



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	RAJALAKSHMI ENGINEERING COLLEGE
• Name of the Head of the institution	Dr .S .N .Murugesan
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04467181111
• Mobile no	9791135753
• Registered e-mail	admin@rajalakshmi.edu.in
• Alternate e-mail	iqac@rajalakshmi.edu.in
• Address	Rajalakshmi Nagar
• City/Town	Chennai
• State/UT	TamilNadu
• Pin Code	602105
2.Institutional status	
• Affiliated /Constituent	Autonomous
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Anna University				
• Name of the IQAC Coordinator	Dr.V.Prasannakumari				
• Phone No.	9884179632				
• Alternate phone No.	04467181080				
• Mobile	9884179632				
• IQAC e-mail address	iqac@rajalakshmi.edu.in				
• Alternate Email address	iqac@rajalakshmi.edu.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	www.rajalakshmi.org				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	www.rajalakshmi.org				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	70.90	2007	31/03/2007	30/03/2012
Cycle 2	B	2.71	2013	25/10/2013	24/10/2018
Cycle 3	A	3.14	2016	25/05/2016	31/12/2022
6.Date of Establishment of IQAC	02/05/2007				
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	Nil	Nil	
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. With sustained encouragement and support to students and Faculty, Our college has been awarded LC STAR for being in Top 100 LCs for the past 8 years in the Certification exams conducted by SWAYAM NPTEL, IITM</p>		
<p>2. By conducting various activities for Institute Innovation Cell (IIC) we have been given 4 STARS by MHRD</p>		
<p>3. Our college has been ranked 110 in the NIRF for the year 20-21</p>		
<p>4. There has been a significant increase in the number and quality of faculty publications during the year 20-21</p>		
<p>5. An one-day Online Seminar grant has been sanctioned by NAAC to be conducted during the month of Sep 2021 on the theme "Qualitative and Quantitative Metrics in Revised Assessment and Accreditation Framework (RAAF) of National Assessment and Accreditation Council (NAAC) "</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
Awareness and clarity on NEP 2020	Webinar
Stronger Alumni Connect	100+ online webinars by distinguished alumni to students of all departments
Motivation to improve quality of Publications	Increased incentive for quality publications and other incentives based on Impact factor and Citations
Industry guided one-credit courses	Industry collaborated one-credit courses by TCS, CTS were offered to students
13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	28/02/2021

Extended Profile

1. Programme

1.1 1107

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

File Description	Documents
Data Template	View File

2. Student

2.1

6426

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

945

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

File Description	Documents
Data Template	View File

2.3

1612

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

509

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

0

Number of sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	1107
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	6426
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	945
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	1612
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	509
File Description	Documents
Data Template	View File

3.2	0
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	123
Total number of Classrooms and Seminar halls	
4.2	3282.63
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	1707
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Rajalakshmi Engineering College strives to be an institution of excellence in engineering, technology, management education and research. We also endeavor in providing competent and ethical professionals to the society. In pursuit of this vision, we ensure effective curriculum delivery through a well-planned and documented process adhering to the regulations by the University and guidelines laid by the Government. Preparation for the forthcoming semester is made in the department meeting where the faculty gives subject preferences. After allocation of subjects to faculty, they prepare FPP (Faculty Preparation Program). This helps the faculty to prepare well in advance for the forthcoming semester with lesson plan, notes, question bank and previous year question papers. All the subjects follow the required contact hours based on regulations. Academic calendar is followed. College arranges for facilities like projector and computer in classrooms for usage of audio-visual aids like PowerPoint slides, videos, etc. Usage of ICT tools are encouraged in curriculum delivery.

During the course, syllabus completion is monitored by respective heads of the departments. Continuous Assessment Tests are held in between for internal assessment consisting of Units 1 & 2 in CAT I, Units 2 & 3 in CAT II and Units 4 & 5 in CAT III. Likewise, Guest lectures are arranged for getting a good understanding of the respective subjects in the current scenario. All these are documented in the course file which is prepared and maintained by the respective subject handlers for each subject.

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

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

Adherence to Academic Calendar: The Academic Calendar serves as an information source and planning document for students, faculty, staff and departments. The Academic Calendar includes Reopening date Government holidays Testing week, Slot for CAT1, CAT2, CAT3/Model Exams Parent Teacher Meeting Online feedback General Counseling End Semester Practical End Semester Theory Monday Working day and Co-curricular and extracurricular activities like symposium, graduation day, Sports day, college day.

The Academic Calendar is circulated among our students and faculty well ahead of each semester. All the workload and timetable are prepared with reference to the academic calendar and the same is circulated to the respective staff and the students. The department will take necessary steps to ensure that all the allotted curricular activities are completed as per the academic calendar schedule.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating A. All of the above

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	No File Uploaded

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

26

File Description	Documents
Any additional information	No File Uploaded
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)

78

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
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

3224

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

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 the 2019 regulations, the curricula of all programs include courses addressing professional ethics, human values, sustainability, etc through the below courses..

Human Rights

Indian Constitution and Freedom Movement

Lean Startup management

Indian Ethos

Essence of Indian Traditional Knowledge

Environmental Science And Engineering

Waste Water Engineering

Water Resources and Irrigation Engineering

Environmental and Social Impact Assessment

Transport and Environment

Global Climatic Change

Air Pollution and Control Engineering

Climate Change and Vulnerability Assessment

Municipal Solid waste Management

Industrial Waste Water Treatment

Innovation and Design Thinking

Biosafety and Hazard Management

Food and Healthy Living

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

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

19

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	No File Uploaded
Institutional Data in Prescribed Format	View File

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

719

File Description	Documents
Any additional information	No File Uploaded
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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://rajalakshmi.org/igac/onlinefeedback.zip
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://rajalakshmi.org/igac/onlinefeedback.zip

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

1687

File Description	Documents
Any additional information	No File Uploaded
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

715

File Description	Documents
Any additional information	No File Uploaded
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

Based on the backlogs in the previous semesters and CAT performance in current semester, students who require support are identified. Following remedial measures are provided for students

who require extra teaching and mentoring to clear their academic courses.

- Arrear management classes
- Slow learners classes
- Minimum learning materials

For toppers of the class, higher order assignments, projects and other activities are conducted to nurture and enhance them in academic performance and cocurricular activities. Following activities are rendered for good performers for further improvement

- Talent Enhancement Cell
- GATE coaching
- NPTEL credit transfer

File Description	Documents
Paste link for additional information	http://www.rajalakshmi.org/academic-gate.php
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
6253	509

File Description	Documents
Any additional information	No File Uploaded

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

In order to make the learning process effective and experiential, teachers make it interactive by using appropriate ICT tools.

- Powerpoint
- Videos
- Role Play
- Quizzes

Many core courses that can have hands on experience are made into Laboratory-combined theory courses, thus ensuring experiential learning.

Projects are given to all students on different topics to make them analyse and implement the solutions for a holistic learning

Case studies are discussed with students to provide them input beyond books and this helps them understand the realistic way of approaching and solving problems related to their core domain

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Following ICT tools are used by teachers for effective teaching-learning in class

- Google classroom
- Powerpoint presentations
- LCD
- Impartus - Lecture Capturing system
- Quizziz

- Kahoot
- NPTEL Videos
- Coursera

File Description	Documents
Upload any additional information	No File Uploaded
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

475

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

509

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

116

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

4102

File Description	Documents
Any additional information	No File Uploaded
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.

Academic Calendar provides a planned schedule of CAT exams.

2 sets of Question papers with key answers are obtained from the subject handlers well in advance of the scheduled test date. CoE chooses one among the two sets and conducts the Internal examination.

Invigilators and squad take care of conduct of the same without any malpractice.

Subject handler then evaluates and submits the evaluated answer scripts to exam cell for Audit.

Evaluation audit is done by senior faculty members to ensure fair evaluation.

Marks are submitted to the exam cell after sharing and obtaining concurrence of the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Subject handling faculty evaluates and submits the evaluated answer scripts to the exam cell for Audit.

Evaluation audit is done by senior faculty members to ensure fair evaluation.

Student reviews marks awarded and get clarification within one week from the date of test and after their concurrence, marks are submitted to Exam cell

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

COs are drafted during framing of syllabus of each course and is approved by DAB and BoS

In website, under Academic tab, Curriculum and Syllabi are displayed for anytime reference

Every teacher shares the COs during first lecture of the course and is made available in curriculum which can be referred from website

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.rajalakshmi.org/downloads/syllabus/R2019/R2019-Aero-Curriculum and Syllabus.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.

Attainment of COs is calculated after internal and end semester examinations and is submitted for review during Department review meeting.

Senior faculty who mentors the course suggests suitable actions and remedial measures to improve attainment during next run the same course.

Appropriate activities to strengthen the POs which have not been attained to the set target are also planned during this meeting.

This observation and recommendations are documented in the course file as final remarks, which is carried over to the course file of the ensuing run of the same course.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

1549

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	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://docs.google.com/forms/d/e/1FAIpQLSdBmegMJSDLzocgJEd_6f0nnMt5u8TGijZnwWU6MG9OTbTJyw/viewform

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)

11.38333

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

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

49

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

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

4

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

3.2 - Innovation Ecosystem

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

Rajalakshmi Engineering College works with a plan to enhance research and innovation in the years to come. With this focus, a

number of initiatives are geared towards its achievement.

Innovative Project Cell (IPC) nurtures and promotes innovation among students and gives them a platform to showcase their projects. Departmental level and inter-departmental levels project competitions are held

The Institution's Innovation Council conducts periodic workshops/seminars to expose and promote innovative thinking. They network with entrepreneur development cell and organize idea contests to showcase the innovative ideas. The council defines and directs focused technical innovations targeting national priorities following guidelines recommended by MHRD's IIC initiative.

Technical design and innovation contests are conducted by each department to encourage innovation and design thoughts of the students right from their second year.

Institution provides financial support to faculty members for attending conferences and publishing papers in quality journals. This results in creation and sharing of knowledge. Further incentives are given to better quality research output.

