; however the students are selected, such that they represents boys, girls, hostlers, day scholars, toppers and slow learners.

Various programs like paper presentations, workshops, seminars, Awareness camps and Blood donation campaigns, etc are organized by following students committees every year.

Symposium

Cultural Committee

Department Association

Department Professional bodies

Sports & Games Committee

Anti Ragging Committee

NSS/YRC/RRC

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/learning-beyond-curriculum/
Upload any additional information	View File

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

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

5

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Alumni association acts as a bridge between the past and present students and plays a vital role in the development of the institution. At SMK Fomra, we have a cohesive bond with our registered alumni association. Many alumni of this college have joined reputed organizations in the industry such as Infosys, TCS, CTS, Wipro, Zifo R&D, episource, Tech Mahindra, etc. Our Alumni Association plays very supporting and constructive role in the overall development of the college and their juniors that includes the following:

- Guest lectures on various subjects from the experts of distinctive fields
- Alumni who are entrepreneurs, share their knowledge and expertise, enlighten the students with their success stories and challenges faced.
- Facilitate to organize industrial visits and educational tours
- Overseas alumni volunteer to help students for pursuing higher education abroad
- Post job requirements in various fields to student's Whatsapp groups
- Motivate students to take up research activities in an active manner
- Pledge support for internship / in-plant training
- Volunteer in placement talks on how they did see through the placement process of aptitude test, group discussion and HR interview
- Help in providing textbooks to their respective departments

- Aid financially a few meritorious students from economically backward society
- Alumni come to campus as recruiters for their companies and also recommend and promote SMKFIT to their employers for campus placements
- Take active role in promoting college events through various social media platforms

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Alumni%20association-1652333352.pdf
Upload any additional information	View File

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

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

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

Based on vision and mission, the institute prepares its long term and short term plans. The ultimate motto of the institute is to enrich and excel, by imparting world-class engineering education foster research and development. For efficient functioning, duties are well defined and assigned to staffs at different levels.

Planning of academic activities including the calendar for internal assessment tests, planning of co-curricular and extra-curricular activities, Activities of students chapters of various professional bodies and department associations, are decided and approved by the Principal / Dean.

Planning and execution of activities are deliberated in the department meetings. Various academic and non-academic functions of the institute are carried out by different committees constituted for the purpose, comprising teaching, non-teaching

staffs and students.

Various college level committees are listed below to carry out activities effectively:

1. Governing Council
2. Internal Quality Assurance Cell
3. Academic Committee
4. Grievance Redressal cell
5. Magazine Committee
6. Alumni Committee
7. Anti-ragging Committee
8. Time Table Committee
9. Transport Committee
10. Internal Complaint Committee
11. Disciplinary Committee
12. Women Empowerment Cell
13. Entrepreneurship Development Cell
14. Sports Committee
15. Library Committee
16. Hostel Committee
17. NSS/YRC Committee
18. Cultural Committee
19. English Club
20. Placement Cell

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Governance-1646020322.pdf
Upload any additional information	View File

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

The college believes in decentralization and participative management. The practice of decentralization is reflected in policy formulation, decision-making, planning and administration. Participative management is ensured by involving all stakeholders.

- o Management has delegated power and authority to the Principal for smooth functioning of the institution and provide necessary support.

- Institution structure is organized as well-defined hierarchy (Organogram) to ensure delegation of power at various levels and participative management at all levels of decision making.
- Principal has constituted various committees / cells, assigns responsibilities and monitors them., in order to attain the institutional objectives.
- HoDs and faculties are nominated by the Principal in various committee, which is heterogeneous in nature to ensure that there is involvement of all.
- Members of each committee meet regularly and suggest measure to meet the e objectives resulting in increased efficiency, improved communication, motivation and job satisfaction.
- Apart from the standing committees, committee is also formed for smooth and efficient conduction of various events.
- Students, non-teaching and administrative staffs are also included in various committees and their innovative ideas are received well and taken into consideration for overall development of the institution.

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Effective%20Leadership-1651133392.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

TRAINING & PLACEMENT CELL

The mission of Training & Placement Cell is to enhance student's employability and mould them into industry ready technocrats. The Training & Placement Cell is supported by well-equipped state-of-art infrastructure.

VALUE ADDED COURSE (VAC):

At the beginning of each academic year, a detailed training calendar is prepared to meet the training needs of all the students which include:

1. Soft Skills training
2. Aptitude training
3. Value added training for skill development

Based on the feedback from prospective employers, VACs are decided. Separate time table are prepared for each department to provide training for soft skills & aptitude and VAC. At present, soft skills training is given to students of all year/department whereas VAC is planned only for final year students.

