



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	Cape Institute of Technology, Levengipuram
• Name of the Head of the institution	Dr.Thanukumari B
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04652 268077
• Mobile no	+919442079322
• Registered e-mail	capeitech@yahoo.com
• Alternate e-mail	principal@capeitech.org
• Address	Levenjipuram, Rajakrishnapuram(post),
• City/Town	Tirunelveli (Dt)
• State/UT	Tamil Nadu
• Pin Code	627 114
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Self-financing				
• Name of the Affiliating University	Anna University, Chennai				
• Name of the IQAC Coordinator	Mrs. R.Brindha shalini				
• Phone No.	9790230371				
• Alternate phone No.	04652 268077				
• Mobile	9790230371				
• IQAC e-mail address	iqaccape@gmail.com				
• Alternate Email address	shalinieee1988@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://capeitech.org/important/AQAR%202019%20-%202020.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://capeitech.org/important/1.1.2%20academic%20calendar.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.57	2019	26/12/2019	25/12/2024
6.Date of Establishment of IQAC			13/06/2019		
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	4	
<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. Development of feedback questionnaire for online teaching learning process and conducted regular feedback from students to provide effective online teaching. 2. Contribution towards Extension activities of NBA Accreditation Processes applied for the departments EEE,MECHANICAL& ECE 3. All the departments are encouraged to strengthen Mentorship programme by identifying the student's weakness and help to overcome them. 4. All the staffs are encouraged to use of modern ICT based learning tools for effective Teaching-learning process. 5. All the departments are encouraged to attend and organize seminars, workshops, conferences etc. 6. Automation on examination process pertaining OBE execution 7. Examination reforms</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
To conduct Academic Audit.	The internal Academic audit is being conducted periodically.
To establish the Memorandum of Understanding.	Six departments have been signed five MoU's with Industries to build Industry Instituted Partnership.
To improve Placements the various training initiatives planned.	Conducted Technical Training, Aptitude Training and soft skill development programs by the external vendors and trainees.

13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing council	08/08/2021

14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	28/02/2022

15. Multidisciplinary / interdisciplinary
As per the Anna university curriculum our institution is providing open elective courses which allow students to choose courses from curriculum of other programs. Bridge Courses, Value added courses and Internships are lead to multi-disciplinary education. The students are encouraged to develop their project work as team on multidisciplinary projects with professional ethics, social concern and with effective communication skills and leadership qualities.

16. Academic bank of credits (ABC):

17. Skill development:
Our Institution has initiated a skill development centre under the guidance of Tamilnadu Sill Development Corporation (TNSDC). Our skill

development centre started its activities for conduction of skill based training and workshops to faculty members, students who are interested in starting business in the neighbouring area using the equipment's like CNC Router, 3D printing, LASER Cutter, 3D Scanning. A skill development programs/activities calendar shall be floated to provide the information on skill development activities to the students. Laboratory experiments shall be strengthened to promote skill acquiring by the students. As part of innovation, Institute Innovation council has been set up in the year 2019-2020 & Entrepreneurship Development Cell (EDC) has been set up in the year 2020-21 for nurturing innovative ideas from the students. The EDC cell conducted many programs and seminars that is very useful to the students.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):

Outcome based education system is followed in teaching learning processes. The college follows a strict Outcome Based Education (OBE). Departmental committees as a result of their rigorous assessment evaluate each student's performance and suggest teaching plans based on their ability for effective teaching and learning process to ensure better results. Attention to each student and his/her needs is given by the teachers and mentors. In the beginning of each semester, a course file and course register are created. The course file and course register contains university syllabus with text and reference books, course plan, Mode of teaching, course outcomes, previous year question papers and course related materials.

20. Distance education/online education:

Extended Profile

1. Programme

1.1 11

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

File Description	Documents
Data Template	View File

2.Student

2.1 1273

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 380

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

File Description	Documents
Data Template	View File

2.3 287

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 117

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 15

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	11
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1273
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	380
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	287
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	117
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	15
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	52
Total number of Classrooms and Seminar halls	
4.2	103.8
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	640
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution has developed and practiced its extensive action plan for effective implementation of the curriculum. Being the affiliated institution, the institute implements the curriculum prescribed by Anna University, Chennai. For effective implementation of the curriculum, the following process is developed and deployed:

At the outset, the Program coordinators of each program conduct meetings to develop strategies for effective implementation of the curriculum. In this meeting the following points are concentrated: Development and verification of CO's and PSO's, articulation matrix, work allotment, preparation of time table, preparation of course plan, details of programe and Course File preparation. Each course coordinator has to maintain Course Register, course File and Course material.

. As per the University Schedule, College academic calendar is

developed. This academic calendar contains the entire plan of both curricular and co-curricular activities of the academic year.. As per the academic calendar, departments prepare their activity plans and time-tables.

The institution has designed in-house software, named Campus Management Entry System (CMES) for the internal mark calculation. The performances of the students are analyzed and based on the performance advanced and slow learners are identified. Through effective Faculty Advisory System the students are periodically monitored and actions are taken

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://capeitech.org/important/1.1.2%20academic%20calendar.pdf

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

Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, Internship schedule and dates for semester-end examinations.

The Institute prepares an institute-level calendar and subsequently every department prepares its calendar. Institute calendar of events includes details like the total number of working days and holidays, CIE dates. The department calendar comprises guest lectures, workshops, industrial visits, other co-curricular and extra-curricular activities.

The academic calendars help faculty members to plan their respective course delivery research work academic and co-curricular activities. Department heads closely supervise and monitor the completion of the syllabus as per the lesson plan prepared by faculty members. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it. Internal Assessment tests (IA), assignments and seminars are part of the Continuous Internal Evaluation (CIE) of students. The internal assessment test timetable prepared by the examination committee is published to stakeholders, and conducted. Post IA tests, evaluation of answer scripts, and calculation of CO-PO/PSO

attainment are carried out.

The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

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	View File

1.2 - Academic Flexibility

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

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

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

10

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

548

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

1.3 - Curriculum Enrichment

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

In addition to technical considerations, the construction of the curriculum has been fairly devoted to sensitising students by introducing socially, professionally, and ethically pertinent themes as a part of the curriculum for fostering their personality qualities. By including courses in the curriculum and carrying out various activities like induction and orientation programmes and

women empowerment counselling activities, the curriculum design focuses on important societal factors including Environmental Sustainability, Gender, Professional Ethics and Human Values, etc. The curriculum includes non-CGPA classes that emphasise human values like Yoga for Youth Empowerment, NCC, NSS, and courses relating to "critical and creative thinking."

To instill social, moral, and ethical principles in the students, professional ethics and human values are required courses for three credits in all UG degrees. Stress management through yoga practises is also introduced to help students cultivate the right attitude.

The curriculum is made to encourage students to assume responsibility for environmental sustainability in order to protect the environment, natural resources, and the health of people and other living things. All degrees include the Environmental Science and Engineering course to help students develop an awareness of economic, environmental, and social demands as well as to encourage resource conservation and environmental protection.

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

45

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

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

462

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	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	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	View File
URL for feedback report	Nil

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

383

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

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

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

350

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

2.2 - Catering to Student Diversity

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

Every year, students from varied social and economic backgrounds enrol at the institution. According to the institution's cutoff scores, students are admitted. To bridge the gap and prepare them for technical education, bridge courses are offered to new

students after their enrollment. These courses cover communication skills, the fundamentals of English, and mathematics.. Students who receive grades of at least 70% across the board are regarded as advanced learners, those who receive grades of 50% to 69% are regarded as medium learners, and those who receive grades below 50% are seen as slow learners. Advance learners are determined based on their performance in internal assessment tests, classroom tests, and laboratory activities. They are urged to take part in the paper presentations, conferences, and symposiums by the institute. They are inspired to participate in inter- and intra-college workshops and seminars to showcase their skills. Guidance is given for Gate exam. .The medium learners receive significant questions that encourage them to earn higher marks. The results of the internal assessment are used to categorise slow learners. Remedial classes are offered to students who struggle to understand the courses based on their comprehension capacity and language issues.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
1273	117

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Every faculty member adheres to student-centric teaching and learning pedagogies. The faculty members use a variety of approaches, such as problem-solving learning, participatory learning, and experiential learning.

Experiential Learning Method

Students are urged to use a hands-on approach to learning. Under the supervision of interested academic members, students are offered practical experiences online to help them make the connection between practical and theoretical. An industrial field trip is scheduled once a semester to give students a thorough understanding of the subject matter.

Participative Learning Method.

Students are engaged in the learning process by faculty members through class discussions, subject quizzes, paper presentations, seminars, workshops, and value-added courses. In a group discussion, the relevant faculty member chooses the topics. Students discuss the assigned topics and are given the opportunity to provide their own explanations. The pupils' learning and communication skills are enhanced by this practise.

Problem Solving Method

With the purpose of enhancing the students' problem-solving abilities, tutorial classes are held. For a deeper comprehension of the concept, assignments are offered for challenging subjects that require individual problem-solving.

File Description	Documents
Upload any additional information	View File
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

In order to be prepared for the workplace, students must understand and apply the most recent technologies. In order to engage students in long-term learning, teachers use contemporary technologies with the conventional method of instruction. Information and communication technology (ICT) like YouTube, Zoom, and Google Classroom are used at colleges to assist, improve, and optimise the way that education is delivered.

The following tools are used by the Institute.

ICT Tools:

1. Course-related information, such as learning materials, quizzes, lab submissions and evaluations, assignments, etc., is managed and posted using Google Classroom.
2. Labs are conducted through simulation in virtual labs.
3. Activities focused on the needs of the students are carried out using online sketching tools like concept maps and mind maps.
4. Animations and simulations are available in the PPTs to enhance the effectiveness of the teaching-learning process.
5. Open problem-solving activities are taught to students in the online learning settings.
6. Students receive lab guides in the mail well before the experiment is carried out.
7. Regular online polls and quizzes are held to collect student feedback.
8. Teachers have employed a variety of online tools, such as Jamboard, to teach mathematical subjects in an online format.

