



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		YOUNUS COLLEGE OF ENGINEERING AND TECHNOLOGY
Name of the head of the Institution		Dr. P. SREERAJ
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0474-2724305
Mobile no.		9446577895
Registered Email		info@ycet.ac.in
Alternate Email		infoycet@gmail.com
Address		VADAKKEVILA P O, KOLLAM
City/Town		KOLLAM
State/UT		Kerala
Pincode		691010

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		Self financed			
Name of the IQAC co-ordinator/Director		Dr. M. PETHURAJ			
Phone no/Alternate Phone no.		04742724305			
Mobile no.		9488556526			
Registered Email		iqacycet@ycet.ac.in			
Alternate Email		pethurajm@ycet.ac.in			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://www.ycet.ac.in">http://www.ycet.ac.in</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		<a href="http://www.ycet.ac.in">http://www.ycet.ac.in</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.41	2020	08-Jan-2020	07-Jan-2025
<b>6. Date of Establishment of IQAC</b>			27-Jul-2017		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
NBA Accreditation Training	10-Jan-2020 1		84		

[View File](#)

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
YCET	NIL	NIL	2020 0	0

[View File](#)

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

1. Provision of precautions/measures in the campus against COVID19 was initiated. 2. Started and completed the unfinished syllabus in the even semester of academic year 201920 and conduct of internal examinations online mode to handle the pandemic situation. 3. Provision of free access to MOOCs platform for students and faculty to upgrade their skills during the lockdown period was initiated and succeeded in getting fruitful results. 4.Provision of Hardware and Software facilities to conduct the Classes for academic year 202021 through online mode was initiated. 5.Development of College Website for better visibility 6. Paper setting for online exams to ensure quality. 7. Significant Improvement in PhD registration and Completion.

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
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Development of E Content facilities	To make available the eContent useful to the students, particularly during the situations like COVID Lockdown.
Review of Performance Based Appraisal System metrics	To meet the current requirements of HEI review was conducted successfully
Review on further improvement of faculty pursuing PhD & new PhD registration and quality publications.	To reach the targets of of the institution for NBA Accredation.
Hostel accommodations for girls and boys	In the direction of providing residence to all students with adequate facilities.
To Conduct Regular IQAC Meeting	Two IQAC Meeting was conducted and the minutes has been displayed in Website.
<a href="#">View File</a>	

<b>14. Whether AQAR was placed before statutory body ?</b>	No
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes
Date of Visit	18-Dec-2019
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2020
Date of Submission	17-Feb-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	In YCET we use Linways software, a fully hosted effective and innovative learning management system which provides centralized and automated administration. It is a nonconventional method which supports collaborative learning, creating and delivering learning materials, generating reports, student notifications etc. List of modules currently operational in the ERP software is as follows: 1. Faculty Profile 2. Students database 3. Syllabus and Teaching plans 4. Time tables (Academic/Class and Personal) 5. Experiment schedule 6. Attendance monitoring 7. Examination schedule 8. Class assignments record 9. Course

Material and Question bank preparation  
 10. Assignment and Internal Exam  
 evaluation 11. Syllabus coverage  
 monitoring 12. SMS to the parents and  
 students 13. Faculty feedback by  
 Students 14. Subject allotment and  
 accessibility authority (Faculty, GFM,  
 Head) 15. Variety of reports pertaining  
 to academic monitoring can be printed

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college is affiliated to APJ Abdul Kalam Technological University and follows the curriculum prescribed by the university. The academic calendar of the university is adhered to. An active plan for timely implementation is formulated by the institution to ensure effective delivery. An academic committee consisting of Heads of various departments and headed by the Principal, prepares Policies after strategizing the best methods to successfully implement the curriculum. Faculties are encouraged to prepare an active plan for their classroom teachings of the entire year even before the academic year commences. The preparation of such a plan helps with effective distribution of syllabus, clarity of curriculum and timely completion of the course. The teaching plans are prepared by the respective faculty who are in charge of the subjects. The subjects are allotted after careful consideration of their qualifications, subject specializations, experience and performance. Each department prepares its internal academic calendar well before the year commences. Along with this, the respective teacher prepares course material, class notes and PPT presentations in order to be fully prepared for teaching. Continuous evaluation is maintained throughout the year by conducting tests after completion of every unit to ensure thorough understanding. Transparency and impartiality are maintained in the evaluation process. Valued answer scripts are returned to the students with suggestions to improve wherever necessary. The college follows Outcome-based education (OBE). Departmental committees as a result of their rigorous assessment evaluate each student's performance and advice teaching plans based on their ability for effective teaching and learning process to ensure better results. Attention to student needs is given by the teachers and mentors. Through the Career Development Centre (CDC) various training and certification programs are conducted to make the students industry-ready. Several guest lectures and industrial visits are also arranged periodically to keep the students ahead of the existing knowledge. Timely feedback is obtained from the students and staff. Measures are taken to enforce necessary changes by the HODs and principal. The staff is constantly encouraged to attend refresher courses, workshops and seminars to update their knowledge. Internal Quality Assurance Cell (IQAC) confirms that attendance registers, internal examinations, preparation of internal question papers, scheduling of other program and events are conducted properly. Through these methods of planning and implementation, effective delivery is ensured and documented.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene	Skill Development
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				urship	
Nil	Nil	Nil	Nil	Nil	Nil

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
<a href="#">View File</a>		

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BTech	Civil Engineering	01/08/2019
BTech	Mechanical Engineering	01/08/2019
BTech	Computer Science and Engineering	01/08/2019
BTech	Electrical and Electronics Engineering	01/08/2019
BTech	Electronics and Communication Engineering	01/08/2019
Mtech	Civil Engineering	01/08/2019