PLACEMENT PROGRAM:

Every year, a list of companies for different departments is compiled at the beginning of the academic year. Details of students are shared based on the eligibility criteria of the company. Based on mutual convenience, dates are decided for the recruitment process. Offer letters are issued to the selected students on successful completion of the process. The summary of Placement & training is submitted as report to the Principal every year.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.smkfomra.net/announcement-files/Inst%20Strategic%20Plan-1651470171.pdf
Upload any additional information	View File

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

Administrative Setup

- Organization has an hierarchical structure with well-defined role & responsibility
- Day-to-day functions are carried out by the Principal with the support of staffs.
- Decisions are taken in accordance with the institution policy.

Governing Council

- Monitors academic and other related activities of the

college towards excellence.

- Implementation of communications from Anna university, AICTE, etc.
- Passes annual budget by approving income and overall expenditure of the institution.
- Establish committees to ensure that all activities are carried out with utmost efficacy.

Staff Recruitment

- Advertisements are published in leading newspapers, portals such as faculty-plus.
- Candidates undergo written test and demo class during interview.
- Interviews are conducted by an expert panel
- Recommendations of selection committee is sent to management's approval.

Major Bodies

- IQAC
- Grievances Redressal Cell
- Anti-Ragging Cell
- Internal Compliant Cell
- Women's Empowerment Cell.
- Entrepreneurship Development Cell.
- NSS/YRC

Promotional Policies

- Eligibility for promotion is according to AICTE norms
- Annually all staff are given an opportunity to present their self-appraisal.
- Recommendations of Appraisal committee is sent to management for consideration.

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Extension%20Activities-1649661507.pdf
Link to Organogram of the institution webpage	http://www.smkfomra.net
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Teaching Staffs

1. Provident Fund for Employees
2. Accidental Insurance
3. Leaves (Casual / Sick / Medical / Marriage / Vacation / Comp-off)
4. Maternity / Paternity benefits
5. OD for FDP / Workshop / Conference / Research work
6. Incentives for non-doctoral staff members to enroll into Ph.D programs
7. Incentives for International Conference / Journal Publication
8. Subsidized / Free Transport
9. Free Health Check-up Camps
10. Induction / Orientation programs for new Staffs

11. Training on ICT and new modern age teaching aids
12. Yoga Classes
13. Wi-Fi enabled campus
14. Sports, Gym and Recreation facilities
15. Annual outing for staffs
16. Fee concession for ward of staffs
17. Reimbursement of membership fees for professional bodies
18. Grievance redressal cell to address grievances
19. Recognition and rewards

Non-Teaching Staffs

1. Provident Fund for Employees
2. Accidental Insurance
3. Leaves (Casual / Sick / Medical / Marriage / Vacation / Comp-off)
4. Free Transport
5. Maternity / Paternity benefits
6. Soft skill development training (MS-Office, handling ICT tools)
7. Free Health Check-up Camps
8. Training on hardware / electrical / network troubleshooting
9. Yoga Classes
10. Wi-Fi enabled campus
11. Sports, Gym and Recreation facilities
12. Annual outing for staffs
13. Fee concession for ward of staffs
14. Festival advance
15. Grievance redressal cell to address grievances
16. Recognition and rewards

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Staff%20welfare-1650515618.pdf
Upload any additional information	View File

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

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

13	
File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

5	
File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

25	
----	--

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

A self-appraisal form is issued to staffs for presentation before a review committee. Each one of them is graded as Excellent, Good, Average and Poor. The objective of performance based appraisal system is to bring out the hidden talents and suggest aspects for individual and system improvement.

Teaching Staff

The review committee comprising management representative, Principal and an external resource person also take into account the confidential report prepared by the HoD. The metrics considered are:

1. Section A: Teaching
2. Section B: Contributions to the Department
3. Section C: Contributions to the College
4. Section D: Research
5. Section E: Publications
6. Section F: Scholarly Activities
7. Section G: Professional Activities
8. Section H: Additional Information

Non-Teaching Staffs

All non-teaching staffs are assessed by a review committee comprising Principal, Administrative Dean and HoD / HR.. The metrics considered are:

1. Job knowledge, efficiency and quality of work

2. Co-operation with superiors, staffs and students
3. Character and habits
4. Willingness to take additional work
5. Maintenance activities and documentation

Thus the appraisal system works towards overall organizational performance of teams and individuals for ensuring the achievement of institution's vision and mission.

