

## INSTITUTIONAL SUMMARY

1. Name and Address of the Institution and affiliated University:

**SRI BALAJI CHOCKALINGAM ENGINEERING COLLEGE**  
**ARCOT ROAD, IRUMBEDU – 632317**  
**ARNI T.K., THIRUVANNAMALAI DISTRICT**  
**Phone No: 04173 -222075, 227393**

**Fax No: 04173-227393, Email ID: sbcearni1513@gmail.com**  
**Website : www.sbcearni.org**

**Affiliated to ANNA UNIVERSITY, CHENNAI**

2. Name, Designation, Telephone, Mobile Numbers and E-mail ids of the contact person for NBA:

**Dr.V.THIRUNAVUKKARASU,M.E., Ph.D.,**  
**Principal**  
**Sri Balaji Chockalingam Engineering College**  
**Mobile No :9843099201**  
**E-Mail ID : sbcearni1513@gmail.com**

3. **History of the Institution**

Year	Description			Affiliation
	Programmes	Intake	Details	
1999	B. Tech IT	60	New Program	Madras University
	B.E CSE	60		Madras University
	B.E. ECE	60		Madras University
2001	B.E. MECH	60	New Program	Madras University
2002	B.E. EEE	60	New Program	Madras University
	B.E. ECE	60 to 90	Increase in Intake	Madras University
2008	M.B.A	60	New Program	Anna University
	B. Tech. IT	60 to 90	Increase in Intake	Anna University
2009	B.E. Civil	60	New Program	Anna University
	M.C.A	60		Anna University
2010	M.E. Applied Electronics	18	New Program	Anna University
	M.E. Industrial Engineering	18		Anna University

2011	M.E. Applied Electronics	18 to 36	Increase in Intake	Anna University
	B.E.MECH	60 to 120		Anna University

4. **Ownership Status** : Trust, Thirumathi Kannammal Educational Trust

5. **Financial Status** : Private-Self financing

6. **Nature of Trust** : Educational Trust

List other Institutions/colleges run by the Trust

- Sri Balaji Chockalingam Engineering College, Arni
- Dr MGR Polytechnic College, Arni
- Sri Balaji College of Education, Arni
- Sri Balaji Teacher Training Institute, Arni
- Thai Moogambigai Polytechnic College, Chennai

#### 7. External Sources of Funds:

Name of the External Source	CFY (2016-17)	CFYm1 (2015-16)	CFYm2 (2014-15)
Nil			

#### 8. Internally Acquired Funds:

Name of the internal Source	CFY (2016-17)	CFYm1 (2015-16)	CFYm2 (2014-15)
Student's Fee	Approx. Rs.70910854.00	Rs.94747159.00	Rs.104747159.00
Other Income	Approx Rs. 2001012.00	Rs. 1901012.16	Rs. 4368396.92

#### 9. Scholarships or any Financial Assistance provided to Students? YES

Basis of scholarship/assistance: other(Community)

Total number **625** Amount **29,40,195** in CFY

Basis/Criterion for Admission to the Institution:

12<sup>th</sup> level mark sheet (State level single window counseling)

Total Number of Engineering Students **564** Boys ,**199** Girls

Total Number of other Students **43** Boys, **62** Girls

#### 10. Organization and Governance, Resources, Institutional Support, Development and Planning

##### 10.1 Campus Infrastructure and Facility

10.1.1 Land, built-up area and academic infrastructure

Physical resource available

A. Exclusive for this Institution Land 32.17 ½ acres Built-up floor space 21844 sq.m.

B. Shared with other institutions  
in this campus, **Nil**

### 10.1.2 Maintenance of academic infrastructure and facilities

Academic Scheduled Prescribed by Anna University is strictly Follow and Academic Calendar has been prepared and followed

### 10.1.3 Ambience, green cover, water harvesting, environment preservation, barrier-free structure, etc.

The calm and serene atmosphere was created in and around the college campus to motivate the students towards education.

Gardening in 10,250 Sq. ft.,

Trees were planted in (Main Block, First year Block & Hostels) – 750 Nos.

Rain water harvesting system has been established – 8 Nos.