Centre for Sponsored Research & Consultancy works to strengthen research activities and foster industry relevant and innovative research.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

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

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

3.3 - Research Publications and Awards

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

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

34

File Description	Documents
URL to the research page on HEI website	http://www.rajalakshmi.org/research.php
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	No File Uploaded

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

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

304

File Description	Documents
Any additional information	No File Uploaded
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

188

File Description	Documents
Any additional information	No File Uploaded
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

Rajalakshmi Engineering College is established in the rural area of Thandalam, Kanchipuram District. Our college strives to enhance the standard of living of the society in which it is functioning. Our neighbourhood is given priority while decisions on development is made.

Corona vaccine camps were organized for the stakeholders of the institution during the pandemic. Transport facilities were provided for ease of access to the same. So far three vaccination camps have been arranged for the benefit of staff and students of REC.

The students were sensitized on the plight of the society and the problems faced by people during the pandemic. Students joined together through various clubs and collected essential materials for distribution to the needy. Social service during pandemic was encouraged.

Contributing to the holistic development of the students, Rajalakshmi Institutions has joined hands with YourDost, one of India's leading online and emotional wellness platforms. Their services were rendered for the counselling and wellness of students and staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

2

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

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

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

57

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

1069

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

76

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

9

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

Rajalakshmi Engineering College has adequate facilities for teaching and learning. Various facilities and infrastructure like classrooms and laboratories are available and are optimally utilized.

Timetable facilitates the usage of infrastructure and facilities to its utmost.

Adequate facilities like projector, Lecture Capturing system and ViewSonic Smart Boards are available for facilitating an environment feasible for teaching-learning.

Various laboratories are made available which offers the students practical exposure and gives a real-time insight into the relevant field.

Department specific laboratories are utilized for better knowledge and understanding of the students. These facilities aid the faculty in better teaching process too.

Various equipment related to specific courses are procured and made available for the students to be at par with the current developments in their respective fields.

Adequate computing equipment is available in various laboratories.

Separate building - Tech Lounge is built and utilized for all work related to computers. Sufficient space and relevant software packages are licensed for hands-on training of students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The College is committed to promote sports activities towards the all-round growth of its students. The campus has 6000 sq.ft. indoor facilities for Chess, Carom, Table Tennis, Volleyball and Badminton and out-Door facilities for Volleyball, FootBall, Tennis, Ball Badminton. We have two qualified Physical Education staff to train the students.

Students sent for participating in the Inter-Collegiate Sports and games have won many trophies in various events. Our students have won many tournaments in national level intercollegiate matches.

A flagship band of the state "UNISON" is provided all facilities required in campus and has been supported to participate in all state/national level cultural fests. This band has bagged many notable awards and prizes in intercollegiate music competitions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

67

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

1120.63

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

4.2 - Library as a Learning Resource

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

REC Libsoft is a software package for library Automation. In multi-user environment, three modules are available in the system.

Library Management Module (Used by Librarian and Clerk)

Library Circulation Module (Used by Librarian and Clerk)

Student Search and Inquiry Module (Used by student and staff)

Salient Features.

Computerization of all activities of library, which includes acquisition, issue, return, renewal, clearance, fine, payment, loss, binding, recovery and Missing Pages.

No prior knowledge is necessary. Highly technical system made easy and simple.

A student or staff can search the entire database to find a book based on different criteria, namely, author, title, subject, author & title etc.,

82 different output reports, Reports generated exactly as and how you view them on the screen.

User interface is highly intuitive

On-line information those are manageable on a single screen

Highlights

All modules are fully integrated

Transaction fully integrated

Built in Password Security

MIS Queries Reports

Reports-Built in and Customized

User: All-Students and Staff

User: Department-wise-staff and students

User: Degree-wise-students

Resources- All (Books, Journals, Bound volumes etc.)

Resources- Department-wise - (Books, Journals and Bound Volumes)

Resources- Subject wise

Resources- Non-return of resources

Resources- Frequently used books

Resources- Binding

Purchase of Books-Department wise

Loss of Resources

Publisher List

Vendor List

Acquisition of Resources-Department-wise

Purchase Order

Pending Order

Issue of Resources

Return of Resources

Fine Details-Date-wise

Fine Details-Department-wise

Reservation of Resources

Payment

Holidays

Catalogue cards

Receipt and Non-Receipt of Journals

Journal Subscription Report

Binding of Resources Report

In addition, our software has the following services also.

Security

User Rights

Backup / Restore

Change of Password

Special facility for customized reports

Our Software can deal with data provided from Bar Code Scanner

Masters:

User: Registration of users

Resources-Registration of resources (Books, Journals and Bound Volumes)

Acquisition of Resources from Different Departments

Rules

Courses

Fine

Publishers

Vendors

Video / CD

CD-Xerox-E-Mail & Internet charges

Language

Holidays

Binding Press

Location, Rack and Miscellaneous Charges

Subject and Subject Header

Transactions:

Issue of resources

Return of resources

Reservation of resources

Renewal of resources

Loss of resources

Recovery of resources

Payment of fines-General and Loss

Clearance-Getting nil arrears certificates

CD-Xerox-E-Mail & Internet Charges & Payment

Binding of Resources -Sending and Receiving

On-Line User Access:

It allows users to search resources to see whether it is available or lost or under circulation or under binding.

It gives details of users.

It has reservation facility

It provides the details of new arrival of books.

Queries:

Staff and Students

Resources with respect to Accession Number, Call No, Title, Author, Title & Author, Subject, Subject header etc., In case of Journals with respect to month and year also.

New arrivals of resources

Reservation of Books by users

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

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

File Description	Documents
Upload any additional information	No File Uploaded
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)

16.70

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

1025

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

4.3 - IT Infrastructure

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

The Institute is committed to provide state-of-the-art IT infrastructure and services. With the growth of users, IT services and increasing internet bandwidth demand, the institution has scales up the switching capabilities and implemented latest managed through optical fibre cables across campus and Wi-Fi access. The Institute has high-end core switches and servers. The upgradation of computer systems is taken up on a periodically. The printers and scanners are also upgraded with new additions to the laboratories, office, library and departments. The college annually purchases/upgrades and replaces or adds a fleet of computers, hardwares, etc as per the requirements. The IT infrastructure is continually upgraded. The bandwidth has been progressively increased to 405MBPS. Campus is Wi-Fi enabled with 104 Access Points providing 1.5GB/day to 8000 users.

Learning Management System that captures and enables offline viewing of lectures for students has been installed in all First year classrooms. Sufficient classrooms and all seminar, conference halls have been installed with LCD projectors.

Biometric scanner based attendance capturing system is in use for

faculty members. Google Workspace for Education email access has been provided for all students and faculty since 2010..

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.rajalakshmi.org/facilities-internet.php

4.3.2 - Number of Computers

1707

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

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

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)

1120.63

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

Laboratory Maintenance

All the equipments and machinery of the laboratories are periodically maintained by the lab technicians. If the equipment/machinery is to be serviced during the warranty period, the supplier of the equipment/machinery will be intimated about the repair and it will be serviced either in-house or in the supplier premises based on the nature of defect. After warranty period if the equipment/machinery demands service, the technical staff attached to the respective laboratories service the equipment/machinery to the extent possible.

Computer Systems Maintenance

Due to the large number of computers and networking, a separate team named "Centre for Technical Services" takes care of the maintenance of computers, networking and related accessories. With this team, breakdown calls related to systems are quickly resolved.

Campus Maintenance

The people appointed for maintenance of infrastructure, on daily basis would report to the civil maintenance department, any breakages and other maintenance requirements, and civil engineer arranges to get them rectified. Cleanliness & daily maintenance of the interior facility (classrooms, laboratories, library, walkway, hallway, and staircase) is done by housekeeping team of the institute under the supervision of the college Housekeeping Supervisor. The drinking water facility to the entire campus is provided through RO plant sufficiently.

Electrical Maintenance

Power supply, Generators and Electrical Repairs are looked after by the electrical engineer supported by electricians to facilitate the campus with reliable electric power. The power is supplied by the TNEB with a peak load of 990kVA, and it is augmented by two 500kVA diesel generators capable of giving a backup power of 90%. The generators are meticulously maintained by the technical team. There are 39UPS systems of 395.5KVA capacity in the campus, for uninterrupted power supply. Solar power plant of 125kW capacity is also maintained by Electrical Maintenance department.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1206

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

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

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

80

File Description	Documents
Upload any additional information	No File Uploaded
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	www.rajalakshmi.org
Any additional information	No File Uploaded
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

3966

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

3966

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

1356

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
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

86

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	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

84

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

100

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

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)

Students are members in the following committees

- Class committee
- Anti-ragging committee
- IQAC
- Grievance redressal committee
- Women harassment cell

Students are members of various committees. Class committee meetings are held in the department with representation from students for understanding academic and administrative issues. Class committee meetings are conducted twice in a semester for each class.

Anti-ragging committee, IQAC, Grievance Redressal committee and women harassment cell include students as members to provide a conducive atmosphere in the campus.

All these committees conduct regular meetings and students actively participate in all the meetings.

All departments have their student membership in professional societies relevant to their discipline and committee are constituted with students for organising activities under them. Various professional societies are CSI, ACM, IEI, IEEE, ISTE, IET, SBC, IICHE, ASME, IIEE, ISHRAE, IIW, IMO, SEDS, SAE, AFSTI, Indian Meat science Association, Antiviral Society, Aeronautical Society of India.

Students hold all executive positions in organizing committees of various clubs. The following are the active clubs in our college.

- Enactus
- Rotaract Club
- Youth Red Cross (YRC)
- NSS
- NCC
- NSO
- EDC
- Atrium
- Debating Union
- Yaazh Mandram
- Young Indians (YI)
- Leo Club
- Photography Club
- STEM
- Unison - Culturals Club
- Ethics Club

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

158

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

Alumni who had successfully deployed their services in diverse areas became the association's office bearers and continued to contribute to improving educational quality. We currently have 14452 alumni registered with our college alumni association.

Alumni associations help to strengthen ties between alumni and their alma mater. It helps to close the gap between previous students and the institute by keeping them informed about the institute's current growth, development, and issues. Simultaneously, its role in organizing sociocultural, educational, and other types of events on the college grounds strengthens its relationship with the institute as each day passes. Alumni help students with mentoring, internships, and job opportunities in their fields of expertise. Alumni support the institution in

enhancing quality in education.