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

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

2.3.3.1 - Number of mentors

64

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

117

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	View File

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

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

10

File Description	Documents
Any additional information	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

117

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

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.

Our institution administers one university exam and three internal assessments each semester. The Anna University regulations are followed for conducting university exams.

We have a common exam cell at our institution where we administer internal exams. One Exam Cell Convener and two representatives from each department make up this cell. The test cell convener creates the schedule of internal exams at the start of each semester and meets with the Principal and the heads of each department to discuss any pertinent information. The Exam Cell uses a standard procedure for setting test questions.

A single question paper is used for common courses. For all courses, there is a standard template for question papers. The faculty creates two sets of questions, which they then mail to the Principal and Exam Cell. The Principal chooses one question paper from the two sets that are provided. The marks are entered in CMES (Campus Management Entry System) and the Anna University Web Portal after the subject in charge has evaluated the answer script.

Students' attendance is also uploaded in the Anna University Web Portal. The parents receive the progress report for the internal examination and the attendance rate.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

and efficient

The answers are evaluated by the teachers, checked by the senior faculty, and ultimately approved by the principal. The students are sent the valuable answer scripts again for clarity. If a complaint is discovered by the student, the Redressal committee will address it.

Departmental Level:

Faculty continuously evaluates students based on theory lectures, laboratories, assignments, and unit examinations. Based on established techniques, midterm grades are assigned and posted on a notice board. Inquire about any discussions with the faculty and HOD.

College Level:

For the efficient administration of exams, the Institute chooses a Chief Exam cell coordinator. Students can communicate with the university's chief examination officer to resolve any issues they may be having.

Redressal of grievances at University level:

Students receive their hall tickets well in advance of university exams. Students receive a preview version of the hall ticket for revisions before receiving the actual hall ticket. It is addressed to the Exam Cell for essential action if there is any change to their name, register number, or registered subjects. The Anna University issues the answer sheets, which are carefully reviewed by the Exam Cell personnel to prevent complaints that arise during the exams.

File Description	Documents
Any additional information	View File
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.

Graduate attributes are taken as Programme Outcomes. Programme outcomes, Programme Specific Outcomes are displayed in the

institution website, Department's cabin, Department's corridor, class rooms and Labs and are communicated to faculty members and students. The HODs create awareness of POs, PSOs, and COs when speaking to the learners. Faculty members, mentors, course coordinators, and programme coordinators also provide information to students, raise awareness, and highlight the role of meeting the objectives. Program Specific outcomes are formulated by the individual Department. Three PSO's are derived in addition to PO's. Program outcome consists of 12 Graduate attributes which is identified by National Board of Accreditation. Program outcomes are attainment. This is the direct assessment method. Indirect assessment is calculated from CGPA of the students. Course outcomes are formulated based on Bloom's Taxonomy. Course outcomes are measured by direct and indirect assessments. Unit vice exams, series exams, Assignment / seminars are the direct assessment methods

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

Bloom's Taxonomy is used to guide the development of course outcomes. Assessments both direct and indirect are used to determine course outcomes. The direct evaluation methods include unit vice examinations, series exams, assignments and seminars. The indirect assessment method's measurement tool is the course end survey. The direct assessment receives an 80 percent weighting, whereas the indirect assessment receives a 20 percent weighting.

Each unit is followed by a unit test, and a semester is divided into three sections with three exams each. CO and Blooms Taxonomy should be mapped into the test questions.

CO-1 and CO-2 Attainment from Series Exam -I

CO-3 and CO-4 Attainment from Series Exam -II

CO-5 Attainment is from Series Exam -III

Students are given another chance to pass if they don't receive COs on the series exam. For each unit, assignments or seminars are also provided in order to meet the goal. The proportion is assigned by each faculty member for direct evaluation.

The indirect assessment method to achieve course outcomes is the course end survey. The Campus Management System computes CO attainment. For Course Outcome, the following degree of achievement is required.

Less than 50% - Level 0

50% to 60% - Level 1

60% to &70% - Level 2

Above 70% - Level 3

Program Each Department formulates its own set of objectives. Three PSOs are additionally derived to the POs.

The National Board of Accreditation has chosen 12 Graduate characteristics as the programme outcome. This is the direct evaluation strategy. The students' CGPA is used to determine indirect assessment.

File Description	Documents
Upload any additional information	View File
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

205

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	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://capeitech.org/important/students%20satisfaction.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

1.14lakhs

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

0

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

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

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

5

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	View File
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

An eco system has been created in the institution to promote innovation, transfer of knowledge and entrepreneurship. As part of innovation, Institute Innovation council has been set up in the year 2019-2020 & Entrepreneurship Development Cell (EDC) has been set up in the year 2020-21 for nurturing innovative ideas from the students. The EDC cell conducted many programs and seminars that is very useful to the students. Faculty is encouraged to conduct research activities and make publications in the journals of repute for knowledge sharing. The institution has the practice of conducting various workshops and conferences periodically for creation and sharing of knowledge. They are also encouraged to contribute innational and international conferences conducted outside the institution as part of this initiative. Similarly some of the faculty members have published technical books as a part of initiative for knowledge creation and transfer. The faculty has been encouraged to take up Intellectual Property rights as an initiative towards innovation and knowledge sharing. Our students

are involved in an IEEE ADSF Projects which is very helpful to the fishermen.

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

1

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

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	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

9

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

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

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

46

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

3.4 - Extension Activities

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

Extension activities are encouraged to be taken up by the students in order to fulfill the aspirations of Vision and mission statements of the institution. Holistic development of the individual is the aim with which the students are encouraged for participation in extension activities through agencies such as NSS, Eco club and Rotaract club. Every year the college organizes a number of programs to invite students from nearby schools and show case the activities of the departments for the benefit of society. In addition these students are trained in developing the science models and display during the science exhibition. Further the institution encourages students to participate in curricular, co-curricular and extra-curricular activities. The institution has an active NSS wing which takes up projects like keeping the college clean and green, organizing blood donation camps, vaccination camps and the like. Our NSS Unit student volunteers take up social service activities such as special camps, tree plantation, yoga classes, and women empowerment programs. All

these programs develop in the students a sense of responsibility, accountability, integrity and human values towards achieving the vision and mission of the institution. As part of holistic development of the students, courses are offered on human values and professional ethics as well as environmental studies.

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

5

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	View File

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

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

8

File Description	Documents
Reports of the event organized	View File
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

764

File Description	Documents
Report of the event	View File
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

55

File Description	Documents
e-copies of related Document	View File
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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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.

The CAPE Institute of Technology is equipped with adequate classrooms, laboratories, seminar halls, drawing hall, waiting halls, library and computing equipment facility. According to AICTE and Anna University norms the classrooms are equipped with more spaces, which is enough to accommodate the available strength in a class. The Institute comprises of six UG programs and seven PG programs, which includes 34 UG classrooms and 12 PG classrooms with overall 46 classrooms. The laboratory is made up for each department to improve the practical knowledge and the handling experience of the students. Totally there are six seminar halls available in our institution and it is in each department respectively. Library facility is also provided to enhance knowledge of the student by reading books, journals, newspaper etc. Computing facility is available in the campus and it has been used commonly for all the students. Information and communication technology facility is available in our institution.

According to AICTE norms, the UG class room and the PG classrooms are accessible with enough space. The laboratory for each course is obtainable according to the mentioned norms. The computing facility, library, drawing hall and the seminar halls are present in our institution as per the norms.

File Description	Documents
Upload any additional information	View File
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 sports activities concentrate on both the indoor games and outdoor games. The indoor games have spacious court and facility to cater the needs of the students. The Indoor and outdoor sports activities are utilized by the students both in the morning and evening time and specific time schedules are allocated for boys and girls separately. The students also participate in various games like table tennis, chess, carom board, badminton, volleyball, ball badminton, kabaddi, football, tennis, basket ball, kho-kho, athletic track and field special sports camp is organized every year to enhance the performance of the players. The students actively participate in Zonal, Inter-zonal and State Level competitions. The area and requirements for the sports fields are available as per the given norms of AICTE. Gymnasium is also available for the students to maintain the physical strength. Both conventional and machine gym is accessible for the students and it is utilized in both morning and evening at the specific time.

Yoga class is organized to mature the body and mind of students. YYE certificate courses (Yoga for Youth Empowerment) is provided for the participants.

In our Institute Cape Skills factory is conducted for the students which includes music club, dance, etc.

File Description	Documents
Upload any additional information	View File
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.

File Description	Documents
Upload any additional information	View File
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)

103.8

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

4.2 - Library as a Learning Resource

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

The Library is equipped with AutoLib., the Library Management Software, which is a Multilink version made the library fully automated and finds easy access for the students and staff to check the availability of books by title / author name . In addition to above a digital library is located in the western part with an area of 32.13 sqm. The digital library is connected with 13 computers interlinked with LAN connection and internet facility of 60 mpbs. It has one server and all the system are LAN connected using fiber optical networking . In addition to above NPTEL Video Courses, e- Journals and ebooks are available for the use of students and staff.

The Library has a collection of 22151 volumes in 11343 titles for

the reference of students and staff. All these volumes and titles are being arranged according to Dewey Decimal Classification of 839 Compact Discs and CD-Rom received along with books and Journals in the reference section.

In addition to Central Library every department has separate library section consisting of 1715 volumes with 257 numbers of titles access of these books are monitored by the Head of the concerned department.