### 10.1.4 Hostel (Boys and girls), Transportation facility and canteen

Hostel for Boys? **Yes Exclusive**

Number of Rooms 148 Number of accommodated students 259

Number in waiting 59

Hostel for Girls? **Yes Exclusive**

Number of Rooms 23 Number of accommodated students 81

Number in waiting 25

Transport? **Yes**

Number of Buses 10 Facility availed by 75 % of students 75 % & 25 % of faculty

Canteen? **Yes**

Number of Canteen 1 Sitting space 186 Sq. m. Daily Usage 300

### 10.1.5 Electricity, power backup, telecom facility, drinking water and security

S.No	Equipment	Capacity	Availability
1.	Electricity	TANGEDCO, 250 KVA	Yes
2.	Power Generator	125 KVA	Yes
3.	UPS (Power Backup)	154 KVA	Yes

Sri.A.C.S. Arun Kumar, B.Tech	Chairman
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4.	Phone	2 Exclusive Lines	Yes
5.	Drinking Water	5,000 Ltrs. Purified water plant	Yes
6.	Security	8	Yes
7.	Security Room	2	Yes

## **11. Organization, Governance and Transparency**

### 11.1 Governing body, administrative setup and functions of various bodies

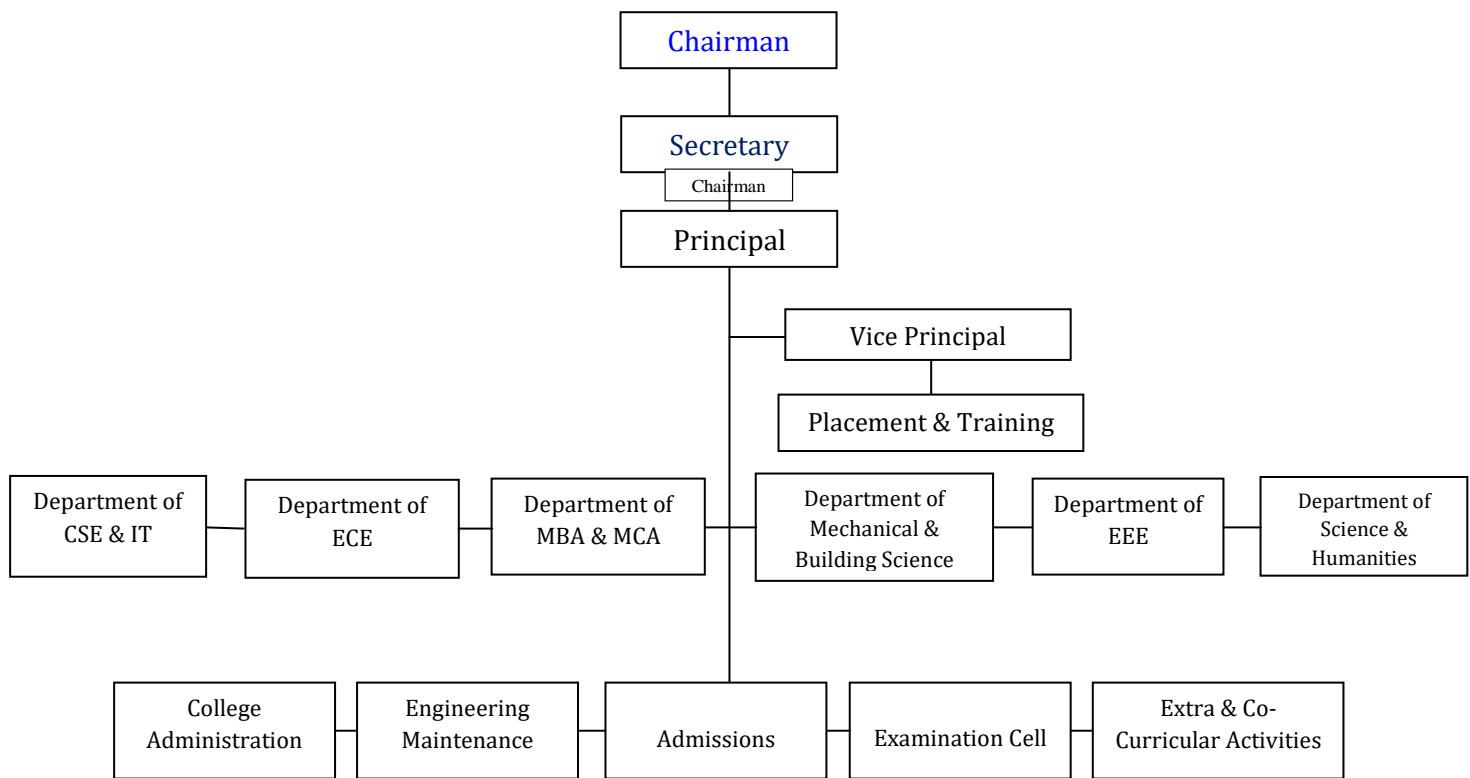
List Governing, Senate and all other Academic and Administrative bodies, their memberships, functions and responsibilities, frequency of the meetings and attendance therein, in tabular form. A few sample minutes of the meetings and action taken reports should be annexed.