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Self%20Appraisal-1650357439.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

- Payments, Receipts and accounting on a daily basis is carried out by the senior Accountant.
- Every financial transaction is details are sent to head of the accounts team on a day to day basis and annual audit is done by a senior accountant from the Head office.
- At the end of financial year, the annual account statement viz. Balance sheet, Receipts & Payments, Income & Expenditure are forwarded to external statutory auditor for the final verification.
- The audit of accounts and submission of income tax returns are being carried out regularly each financial year.
- There are no audit objections since the institution follows a good system of internal controls like calling quotations, comparison of rates, preparation of purchase order etc., and obtaining of approvals at every stage of such implementation and due verification of goods and services that are obtained after delivery or completion of works.
- No expenses are incurred without proper approval or sanction by the Head of the institution / Correspondent / Joint Correspondent.

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Annual%20Expense-1652332552.pdf
Upload any additional information	View File

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

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

2,84,42,665

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

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

- o Proper utilization of financial resources is planned at the beginning of every academic year.
- o Accounts department is responsible for mobilization of funds through collection of tuition fees, and other resources.
- o The Institution is also responsible for optimal deployment of funds towards Staff salary, Transport, Electricity, Construction, Stationery printing, Internet, maintenance and other various service providers.
- o Every department will submit their proposals based on Academic (Laboratory Equipments, library Books and departmental activities planned, for that academic year. This is consolidated at the Principal and sent for further approval to the college management.
- o Based on the budget sanctioned, funds are released on priority basis.

Every financial transaction is recorded and updated in the

centralized accounting system

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Funds-1652435623.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Our institute SMK Fomra has institutionalized the following quality initiatives under the banner of IQAC.

I) Teaching-Learning Process

- Staffs should adhere to the academic calendar of the institute.
- Preparation of lesson plan, lecture notes and question bank for all five units.
- HoD should monitor the syllabus coverage of staffs on a weekly basis.
- Faculties are encouraged to use ICT tools.
- Slip test is conducted for incremental learning.
- Students are encouraged to raise their doubts during class hours
- Three internal assessment tests are conducted
- Student feedback is obtained at class committee meetings.

II) Inculcating the spirit of Research

- Proposes development by fostering research culture amongst students and staffs.
- Faculties are encouraged to publish papers in journals/international conferences.
- Students are mandated to do all their project work in-house
- Students are also permitted to undergo internship / project at reputed organizations
- Staff and students have access to volumes of recent proceedings of journals and e-journals.
- Students are motivated to submit their innovative ideas / Proof of Concepts for hackathon.

- **Staffs are required to register for reputed professional bodies.**

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/IQAC%20QA-1651555843.pdf
Upload any additional information	View File

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

The IQAC cell at SMK Fomra continuously reviews and takes steps to improve the quality of the teaching-learning process by reviewing the following documents.

.

S.No

Document

Procedure

Periodicity

Reviewed by

1

Lesson Plan

Faculties prepare a detailed lesson plan at the beginning of each semester for each subject allocated to them. It also indicates the number of periods required topic-wise, textbook / reference and teaching methodology

Every Semester

HoD

2

Log Book

For each subject, faculty record student attendance, topics taken, etc., during their lecture / tutorial / practical sessions unit-wise. IA marks are also recorded

Unit-wise

HoD / Principal

4

Course File

Faculties prepare a course file that contains lecture notes, assignment plans, tutorial workouts, question bank, important short answers, etc.

Unit-wise

HoD / Principal

5

Result Analysis

presentation

It depicts the subject-wise pass percentage, overall department pass percentage, all clear list, one/two/three and more than three arrear student list.

After IAT / End semester exam

Principal

6

Feedback on university question

paper

It is collected from students regarding nature of question paper. Faculties report any discrepancies such as out-of-syllabus question to the university through online submission in the web portal.

Every Semester

HoD / Principal

The teaching-learning processes are reviewed by IQAC and to improve the following are suggested

- Daily class test
- Additional coaching class for slow learners
- Motivate students in participative / experiential learning
- Encourage e-learning through NPTEL, SWAYAM, etc.