File Description	Documents
Upload any additional information	View File
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 C. Any 2 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)

0.44

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

450

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

4.3 - IT Infrastructure

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

The Institution aims at providing the futuristic facilities to its students so that they can utilize these resources to reach greater heights. To enable this, the institution frequently updates its IT facilities to provide its students with the best of facilities. 36 Classrooms have been equipped with LCD projectors and most of them are supported by audio visual systems. The entire campus is monitored by CCTV facility. The CCTV installed at strategic places help monitor the campus activities. The college is facilitated with 615 computers that are accessible to the students as well as the teachers for academic and co-curricular purposes. Printers are arranged in the office, staffrooms, library, exam cell and laboratories. Wi-Fi is available at various labs and staff rooms. The borrowing of books in the library is digitized. The marks attained by each student after every examination is updated on the automated system. This allows the students to review the marks being forwarded to the university and report any mistakes that might have been made. This information includes the time and date along with details about the event. Following the completion of the event, photos and minutes of the event are also uploaded for easy access.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

640

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	View File

4.4 - Maintenance of Campus Infrastructure

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

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

103.8

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.

The classrooms, Faculty rooms and Laboratories are cleaned everyday by the housekeeping staffs. A team of housekeeping staff is exclusively allotted to each block for completing this work. Their report cleaning is monitored frequently by the Sanitary Supervisor.

The toilets are cleaned twice everyday by the sanitary staff. This

is done to ensure cleanliness and hygiene is maintained and the same is verified by the sanitary supervisor twice a week. Surprise visits are made by the higher officials to ensure the same.

The damages in these locations are monitored and reported to the concerned supervisor/in charge by the staff and are rectified on approval by the authority concerned.

Any issues arising in the hardware/software in the laboratories are notified by the lab technician through the Lab In charge to the Head of Department. The HOD recommends the same to the Principal. The System Administrator rectifies the errors at the earliest to ensure the smooth conduct of the Laboratory sessions.

The students are permitted to use the equipments in the laboratory after submitting the intend slip which states in detail, the requirements to complete the experiment. The requirement is dispatched to the students by the lab technician after approval from the Staff in charge.

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

1313

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

922

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

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

700

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

700

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

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

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	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

181

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

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

5.2.2.1 - Number of outgoing student progression to higher education

23

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

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

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

0

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

206

File Description	Documents
e-copies of award letters and certificates	View File
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)

Following are the various committee of the college.

1. Academic and administrative committee which comprises Student society and Class Committee

Student society :The student society of every department conducts National level Symposium and seminars every year in which they organize various technical and nontechnical events.

Class Committee : The class committee headed by a senior faculty associated by class in charge and students discussed and take necessary action to improve the main motto teaching learning activity

1. ICC: This Committee headed by principal, Senior faculties and students from all disciplines provide safe environment for women faculty members and girl students
2. Grievance / Redressal committee : This committee has been constituted with an aim to provide easy and readily assessable grievance of student community and promote suitable environment for learning .

3. Anti ragging Committee : This Committee headed by principal, Senior faculties and students from all disciplines provide ragging free environment in college premises and also in hostel.
4. Placement and training Coordination Committee : This Committee headed by Principal, Placement officer, one faculty from each department and student from all departments.
5. Library Committee : : Under the chairmanship of the Principal, the Librarian and student members every year organize orientation programmes, book exhibition along with various other student enrichment programmes and competitions.
6. Cultural and fine arts committee : It takes the lead role in organizing various cultural, co-curricular and extra curricular activities and related competitions
7. Sports committee : It takes the lead role in organizing various sports and games related competitions apart from Annual Sports Day.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

10

File Description	Documents
Report of the event	View File
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

On 06/05/2019, the CAPE Alumni Association was incorporated as an organisation with the goal of creating networks between current students and alumni, which indirectly contributes to the improvement of current students. Globally, the CAPE Alumni Association has created numerous regional chapters, with the Levingipuram branch serving as the main chapter. The alumni association is active, and there are currently 10,000 members. Every year, the association's general body meets to discuss its operations and advancement. The association is led by its president, and other office holders such the secretary, treasurer, vice president, joint treasurer, and joint secretary are present at meetings as well. A faculty member from each department is also named to coordinate the events and other activities in addition to this.

For the improvement of curricula and syllabi, alumni from industry serve as members of the department advisory committee, the Board of studies, etc. A few of our alumni work as adjunct professors and expose students to business activities. By holding mock interviews, the alumni organisation assists the student's training and placement activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The governing council of the institution derives all the objectives and plans that are helpful to achieve the vision and mission of the institution. The institution hires competent, dedicated individuals to implement teaching-learning process effectively. The institution makes financial provision to provide infrastructure and facilities suitable for effective services and to cater to the requirements as per growing needs.

As a part of realizing the vision, during admissions priority is given to students from rural community and financial concession is also given to them.

To enhance the interpersonal skills of students, soft skill training is provided to them by efficient trainers. Students are made to face the industry, by industrial projects/ internships/ research projects which expose them to recent industrial trends and to inculcate the spirit of research. They are made aware of human rights, road safety and accidents, first aid, blood donation and other humanitarian values through NSS activities thereby become socially responsible citizens..

The Head of the Institution shares the vision of the institution and decisions taken by the institution in the meetings conducted for academic and administrative review. He motivates and monitors a team of faculty and staff to realize the institution's vision and mission.

File Description	Documents
Paste link for additional information	https://capeitech.org/important/6.1.1.pdf
Upload any additional information	View File

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

The institution promotes a culture of decentralized system. Principal, the head of the institution is the in-charge of all academic activities and students in the college. Head of the Departments are responsible for the academic performance in the department under the guidance of the Principal. The heads of department decide on timetable, subject allocation, purchase and maintenance of equipment and consumables, organizing guest

lectures and workshops and recommends necessary industrial visits, in-plant trainings and MoUs .

Faculty members are given responsibility of being conveners and coordinators with full responsibility of planning, organizing, financial management and executing Conferences, symposia, workshops and seminars. They are members of IQAC, Discipline Committee, Placement Committee, Alumni Association, Anti-ragging Committee and other committees for the various college functions like College Day, Graduation Day, and Sport Day etc.

Our Campus have made initiation to convert our campus as renewable energy campus and one of the main hub for renewable energy in south India promoting renewable energy activities among the studentsector and society by conducting renewable energy awareness program. CAPE campus is made as green campus and named as GREEN CAPE.

File Description	Documents
Paste link for additional information	https://capeitech.org/important/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Perspective plan for 5 years: (2019 to 2023)

- Start of New Innovative, Multi/ Inter-Disciplinary, Job Oriented Academic Programmes: New academic interdisciplinary programmes in addition to the core discipline will be started to meet the industry and market requirements. Artificial Intelligence, Robotics, Machine Learning.
- More Initiatives will be taken towards skill development and carrier oriented programmes for students, looking at the needs of welfare of human kind. Improving industry interaction for giving industry exposure to students and faculty members.
- More impetus will be given on research and development activities
- More impetus will be given on Coursera @ NPTL
- NBA Accreditation will be sought for all the programmes.

- Placement and Entrepreneurship:
- Skill/Personality Development Programme:
 - Provide an interactive platform to students and alumni by organizing alumni meet and Establish liaison between College Alumni Association and other similar associations in the country and abroad for better placement opportunities.
 - MoUs with the Educational Institutions and Industry: The signing of MoUs with top Ten Industry will enhance exchange of faculty and students hence boosting the creative learning
 - Starting centre of excellence in all departments.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://capeitech.org/important/6.2.1%20%20plan.pdf
Upload any additional information	View File

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

The highest body for taking decisions is the governing council which comprises of the Chairman, Pro Chairman, CEO, Principal and appointed members as per norms. The institution sets up rules and regulations of the institution for effective governance, transparent administration and participatory decision making for collective responsibility. Principal is the Member Secretary of the Governing Council of the college and it is his responsibility to convene at least one meeting per semester.

Yearly objectives of the institution are given by the Governing Council, considering the perspective plans for the institution, emerging trends and feedback received in line with the vision, mission and quality policy of the institution.

Various cells have been formed to take care of the academic activities of institution. Placement Officer along with one or two representatives from each department arranges and conducts

placement activities in the college. Exam Cell Coordinators help the smooth conduct of internal examination activities in the college.

Administrative Manager looks after the administrative aspects of the college including maintenance of the student related records, certificates and university correspondence, maintenance of services such as infrastructure, hostel, canteen, transport, etc. He looks after the account related activities such as maintenance of vouchers, records and cash collection and payments.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Welfare mechanisms for teaching staff

- Family get-together every year.
- Casual leave
- On duty leave for attending conference, workshops and FDPs

- Employee Provident Fund and ESI facility
- 100 % concession in bus fee for teaching staff.
- Hostel accommodation to faculty members.
- Cash awards for academic excellence / 100% pass
- Sponsoring for attending conference, workshops and FDPs
- Study Leave to pursue higher education

Welfare mechanisms for non-teaching staff

- Free transportation.
- Family get-together every year.
- Casual leave
- Employee Provident Fund and ESI facility
- Free uniform to non-teaching staff.
- Free lunch to the drivers.
- Study Leave to pursue higher education

File Description	Documents
Paste link for additional information	https://capeitech.org/important/6.3.1%20%20Welfare%20mechanisms%20photo.pdf
Upload any additional information	View File

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

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

33

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

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

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

45

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

18

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 are evaluated by faculty-appraisal form each year based on the performance in

- Odd and even semester results
- Seminars/training programs attended/conducted
- Paper presentations and publications
- Programmes conducted in college as conveners and coordinators
- Innovative teaching methodologies
- Research Publications
- Extension activities
- Student feedback

A performance appraisal form is submitted by each faculty member wherein he/she gives the details of his/her performance and participation in all the activities assigned to him/her by the department /college. The concerned HoD and Principal give their remarks on the performance of the faculty member. If a faculty scores more than 50% as an average of all the performance indicators, then his/her performance is considered as satisfactory. Based on the performance appraisal, the teachers are given promotion, increments and awarded merit certificates and prizes which motivate them to further improve their performance.