### **GOVERNING COUNCIL**

Sri Balaji Chockalingam Engineering College believe in totally different kind of work culture. Basically it aims at love and affection to each and every stake-holder of the institute. Being certified by ISO 9001:2008, Sri Balaji Chockalingam Engineering College follows the complete ISO terminology to the fullest extent in its day-to-day life. In particular the concept of process owners, which facilitates a perfect decentralization of activities and delegation of authorities, has proven itself to be a key concept in the success achieved by the institute on different counts. The working methodology basically focuses on student, which is the dearest and least responsible element of the system. Involvement of each and everyone in the decision-making and the transparency associated therein also form the important features of the work culture. The institute functions with perfect decentralized administration as depicted in Figure 1 that has complete transparency in the decision making process. Institute follows the concept of process owners as emerged from the ISO terminology.

Composition of Governing Council:

Dr.M.P.K. Sridharan	Member
Dr. Krishna. V,Giri	Member
Dr.M.K.Padmanabhan	Member
Mr.V.Ramakrishnan, M.Tech	Member
Dr. Avvai Natarajan	Member
Prof.Dr.V.Thirunavukkarasu	Member-Secretary
Mr.M.Natarajan, B.Tech	Member
Dr.M.Ravichandaran	Member
Dr.Aravindan	Member
Dr.P.Sivakumar	Member



**Figure 1. Organizational Chart**

### PLANNING & MONITORING COMMITTEE

**Goal:** The purpose of Planning and Evaluation Committee is to plan and evaluate programs and services and to make recommendations accordingly to the Governing Body of the institute (SRI BALAJI CHOCKALINGAM ENGINEERING COLLEGE). Plan Fiscal and Budget and Policy and to strengthen collaboration and a shared vision between the Institute and the Department, as both work to implement a system to improve and support quality Institute-wide and to offer an array of high quality, comprehensive, and affordable programs designed to meet the diverse and individual needs.

#### **Activities of Planning & Monitoring :**

1. Review the Plan of Service and the Bye-Laws and other policies regularly;
2. Review of MOUs
3. Review the annual budget and make recommendation to Governing Council;
4. Develop and suggest new programs and services and submit such ideas and suggestions to the Governing Council;
5. Evaluate programs and services;
6. Address such other issues as from time to time may be referred to the committee;
7. Recommend a plan of action based on the recommendations of advisory board.

## Composition of Planning & Monitoring Committee

S. No.	Name	Position (Chairman/ Member)	Category	Qualification
1	Dr. V.Thirunavukkarasu	Chairman	Principal of the college	M.E,Ph.D.,
2	Mr.T.Elango	Member	Senior faculty member of the college	B.E, M.E.,
3	Mr.R.Venkatarathinam	Member	Senior faculty member of the college	M.E.,
4	Dr.V.Arunachlam	Member	Senior faculty member from other college	M.E,Ph.D.,
5	Mr.S.Gopalakrishnan	Member	Industrial expert	B.E,M.E.,
6	Mr.R.Deikumar	Member	Industrial expert	B.E, M.Tech.,
7	Mr.M.K. Reddy	Member	Architect/Civil Engineer	M.Arch.,

### Roles and Responsibilities of Planning and Monitoring Committee:

1. Reviews contractual, legal and or operational issues with the Secretary.
2. Serves as a sounding board for new programs, policies, or initiatives that may come before Advisory Board, as may be determined by the P&M.
3. Monitors the implementation of the Institute's multi-year Strategic Plan.
4. The P&M generally meets four times in a year duration

### COMPLAINTS CUM REDRESSAL COMMITTEE

**Goal:** The Complaints Cum Redressal Committee shall be responsible for collective agreement dealing with grievances.

**Activities:** SBCEC is committed to providing a harmonious, fair and just learning environment by ensuring that students and staff have access to processes that allow for appeals, complaints and grievances to be resolved. Student and staff grievance resolution processes seek to facilitate the informal resolution of grievances as close as possible to the source of student dissatisfaction, though there will be instances when either students may choose to lodge a formal appeal or a grievance needs to go to a higher authority for resolution. SBCEC approach to student grievance resolution emphasizes:

- Fairness and impartiality
- The handling of grievances informally where possible
- The principles of natural justice and procedural fairness
- Effective, reciprocal communication and feedback

Resolution of grievances as early as possible and as close as possible to the source of dissatisfaction.