Alumni Association Contribution to the Institution

The association usually works hard to create a student welfare scheme to help needy students from lower socioeconomic backgrounds. As a result, the student welfare scheme has made a small but significant contribution in times of economic need for students.

File Description	Documents
Paste link for additional information	http://www.rajalakshmi.org/alumni-director.php
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision of the Institute:

To be an institution of excellence in Engineering, Technology and Management Education & Research. To provide competent and ethical professionals with a concern for society.

Mission of the Institute

- To impart quality technical education imbued with proficiency and humane values.
- To provide right ambience and opportunities for the students to develop into creative, talented and globally competent professionals.

- To promote research and development in technology and management for the benefit of the society.

Rajalakshmi Engineering College endeavors to impart high quality, competency based technical education in Engineering and Technology to the younger generation with the required skills and abilities to face the challenging needs of the industry around the globe. This institution is also focusing to attain a research and development culture by providing right ambience and opportunities for the same.

The following are the various bodies of the institution constituted as per the recommendations of statutory bodies. Faculty members are involved in decision making, perspective plan in all the following bodies. These bodies meet as per the norms prescribed and take suitable decisions and ensure the implementation of the decisions. The action items from the decisions of these bodies ensure the communication and implementation of various plans towards the realization of the vision through the mission. Other key stakeholders such as nominees of various statutory bodies, senior academics from other institutions, industry experts, parents, alumni, local authorities, support staff and students also are members of some of the following bodies as applicable.

- Governing Council
- Academic Council
- Result Passing Board
- Boards of Studies
- Finance Committee
- IQAC
- Discipline Committee
- Grievance Redressal Committee
- Anti-Ragging Committee

File Description	Documents
Paste link for additional information	http://www.rajalakshmi.org/profile-college.php
Upload any additional information	No File Uploaded

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

Committee

Staff-in-charge

Anti-Ragging committee

Dr.P. Vasudevan,

Associate Professor, Physics - Nodal Officer

Complaints cum Redressal Committee

Dr. Johanna Rajkumar

Professor & Dean,

Bio Technology

Discipline and Welfare Committee

Dr. S.N. Murugesan

Principal

Planning & Monitoring Committee

Mr. I. Philip Praveen

Associate Professor, EEE &

Director, Training & Placement

Women Empowerment Cell

Dr. D. Haripriya

Assoc. Professor, Biotechnology

IQAC

Dr. V. Prasannakumari

Professor - IT

Center for Sponsored Research & Consultancy

Dr. L. Sujatha, Professor, ECE

Industry Institute Interaction Cell

Dr. L. Priya, Professor, IT

Institute Innovation Council

Dr. S. P .Srinivasan, HoD - Mech

IPR Cell

Dr.V. Gayathri, AP (SG), Biotech

Alumni Relations

Dr.P.Kumar, Prof - CSE

Publication Forum

Dr.K.Bhaskar, HOD - Automobile Engineering

Research Committee

Dr.M.G. Umamaheswari, Professor - EEE

General Counseling Committee

Dr.R.Anto Arockia Rosaline, AP(SG) IT

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution Strategic Plan for 2018-2023 is intended to methodically evolve the institute's excellence in academic, research, and industrial collaboration, student's outreach, administration and infrastructure development goals.

Long term Goals

- Among the top 50 in NIRF by 2028, and one of the best in the state.
- Establishing a Centre of Excellence in all disciplines of the institute
- Creating a world-class teaching-learning environment includes education, research, development, and extension.
- Develop a collaborative relationship with leading institutions in India and abroad to accomplish mutual goals.

Short term Goals

- To be in the top 100 in NIRF by 2023 and the best in the region.
- To ensure higher quality teaching, research, and extension services
- To systematize the academic process in curriculum design, content delivery, assessment, and evaluation.
- To introduce industry-relevant elective courses based on emerging needs.

- To nurture industrial collaboration to disseminate technical knowledge.
- To uplift society by addressing the local and regional technical needs.

Focus Areas 1. Academic Excellence

Objective: We will achieve academic excellence through recruiting, retaining, and supporting innovative faculty and through continuous assessment and strengthening of academic programs.

2. Research and Innovation

Objective: Organize & Support the research activities with all means to solve problem industrial and societal relevance.

3. Infrastructure Development

Objective: Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation.

4. Industry Institute Interaction

Objective: To evolve educational programmes which are consistent with the broad requirements of the industry and which can give rise to engineering personnel capable of coping-up with the accelerating pace of the technological development and to enrich the Consultancy activities and industry interactions and collaborations

5. Student Support

Objective: To develop and maintain high quality facilities that supports student engagement, retention, placement and aid well rounded growth before they graduate.

6. Institutional Excellence

Objective: To provide ongoing and sustained professional development opportunities designed to improve the student experience, expand scholarly work, and develop leadership behaviors across campus and Integrating and supporting the best practices in development and constituent engagement across the breadth of the institution

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Governing Council and other statutory bodies like Academic Council, Board of Studies and Finance Committee ensure the smooth functioning of the Institution. Standard service rules and well established procedures for recruitment, promotion and grievance redressal are available. The same is made available to each Staff member through the 'Staff Hand Book'. Rules and regulations for students are shared through the "Student Hand Book".

The organizational structure of the Institution is as below

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.rajalakshmi.org/iqac/REC- OrgChart-2021.pdf
Upload any additional information	No File Uploaded

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

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	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Financial Benefits

- Faculty appraisal is conducted with a structured form which counts on performance and contribution of faculty in academic and other activities.
- Every faculty member is eligible to Claim Rs.7500 per year towards registration fee for conferences / publications
- Best Non teaching staff and driver awards are given with cash prize.
- A Gift voucher worth Rs.1000/- is given to all Teaching and Nonteaching faculties every year during AyudhaPooja celebration.
- During college day celebration, awards are provided to the teaching & Non-teaching members based on their performance.

Non Financial Benefits

- Free Transport facilities to and from their home to Institute.
- Subsidized canteen facility for breakfast - Teaching and Non teaching members
- Free Lunch to all the staff

- Car facilities and allowance for senior staff members.
- On any medical need, medical room available in campus.
- Free accommodation in hostel for out station employees.
- ATM inside the campus.
- Free wifi of 1.5GB/day inside the campus
- Providing On duty for attending FDP, workshop, training programs and National & International Conferences.
- All non-doctoral faculties are encouraged to get enrolled for Ph.D. program in various Universities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

73

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

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

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year

54

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

431

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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

Faculty Performance is evaluated yearly by the Advisor, Principal,

Dean of the Institution and the HOD for every Academic year with the use of an Appraisal Form consisting of the following:

? Teaching and Learning Process: Details of theory subjects and laboratory classes handled, Final year Projects guided, Students online feedback, Course file details, Syllabus coverage, Innovative methods/Technology utilization in course delivery, NPTEL online course pursued

? Professional Growth: Details of Conferences/ Seminars/ Workshops/ FDPs conducted within or outside the college as resource person and attended as participant, registration of Ph.D. or progress made in Ph.D., papers presented in conferences, papers published in journals, books/chapters published, student mentoring, GATE classes conducted, Details of leave/punctuality, usage of library.

? Contribution to the department (other than the academics): Member of dept. committee, Coordinator of dept. level committee, workshop or hands on training program conducted for the students, developed teaching aids/models/gadgets for lab, Sabbatical/ Summer training undertaken

? Contribution to the Institution: Funded R & D / Consultancy projects obtained, R & D proposals submitted, Patents filed, any other work rendered at institutional level

? Overall Assessment of the faculty member is done by the HOD based on faculty's willingness to accept responsibilities, adhering to deadlines, quality of work, team work etc.

? One-on-One Meet and Assessment is performed by the Appraisal committee consisting of The Advisor, The Principal, The Dean and The HOD concerned.

? Every aspect in the performance appraisal form is given weightage in points and their summation decides the final grading.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Internal Audit is carried by officials deputed from head office periodically and the reports are obtained prior to the conduct of the external audit which is normally done after the closure of the accounts. During the course of Internal audit, all procedures are followed to regularize the accounts and to obtain confirmations for the credit balances, to collect documentary evidences wherever inadequate in respect of payments, compliances of T.D.S and statutory formalities and reconciliation of unit wise balances with the control accounts and banks reconciliations External audit is done by statutory auditors after June 30 of every year. External statutory audit is conducted by the auditors and the final audit report with audit findings are submitted to the management. The consolidation of the findings of the Institutions with trust central office will be completed and the annual returns are submitted to all concerned authorities of the state and central governments.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

47.77428

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

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

We, Rajalakshmi Engineering College is a self-financed institution, where the funds are generated through the fees paid by the students. Deficit is managed by taking advance from the parent trust. Additional funding is obtained through Research proposals, consultancy works from governmental & non-governmental agencies and industries. These funds are utilized for the research and laboratory development. The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development.

Institutional budget is prepared by Accounts department every year taking into consideration of recurring and non-recurring expenditures. Accordingly, all academic heads are requested to submit the budget required for the subsequent financial year. Along with this all coordinators of different cells viz., R& D Cell, Exam Cell, T&P Cell, etc. are instructed to submit their budget to Account office. All the major financial decisions are taken by the Principal and finance committee, after discussions the same are finalised. As and when urgent requirements arise it is given after approval is received from accounts office. All the major financial transactions are analyzed and verified under following sections:

- Infrastructural built-up
- Library
- Laboratory Equipment
- Laboratory Consumables
- Teaching & Non-Teaching Staff Salary
- Staff Welfare
- Training & Travel
- Others - University & affiliation Expenses
- Administrative Expenses
- Student Welfare

- Training & Placement
- Research & Development
- Departmental Expenses
- College Maintenance Expenses
- Printing, Stationery & Books Exp
- Electricity Charges
- Communication Expenses

1. Institute adheres to Utilization of budget approved for academic expenses and administrative expenses by management.

2. After final approval of budget the purchasing process is initiated by purchase committee which includes all head of departments and account officer, accordingly the quotations called and after the negotiations purchase order are placed.