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

Account statements of each department are audited by the accounts department. The accounts and procedures of internal control of finance are carried out by the head of the accounts team on a day to day basis and annual audit is done by the statutory auditor. The audit of accounts and submission of income tax returns are being carried out regularly each year. The Chartered Accountant conducts the annual external audit and helps to fulfill the legal requirements. If any audit objection is raised by the audit committee and the Chartered accountant ,it will be discussed in

the governing council and prompt compliance is carried out with the guidance of the financial administrator.

There are no audit objections since the institution follows a good system of internal controls like calling quotations, comparison of rates, preparation of purchase order etc. Approval at every stage is obtained. Due verification of goods and services that are obtained after delivery or completion of works makes the process transparent. No expenses are incurred without proper approval or sanction by the Head of the institution or HODs of various departments.

File Description	Documents
Paste link for additional information	https://capeitech.org/important/6.4.1.pdf
Upload any additional information	View File

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

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

2,00,000

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

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

The institution has a well formulated financial policy which ensures effective and optimal utilization of finances for academic, administrative and development purposes which help ultimately in realizing the institute's vision and mission. Proper utilization of financial resources are planned at the beginning of every financial year. The budget is prepared well in advance after

taking into consideration the requirements of every department. Each department prepares the budget based on the requirements such as equipment, computers as well as consumables required for the next academic year. The budget is reviewed by the management and approved after necessary changes. As and when required, the institute makes a provision for advance/ additional funds. Department heads ensure that suitable equipment with the right specifications are procured at competitive, optimal prices. Budget utilization is periodically reviewed by the management and corrective measures are taken, if required.

Accounts department takes care of the collection of tuition fees, salary distribution, tax payment, loan distribution, Preparing purchase orders for the laboratory equipment, teaching aids, furniture, and the facilities, payment of bills and maintaining the department budget allocation and expenditure etc. Every financial transaction is recorded. All procedures and dealings are computerized.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The College believes in continuous improvement. The institution has formed an Internal Quality Assurance Cell (IQAC).

The IQAC conducts awareness programs, training programs and orientation programs to improve quality among all its stakeholders. Continuous feedback, Comprehensive Academic Audit, Feedback from alumni, industry, parents, students, teachers and the community helps it to institutionalize quality culture.

Following are some of the contributions of IQAC:

CMES

The Campus Management Entry System (CMES) contains the details about series test, assignment mark, and tutorial marks of each and every student which are entered by faculty from their login.. From

this we can easily calculate the course outcome of each subject.

Internal assessment analysis report, student progress report are generated from the HoD login. . Progress report generated by the system is sent to the parents to view the academic performance of their ward .

RESEARCH CENTRE

. An exclusive Innovation Center and Centers of Excellence for conducting joint research work involving faculty and students has been set up to coordinate research activities of students and faculty in all the departments.

File Description	Documents
Paste link for additional information	Nil
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

Response:

IQAC takes continuous review of teaching learning process in the Institute. It mainly comprises of Principal, Heads of the department and departmental coordinators. Before commencement of the term, academic calendar is prepared and all the coordinators ensure that the activities are conducted as per schedule.

- Course file
- Students' feedback
- Results of internal tests

The faculty prepares the course file and delivers academic plan with respect to course outcomes, program outcomes and programme educational objectives which are verified by the academic audit committee formed by the Principal each semester.

Experiential learning method:

This method helps the student to have practical knowledge about the subject. Apart from the regular class room lectures by the faculty members for each course, Demo classes will be conducted in respective department labs.

Participative learning method:

The students will have group discussions on the particular topic after completion of each unit. The students will also take seminar for the topics related to their subject which facilitates the students to know in depth about the subject.

Google classroom

It facilitates paperless communication between teachers and students and streamlines educational workflow. It allows teachers to create classes, post assignments, organize folders, and view work in real-time.

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)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://capeitech.org/important/6.5.3.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Safety and Security

Security personnel are stationed at the entry to screen and register visitors and unauthorised entrances using their ID cards. To screen college visitors, CCTV cameras have been deployed on campus. The anti-ragging team actively pursues preventing any undesirable incidents on campus, with a focus on protecting first-year students. At key locations on the campus, fire extinguishers are positioned to provide safety in the event of a fire. Each hostel's warden keeps a careful eye on the residents and conducts monthly security inspections to keep them secure. Faculty should speak with students on appropriate behaviour and good relationships, stressing the value of open communication and observing one's limits. To all pupils, purified drinking water is made available

Counseling

This is one of the institution's most successful strategies for bridging the gap between students and the Faculty. Each Faculty is given a group of pupils to look after as their wards. The Principal and the Head keep an eye on the activities How the Mentor System Works. The mentor system for the wards offers a safe place to discuss their academic and personal issues. The students talk to their mentor about their problems, and they seek the necessary help through counselling

Common Room:

Faculty and students can unwind in the common room during break times. When staff or students are ill, they can relax in this room which has all the amenities. Additionally, these spaces are utilised for resting during cultural events and other occasions.

File Description	Documents
Annual gender sensitization action plan	https://capeitech.org/important/7.1-1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	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

A. 4 or All of the above

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

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

Solid waste management

Every administrative office and department produces garbage, which is disposed in a little trash can inside the department. Each building has a number of trash cans that the cleaning crew uses to collect rubbish. The cleaning team frequently dumps rubbish from the tiny bin into the large bin. Separated vegetable waste is collected from canteens and hostels and fed to cows in a farm home on campus.

Liquid Waste Management

Each building and hostel has a system in place for dispersing liquid waste from wash basins, bathrooms. The canteen, hostels, and chemistry labs all produce liquid waste. Liquid wastes from two categories: 1. Waste from sewage. 2. Canteen, laundry, and laboratory waste. The major purpose of the liquid wastes is to raise the water table.

E- Waste Management

The term "e-waste" refers to discarded electronic equipment, such as circuit boards, desktop and related accessories, printers, charging cables, Wi-Fi devices, cartridges, sound systems, display units, UPS, scientific instruments, and so on. The best use is made of all of these trash. All of this equipment that cannot be recycled or repurposed is disposed of by approved suppliers. For technological upgrades, the buy-back option is chosen over new purchase.

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	View File

7.1.5 - Green campus initiatives include

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

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

vehicles

3. Pedestrian-friendly pathways

4. Ban on use of plastic

5. Landscaping

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

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

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

A. Any 4 or all of the above

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

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

A. Any 4 or all of the above

of reading material, screen reading

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	View File

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).

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socioeconomic and other diversities.

The institution organizes Youth and Cultural festival. NSS Unit of our college participate in various programmes related to social issues organized by other colleges.

CIT organizes extension activities in schools as a part of Education Social Responsibility. The extension activities are targeted towards enabling a holistic environment for student development.

Centre of Skill & Personality Development Program (SPDP) organized a one-week Training Program for Final year students.

Various departments organize field study and tours to visit industries, within and outside Goa. Faculty and students are exposed to the different cultures

Regional and communal, linguistic diversity

Celebration of festivals:

The students at CIT celebrate not only the popular local festivals such as Holi, Deepawali, but also festivals like Good Friday etc. which indicates their respect for regional and cultural harmony. Celebration of the 'Day of Social Justice' by CIT students also spreads the social integration and respect for the belief of equality of human beings.

Socioeconomic and other diversities

Institutional scholarship schemes:

The institute also takes account of socioeconomic diversities among the students and offers scholarships to fatherless children and students with weak financial backgrounds.

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

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

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities.

The institute hoists the flag during national festivals and invites eminent persons to inspire students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens.

The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules. The institution encourages participation of students in Sports and Games, NCC and NSS at National level to strengthen nationwide bond and relation.

The institution takes many initiatives like conducting awareness campaigns, organizing orientation programmes, training programmes, seminars and workshops to sensitize the future leaders to inherit

human values coping with the constitutional obligations.

The students have enthusiastically participated in various activities like seminar, conferences, expert talks, poster making competition, competition on various contemporary legal issues. legal awareness camps to impart awareness of such issues etc.

Various departments of the institution and NSS unit are actively involved in conducting several activities for inculcating values for being responsible citizens are given below:

2021-2022

Save Soil, Oceana, Vigilance awareness program, Independence day, Republic day, Flag Day, Entrepreneurship Motivation program

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://capeitech.org/important/7.1.9.pdf
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	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

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

National celebrations play a significant function in sowing the seeds of nationalism and patriotism among Indians. The institution commemorates these occasions with tremendous fervour to remember nationalist ideals and to honour our outstanding national leaders.

Republic Day is observed by the institution on January 26th of each year to commemorate the impact of the Indian Constitution and to promote India as the largest democracy in the world.

Every year on August 15th, parades and flag raising ceremonies are planned to commemorate India's independence from British dominion.

Every year on October 15th, Youth Awakening Day is observed by Dr. A.P.J. Abdul Kalam. Youth awakening day is observed on the day of birth. The Principal reads inspirational passages from Kalam to each attendee.

Every year on June 21st, we commemorate International Yoga Day. A lecture is given to inform everyone of how yoga symbolises oneness of mind and body, thinking and action, restraint and fulfilment. The yoga instructor conducts the yoga camp.

Teachers Day is celebrated on 5th September to commemorate the birth anniversary of Dr. Sarvepalli Radhakrishnan. Students of the Institution organized teachers day for teachers valueable contribution towards the betterment of students society without any expectation.

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

7.2 - Best Practices

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

Objective:

Monitoring academic exams and producing reports relating to them are the goals.

Context:

The Practice:

The process of planning, carrying out, monitoring, reporting, and taking appropriate action for various duties at the academic level and for the general development of the students is started by the Principal and the HODs. Without a campus management entry system, the instructors must manually compile each report. The procedure takes a lot of time, and different departments use different documentation formats.

The following functions are carried out:

- Each employee has a unique username and password for logging in.
- Faculty members fill out their login with the internal mark, assignment, seminar, and (optional) tutorial.
- The system generates the attainment of course outcomes for each course.

Evidence of Success:

The technology generates a progress report that is mailed to parents so they may see their child's academic progress. The course file contains a printed copy of the achievement of

the course outcome.