### **Composition of Complaints cum Redressal Committee:**

<b>S. No.</b>	<b>Name</b>	<b>Category</b>	<b>Profession</b>
1	Mrs.Tamilvizhi	Members	AP/CSE
2	Mr.K. Siva	Members	AP/MBA
3	Mrs. Celin Thilagavathy	NGO	Principal, ACS Matric. Hr. Sec. School

### **Role and Responsibilities of the Complaints cum Redressal Committee (CRC)**

1. This Committee shall hear complaints and appeals arising from the policies on:

- Evaluation and assessment
- Academic programs
- Student progress
- Appeals arising from higher degree research studies.
- Student admission
- Breaches of academic integrity
- Problems arising in the context of their association with the institute, including

those involving faculty misconduct in an instructional setting Administrative operations or decisions relating to academic matters. Other policies, not listed above, which provide for scope to the Grievance Appeals Committee.

2. Jurisdiction: The committee is charged with hearing those student grievances related to faculty misconduct in the performance of his or her duties in an instructional setting. It should be understood, however, that certain cases do not fall under the jurisdiction CRC, but are subject to special investigatory procedures: cases involving sexual harassment or sexual misconduct; cases involving discrimination on the basis of race, color, age, national origin, religion, gender, sexual orientation, disability, or any other protected status; and cases involving allegations of fraud

3. The grievance once received, the convener shall be responsible for the distribution of a copy of the grievance to the other members of the Grievance Appeal Committee.

4. Investigating a Potential Grievance: The duty of CRC is to provide fair representation for all of its members. The Committee Member appointed to investigate a potential grievance shall investigate the grievance and report the results of the investigation to the Grievance Committee, along with a recommendation. At all stages in the handling of a



potential grievance, the Grievance Committee and members undertake to maintain a policy of confidentiality and assess the grievance fairly, without discrimination, and in a non arbitrary fashion. Depending on the circumstances and seriousness of the grievance, the investigation shall include:

(i) At least one meeting with the aggrieved member to determine all relevant facts and secure all relevant documentation. The investigating Grievance Committee member shall interview or attempt to interview any relevant witnesses to the facts of the grievance.

(ii) During the course of the investigation, the investigator will maintain careful notes of interviews with the aggrieved member and relevant witnesses.

(iii) Fostering intellectual inquiry in a climate of academic freedom and integrity. Its members, students and faculty alike, are expected to uphold these principles and exhibit tolerance and respect for others.

(iv) In addition to the written statements and testimony of the student and the faculty member, the Committee may collect and consider any information it deems relevant and hear from anyone it deems to have relevant information. Both the student and faculty member may suggest the names of persons with relevant information, but the Committee makes the final decision about whom to interview.

(v) The proceedings and the Committee's deliberations shall be confidential and not open to the public.

#### 5. Timeframe for Committee Proceedings, Its Report and the Decision:

The Committee shall make every effort to address requests for reviews during the monthly meeting after they have been submitted and to inform students of its decision within 10 working days thereafter. (The Committee meets once in a month.)

### **STUDENT CENTRIC FACILITIES**

#### **11. Library**

11.1 Library space and ambience, timings and usage, availability of a qualified librarian and other staff, Library automation, online access, networking

Carpet area of library 1330 sq m Reading space 1330 sq m Number of seats in reading space 100 Number of users (issue book) 200 per day Number of users (Reading space) 300 per day

Timings: Academic (Working day) 9.30am to 6.30pm Academic (Weekend) 9.30am to 1.30pm Vacation 9.30am to 1.30pm

Number of library staff 3 Number of library staff with degree in Library Mgmt. 3

Computerization for search, indexing, issue/return records ? Yes ~~No~~  
Bar-coding used ? ~~Yes~~ No  
Lib services on internet/intranet ? Yes ~~No~~  
INDEST or other similar membership ? specify DELNET Yes ~~No~~  
Archival 200sqm

#### 11.2 Digital library

Availability of Digital Library contents ? Yes ~~No~~

### 13. Terminal with internet connection of 10mbps

If available,

Number of Courses 10 Number of e-Books 5000 Any other 18,900?  
Availability of an exclusive server ? Yes ~~No~~  
Availability over intranet/internet ? Yes ~~No~~  
Availability of exclusive space/room? Yes ~~No~~ 306 Sq. m.  
Number of Users 200 per day.