3. The payment is released after delivery of the respective goods it is done as per the terms and conditions mentioned in Purchase order.

4. All transaction has transparency through bills and vouchers. The bill payments are passed after testing & verification of items. Only authorized person operate the transaction through bank.

5. Respective faculty member ensures that whether suitable equipment/machinery with correct specification is purchased.

6. The entire process of the procurement of the material is monitored by the Purchase committee and Principal at institute level then the finance department at corporate office level.

7. Financial audit is conducted by chartered accountant every financial year to verify the compliance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing

the quality assurance strategies and processes

- Quality of Teaching is ensured by reviewing faculty preparedness before commencement of the course
- Academic Audit conducted and suggestion are provided for improvement
- Seminars on OBE have been conducted to educate all faculty members on the concepts of OBE and process of mapping and calculating attainment
- An analysis of Outcome attainment is conducted by the departments after results of End semester examination is published
- Faculty members are encouraged to publish in quality journals and are supported by incentives by the management
- Every department conducts design contests to promote design thinking and innovation projects of students
- Awareness programmes on NEP, OBE, Swayam-NPTEL etc are conducted to create awareness among students and faculty on the emerging changes in Academia

File Description	Documents
Paste link for additional information	http://www.rajalakshmi.org/igac-coordinator.php
Upload any additional information	No File Uploaded

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

Before commencement of every semester, teachers prepare FPP which consists of Lesson Plan and other activities to be conducted for the course. A question bank with answer keys is also prepared by the teacher. In this Course Outcomes (CO) are mapped to Program Outcomes (POs) with appropriate relevance and due justification.

This record called FPP is reviewed by a subject mentor and by IQAC to ensure preparedness of the faculty to take up the course.

Class Committee meetings are conducted after every CAT exam and concerns expressed are rectified at departmental level. Student performance in every CAT exam is analysed and measures to improve the same are being implemented immediately.

Academic Audit is conducted by IQAC every year which includes measurement and comparison of student performances in terms of success rate with/without backlogs, graduation %, placement % etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.rajalakshmi.org/igac/REC-AnnualReport-2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
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

For promotion of gender equity in the campus, Rajalakshmi Engineering College takes various initiatives.

- Human rights is taught as an open elective subject.
- Ethics is part of the curriculum, and students are taught values that are ethical and to be practiced as part of their roles.
- Sanitary napkin vending machines are installed and functioning in all the girl rest rooms.
- Faculty are encouraged to take Universal Human Values (UHV) an initiative by AICTE. AICTE is orienting academic fraternity towards inculcation of Universal Human Values (UHV) in Technical Education.
- Women's Day is celebrated in the college. Eminent Women Achievers in their respective fields are honoured by our Institution and speech delivered by the guests of honor.
- Equal opportunities are given for girls and boys in taking up the role of class representative. In each class, there are both boys and girls class representatives.
- Leo club organised an event on the topic 'Samathuvam pesuvom' on 16th November
- International Yoga Day was celebrated on 21st June and the Expert Webinar Series on YOGA IS THE WAY OF LIFE was organized by the Department Of Physical Education.
- Webinars were conducted on the topics, Handling stress and Time management for non-teaching faculty.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Type of waste

Managed through

Food & vegetable waste generated from Canteen,

Hostel, etc.,

Compost Pit & also as a feed to piggery farm

Other dry waste

Have an agreement with haulers and they collect

it on periodic basis and recycle it effectively

E-waste

Old electronic waste sent for recycling as**buyback during new purchases****Waste Water / recycling**

100% of the waste water generated on-site is treated using STP and the treated water has been reused within the site itself for landscaping, flushing and other custodial purposes

Hazardous Chemicals

The campus is NOT using any hazardous chemicals for cleaning and Pest Control activities. It ensures that only ecofriendly cleaning and pest control chemicals are used which are non-toxic, and safe to human health.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
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	No File Uploaded

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles

3. Pedestrian-friendly pathways**4. Ban on use of plastic****5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

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	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : 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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

- Many National & International level competitions are conducted to provide a platform for students to interact with multi country, multicultural students
- Student exchange programme through Berlin university MoU
- To encourage activities nourishing regional language (Tamil) "Yaazh mandram" functions as a student club and organises events for students to vent their linguistic skills
- German language is offered to all students under autonomous stream since 2019

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

REC is keen in nurturing the human values of students and faculty. Ethics club of REC primarily focuses on delivering talks on human

values, rights and duties. Many programmes are organised to inculcate these values to students since joining college until graduation.

Air Force Officials are invited to Independence day and Republic Day celebrations, where they share their thoughts on rights and duties of young people in Nation Building.

A course on Indian Constitution is being taught to all students as a mandatory subject. All departments have courses insisting on the ethics and best practices of their respective field. Human Rights is offered as an Open Elective.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

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

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

REC celebrates many national and international commemoration events and national festivals as below.

- Independence Day
- Republic Day
- International Women's Day
- Engineer's Day
- IEEE Day
- International Leo Day
- International Yoga Day
- Science Day
- Ayudha Pooja & Saraswathi Pooja
- Teachers Day

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

7.2 - Best Practices

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

Rajalakshmi Engineering College

(Autonomous)

Institutional Best Practices - (2020-21)

Self Learning through NPTEL

The Context

Upgrading oneself in latest technologies, cross discipline courses have become a success mantra for enriched success in the lives of students and faculty of engineering nowadays. Through SWAYAM NPTEL, we get an opportunity to pursue to a range of engineering and cross cutting technology courses taught by professors of IITs, IISc and reputed industries.

The objective

NPTEL local chapter of Rajalakshmi Engineering College has been keen in encouraging the learners who has interest in upgrading their knowledge in basic and advanced courses offered by NPTEL. Objective of the Local chapter is to increase the number of learners and support them by clarifying all doubts with due assistance wherever possible. Courses list offered by NPTEL will be circulated through group emails to students and faculty of all departments. Periodic reminders for deadline on enrollment and registration of certification examinations are sent.

The practice

In addition to the support in terms of reminders, clarifications, transport to exam centers, hall ticket copies and certificate copies, we also provide a unique reward for all performers of NPTEL Certification exams proportionate to their scores as below.

Topper - Rs.1000 or 100% of exam fee

Gold - Rs.1000 or 100% of exam fee

Silver - Rs 750 or 75% of exam fee

Elite - Rs.500 or 50% of exam fee

Successfully Completed - Rs. 250 or 25% of exam fee

We also ensure that the other incentives offered by NPTEL like

internships, free workshops, joint work at IIT labs etc., for good performers are taken up by learners of REC.

Obstacles/ problems faced

At early stage, students felt this as an overload beyond the courses they had in every semester. But after experiencing the courses and other benefits, slowly numbers started improving and learners gained more interest in scoring high grades in certification exams. Seniors also shared the value consideration of NPTEL certificate in Placement interviews and higher education. This motivated many enthusiastic learners to pursue courses on a continuous basis. Faculty also vouch the courses enrich their knowledge that supplement their teaching and research work.

Evidence of success

Our local chapter has been an active local chapter since 2015 and has been in top 100 local chapters ranked by NPTEL at national level.

As a result and evidence of our success in self learning, though the number of learners have been around 400, the number of toppers, Gold and silver certificates have also been proving our quality. Based on our standing in Top 100 LCs for 8 consecutive semesters, we have been awarded as LC STAR by NPTEL.

Resources required

We provided 24 x 7 support in clarifying all doubts of learners through email and phone. Every department had NPTEL coordinators to get in touch with student learners and motivate them. Student ambassadors were nominated and they also acted as guides in pursuing NPTEL courses. Management's financial support as scholarship for the performers encouraged them to pursue more and more courses and do well in exams.

Contact details

Dr.V.Prasannakumari

SPOC-NPTEL

prasannakumari.v@rajalakshmi.edu.in

9884179632

Support for Quality Publications

The Context

Research publications are the scale of faculty knowledge enrichment and research acumen. All rankings and accreditation bodies consider it as one of the primary evidence for quality of faculty and research practice of the institution. Keeping this in mind, efforts to increase the number and improve the quality of publications were initiated.

The Objective

One of the goals in our strategic plan for five years since getting autonomy was improving faculty publication quality and number. This was insisted as one of the appraised performance of faculty during annual performance evaluation. As the weightage for quality publications accorded by NBA, NIRF and NAAC are understood, our college initiated the systematic support for faculty in publishing research articles.

The Practice

Knowledge management cell (KMC) has functioned in REC for more than a decade for the supporting faculty financially to attend conferences and publish papers. Though most of the faculty were utilizing this for registration and publication costs, college reviewed and understood that it requires more support for publishing. An exclusive publication incentive was introduced in addition to KMC. Each faculty will be provided Rs.5000 for each of his/her publication in SCOPUS indexed journals. This was revised further in 2020-21 to Rs.7500 encouraging many more to start publishing. A unique reward based on the citations and h-index was also offered by the management to motivate faculty in publishing quality articles.

Obstacles/ problems faced

Initially, Junior faculty members found it very difficult to get their papers selected for publication by reputed Scopus/SCI indexed journals. Workshops on making successful publications were conducted/recommended and a dedicated committee to monitor and provide support was also constituted.

Evidence of Success

In the Academic year 2020-21, a total of 581 papers have been published in reputed International and National Journals and Conferences. Apart from these, 40 book chapters and 1 book have also been published.

Resources required

We were supported financially by our management for all Scopus/SCI/WoS indexed papers. Workshops/seminars conducted on the theme of writing Quality research papers were conducted and recommended for faculty to attend. A committee to guide them in locating quality journals and keep them in track until publication was functional having coordinators from every department.

Contact Details

Dr.S.N.Murugesan

principal@rajalakshmi.edu.in

File Description	Documents
Best practices in the Institutional website	https://www.rajalakshmi.org/igac/REC-BestPractices-2020-21.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Our college insists on continuous upskilling and enhancement of knowledge for every student and faculty. In this regard, supplementing the curricular inputs, all are encouraged to pursue NPTEL courses and are supported by the Local Chapter of the college.