PROMOTION OF RESEARCH

- The promotion of research is the primary goal of higher education. The management of the college makes great efforts to instil a research culture in the faculty and students in order to pique their curiosity, foster objectivity, and enhance critical thinking.

Objectives of the Practice

- To encourage teachers and students to organise and present research papers in national and international seminars, conferences, and workshops.
- To encourage academics to obtain doctoral degrees.

File Description	Documents
Best practices in the Institutional website	https://capeitech.org/important/7.2.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

CRERC-Cape Renewable Research Centre, the R&D section of Cape, stands in forefront, being unique in its connectivity to industry by its research, development and deployment of renewable energy products. With the intention of focusing, in research and development activities in renewable energy sources which is available in abundance, this was established.

Cape Renewable Energy Research Center, a brain child of Cape Institute of Technology, is located in a lush green area which happens to be the largest wind energy belt in south east Asia. The germinated idea has been reared by ENFUSE (Energy and Fuel Association of India - a nonprofit organization), auditing the

usage of various forms of energy and Auro Mira Energy a vigorous promoter of bio-gas energy , Cape group of institutions is situated in one of the wind passes pod kanyakumari district and nature in the midst of thousands of wind farms projects to emerge also as a premier institution for design development and deployment of high end technology solutions for solar bio-mass and wind energy.

- To create awareness amongst the public on the utilization of renewable energy resource for a eco-friendly environment
- To produce constant source of cost-efficient energy
- Organized cycle rally through villages to create awareness on renewable energy among rural folk.
- Arranged an exhibition for school students on renewable energy.
- Organized a seminar on renewable energy.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution has developed and practiced its extensive action plan for effective implementation of the curriculum. Being the affiliated institution, the institute implements the curriculum prescribed by Anna University, Chennai. For effective implementation of the curriculum, the following process is developed and deployed:

At the outset, the Program coordinators of each program conduct meetings to develop strategies for effective implementation of the curriculum. In this meeting the following points are concentrated: Development and verification of CO's and PSO's, articulation matrix, work allotment, preparation of time table, preparation of course plan, details of progame and Course File preparation. Each course coordinator has to maintain Course Register, course File and Course material.

. As per the University Schedule, College academic calendar is developed. This academic calendar contains the entire plan of both curricular and co- curricular activities of the academic year.. As per the academic calendar, departments prepare their activity plans and time-tables.

The institution has designed in-house software, named Campus Management Entry System (CMES) for the internal mark calculation. The performances of the students are analyzed and based on the performance advanced and slow learners are identified. Through effective Faculty Advisory System the students are periodically monitored and actions are taken

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://capeitech.org/important/1.1.2%20academic%20calendar.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of

Continuous Internal Evaluation (CIE)

Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, Internship schedule and dates for semester-end examinations.

The Institute prepares an institute-level calendar and subsequently every department prepares its calendar. Institute calendar of events includes details like the total number of working days and holidays, CIE dates. The department calendar comprises guest lectures, workshops, industrial visits, other co-curricular and extra-curricular activities.

The academic calendars help faculty members to plan their respective course delivery research work academic and co-curricular activities. Department heads closely supervise and monitor the completion of the syllabus as per the lesson plan prepared by faculty members. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it. Internal Assessment tests (IA), assignments and seminars are part of the Continuous Internal Evaluation (CIE) of students. The internal assessment test timetable prepared by the examination committee is published to stakeholders, and conducted. Post IA tests, evaluation of answer scripts, and calculation of CO-PO/PSO attainment are carried out.

The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

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

A. All of the above

**council/BoS of Affiliating University
Setting of question papers for UG/PG
programs Design and Development of
Curriculum for Add on/ certificate/
Diploma Courses Assessment /evaluation
process of the affiliating University**

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

1.2 - Academic Flexibility

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

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

11

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

10

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

548

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

1.3 - Curriculum Enrichment

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

In addition to technical considerations, the construction of the curriculum has been fairly devoted to sensitising students by introducing socially, professionally, and ethically pertinent themes as a part of the curriculum for fostering their personality qualities. By including courses in the curriculum and carrying out various activities like induction and orientation programmes and women empowerment counselling activities, the curriculum design focuses on important societal factors including Environmental Sustainability, Gender, Professional Ethics and Human Values, etc. The curriculum includes non-CGPA classes that emphasise human values like Yoga for Youth Empowerment, NCC, NSS, and courses relating to "critical and creative thinking."

To instill social, moral, and ethical principles in the students, professional ethics and human values are required courses for three credits in all UG degrees. Stress management through yoga practises is also introduced to help students cultivate the right attitude.

The curriculum is made to encourage students to assume responsibility for environmental sustainability in order to protect the environment, natural resources, and the health of people and other living things. All degrees include the Environmental Science and Engineering course to help students develop an awareness of economic, environmental, and social demands as well as to encourage resource conservation and environmental protection.

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

45

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

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

462

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

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	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	View File
URL for feedback report	Nil

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

383

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

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

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

350

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

2.2 - Catering to Student Diversity

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

Every year, students from varied social and economic backgrounds enrol at the institution. According to the institution's cutoff scores, students are admitted. To bridge the gap and prepare them for technical education, bridge courses are offered to new students after their enrollment. These courses cover communication skills, the fundamentals of English, and mathematics.. Students who receive grades of at least 70% across the board are regarded as advanced learners, those who receive grades of 50% to 69% are regarded as medium learners, and those who receive grades below 50% are seen as slow learners. Advance learners are determined based on their performance in internal assessment tests, classroom tests, and laboratory activities. They are urged to take part in the paper presentations, conferences, and symposiums by the institute. They are inspired to participate in inter- and intra-college workshops and seminars to showcase their skills. Guidance is given for Gate exam. .The medium learners receive significant questions that encourage them to earn higher marks. The results of the internal assessment are used to categorise slow learners. Remedial classes are offered to students who struggle to understand the courses based on their comprehension capacity and language issues.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
1273	117

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Every faculty member adheres to student-centric teaching and learning pedagogies. The faculty members use a variety of approaches, such as problem-solving learning, participatory learning, and experiential learning.

Experiential Learning Method

Students are urged to use a hands-on approach to learning. Under the supervision of interested academic members, students are offered practical experiences online to help them make the connection between practical and theoretical. An industrial field trip is scheduled once a semester to give students a thorough understanding of the subject matter.

Participative Learning Method.

Students are engaged in the learning process by faculty members through class discussions, subject quizzes, paper presentations, seminars, workshops, and value-added courses. In a group discussion, the relevant faculty member chooses the topics. Students discuss the assigned topics and are given the opportunity to provide their own explanations. The pupils' learning and communication skills are enhanced by this practise.

Problem Solving Method

With the purpose of enhancing the students' problem-solving abilities, tutorial classes are held. For a deeper comprehension of the concept, assignments are offered for challenging subjects that require individual problem-solving.

File Description	Documents
Upload any additional information	View File
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

In order to be prepared for the workplace, students must understand and apply the most recent technologies. In order to engage students in long-term learning, teachers use contemporary technologies with the conventional method of instruction. Information and communication technology (ICT) like YouTube, Zoom, and Google Classroom are used at colleges to assist, improve, and optimise the way that education is delivered.

The following tools are used by the Institute.

ICT Tools:

1. Course-related information, such as learning materials, quizzes, lab submissions and evaluations, assignments, etc., is managed and posted using Google Classroom.
2. Labs are conducted through simulation in virtual labs.
3. Activities focused on the needs of the students are carried out using online sketching tools like concept maps and mind maps.
4. Animations and simulations are available in the PPTs to enhance the effectiveness of the teaching-learning process.
5. Open problem-solving activities are taught to students in the online learning settings.
6. Students receive lab guides in the mail well before the experiment is carried out.
7. Regular online polls and quizzes are held to collect student feedback.
8. Teachers have employed a variety of online tools, such as Jamboard, to teach mathematical subjects in an online format.

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

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

2.3.3.1 - Number of mentors

64

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

117

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	View File

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

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

10

File Description	Documents
Any additional information	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

117

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

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.

Our institution administers one university exam and three internal assessments each semester. The Anna University regulations are followed for conducting university exams.

We have a common exam cell at our institution where we administer internal exams. One Exam Cell Convener and two representatives from each department make up this cell. The test cell convener creates the schedule of internal exams at the start of each semester and meets with the Principal and the heads of each department to discuss any pertinent information. The Exam Cell uses a standard procedure for setting test questions.

A single question paper is used for common courses. For all courses, there is a standard template for question papers. The faculty creates two sets of questions, which they then mail to the Principal and Exam Cell. The Principal chooses one question

paper from the two sets that are provided. The marks are entered in CMES (Campus Management Entry System) and the Anna University Web Portal after the subject in charge has evaluated the answer script.

Students' attendance is also uploaded in the Anna University Web Portal. The parents receive the progress report for the internal examination and the attendance rate.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The answers are evaluated by the teachers, checked by the senior faculty, and ultimately approved by the principal. The students are sent the valuable answer scripts again for clarity. If a complaint is discovered by the student, the Redressal committee will address it.

Departmental Level:

Faculty continuously evaluates students based on theory lectures, laboratories, assignments, and unit examinations. Based on established techniques, midterm grades are assigned and posted on a notice board. Inquire about any discussions with the faculty and HOD.

College Level:

For the efficient administration of exams, the Institute chooses a Chief Exam cell coordinator. Students can communicate with the university's chief examination officer to resolve any issues they may be having.

Redressal of grievances at University level:

Students receive their hall tickets well in advance of university exams. Students receive a preview version of the hall ticket for revisions before receiving the actual hall ticket. It is addressed to the Exam Cell for essential action if there is any change to their name, register number, or

registered subjects. The Anna University issues the answer sheets, which are carefully reviewed by the Exam Cell personnel to prevent complaints that arise during the exams.

File Description	Documents
Any additional information	View File
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.