File Description	Documents
Paste link for additional information	http://www.smkfomra.net/announcement-files/Review%20of%20TLP-1651563136.pdf
Upload any additional information	View File

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	http://www.smkfomra.net/announcement-files/Annual%20Report-1652429516.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

At SMK Fomra, gender equity is achieved by promoting equal participation of women in decision-making as follows:

- In our college, 49% of students are girl students and 35% of staffs are women staffs.
- Eminent Guest speakers highlight the contribution of women to the society.
- International Women's Day was celebrated on 08-03-2021.
- Students were apprised of the gender issues during Sensitization Program held each year.
- Posters promoting gender equity are placed on all notice Boards.
- Girl students from socially economic backward are offered merit scholarship.
- To enhance safety and security CCTV cameras are installed at all places.
- Sick room for girl students and women staff, separate restroom at each floor are provided.
- Sexual Harassment and Grievance Redressal cell has been constituted.
- Strict confidentiality is maintained with regard to complaints and enquiry is done in a fair and transparent manner.
- Counseling is provided to girl students for their needs.
- Women faculty are nominated as HoD and coordinator of various committees / events.
- Girls hostel warden are very much considerate and careful.

File Description	Documents
Annual gender sensitization action plan	http://www.smkfomra.net/announcement-files/Gender%20Equity-1647840105.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.smkfomra.net/announcement-files/Women%20facilities-1647596880.pdf

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

C. Any 2 of the above

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

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

Our institute SMKFIT policy on waste management is to Reduce, Reuse and Recycle. Staffs focus on minimal produce of waste through optimal use of resources. The different wastes in the campus are handled as follows:

- o **Solid waste management**—Three separate bins are placed at each department for effective collection of waste.
- o **Liquid waste management**—Waste water collected through pipes from Boys and Girls hostel are channelized to be used for watering the trees and plants in our campus. r
- o **Biomedical waste management**—No biomedical waste is generated
- o **E-waste management**—E-waste is limited by having a centralized repair and maintenance system, monitored by system administrator. The college has tie-up with E-waste vendors to dispose them annually.
- o **Waste recycling system**—Through civic authorities, we

dispose waste on a daily basis. Cattle farming uses the biodegradable vegetable waste from the kitchen. Vermicomposting is being done with segregated wet kitchen wastes and cow dung. The manure generated is used in gardening.

- Hazardous chemicals and radioactive waste management—The liquid chemical waste coming out of the Chemistry lab is neutralized and disposed safely.

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

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
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	View File
Various policy documents / decisions circulated for implementation	View File
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

B. Any 3 of the above

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

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. Any 3 of the above

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

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

Our institution SMK Fomra believes in unity in diversity. Students and staffs are not discriminated on the basis of caste, community, religion, gender, creed, color, linguistic, cultural, socio-economic background, etc.

- Management, Principal, faculties and students jointly celebrate important national days.
- Students and staff jointly involve in social activities through NSS.
- Cultural and spiritual activities that are celebrated with unity.
- Institute gives priority to students belonging to socially and economically weaker sections to ensure that the marginalized sections and women are part of this institute.
- Different redressal cells such as Grievance redressal cell, women's redressal cell, etc., deal with complaints in an unbiased and fair manner.
- Students are equally treated in classrooms and evaluation process is transparent. A robust mentor-mentee system helps students to overcome their socio and personal problems.
- Students from different caste, community, religion and color are nominated to various committees in curricular, co-curricular and extra-curricular activities.
- Heterogeneous teams are formed for various indoor / outdoor sports leading to overall physical development of system
- Staffs are not discriminated and workload is fairly distributed.

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

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

Constitution Day Celebration

Constitution Day was celebrated on 26-11-2020. The lecture on sensitization of students responsibility towards the constitutional values, rights, duties and responsibilities of citizens.

Event-oriented Sensitization

1. World Environment Day was celebrated on 04-06-2021 at our campus. Students were made conscious of how to maintain the balance in the eco-system through afforestation..
2. World Tobacco Day was celebrated on 31-05-2021. Being a tobacco-free campus, students were made aware of the health hazards of using tobacco.
3. Blood Donation and Health camp was organized by YRF. Students were sensitized on Covid-19 protocols and safe practices to be followed.
4. International Women's Day was celebrated on 08-03-2021. The eminent speakers highlighted the legal avenues to overcome challenges faced by women in society.

National Day Celebration

1. Independence Day was celebrated on 15-08-2020. Contributions of great Indian leaders during the freedom struggle was recalled by the students.
2. Gandhi Jayanthi was observed on 02-10-2020 through Swachh Bharat campaign. Students were sensitized on efficient waste management techniques.

Apart from the above students were also sensitized on various awareness program such as Voter awareness, Vigilance awareness, Yoga Day, etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.smkfomra.net/announcement-files/Sensitization-1652435441.pdf
Any other relevant information	http://www.smkfomra.net/announcement-files/Sensitization-1652435441.pdf

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	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

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

Our institution celebrates national, international commemorative days, events and festivals by staffs and students enthusiastically..