Good awareness about NPTEL and our LC is made to every batch of students during induction and periodically before every session/semester. Emails to all faculty and students are sent to keep them abreast of the activities and deadlines.

After every semester of NPTEL Certification Exams, Our college Management rewards the performers of NPTEL examinations with Cash awards proportional to their performance. This has encouraged very many students and faculty to excel in these certification exams. Good number of learners score Topper, Gold, Silver and Elite certificates par Nation

In the Ranking of Top 100 Local Chapters awarded by NPTEL, REC has been in Top 100 LCs consecutively for the past 8 semesters since 2015. Recognising this, we are awarded as "LC STAR" in Dec2020.

In addition to being an enthusiastic learning partner with NPTEL, our faculty have also contributed in translation of NPTEL video lectures into regional languages

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

Rajalakshmi Engineering College strives to be an institution of excellence in engineering, technology, management education and research. We also endeavor in providing competent and ethical professionals to the society. In pursuit of this vision, we ensure effective curriculum delivery through a well-planned and documented process adhering to the regulations by the University and guidelines laid by the Government. Preparation for the forthcoming semester is made in the department meeting where the faculty gives subject preferences. After allocation of subjects to faculty, they prepare FPP (Faculty Preparation Program). This helps the faculty to prepare well in advance for the forthcoming semester with lesson plan, notes, question bank and previous year question papers. All the subjects follow the required contact hours based on regulations. Academic calendar is followed. College arranges for facilities like projector and computer in classrooms for usage of audio-visual aids like PowerPoint slides, videos, etc. Usage of ICT tools are encouraged in curriculum delivery. During the course, syllabus completion is monitored by respective heads of the departments. Continuous Assessment Tests are held in between for internal assessment consisting of Units 1 & 2 in CAT I, Units 2 & 3 in CAT II and Units 4 & 5 in CAT III. Likewise, Guest lectures are arranged for getting a good understanding of the respective subjects in the current scenario. All these are documented in the course file which is prepared and maintained by the respective subject handlers for each subject.

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

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

Adherence to Academic Calendar: The Academic Calendar serves as

an information source and planning document for students, faculty, staff and departments. The Academic Calendar includes Reopening date Government holidays Testing week, Slot for CAT1, CAT2, CAT3/Model Exams Parent Teacher Meeting Online feedback General Counseling End Semester Practical End Semester Theory Monday Working day and Co-curricular and extracurricular activities like symposium, graduation day, Sports day, college day.

The Academic Calendar is circulated among our students and faculty well ahead of each semester. All the workload and timetable are prepared with reference to the academic calendar and the same is circulated to the respective staff and the students. The department will take necessary steps to ensure that all the allotted curricular activities are completed as per the academic calendar schedule.

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

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

A. All 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	No File Uploaded

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**

26

File Description	Documents
Any additional information	No File Uploaded
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)**

78

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
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

3224

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

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 the 2019 regulations, the curricula of all programs include courses addressing professional ethics, human values, sustainability, etc through the below courses..

Human Rights

Indian Constitution and Freedom Movement

Lean Startup management

Indian Ethos

Essence of Indian Traditional Knowledge

Environmental Science And Engineering

Waste Water Engineering

Water Resources and Irrigation Engineering

Environmental and Social Impact Assessment

Transport and Environment

Global Climatic Change

Air Pollution and Control Engineering

Climate Change and Vulnerability Assessment

Municipal Solid waste Management

Industrial Waste Water Treatment

Innovation and Design Thinking

Biosafety and Hazard Management

Food and Healthy Living

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

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

19

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	No File Uploaded
Institutional Data in Prescribed Format	View File

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

719

File Description	Documents
Any additional information	No File Uploaded
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

B. Any 3 of the above

institution from the following stakeholders Students Teachers Employers Alumni	
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File Description	Documents
URL for stakeholder feedback report	https://rajalakshmi.org/igac/onlinefeedback.zip
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://rajalakshmi.org/igac/onlinefeedback.zip

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

1687

File Description	Documents
Any additional information	No File Uploaded
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

715	
File Description	Documents
Any additional information	No File Uploaded
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	
<p>Based on the backlogs in the previous semesters and CAT performance in current semester, students who require support are identified. Following remedial measures are provided for students who require extra teaching and mentoring to clear their academic courses.</p> <ul style="list-style-type: none"> • Arrear management classes • Slow learners classes • Minimum learning materials <p>For toppers of the class, higher order assignments, projects and other activities are conducted to nurture and enhance them in academic performance and cocurricular activities. Following activities are rendered for good performers for further improvement</p> <ul style="list-style-type: none"> • Talent Enhancement Cell • GATE coaching • NPTEL credit transfer 	

File Description	Documents
Paste link for additional information	http://www.rajalakshmi.org/academic-gate.php
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
6253	509

File Description	Documents
Any additional information	No File Uploaded

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

In order to make the learning process effective and experiential, teachers make it interactive by using appropriate ICT tools.

- Powerpoint
- Videos
- Role Play
- Quizzes

Many core courses that can have hands on experience are made into Laboratory-combined theory courses, thus ensuring experiential learning.

Projects are given to all students on different topics to make them analyse and implement the solutions for a holistic learning

Case studies are discussed with students to provide them input beyond books and this helps them understand the realistic way of approaching and solving problems related to their core

domain

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Following ICT tools are used by teachers for effective teaching-learning in class

- Google classroom
- Powerpoint presentations
- LCD
- Impartus - Lecture Capturing system
- Quizziz
- Kahoot
- NPTEL Videos
- Coursera

File Description	Documents
Upload any additional information	No File Uploaded
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

475	
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	
509	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded
2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)	
2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year	
116	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	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

4102

File Description	Documents
Any additional information	No File Uploaded
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.

Academic Calendar provides a planned schedule of CAT exams.

2 sets of Question papers with key answers are obtained from the subject handlers well in advance of the scheduled test date. CoE chooses one among the two sets and conducts the Internal examination.

Invigilators and squad take care of conduct of the same without any malpractice.

Subject handler then evaluates and submits the evaluated answer scripts to exam cell for Audit.

Evaluation audit is done by senior faculty members to ensure fair evaluation.

Marks are submitted to the exam cell after sharing and obtaining concurrence of the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Subject handling faculty evaluates and submits the evaluated answer scripts to the exam cell for Audit.

Evaluation audit is done by senior faculty members to ensure fair evaluation.

Student reviews marks awarded and get clarification within one week from the date of test and after their concurrence, marks are submitted to Exam cell

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

COs are drafted during framing of syllabus of each course and is approved by DAB and BoS

In website, under Academic tab, Curriculum and Syllabi are displayed for anytime reference

Every teacher shares the COs during first lecture of the course and is made available in curriculum which can be referred from website

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.rajalakshmi.org/downloads/syllabus/R2019/R2019-Aero-Curriculum_and_Syllabus.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.

Attainment of COs is calculated after internal and end semester examinations and is submitted for review during Department review meeting.

Senior faculty who mentors the course suggests suitable actions and remedial measures to improve attainment during next run the same course.

Appropriate activities to strengthen the POs which have not been attained to the set target are also planned during this meeting.

This observation and recommendations are documented in the course file as final remarks, which is carried over to the course file of the ensuing run of the same course.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

1549

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	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://docs.google.com/forms/d/e/1FAIpQLSdBmegMJSdLzocgJEd_6f0

nnMt5u8TGijZnwWU6MG9QTbTJyw/viewform

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)

11.38333

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

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

49

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

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

4

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

3.2 - Innovation Ecosystem

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

Rajalakshmi Engineering College works with a plan to enhance research and innovation in the years to come. With this focus, a number of initiatives are geared towards its achievement.

Innovative Project Cell (IPC) nurtures and promotes innovation among students and gives them a platform to showcase their projects. Departmental level and inter-departmental levels project competitions are held

The Institution's Innovation Council conducts periodic workshops/seminars to expose and promote innovative thinking. They network with entrepreneur development cell and organize idea contests to showcase the innovative ideas. The council defines and directs focused technical innovations targeting national priorities following guidelines recommended by MHRD's IIC initiative.

Technical design and innovation contests are conducted by each department to encourage innovation and design thoughts of the students right from their second year.

Institution provides financial support to faculty members for attending conferences and publishing papers in quality journals. This results in creation and sharing of knowledge. Further incentives are given to better quality research output.

Centre for Sponsored Research & Consultancy works to strengthen research activities and foster industry relevant and innovative research.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

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

52

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

3.3 - Research Publications and Awards

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

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

34

File Description	Documents
URL to the research page on HEI website	http://www.rajalakshmi.org/research.php
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	No File Uploaded

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

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

304

File Description	Documents
Any additional information	No File Uploaded
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

188

File Description	Documents
Any additional information	No File Uploaded
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

Rajalakshmi Engineering College is established in the rural area of Thandalam, Kanchipuram District. Our college strives to enhance the standard of living of the society in which it is functioning. Our neighbourhood is given priority while decisions on development is made.

Corona vaccine camps were organized for the stakeholders of the institution during the pandemic. Transport facilities were provided for ease of access to the same. So far three vaccination camps have been arranged for the benefit of staff and students of REC.

The students were sensitized on the plight of the society and the problems faced by people during the pandemic. Students joined together through various clubs and collected essential materials for distribution to the needy. Social service during pandemic was encouraged.

Contributing to the holistic development of the students, Rajalakshmi Institutions has joined hands with YourDost, one of India's leading online and emotional wellness platforms. Their services were rendered for the counselling and wellness of students and staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

2

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

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

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

57

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

1069

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

76

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

9

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

Rajalakshmi Engineering College has adequate facilities for teaching and learning. Various facilities and infrastructure like classrooms and laboratories are available and are optimally utilized.

Timetable facilitates the usage of infrastructure and facilities to its utmost.

Adequate facilities like projector, Lecture Capturing system and ViewSonic Smart Boards are available for facilitating an environment feasible for teaching-learning.

Various laboratories are made available which offers the students practical exposure and gives a real-time insight into the relevant field.

Department specific laboratories are utilized for better knowledge and understanding of the students. These facilities aid the faculty in better teaching process too.