Graduate attributes are taken as Programme Outcomes. Programme outcomes, Programme Specific Outcomes are displayed in the institution website, Department's cabin, Department's corridor, class rooms and Labs and are communicated to faculty members and students. The HODs create awareness of POs, PSOs, and COs when speaking to the learners. Faculty members, mentors, course coordinators, and programme coordinators also provide information to students, raise awareness, and highlight the role of meeting the objectives. Program Specific outcomes are formulated by the individual Department. Three PSO's are derived in addition to PO's Program outcome consists of 12 Graduate attributes which is identified by National Board of Accreditation. Program outcomes are attainment. This is the direct assessment method. Indirect assessment is calculated from CGPA of the students. Course outcomes are formulated based on Bloom's Taxonomy. Course outcomes are measured by direct and indirect assessments. Unit vice exams, series exams, Assignment / seminars are the direct assessment methods

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

Bloom's Taxonomy is used to guide the development of course outcomes. Assessments both direct and indirect are used to determine course outcomes. The direct evaluation methods include unit vice examinations, series exams, assignments and seminars. The indirect assessment method's measurement tool is the course end survey. The direct assessment receives an 80 percent weighting, whereas the indirect assessment receives a 20 percent weighting.

Each unit is followed by a unit test, and a semester is divided into three sections with three exams each. CO and Blooms Taxonomy should be mapped into the test questions.

CO-1 and CO-2 Attainment from Series Exam -I

CO-3 and CO-4 Attainment from Series Exam -II

CO-5 Attainment is from Series Exam -III

Students are given another chance to pass if they don't receive COs on the series exam. For each unit, assignments or seminars are also provided in order to meet the goal. The proportion is assigned by each faculty member for direct evaluation.

The indirect assessment method to achieve course outcomes is the course end survey. The Campus Management System computes CO attainment. For Course Outcome, the following degree of achievement is required.

Less than 50% - Level 0

50% to 60% - Level 1

60% to &70% - Level 2

Above 70% - Level 3

Program Each Department formulates its own set of objectives. Three PSOs are additionally derived to the POs.

The National Board of Accreditation has chosen 12 Graduate characteristics as the programme outcome. This is the direct evaluation strategy. The students' CGPA is used to determine indirect assessment.

File Description	Documents
Upload any additional information	View File
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

205

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	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://capeitech.org/important/students%20satisfaction.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

1.14lakhs

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

0

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

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

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

5

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	View File
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

An eco system has been created in the institution to promote innovation, transfer of knowledge and entrepreneurship. As part of innovation, Institute Innovation council has been set up in the year 2019-2020 & Entrepreneurship Development Cell (EDC) has been set up in the year 2020-21 for nurturing innovative ideas from the students. The EDC cell conducted many programs and seminars that is very useful to the students. Faculty is encouraged to conduct research activities and make publications in the journals of repute for knowledge sharing. The institution has the practice of conducting various workshops and conferences periodically for creation and sharing of knowledge. They are also encouraged to contribute innational and international conferences conducted outside the institution as part of this initiative. Similarly some of the faculty members have published technical books as a part of initiative for knowledge creation and transfer. The faculty has been encouraged to take up Intellectual Property rights as an initiative towards innovation and knowledge sharing. Our students areinvolved in an IEEE ADSF Projects which is very helpful to the fishermens.

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

1

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**

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	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**

9

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

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

46

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

3.4 - Extension Activities

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

Extension activities are encouraged to be taken up by the students in order to fulfill the aspirations of Vision and mission statements of the institution. Holistic development of the individual is the aim with which the students are encouraged for participation in extension activities through agencies such as NSS, Eco club and Rotaract club. Every year the college organizes a number of programs to invite students from nearby schools and show case the activities of the departments for the benefit of society. In addition these students are trained in developing the science models and display during the science exhibition. Further the institution encourages students to participate in curricular, co-curricular and extra-curricular activities. The institution has an active NSS wing which takes up projects like keeping the college clean and green, organizing blood donation camps, vaccination camps and the like. Our NSS Unit student volunteers take up social service activities such as special camps, tree plantation, yoga classes, and women empowerment programs. All these programs develop in the students a sense of responsibility, accountability, integrity and human values towards achieving the vision and mission of the institution. As part of holistic development of the students, courses are offered on human values and professional ethics as well as environmental studies.

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

5

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	View File

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

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

8

File Description	Documents
Reports of the event organized	View File
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

764

File Description	Documents
Report of the event	View File
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**

55

File Description	Documents
e-copies of related Document	View File
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**

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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.

The CAPE Institute of Technology is equipped with adequate classrooms, laboratories, seminar halls, drawing hall, waiting halls, library and computing equipment facility. According to

AICTE and Anna University norms the classrooms are equipped with more spaces, which is enough to accommodate the available strength in a class. The Institute comprises of six UG programs and seven PG programs, which includes 34 UG classrooms and 12 PG classrooms with overall 46 classrooms. The laboratory is made up for each department to improve the practical knowledge and the handling experience of the students. Totally there are six seminar halls available in our institution and it is in each department respectively. Library facility is also provided to enhance knowledge of the student by reading books, journals, newspaper etc. Computing facility is available in the campus and it has been used commonly for all the students. Information and communication technology facility is available in our institution.

According to AICTE norms, the UG class room and the PG classrooms are accessible with enough space. The laboratory for each course is obtainable according to the mentioned norms. The computing facility, library, drawing hall and the seminar halls are present in our institution as per the norms.

File Description	Documents
Upload any additional information	View File
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 sports activities concentrate on both the indoor games and outdoor games. The indoor games have spacious court and facility to cater the needs of the students. The Indoor and outdoor sports activities are utilized by the students both in the morning and evening time and specific time schedules are allocated for boys and girls separately. The students also participate in various games like table tennis, chess, carom board, badminton, volleyball, ball badminton, kabaddi, football, tennis, basket ball, kho-kho, athletic track and field special sports camp is organized every year to enhance the performance of the players. The students actively participate in Zonal, Inter-zonal and State Level competitions. The area and requirements for the sports fields are available

as per the given norms of AICTE. Gymnasium is also available for the students to maintain the physical strength. Both conventional and machine gym is accessible for the students and it is utilized in both morning and evening at the specific time.

Yoga class is organized to mature the body and mind of students. YVE certificate courses (Yoga for Youth Empowerment) is provided for the participants.

In our Institute Cape Skills factory is conducted for the students which includes music club, dance, etc.

File Description	Documents
Upload any additional information	View File
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.

16

File Description	Documents
Upload any additional information	View File
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)

103.8

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

4.2 - Library as a Learning Resource

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

The Library is equipped with AutoLib., the Library Management Software, which is a Multilink version made the library fully automated and finds easy access for the students and staff to check the availability of books by title / author name . In addition to above a digital library is located in the western part with an area of 32.13 sqm. The digital library is connected with 13 computers interlinked with LAN connection and internet facility of 60 mpbs. It has one server and all the system are LAN connected using fiber optical networking . In addition to above NPTEL Video Courses, e- Journals and ebooks are available for the use of students and staff.

The Library has a collection of 22151 volumes in 11343 titles for the reference of students and staff. All these volumes and titles are being arranged according to Dewey Decimal Classification of 839 Compact Discs and CD-Rom received along with books and Journals in the reference section.

In addition to Central Library every department has separate library section consisting of 1715volumes with 257 numbers of titles access of these books are monitored by the Head of the concerned department.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-

C. Any 2 of the above

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

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)

0.44

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

450

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

4.3 - IT Infrastructure

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

The Institution aims at providing the futuristic facilities to

its students so that they can utilize these resources to reach greater heights. To enable this, the institution frequently updates its IT facilities to provide its students with the best of facilities. 36 Classrooms have been equipped with LCD projectors and most of them are supported by audio visual systems. The entire campus is monitored by CCTV facility. The CCTV installed at strategic places help monitor the campus activities. The college is facilitated with 615 computers that are accessible to the students as well as the teachers for academic and co-curricular purposes. Printers are arranged in the office, staffrooms, library, exam cell and laboratories. Wi-Fi is available at various labs and staff rooms. The borrowing of books in the library is digitized. The marks attained by each student after every examination is updated on the automated system. This allows the students to review the marks being forwarded to the university and report any mistakes that might have been made. This information includes the time and date along with details about the event. Following the completion of the event, photos and minutes of the event are also uploaded for easy access.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

640

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	View File

4.4 - Maintenance of Campus Infrastructure

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

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

103.8

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.

The classrooms, Faculty rooms and Laboratories are cleaned everyday by the housekeeping staffs. A team of housekeeping staff is exclusively allotted to each block for completing this work. Their report cleaning is monitored frequently by the Sanitary Supervisor.

The toilets are cleaned twice everyday by the sanitary staff. This is done to ensure cleanliness and hygiene is maintained and the same is verified by the sanitary supervisor twice a week. Surprise visits are made by the higher officials to ensure the same.

The damages in these locations are monitored and reported to the concerned supervisor/in charge by the staff and are rectified on approval by the authority concerned.

Any issues arising in the hardware/software in the laboratories are notified by the lab technician through the Lab In charge to the Head of Department. The HOD recommends the same to the Principal. The System Administrator rectifies the errors at the earliest to ensure the smooth conduct of the Laboratory sessions.

The students are permitted to use the equipments in the laboratory after submitting the intend slip which states in detail, the requirements to complete the experiment. The requirement is dispatched to the students by the lab technician after approval from the Staff in charge.

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

1313

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

922

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

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

700

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

700

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

5.1.5 - The Institution has a transparent 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	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

181

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

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

5.2.2.1 - Number of outgoing student progression to higher education

23

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

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

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

0

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

206

File Description	Documents
e-copies of award letters and certificates	View File
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)

Following are the various committee of the college.

1. Academic and administrative committee which comprises Student society and Class Committee

Student society :The student society of every department conducts National level Symposium and seminars every year in which they organize various technical and nontechnical events.