### 14. Safety Norms and Checks

#### 14.1 Checks for wiring and electrical installations for leakage and earthing

Monthly maintenance is carried out by Electrical supervisor.

14.2 Fire fighting measurements: Effective safety arrangements with emergency/multiple exits and ventilation/exhausts in auditoriums and large class rooms/labs, Fire fighting equipments and training, Availability of water, and such other facilities

1. Fire Extinguisher Installed in the campus – 25 Nos.
2. Multiple emergency Exits, ventilation was provided for all class rooms, lab, and seminar hall.
3. Fire fighting training program was conducted by Tamilnadu Fire Service Department for all student and staff.
4. Two water tanks about 5000 Liters of volume.
5. Water pipeline connectivity to all floors.

#### 14.3 Safety of Civil Structure

Installed like parapet wall to all floors & hand rails in staircases to ensure the safety measures for all

#### 14.4 Handling of hazardous chemicals and such other activities

1. Concentrated acids are kept in sand pit and stored separately
2. Diluted acids and chemicals are kept in closed shelves
3. Evaporating products & costly cells are kept in locker

### 15. Teaching and Learning Processes

#### 15.1 Academic Process

15.1.1 Published time-table with sufficient hours for lectures, labs, self-learning and extra-curricular activities

Specify the time-table contents

Each Semester, All departments have been published

- Time table, Master Time table before the commencement of Classes
- Semester Plan
- Self Learning Plan
- Co-curricular and Extra-curricular Plan

15.1.2 Published schedule in academic calendar for assignments/tests/examinations and distribution of corrected scripts

Items in Academic Calendar	Conduct during the period or in the academic week	Performance Feedback / Distribution of Scripts during the period or in the academic week
Assignments...	academic week	academic week
Tests...	CIA Test –I,II,III	Monthly
Mid-sem. Examination	Model examination	Quarterly
Parents Meet	Monthly	Monthly
Seminar	Monthly	Monthly
Conferences	Yearly	Yearly

End-sem. Examination	Model examination	Quarterly
Other activities...FDP	By Semester	Half yearly

**15.2 Entrepreneurship cell and incubation facility Specify – facility, management and impact?**

The Entrepreneur Development Centre was established in the academic year of 2011 – 2012. The Thiruvannamalai District Collector, 'Mr.Anshul Mishra IAS' inaugurated the Entrepreneur Development Cell.

The Main Objectives and Functions of Entrepreneur Development Cell are:

- Conducting Motivation Campaigns at Department level to identify the potential entrepreneurs.
- Conducting of E.D.P. Programme for students and unemployed youths.
- Formation of Industrial Promotion Institute tie-ups.
- To promote self-employment and Entrepreneurship culture in Thiruvannamalai District.
- To enhance employability of educated youth through industry specific skill training.
- Capacity building for mass employment generation in the rural areas.
- To undertake Industry consultancy services and research assignments.
- To tap the local resources for commercial exploitation and value addition.
- To generate increased employment and boost to employment generating schemes and thereby brings more unemployed youth into the economic mainstream.

Many local and outstation entrepreneurs are invited to the college. They came forward to assist the students in starting small scale business/industries in their native places. The entrepreneurs also suggested to the students to chalk out project – plan to avail bank loan to start their business/industry etc.

**16. Co-curricular and Extra Curricular Activities**

16.1 Co-curricular and extra-curricular activities, e.g., NCC/ NSS, cultural activities etc.

Specify – facilities and usages in brief?

**Facilities and usages**

Room Description	Usage	Shared / Exclusive?	Capacity	Rooms Equipped with
NSS-Room	Meeting room for NSS Programming Officer and NSS volunteers	Exclusive	50 <sup>2</sup> meters.	White Board, Table, Chairs, Fan, Tube Light and attached Toilet