Various equipment related to specific courses are procured and

made available for the students to be at par with the current developments in their respective fields.

Adequate computing equipment is available in various laboratories.

Separate building - Tech Lounge is built and utilized for all work related to computers. Sufficient space and relevant software packages are licensed for hands-on training of students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The College is committed to promote sports activities towards the all-round growth of its students. The campus has 6000 sq.ft. indoor facilities for Chess, Carom, Table Tennis, Volleyball and Badminton and out-Door facilities for Volleyball, Football, Tennis, Ball Badminton. We have two qualified Physical Education staff to train the students.

Students sent for participating in the Inter-Collegiate Sports and games have won many trophies in various events. Our students have won many tournaments in national level intercollegiate matches.

A flagship band of the state "UNISON" is provided all facilities required in campus and has been supported to participate in all state/national level cultural fests. This band has bagged many notable awards and prizes in intercollegiate music competitions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

67

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

1120.63

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

REC Libsoft is a software package for library Automation. In multi-user environment, three modules are available in the system.

Library Management Module (Used by Librarian and Clerk)

Library Circulation Module (Used by Librarian and Clerk)

Student Search and Inquiry Module (Used by student and staff)

Salient Features.

Computerization of all activities of library, which includes acquisition, issue, return, renewal, clearance, fine, payment, loss, binding, recovery and Missing Pages.

No prior knowledge is necessary. Highly technical system made easy and simple.

A student or staff can search the entire database to find a book based on different criteria, namely, author, title, subject, author & title etc.,

82 different output reports, Reports generated exactly as and how you view them on the screen.

User interface is highly intuitive

On-line information those are manageable on a single screen

Highlights

All modules are fully integrated

Transaction fully integrated

Built in Password Security

MIS Queries Reports

Reports-Built in and Customized

User: All-Students and Staff

User: Department-wise-staff and students

User: Degree-wise-students

Resources- All (Books, Journals, Bound volumes etc.)

Resources- Department-wise - (Books, Journals and Bound Volumes)

Resources- Subject wise

Resources- Non-return of resources

Resources- Frequently used books

Resources- Binding

Purchase of Books-Department wise

Loss of Resources

Publisher List

Vendor List

Acquisition of Resources-Department-wise

Purchase Order

Pending Order

Issue of Resources

Return of Resources

Fine Details-Date-wise

Fine Details-Department-wise

Reservation of Resources

Payment

Holidays

Catalogue cards

Receipt and Non-Receipt of Journals

Journal Subscription Report

Binding of Resources Report

In addition, our software has the following services also.

Security

User Rights

Backup / Restore

Change of Password

Special facility for customized reports

Our Software can deal with data provided from Bar Code Scanner

Masters:

User: Registration of users

Resources-Registration of resources (Books, Journals and Bound Volumes)

Acquisition of Resources from Different Departments

Rules

Courses

Fine

Publishers

Vendors

Video / CD

CD-Xerox-E-Mail & Internet charges

Language

Holidays

Binding Press

Location, Rack and Miscellaneous Charges

Subject and Subject Header

Transactions:

Issue of resources

Return of resources

Reservation of resources

Renewal of resources

Loss of resources

Recovery of resources

Payment of fines-General and Loss

Clearance-Getting nil arrears certificates

CD-Xerox-E-Mail & Internet Charges & Payment

Binding of Resources -Sending and Receiving

On-Line User Access:

It allows users to search resources to see whether it is available or lost or under circulation or under binding.

It gives details of users.

It has reservation facility

It provides the details of new arrival of books.

Queries:

Staff and Students

Resources with respect to Accession Number, Call No, Title, Author, Title & Author, Subject, Subject header etc., In case of Journals with respect to month and year also.

New arrivals of resources

Reservation of Books by users

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above
File Description	Documents
Upload any additional information	No File Uploaded
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)	
16.70	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	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	
1025	

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

4.3 - IT Infrastructure

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

The Institute is committed to provide state-of-the-art IT infrastructure and services. With the growth of users, IT services and increasing internet bandwidth demand, the institution has scales up the switching capabilities and implemented latest managed through optical fibre cables across campus and Wi-Fi access. The Institute has high-end core switches and servers. The upgradation of computer systems is taken up on a periodically. The printers and scanners are also upgraded with new additions to the laboratories, office, library and departments. The college annually purchases/upgrades and replaces or adds a fleet of computers, hardwares, etc as per the requirements. The IT infrastructure is continually upgraded. The bandwidth has been progressively increased to 405MBPS. Campus is Wi-Fi enabled with 104 Access Points providing 1.5GB/day to 8000 users.

Learning Management System that captures and enables offline viewing of lectures for students has been installed in all First year classrooms. Sufficient classrooms and all seminar, conference halls have been installed with LCD projectors.

Biometric scanner based attendance capturing system is in use for faculty members. Google Workspace for Education email access has been provided for all students and faculty since 2010..

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.rajalakshmi.org/facilities-internet.php

4.3.2 - Number of Computers

1707

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

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)

1120.63

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

Laboratory Maintenance

All the equipments and machinery of the laboratories are periodically maintained by the lab technicians. If the equipment/machinery is to be serviced during the warranty period, the supplier of the equipment/machinery will be

intimated about the repair and it will be serviced either in-house or in the supplier premises based on the nature of defect. After warranty period if the equipment/machinery demands service, the technical staff attached to the respective laboratories service the equipment/machinery to the extent possible.

Computer Systems Maintenance

Due to the large number of computers and networking, a separate team named "Centre for Technical Services" takes care of the maintenance of computers, networking and related accessories. With this team, breakdown calls related to systems are quickly resolved.

Campus Maintenance

The people appointed for maintenance of infrastructure, on daily basis would report to the civil maintenance department, any breakages and other maintenance requirements, and civil engineer arranges to get them rectified. Cleanliness & daily maintenance of the interior facility (classrooms, laboratories, library, walkway, hallway, and staircase) is done by housekeeping team of the institute under the supervision of the college Housekeeping Supervisor. The drinking water facility to the entire campus is provided through RO plant sufficiently.

Electrical Maintenance

Power supply, Generators and Electrical Repairs are looked after by the electrical engineer supported by electricians to facilitate the campus with reliable electric power. The power is supplied by the TNEB with a peak load of 990kVA, and it is augmented by two 500kVA diesel generators capable of giving a backup power of 90%. The generators are meticulously maintained by the technical team. There are 39 UPS systems of 395.5KVA capacity in the campus, for uninterrupted power supply. Solar power plant of 125kWP capacity is also maintained by Electrical Maintenance department.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
1206	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
80	
File Description	Documents
Upload any additional information	No File Uploaded
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	A. All of the above

hygiene) ICT/computing skills	
File Description	Documents
Link to Institutional website	www.rajalakshmi.org
Any additional information	No File Uploaded
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	
3966	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
3966	
File Description	Documents
Any additional information	No File Uploaded
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	A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

1356

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
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

86

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	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

84

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

100

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

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)

Students are members in the following committees

- Class committee
- Anti-ragging committee
- IQAC
- Grievance redressal committee
- Women harassment cell

Students are members of various committees. Class committee meetings are held in the department with representation from students for understanding academic and administrative issues. Class committee meetings are conducted twice in a semester for each class.

Anti-ragging committee, IQAC, Grievance Redressal committee and women harassment cell include students as members to provide a conducive atmosphere in the campus.

All these committees conduct regular meetings and students actively participate in all the meetings.

All departments have their student membership in professional societies relevant to their discipline and committee are constituted with students for organising activities under them. Various professional societies are CSI, ACM, IEI, IEEE, ISTE, IET, SBC, IICHE, ASME, IIIIE, ISHRAE, IIW, IMOIE, SEDS, SAE, AFSTI, Indian Meat science Association, Antiviral Society, Aeronautical Society of India.

Students hold all executive positions in organizing committees of various clubs. The following are the active clubs in our college.

- Enactus
- Rotaract Club

- Youth Red Cross (YRC)
- NSS
- NCC
- NSO
- EDC
- Atrium
- Debating Union
- Yaazh Mandram
- Young Indians (YI)
- Leo Club
- Photography Club
- STEM
- Unison - Culturals Club
- Ethics Club

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

158

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

Alumni who had successfully deployed their services in diverse areas became the association's office bearers and continued to contribute to improving educational quality. We currently have 14452 alumni registered with our college alumni association.

Alumni associations help to strengthen ties between alumni and their alma mater. It helps to close the gap between previous students and the institute by keeping them informed about the institute's current growth, development, and issues. Simultaneously, its role in organizing sociocultural, educational, and other types of events on the college grounds strengthens its relationship with the institute as each day passes. Alumni help students with mentoring, internships, and job opportunities in their fields of expertise. Alumni support the institution in enhancing quality in education.

Alumni Association Contribution to the Institution

The association usually works hard to create a student welfare scheme to help needy students from lower socioeconomic backgrounds. As a result, the student welfare scheme has made a small but significant contribution in times of economic need for students.

File Description	Documents
Paste link for additional information	http://www.rajalakshmi.org/alumni-director.php
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision of the Institute:

To be an institution of excellence in Engineering, Technology and Management Education & Research. To provide competent and ethical professionals with a concern for society.

Mission of the Institute

- To impart quality technical education imbued with proficiency and humane values.
- To provide right ambience and opportunities for the students to develop into creative, talented and globally competent professionals.
- To promote research and development in technology and management for the benefit of the society.

Rajalakshmi Engineering College endeavors to impart high quality, competency based technical education in Engineering and Technology to the younger generation with the required skills and abilities to face the challenging needs of the industry around the globe. This institution is also focusing to

attain a research and development culture by providing right ambience and opportunities for the same.

The following are the various bodies of the institution constituted as per the recommendations of statutory bodies. Faculty members are involved in decision making, perspective plan in all the following bodies. These bodies meet as per the norms prescribed and take suitable decisions and ensure the implementation of the decisions. The action items from the decisions of these bodies ensure the communication and implementation of various plans towards the realization of the vision through the mission. Other key stakeholders such as nominees of various statutory bodies, senior academics from other institutions, industry experts, parents, alumni, local authorities, support staff and students also are members of some of the following bodies as applicable.