Class Committee : The class committee headed by a senior faculty associated by class in charge and students discussed and take necessary action to improve the main motto teaching learning activity

1. ICC: This Committee headed by principal, Senior faculties and students from all disciplines provide safe environment for women faculty members and girl students
2. Grievance / Redressal committee : This committee has been constituted with an aim to provide easy and readily assessable grievance of student community and promote suitable environment for learning .
3. Anti ragging Committee : This Committee headed by

principal, Senior faculties and students from all disciplines provide ragging free environment in college premises and also in hostel.

4. Placement and training Coordination Committee : This Committee headed by Principal, Placement officer, one faculty from each department and student from all departments.
5. Library Committee : : Under the chairmanship of the Principal, the Librarian and student members every year organize orientation programmes, book exhibition along with various other student enrichment programmes and competitions.
6. Cultural and fine arts committee : It takes the lead role in organizing various cultural, co-curricular and extra curricular activities and related competitions
7. Sports committee : It takes the lead role in organizing various sports and games related competitions apart from Annual Sports Day.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

10

File Description	Documents
Report of the event	View File
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

On 06/05/2019, the CAPE Alumni Association was incorporated as an organisation with the goal of creating networks between current students and alumni, which indirectly contributes to the improvement of current students. Globally, the CAPE Alumni Association has created numerous regional chapters, with the Levingipuram branch serving as the main chapter. The alumni association is active, and there are currently 10,000 members. Every year, the association's general body meets to discuss its operations and advancement. The association is led by its president, and other office holders such the secretary, treasurer, vice president, joint treasurer, and joint secretary are present at meetings as well. A faculty member from each department is also named to coordinate the events and other activities in addition to this.

For the improvement of curricula and syllabi, alumni from industry serve as members of the department advisory committee, the Board of studies, etc. A few of our alumni work as adjunct professors and expose students to business activities. By holding mock interviews, the alumni organisation assists the student's training and placement activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The governing council of the institution derives all the objectives and plans that are helpful to achieve the vision and mission of the institution. The institution hires competent, dedicated individuals to implement teaching-learning process effectively. The institution makes financial provision to provide infrastructure and facilities suitable for effective services and to cater to the requirements as per growing needs.

As a part of realizing the vision, during admissions priority is given to students from rural community and financial concession is also given to them.

To enhance the interpersonal skills of students, soft skill training is provided to them by efficient trainers. Students are made to face the industry, by industrial projects/ internships/ research projects which expose them to recent industrial trends and to inculcate the spirit of research. They are made aware of human rights, road safety and accidents, first aid, blood donation and other humanitarian values through NSS activities thereby become socially responsible citizens..

The Head of the Institution shares the vision of the institution and decisions taken by the institution in the meetings conducted for academic and administrative review. He motivates and monitors a team of faculty and staff to realize the institution's vision and mission.

File Description	Documents
Paste link for additional information	https://capeitech.org/important/6.1.1.pdf
Upload any additional information	View File

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

The institution promotes a culture of decentralized system. Principal, the head of the institution is the in-charge of all academic activities and students in the college. Head of the Departments are responsible for the academic performance in the department under the guidance of the Principal. The heads of department decide on timetable, subject allocation, purchase and maintenance of equipment and consumables, organizing guest

lectures and workshops and recommends necessary industrial visits, in-plant trainings and MoUs .

Faculty members are given responsibility of being conveners and coordinators with full responsibility of planning, organizing, financial management and executing Conferences, symposia, workshops and seminars. They are members of IQAC, Discipline Committee, Placement Committee, Alumni Association, Anti-ragging Committee and other committees for the various college functions like College Day, Graduation Day, and Sport Day etc.

Our Campus have made initiation to convert our campus as renewable energy campus and one of the main hub for renewable energy in south India promoting renewable energy activities among the studentsector and society by conducting renewable energy awareness program. CAPE campus is made as green campus and named as GREEN CAPE.

File Description	Documents
Paste link for additional information	https://capeitech.org/important/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Perspective plan for 5 years: (2019 to 2023)

- Start of New Innovative, Multi/ Inter-Disciplinary, Job Oriented Academic Programmes: New academic interdisciplinary programmes in addition to the core discipline will be started to meet the industry and market requirements. Artificial Intelligence, Robotics, Machine Learning.
- More Initiatives will be taken towards skill development and carrier oriented programmes for students, looking at the needs of welfare of human kind. Improving industry interaction for giving industry exposure to students and faculty members.
- More impetus will be given on research and development activities
- More impetus will be given on Coursera @ NPTL

- NBA Accreditation will be sought for all the programmes.
- Placement and Entrepreneurship:

• Skill/Personality Development Programme:

- Provide an interactive platform to students and alumni by organizing alumni meet and Establish liaison between College Alumni Association and other similar associations in the country and abroad for better placement opportunities.
- MoUs with the Educational Institutions and Industry: The signing of MoUs with top Ten Industry will enhance exchange of faculty and students hence boosting the creative learning
- Starting centre of excellence in all departments.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://capeitech.org/important/6.2.1%20%20plan.pdf
Upload any additional information	View File

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

The highest body for taking decisions is the governing council which comprises of the Chairman, Pro Chairman, CEO, Principal and appointed members as per norms. The institution sets up rules and regulations of the institution for effective governance, transparent administration and participatory decision making for collective responsibility. Principal is the Member Secretary of the Governing Council of the college and it is his responsibility to convene at least one meeting per semester.

Yearly objectives of the institution are given by the Governing Council, considering the perspective plans for the institution, emerging trends and feedback received in line with the vision, mission and quality policy of the institution.

Various cells have been formed to take care of the academic activities of institution. Placement Officer along with one or two representatives from each department arranges and conducts placement activities in the college. Exam Cell Coordinators help the smooth conduct of internal examination activities in the college.

Administrative Manager looks after the administrative aspects of the college including maintenance of the student related records, certificates and university correspondence, maintenance of services such as infrastructure, hostel, canteen, transport, etc. He looks after the account related activities such as maintenance of vouchers, records and cash collection and payments.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Welfare mechanisms for teaching staff

- Family get-together every year.
- Casual leave
- On duty leave for attending conference, workshops and FDPs
- Employee Provident Fund and ESI facility
- 100 % concession in bus fee for teaching staff.
- Hostel accommodation to faculty members.
- Cash awards for academic excellence / 100% pass
- Sponsoring for attending conference, workshops and FDPs
- Study Leave to pursue higher education

Welfare mechanisms for non-teaching staff

- Free transportation.
- Family get-together every year.
- Casual leave
- Employee Provident Fund and ESI facility
- Free uniform to non-teaching staff.
- Free lunch to the drivers.
- Study Leave to pursue higher education

File Description	Documents
Paste link for additional information	https://capeitech.org/important/6.3.1%20%20Welfare%20mechanisms%20photo.pdf
Upload any additional information	View File

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

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

33

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

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

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

45

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

18

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 are evaluated by faculty-appraisal form each year based on the performance in

- Odd and even semester results
- Seminars/training programs attended/conducted
- Paper presentations and publications
- Programmes conducted in college as conveners and coordinators
- Innovative teaching methodologies
- Research Publications
- Extension activities
- Student feedback

A performance appraisal form is submitted by each faculty member wherein he/she gives the details of his/her performance and participation in all the activities assigned to him/her by the department /college. The concerned HoD and Principal give their remarks on the performance of the faculty member. If a faculty scores more than 50% as an average of all the performance indicators, then his/her performance is considered as satisfactory. Based on the performance appraisal, the teachers are given promotion, increments and awarded merit certificates and prizes which motivate them to further improve their performance.

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

Account statements of each department are audited by the accounts department. The accounts and procedures of internal control of finance are carried out by the head of the accounts team on a day to day basis and annual audit is done by the statutory auditor. The audit of accounts and submission of income tax returns are being carried out regularly each year. The Chartered Accountant conducts the annual external audit and helps to fulfill the legal requirements. If any audit objection is raised by the audit committee and the Chartered accountant ,it will be discussed in the governing council and prompt compliance is carried out with the guidance of the financial administrator.

There are no audit objections since the institution follows a good system of internal controls like calling quotations, comparison of rates, preparation of purchase order etc. Approval at every stage is obtained. Due verification of goods and services that are obtained after delivery or completion of works makes the process transparent. No expenses are incurred without proper approval or sanction by the Head of the institution or HODs of various departments.

File Description	Documents
Paste link for additional information	https://capeitech.org/important/6.4.1.pdf
Upload any additional information	View File

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

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

2,00,000

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

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

The institution has a well formulated financial policy which ensures effective and optimal utilization of finances for academic, administrative and development purposes which help ultimately in realizing the institute's vision and mission. Proper utilization of financial resources are planned at the beginning of every financial year. The budget is prepared well in advance after taking into consideration the requirements of every department. Each department prepares the budget based on the requirements such as equipment, computers as well as consumables required for the next academic year. The budget is reviewed by the management and approved after necessary changes. As and when required, the institute makes a provision for advance/ additional funds. Department heads ensure that suitable equipment with the right specifications are procured at competitive, optimal prices. Budget utilization is periodically reviewed by the management and corrective measures are taken, if required.

Accounts department takes care of the collection of tuition fees, salary distribution, tax payment, loan distribution, Preparing purchase orders for the laboratory equipment, teaching aids, furniture, and the facilities, payment of bills and maintaining the department budget allocation and expenditure etc. Every financial transaction is recorded. All procedures and dealings are computerized.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The College believes in continuous improvement. The institution has formed an Internal Quality Assurance Cell (IQAC).

The IQAC conducts awareness programs, training programs and orientation programs to improve quality among all its stakeholders. Continuous feedback, Comprehensive Academic Audit, Feedback from alumni, industry, parents, students, teachers and the community helps it to institutionalize quality culture.

Following are some of the contributions of IQAC:

CMES

The Campus Management Entry System (CMES) contains the details about series test, assignment mark, and tutorial marks of each and every student which are entered by faculty from their login.. From this we can easily calculate the course outcome of each subject.