- 1. International Yoga Day was celebrated on 21-06-2021. Student and staff volunteers from all branches practiced yoga as demonstrated by the Yoga trainer.**
- 2. World Environment Day was celebrated on 04-06-2021 at our**

campus. Over 100 saplings were planted by students.

3. World Tobacco Day was celebrated on 31-05-2021. Being a tobacco-free campus, students pledged that they will never use tobacco.
4. Ugadi / Gudi padwa / Vishu / Tamil New Year. The management and staffs wished the students that new year would usher in peace, happiness and prosperity.
5. Pongal Festival was celebrated with great fervor. Students and staff came together to celebrate the harvest festival of farmers in a traditional manner.
6. National Mathematics Day was celebrated on 22-12-2020 by conducting a mathematical quiz for first year students.
7. Gandhi Jayanthi was observed on 02-10-2020 through Swachh Bharat campaign. The entire campus was cleaned with the help of NSS volunteers.
8. Independence Day was celebrated on 15-08-2020. Contributions of great Indian leaders during the freedom struggle was recalled by the students.

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

7.2 - Best Practices

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

I) Outcome based Teaching-Learning Process

Objectives

- o To improve pass percentage in Anna university end semester examinations

Practice Employed

1. Preparation of lecture notes and question bank for all five units.
2. Slip test is conducted each day order a subject for

incremental learning.

3. Students are encouraged to raise their doubts during class hours.
4. Three internal assessment tests to be conducted.
5. Student feedback is obtained at class committee meetings.

Outcomes

- Result analysis indicates significant improvement in overall institution pass percentage

II) Inculcating Innovation and Entrepreneurship

Objectives

- To facilitate implementation of innovative projects, participation in hackathon, etc.

Practice Employed

1. Faculties are encouraged to publish work in journals / international conferences.
2. Students are mandated to do their project work in-house.
3. Students are permitted to undergo internship / project at reputed organizations.
4. Students are motivated to submit their innovative ideas / PoCs in hackathon contest.
5. Staffs should register for reputed professional bodies.

Outcomes

- Students were able to publish their work in International conferences/journals
 - Students participated in various competition at national / university level
- .

File Description	Documents
Best practices in the Institutional website	http://www.smkfomra.net/announcement-files/Best%20Practices-1652087722.pdf
Any other relevant information	http://www.smkfomra.net/announcement-files/Best%20Practices-1652087722.pdf

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

Providing Quality Education in Engineering at Affordable Cost

- Our institute is accredited by NAAC and is member of IIC.
- Excellent ambience and infrastructure, well-qualified and research-aptitude faculties, state-of-art laboratories.
- Class committee is conducted after internal assessment test and student feedback is obtained.
- Students are motivated to participate in competitions, contests, hackathon held by recognized bodies / universities
- Robust mentor-mentee system is followed to identify the strengths of each individual and guide them to achieve excellence.
- Industry-Institute interaction takes place through MoUs, Industrial visit, Guest lectures, Seminars, Workshops, etc.,
- Value-added courses, aptitude training, personality development are provided to final year students.
- Research papers has been published by faculty in various reputed international journals and conferences.
- Inculcating social responsibility through blood camps, Swachh Bharat, tree plantation, etc.
- Yoga, life style, health camps are also organized by the institute to provide a stress-free life within the campus.

Thus the institution persists for holistic development of the individual and society by imparting high quality education at low cost.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The plan of action for the next academic year 2021-22 are as follows:

- o To retain well qualified and research-oriented faculty
- o To progress towards autonomous status by enhancing quality of teaching-learning process
- o To obtain IIC ranking, ARIIA ranking and NIRF ranking
- o To start an Incubation Centre to foster research activities
- o To modernize other amenities such as canteen, printing, etc.,
- o To enhance brand name of the college more than 25 km radius
- o To fulfil social obligation by organizing programmes for upliftment of adjoining neighborhood
- o Continuation of efforts towards ecofriendly practices
- o To avail funded projects from various state / central government agencies
- o To implement recommendations of Green audit and Energy audit
- o To enter into MOU's with leading industry to promote Academia - Industry linkage,
- o To strength the Alumni relationship with the institution
- o To encourage faculties to organize FDPs, National/International conferences, etc.
- o To continue to provide education to needy and deserving by providing fee concessions.
- o To conduct job-oriented value added courses for final year students
- o To bring out the talent among students in sports and cultural activities
- o Enhancement of infrastructural facilities.

.