- Governing Council
- Academic Council
- Result Passing Board
- Boards of Studies
- Finance Committee
- IQAC
- Discipline Committee
- Grievance Redressal Committee
- Anti-Ragging Committee

File Description	Documents
Paste link for additional information	http://www.rajalakshmi.org/profile-college.php
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as

decentralization and participative management.

Committee

Staff-in-charge

Anti-Ragging committee

Dr.P. Vasudevan,

Associate Professor, Physics - Nodal Officer

Complaints cum Redressal Committee

Dr. Johanna Rajkumar

Professor & Dean,

Bio Technology

Discipline and Welfare Committee

Dr. S.N. Murugesan

Principal

Planning & Monitoring Committee

Mr. I. Philip Praveen

Associate Professor, EEE &

Director, Training & Placement

Women Empowerment Cell

Dr. D. Haripriya

Assoc. Professor, Biotechnology

IQAC

Dr. V. Prasannakumari

Professor - IT

Center for Sponsored Research & Consultancy

Dr. L. Sujatha, Professor, ECE

Industry Institute Interaction Cell

Dr. L. Priya, Professor, IT

Institute Innovation Council

Dr. S. P .Srinivasan, HoD - Mech

IPR Cell

Dr.V. Gayathri, AP (SG), Biotech

Alumni Relations

Dr.P.Kumar, Prof - CSE

Publication Forum

Dr.K.Bhaskar, HOD - Automobile Engineering

Research Committee

Dr.M.G. Umamaheswari, Professor - EEE

General Counseling Committee

Dr.R.Anto Arockia Rosaline, AP(SG) IT

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution Strategic Plan for 2018-2023 is intended to methodically evolve the institute's excellence in academic, research, and industrial collaboration, student's outreach, administration and infrastructure development goals.

Long term Goals

- Among the top 50 in NIRF by 2028, and one of the best in the state.
- Establishing a Centre of Excellence in all disciplines of the institute
- Creating a world-class teaching-learning environment includes education, research, development, and extension.
- Develop a collaborative relationship with leading institutions in India and abroad to accomplish mutual goals.

Short term Goals

- To be in the top 100 in NIRF by 2023 and the best in the region.
- To ensure higher quality teaching, research, and extension services
- To systematize the academic process in curriculum design, content delivery, assessment, and evaluation.
- To introduce industry-relevant elective courses based on emerging needs.
- To nurture industrial collaboration to disseminate technical knowledge.
- To uplift society by addressing the local and regional technical needs.

Focus Areas 1. Academic Excellence

Objective: We will achieve academic excellence through recruiting, retaining, and supporting innovative faculty and through continuous assessment and strengthening of academic programs.

2. Research and Innovation

Objective: Organize & Support the research activities with all means to solve problem industrial and societal relevance.

3. Infrastructure Development

Objective: Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation.

4. Industry Institute Interaction

Objective: To evolve educational programmes which are consistent with the broad requirements of the industry and which can give rise to engineering personnel capable of coping-up with the accelerating pace of the technological development and to enrich the Consultancy activities and industry interactions and collaborations

5. Student Support

Objective: To develop and maintain high quality facilities that supports student engagement, retention, placement and aid well rounded growth before they graduate.

6. Institutional Excellence

Objective: To provide ongoing and sustained professional development opportunities designed to improve the student experience, expand scholarly work, and develop leadership behaviors across campus and Integrating and supporting the best practices in development and constituent engagement across the breadth of the institution

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Governing Council and other statutory bodies like Academic Council, Board of Studies and Finance Committee ensure the smooth functioning of the Institution. Standard service rules and well established procedures for recruitment, promotion and grievance redressal are available. The same is made available to each Staff member through the 'Staff Hand Book'. Rules and regulations for students are shared through the "Student Hand Book".

The organizational structure of the Institution is as below

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.rajalakshmi.org/igac/REC- OrgChart-2021.pdf
Upload any additional information	No File Uploaded

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

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	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Financial Benefits

- Faculty appraisal is conducted with a structured form which counts on performance and contribution of faculty in academic and other activities.
- Every faculty member is eligible to Claim Rs.7500 per year towards registration fee for conferences / publications
- Best Non teaching staff and driver awards are given with cash prize.
- A Gift voucher worth Rs.1000/- is given to all Teaching and Nonteaching faculties every year during AyudhaPooja celebration.
- During college day celebration, awards are provided to the teaching & Non-teaching members based on their performance.

Non Financial Benefits

- Free Transport facilities to and from their home to Institute.
- Subsidized canteen facility for breakfast - Teaching and Non teaching members

- Free Lunch to all the staff
- Car facilities and allowance for senior staff members.
- On any medical need, medical room available in campus.
- Free accommodation in hostel for out station employees.
- ATM inside the campus.
- Free wifi of 1.5GB/day inside the campus
- Providing On duty for attending FDP, workshop, training programs and National & International Conferences.
- All non-doctoral faculties are encouraged to get enrolled for Ph.D. program in various Universities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

73

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

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

54

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

431

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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

Faculty Performance is evaluated yearly by the Advisor, Principal, Dean of the Institution and the HOD for every Academic year with the use of an Appraisal Form consisting of the following:

? Teaching and Learning Process: Details of theory subjects and laboratory classes handled, Final year Projects guided, Students online feedback, Course file details, Syllabus coverage, Innovative methods/Technology utilization in course delivery, NPTEL online course pursued

? Professional Growth: Details of Conferences/ Seminars/ Workshops/ FDPs conducted within or outside the college as resource person and attended as participant, registration of Ph.D. or progress made in Ph.D., papers presented in conferences, papers published in journals, books/chapters published, student mentoring, GATE classes conducted, Details of leave/punctuality, usage of library.

? Contribution to the department (other than the academics): Member of dept. committee, Coordinator of dept. level committee, workshop or hands on training program conducted for the students, developed teaching aids/models/gadgets for lab, Sabbatical/ Summer training undertaken

? Contribution to the Institution: Funded R & D / Consultancy projects obtained, R & D proposals submitted, Patents filed, any other work rendered at institutional level

? Overall Assessment of the faculty member is done by the HOD based on faculty's willingness to accept responsibilities, adhering to deadlines, quality of work, team work etc.

? One-on-One Meet and Assessment is performed by the Appraisal committee consisting of The Advisor, The Principal, The Dean and The HOD concerned.

? Every aspect in the performance appraisal form is given weightage in points and their summation decides the final grading.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Internal Audit is carried by officials deputed from head office periodically and the reports are obtained prior to the conduct of the external audit which is normally done after the closure of the accounts. During the course of Internal audit, all procedures are followed to regularize the accounts and to obtain confirmations for the credit balances, to collect documentary evidences wherever inadequate in respect of payments, compliances of T.D.S and statutory formalities and reconciliation of unit wise balances with the control accounts and banks reconciliations External audit is done by statutory auditors after June 30 of every year. External statutory audit is conducted by the auditors and the final audit report with audit findings are submitted to the management. The consolidation of the findings of the Institutions with trust central office will be completed and the annual returns are submitted to all concerned authorities of the state and central governments.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

47.77428

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

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

We, Rajalakshmi Engineering College is a self-financed institution, where the funds are generated through the fees paid by the students. Deficit is managed by taking advance from the parent trust. Additional funding is obtained through Research proposals, consultancy works from governmental & non-governmental agencies and industries. These funds are utilized for the research and laboratory development. The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development.

Institutional budget is prepared by Accounts department every year taking into consideration of recurring and non-recurring expenditures. Accordingly, all academic heads are requested to submit the budget required for the subsequent financial year. Along with this all coordinators of different cells viz., R & D Cell, Exam Cell, T&P Cell, etc. are instructed to submit their budget to Account office. All the major financial decisions are

taken by the Principal and finance committee, after discussions the same are finalised. As and when urgent requirements arise it is given after approval is received from accounts office. All the major financial transactions are analyzed and verified under following sections:

- Infrastructural built-up
- Library
- Laboratory Equipment
- Laboratory Consumables
- Teaching & Non-Teaching Staff Salary
- Staff Welfare
- Training & Travel
- Others - University & affiliation Expenses
- Administrative Expenses
- Student Welfare
- Training & Placement
- Research & Development
- Departmental Expenses
- College Maintenance Expenses
- Printing, Stationery & Books Exp
- Electricity Charges
- Communication Expenses

1. Institute adheres to Utilization of budget approved for academic expenses and administrative expenses by management.

2. After final approval of budget the purchasing process is initiated by purchase committee which includes all head of departments and account officer, accordingly the quotations called and after the negotiations purchase order are placed.

3. The payment is released after delivery of the respective goods it is done as per the terms and conditions mentioned in Purchase order.

4. All transaction has transparency through bills and vouchers. The bill payments are passed after testing & verification of items. Only authorized person operate the transaction through bank.

5. Respective faculty member ensures that whether suitable equipment/machinery with correct specification is purchased.

6. The entire process of the procurement of the material is

monitored by the Purchase committee and Principal at institute level then the finance department at corporate office level.

7. Financial audit is conducted by chartered accountant every financial year to verify the compliance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

- Quality of Teaching is ensured by reviewing faculty preparedness before commencement of the course
- Academic Audit conducted and suggestion are provided for improvement
- Seminars on OBE have been conducted to educate all faculty members on the concepts of OBE and process of mapping and calculating attainment
- An analysis of Outcome attainment is conducted by the departments after results of End semester examination is published
- Faculty members are encouraged to publish in quality journals and are supported by incentives by the management
- Every department conducts design contests to promote design thinking and innovation projects of students
- Awareness programmes on NEP, OBE, Swayam-NPTEL etc are conducted to create awareness among students and faculty on the emerging changes in Academia

File Description	Documents
Paste link for additional information	http://www.rajalakshmi.org/iqac-coordinator.php
Upload any additional information	No File Uploaded

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

Before commencement of every semester, teachers prepare FPP which consists of Lesson Plan and other activities to be conducted for the course. A question bank with answer keys is also prepared by the teacher. In this Course Outcomes (CO) are mapped to Program Outcomes (POs) with appropriate relevance and due justification. This record called FPP is reviewed by a subject mentor and by IQAC to ensure preparedness of the faculty to take up the course.