Internal assessment analysis report, student progress report are generated from the HoD login. . Progress report generated by the system is sent to the parents to view the academic performance of their ward .

RESEARCH CENTRE

. An exclusive Innovation Center and Centers of Excellence for conducting joint research work involving faculty and students has been set up to coordinate research activities of students and faculty in all the departments.

File Description	Documents
Paste link for additional information	Nil
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

Response:

IQAC takes continuous review of teaching learning process in the Institute. It mainly comprises of Principal, Heads of the department and departmental coordinators. Before commencement of the term, academic calendar is prepared and all the coordinators ensure that the activities are conducted as per schedule.

- Course file
- Students' feedback
- Results of internal tests

The faculty prepares the course file and delivers academic plan with respect to course outcomes, program outcomes and programme educational objectives which are verified by the academic audit committee formed by the Principal each semester.

Experiential learning method:

This method helps the student to have practical knowledge about the subject. Apart from the regular class room lectures by the faculty members for each course, Demo classes will be conducted in respective department labs.

Participative learning method:

The students will have group discussions on the particular topic after completion of each unit. The students will also take seminar for the topics related to their subject which facilitates the students to know in depth about the subject.

Google classroom

It facilitates paperless communication between teachers and

students and streamlines educational workflow. It allows teachers to create classes, post assignments, organize folders, and view work in real-time.

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)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://capeitech.org/important/6.5.3.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Safety and Security

Security personnel are stationed at the entry to screen and

register visitors and unauthorised entrances using their ID cards. To screen college visitors, CCTV cameras have been deployed on campus. The anti-ragging team actively pursues preventing any undesirable incidents on campus, with a focus on protecting first-year students. At key locations on the campus, fire extinguishers are positioned to provide safety in the event of a fire. Each hostel's warden keeps a careful eye on the residents and conducts monthly security inspections to keep them secure. Faculty should speak with students on appropriate behaviour and good relationships, stressing the value of open communication and observing one's limits. To all pupils, purified drinking water is made available

Counseling

This is one of the institution's most successful strategies for bridging the gap between students and the Faculty. Each Faculty is given a group of pupils to look after as their wards. The Principal and the Head keep an eye on the activities How the Mentor System Works. The mentor system for the wards offers a safe place to discuss their academic and personal issues. The students talk to their mentor about their problems, and they seek the necessary help through counselling

Common Room:

Faculty and students can unwind in the common room during break times. When staff or students are ill, they can relax in this room which has all the amenities. Additionally, these spaces are utilised for resting during cultural events and other occasions.

File Description	Documents
Annual gender sensitization action plan	https://capeitech.org/important/7.1-1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

A. 4 or All of the above

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

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

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

Solid waste management

Every administrative office and department produces garbage, which is disposed in a little trash can inside the department. Each building has a number of trash cans that the cleaning crew uses to collect rubbish. The cleaning team frequently dumps rubbish from the tiny bin into the large bin. Separated vegetable waste is collected from canteens and hostels and fed to cows in a farm home on campus.

Liquid Waste Management

Each building and hostel has a system in place for dispersing liquid waste from wash basins, bathrooms. The canteen, hostels, and chemistry labs all produce liquid waste. Liquid wastes from two categories: 1. Waste from sewage. 2. Canteen, laundry, and laboratory waste. The major purpose of the liquid wastes is to raise the water table.

E- Waste Management

The term "e-waste" refers to discarded electronic equipment, such as circuit boards, desktop and related accessories, printers, charging cables, Wi-Fi devices, cartridges, sound systems, display units, UPS, scientific instruments, and so on. The best use is made of all of these trash. All of this equipment that cannot be recycled or repurposed is disposed of by approved suppliers. For technological upgrades, the buy-back option is chosen over new purchase.

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	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above
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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	View File

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).

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities.

The institution organizes Youth and Cultural festival. NSS Unit of our college participate in various programmes related to social issues organized by other colleges.

CIT organizes extension activities in schools as a part of Education Social Responsibility. The extension activities are targeted towards enabling a holistic environment for student development.

Centre of Skill & Personality Development Program (SPDP) organized a one-week Training Program for Final year students.

Various departments organize field study and tours to visit industries, within and outside Goa. Faculty and students are exposed to the different cultures

Regional and communal, linguistic diversity

Celebration of festivals:

The students at CIT celebrate not only the popular local festivals such as Holi, Deepawali, but also festivals like Good Friday etc. which indicates their respect for regional and cultural harmony. Celebration of the 'Day of Social Justice' by CIT students also spreads the social integration and respect for the belief of equality of human beings.

Socioeconomic and other diversities

Institutional scholarship schemes:

The institute also takes account of socioeconomic diversities among the students and offers scholarships to fatherless children and students with weak financial backgrounds.

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

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

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities.

The institute hoists the flag during national festivals and invites eminent persons to inspire students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens.

The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules. The institution encourages participation of students in Sports and Games, NCC and NSS at National level to strengthen nationwide bond and relation.

The institution takes many initiatives like conducting awareness campaigns, organizing orientation programmes, training programmes, seminars and workshops to sensitize the future leaders to inherit human values coping with the constitutional obligations.

The students have enthusiastically participated in various activities like seminar, conferences, expert talks, poster making competition, competition on various contemporary legal issues. legal awareness camps to impart awareness of such issues etc.

Various departments of the institution and NSS unit are actively involved in conducting several activities for inculcating values for being responsible citizens are given below:

2021-2022

Save Soil, Oceana, Vigilance awareness program, Independence day, Republic day, Flag Day, Entrepreneurship Motivation program

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://capeitech.org/important/7.1.9.pdf
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	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

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

National celebrations play a significant function in sowing the seeds of nationalism and patriotism among Indians. The institution commemorates these occasions with tremendous fervour to remember nationalist ideals and to honour our outstanding national leaders.

Republic Day is observed by the institution on January 26th of each year to commemorate the impact of the Indian Constitution and to promote India as the largest democracy in the world.

Every year on August 15th, parades and flag raising ceremonies are planned to commemorate India's independence from British dominion.

Every year on October 15th, Youth Awakening Day is observed by Dr. A.P.J. Abdul Kalam. Youth awakening day is observed on the day of birth. The Principal reads inspirational passages from Kalam to each attendee.

Every year on June 21st, we commemorate International Yoga Day. A lecture is given to inform everyone of how yoga symbolises oneness of mind and body, thinking and action, restraint and fulfilment. The yoga instructor conducts the yoga camp.

Teachers Day is celebrated on 5th September to commemorate the birth anniversary of Dr. Sarvepalli Radhakrishnan. Students of the Institution organized teachers day for teachers valueable contribution towards the betterment of students society without any expectation.

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

7.2 - Best Practices

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

Objective:

Monitoring academic exams and producing reports relating to them are the goals.

Context:

The Practice:

The process of planning, carrying out, monitoring, reporting, and taking appropriate action for various duties at the academic level and for the general development of the students is started by the Principal and the HODs. Without a campus management entry system, the instructors must manually compile each report. The procedure takes a lot of time, and different departments use different documentation formats.

The following functions are carried out:

- Each employee has a unique username and password for logging in.
- Faculty members fill out their login with the internal mark, assignment, seminar, and (optional) tutorial.
- The system generates the attainment of course outcomes for each course.

Evidence of Success:

The technology generates a progress report that is mailed to parents so they may see their child's academic progress. The course file contains a printed copy of the achievement of the course outcome.

PROMOTION OF RESEARCH

- The promotion of research is the primary goal of higher education. The management of the college makes great efforts to instil a research culture in the faculty and students in order to pique their curiosity, foster objectivity, and enhance critical thinking.

Objectives of the Practice

- To encourage teachers and students to organise and present research papers in national and international seminars, conferences, and workshops. •

- To encourage academics to obtain doctoral degrees.

File Description	Documents
Best practices in the Institutional website	https://capeitech.org/important/7.2.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

CRERC-Cape Renewable Research Centre, the R&D section of Cape, stands in forefront, being unique in its connectivity to industry by its research, development and deployment of renewable energy products. With the intention of focusing, in research and development activities in renewable energy sources which is available in abundance, this was established.

Cape Renewable Energy Research Center, a brain child of Cape Institute of Technology, is located in a lush green area which happens to be the largest wind energy belt in south east Asia. The germinated idea has been reared by ENFUSE (Energy and Fuel Association of India - a nonprofit organization), auditing the usage of various forms of energy and Auro Mira Energy a vigorous promoter of bio-gas energy , Cape group of institutions is situated in one of the wind passes pod kanyakumari district and nature in the midst of thousands of wind farms projects to emerge also as a premier institution for design development and deployment of high end technology solutions for solar bio-mass and wind energy.

- To create awareness amongst the public on the utilization of renewable energy resource for a eco-friendly environment
- To produce constant source of cost-efficient energy
- Organized cycle rally through villages to create awareness on renewable energy among rural folk.
- Arranged an exhibition for school students on renewable energy.
- Organized a seminar on renewable energy.

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

7.3.2 - Plan of action for the next academic year

To work towards getting the best ranking status among the colleges in and around Kanyakumari. An organization would like to set up an Entrepreneurial Association with the identification of the Alumni Association which has spread across the world at various prominent positions since its inception. It is decided to utilize their services in a diplomatic way in skills, start-ups, etc., by identifying the appropriate Alumni. Therefore, IQAC makes the necessary arrangements to exchange ideas with all Alumni Association in order to promote Entrepreneurship and Start-ups.

Keeping the importance of online teaching in the future in view, the college decided to make available the e-Content useful to the students by improving facilities of e-Content development.

To encourage the faculty members to pursue PhD for the quality betterment of their career. In addition, the quality publications are also instead for their further improvement.

To aim for conducting a minimum of two international conferences per year.

To offer Hands-on Training along with certificates which make the student's profile better and it will command better placements with the industries.

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