Class Committee meetings are conducted after every CAT exam and concerns expressed are rectified at departmental level. Student performance in every CAT exam is analysed and measures to improve the same are being implemented immediately.

Academic Audit is conducted by IQAC every year which includes measurement and comparison of student performances in terms of success rate with/without backlogs, graduation %, placement % etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

A. All of the above

Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://www.rajalakshmi.org/igac/REC-AnnualReport-2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
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

For promotion of gender equity in the campus, Rajalakshmi Engineering College takes various initiatives.

- Human rights is taught as an open elective subject.
- Ethics is part of the curriculum, and students are taught values that are ethical and to be practiced as part of their roles.
- Sanitary napkin vending machines are installed and functioning in all the girl rest rooms.
- Faculty are encouraged to take Universal Human Values (UHV) an initiative by AICTE. AICTE is orienting academic fraternity towards inculcation of Universal Human Values (UHV) in Technical Education.
- Women's Day is celebrated in the college. Eminent Women Achievers in their respective fields are honoured by our Institution and speech delivered by the guests of honor.

- Equal opportunities are given for girls and boys in taking up the role of class representative. In each class, there are both boys and girls class representatives.
- Leo club organised an event on the topic 'Samathuvam pesuvom' on 16th November
- International Yoga Day was celebrated on 21st June and the Expert Webinar Series on YOGA IS THE WAY OF LIFE was organized by the Department Of Physical Education.
- Webinars were conducted on the topics, Handling stress and Time management for non-teaching faculty.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Type of waste**Managed through**

Food & vegetable waste generated from Canteen,
Hostel, etc.,

Compost Pit & also as a feed to piggery farm

Other dry waste

Have an agreement with haulers and they collect
it on periodic basis and recycle it effectively

E-waste

Old electronic waste sent for recycling as
buyback during new purchases

Waste Water / recycling

100% of the waste water generated on-site is treated using STP
and the treated water has been reused within the site itself
for landscaping, flushing and other custodial purposes

Hazardous Chemicals

The campus is NOT using any hazardous chemicals for cleaning
and Pest Control activities. It ensures that only ecofriendly
cleaning and pest control chemicals are used which are non-
toxic, and safe to human health.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water

A. Any 4 or all of the above

harvesting Bore well /Open well recharge
Construction of tanks and bunds Waste
water recycling Maintenance of water
bodies and distribution system in the
campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

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	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : 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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

- Many National & International level competitions are conducted to provide a platform for students to interact

with multi country, multicultural students

- Student exchange programme through Berlin university MoU
- To encourage activities nourishing regional language (Tamil) "Yaazh mandram" functions as a student club and organises events for students to vent their linguistic skills
- German language is offered to all students under autonomous stream since 2019

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

REC is keen in nurturing the human values of students and faculty. Ethics club of REC primarily focuses on delivering talks on human values, rights and duties. Many programmes are organised to inculcate these values to students since joining college until graduation.

Air Force Officials are invited to Independence day and Republic Day celebrations, where they share their thoughts on rights and duties of young people in Nation Building.

A course on Indian Constitution is being taught to all students as a mandatory subject. All departments have courses insisting on the ethics and best practices of their respective field. Human Rights is offered as an Open Elective.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

A. All of the above

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

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

REC celebrates many national and international commemoration events and national festivals as below.

- **Independence Day**
- **Republic Day**
- **International Women's Day**

- Engineer's Day
- IEEE Day
- International Leo Day
- International Yoga Day
- Science Day
- Ayudha Pooja & Saraswathi Pooja
- Teachers Day

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

7.2 - Best Practices

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

Rajalakshmi Engineering College

(Autonomous)

Institutional Best Practices - (2020-21)

Self Learning through NPTEL

The Context

Upgrading oneself in latest technologies, cross discipline courses have become a success mantra for enriched success in the lives of students and faculty of engineering nowadays. Through SWAYAM NPTEL, we get an opportunity to pursue to a range of engineering and cross cutting technology courses

taught by professors of IITs, IISc and reputed industries.

The objective

NPTEL local chapter of Rajalakshmi Engineering College has been keen in encouraging the learners who has interest in upgrading their knowledge in basic and advanced courses offered by NPTEL. Objective of the Local chapter is to increase the number of learners and support them by clarifying all doubts with due assistance wherever possible. Courses list offered by NPTEL will be circulated through group emails to students and faculty of all departments. Periodic reminders for deadline on enrollment and registration of certification examinations are sent.

The practice

In addition to the support in terms of reminders, clarifications, transport to exam centers, hall ticket copies and certificate copies, we also provide a unique reward for all performers of NPTEL Certification exams proportionate to their scores as below.

Topper - Rs.1000 or 100% of exam fee

Gold - Rs.1000 or 100% of exam fee

Silver - Rs 750 or 75% of exam fee

Elite - Rs.500 or 50% of exam fee

Successfully Completed - Rs. 250 or 25% of exam fee

We also ensure that the other incentives offered by NPTEL like internships, free workshops, joint work at IIT labs etc., for good performers are taken up by learners of REC.

Obstacles/ problems faced

At early stage, students felt this as an overload beyond the courses they had in every semester. But after experiencing the courses and other benefits, slowly numbers started improving

and learners gained more interest in scoring high grades in certification exams. Seniors also shared the value consideration of NPTEL certificate in Placement interviews and higher education. This motivated many enthusiastic learners to pursue courses on a continuous basis. Faculty also vouch the courses enrich their knowledge that supplement their teaching and research work.

Evidence of success

Our local chapter has been an active local chapter since 2015 and has been in top 100 local chapters ranked by NPTEL at national level.

As a result and evidence of our success in self learning, though the number of learners have been around 400, the number of toppers, Gold and silver certificates have also been proving our quality. Based on our standing in Top 100 LCs for 8 consecutive semesters, we have been awarded as LC STAR by NPTEL.

Resources required

We provided 24 x 7 support in clarifying all doubts of learners through email and phone. Every department had NPTEL coordinators to get in touch with student learners and motivate them. Student ambassadors were nominated and they also acted as guides in pursuing NPTEL courses. Management's financial support as scholarship for the performers encouraged them to pursue more and more courses and do well in exams.

Contact details

Dr.V.Prasannakumari

SPOC-NPTEL

prasannakumari.v@rajalakshmi.edu.in

9884179632

Support for Quality Publications

The Context

Research publications are the scale of faculty knowledge enrichment and research acumen. All rankings and accreditation bodies consider it as one of the primary evidence for quality of faculty and research practice of the institution. Keeping this in mind, efforts to increase the number and improve the quality of publications were initiated.

The Objective

One of the goals in our strategic plan for five years since getting autonomy was improving faculty publication quality and number. This was insisted as one of the appraised performance of faculty during annual performance evaluation. As the weightage for quality publications accorded by NBA, NIRF and NAAC are understood, our college initiated the systematic support for faculty in publishing research articles.

The Practice

Knowledge management cell (KMC) has functioned in REC for more than a decade for the supporting faculty financially to attend conferences and publish papers. Though most of the faculty were utilizing this for registration and publication costs, college reviewed and understood that it requires more support for publishing. An exclusive publication incentive was introduced in addition to KMC. Each faculty will be provided Rs.5000 for each of his/her publication in SCOPUS indexed journals. This was revised further in 2020-21 to Rs.7500 encouraging many more to start publishing. A unique reward based on the citations and h-index was also offered by the management to motivate faculty in publishing quality articles.

Obstacles/ problems faced

Initially, Junior faculty members found it very difficult to get their papers selected for publication by reputed Scopus/SCI indexed journals. Workshops on making successful publications were conducted/recommended and a dedicated committee to monitor

and provide support was also constituted.

Evidence of Success

In the Academic year 2020-21, a total of 581 papers have been published in reputed International and National Journals and Conferences. Apart from these, 40 book chapters and 1 book have also been published.

Resources required

We were supported financially by our management for all Scopus/SCI/WoS indexed papers. Workshops/seminars conducted on the theme of writing Quality research papers were conducted and recommended for faculty to attend. A committee to guide them in locating quality journals and keep them in track until publication was functional having coordinators from every department.

Contact Details

Dr.S.N.Murugesan

principal@rajalakshmi.edu.in

File Description	Documents
Best practices in the Institutional website	https://www.rajalakshmi.org/igac/REC-BestPractices-2020-21.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Our college insists on continuous upskilling and enhancement of knowledge for every student and faculty. In this regard, supplementing the curricular inputs, all are encouraged to pursue NPTEL courses and are supported by the Local Chapter of the college.

Good awareness about NPTEL and our LC is made to every batch of students during induction and periodically before every session/semester. Emails to all faculty and students are sent to keep them abreast of the activities and deadlines.

After every semester of NPTEL Certification Exams, Our college Management rewards the performers of NPTEL examinations with Cash awards proportional to their performance. This has encouraged very many students and faculty to excel in these certification exams. Good number of learners score Topper, Gold, Silver and Elite certificates par Nation

In the Ranking of Top 100 Local Chapters awarded by NPTEL, REC has been in Top 100 LCs consecutively for the past 8 semesters since 2015. Recognising this, we are awarded as "LC STAR" in Dec2020.

In addition to being an enthusiastic learning partner with NPTEL, our faculty have also contributed in translation of NPTEL video lectures into regional languages

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

7.3.2 - Plan of action for the next academic year

- To cater to the increasing demand in computer science oriented programmes, new Programmes are to be started with due approval from AICTE and affiliating Anna University.
- A dedicated cell to promote Industry Institute Interaction will be established to encourage and support interactions with all core industries through all possible collaborations.
- One credit course conducted by Industry will be taken up for credit transfer

- To ensure seamless experiential learning of Laboratory courses, all lab courses and internships will be conducted online through Virtual Labs
- Technical Project competitions, Innovation & Design Contests are to be conducted by each discipline and students from second year onwards must be encouraged to participate
- Process for bringing in a TBI will be initiated

NAAC