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BTech	Civil Engineering	39
BTech	Computer Science and Engineering	26
BTech	Electronics and Communication Engineering	25
BTech	Mechanical Engineering	35
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
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Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

#### Feedback Obtained

YCET has a well-organized feedback system to monitor and evaluate the quality of teaching and learning. • The Online feedback is collected twice in a semester from the students for all the subjects by the Academic Head or Head of Department. • All the students are asked to participate in the feedback process. • A standard feedback questionnaire based on metrics like Subject knowledge, Teaching skill, Punctuality, Command over language is designed by the institute. • Performance of each faculty member is calculated on the basis of levels he /she have obtained for the different feedback items. All the comments written by the students in the feedback forms are communicated to the respective faculty members along with their feedback levels to know their strengths and weaknesses and to enhance their teaching skills. • The faculty members having highest feedback score are appreciated and note is given for corrective action to the faculty members having low feedback score. • Online feedback system is available through Linways Software. • Students can also give feedback through the suggestion box available in the department. • The feedback is collected from the alumni, parents and resource persons on the facilities available in the department/Institute. • All the factors mentioned in the feedback form are analyzed and corrective actions are taken accordingly. • Feedback Analysis: Feedbacks from different stakeholders are discussed in the departmental/institute level meeting and corrective actions are taken.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
Mtech	Network Engineering	24	0	0
BTech	Civil Engineering	120	60	51
BTech	Computer Science and Engineering	60	45	35
BTech	Electronics and Communication Engineering	60	35	26
BTech	Electrical and Electronics Engineering	60	25	13
BTech	Mechanical Engineering	120	45	30
Mtech	Structrural Engineering	24	16	12

Mtech	Applied Electronics and Instrumentation Engineering	24	0	0
Mtech	Computer Science and Engineering	24	0	0

[View File](#)

## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	155	12	59	0	12

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
71	71	3	6	2	5

[View File of ICT Tools and resources](#)

No file uploaded.

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The student mentorship system is very important at the institution, and the goals are as follows: • To improve communication and visibility between faculty and students. • To guide students in order for them to fulfil current industry standards and to pursue training and job possibilities. • Identifying and addressing students personal and academic difficulties, as well as providing answers • Encourage students to use advanced learning techniques and to work on projects that are relevant to their future careers. • To lower the drop-out rate • Encourage students to participate in a variety of co-curricular and extracurricular activities. Orientation workshops are held at the start of each academic year to help all students understand the mentorship system. The department publishes the Academic Calendar to the students. Each mentor is allocated 25 students, and their profiles are kept to track their development. Mentoring is used to give academic and personal counselling. One-on-one meetings, social networking sites, class committees, and other academic committees are used to facilitate frequent student contact. The performances of the wards are relayed to their respective parents on a regular basis. Students are strongly driven to participate in extracurricular/co-curricular activities and to improve their abilities in order to keep up with current industry trends. Financially deprived students are encouraged to apply for scholarships from the institution, the government, and other trusts. Slow learners are offered special coaching sessions.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
734	71	1:10

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with
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positions			the current year	Ph.D
71	71	0	0	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
Mtech	PG	S1/S3	25/11/2019	10/03/2020
BTech	UG	S1/S3/S5/S7	25/11/2019	07/05/2020
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation (CIE) System Assessment of performance is an integral part of teaching and learning process. We follow number of methods and guidelines to carry out a continuous internal evaluation system at the institutional level. For theory courses 1. Two series tests are conducted based on the completion of modules. 2. Retests are conducted for the students who have missed either 1st or 2nd series test soon after the completion of the second test, but before the end semester examination. 3. Those who have missed both tests are not eligible to appear for the end semester examination. If one misses both tests due to any medical reasons or other personal exigencies, based on genuine evidences, conducts a single test of 2 hour duration covering the whole syllabus. For Practical Courses: Practical evaluations are conducted internally by the college. In case the Practical /Laboratory/Workshop courses are not completed in the semester, grade I (Incomplete) will be awarded against the course and the final grade will be given only after the completion of the course. Comprehensive Examination: As students appear for placements from seventh semester onwards, comprehensive examination is to be completed in the sixth semester. A written cum oral examination covering broadly all courses so far completed is conducted by a board comprises two faculty members and external expert. Results are published along with the university results. Seminar: Each student has to give a seminar on a topic of current interest. The topic should be approved by the concerned guide and seminar coordinator. Student has to be ready with presentation slides and abstract at the time of presentation, which should be approved by the concerned guide. Submit the report as per the KTU scheme, after the presentation is completed. Design Project: A group of students has to take up a design project based on simple product/processes/techniques related to their core of study . The project topic could be arrived at in consultation with an assigned faculty member for each group. The group should collect necessary details and present it before the evaluation board. In their final presentation, students must complete all the work and submit the report. Final Year Project: The HOD nominates Project Coordinator. Students form a group of maximum 4. The group selects different

topics related to their core of study and also on the basis of current scenario. Based on the topics selected, the Project coordinator assigns faculty member to each group. The faculty member along with project coordinator finalize one topic based on students satisfaction and also by considering its relevance. The final evaluation and viva is done by the Assessment Board. Student submit report before the Assessment board after the completion of project. If the project work is not completed satisfactorily, the student has to put in more work and appear again for assessment on a specified date, not earlier than one month after the first evaluation. If the student fails in the project, a fresh registration for the project for one semester is mandatory

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Committee Head will draft the academic calendar at the start of each semester and present it at the HoD meeting. The accepted version will be discussed further at departmental meetings before being submitted at the Department Academic Committee (DAC) / faculty meeting. The approved academic calendar is then posted on the college website, along with an internal evaluation timetable for each department. The academic calendar is developed by the institute in accordance with the University's schedule.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://ycet.ac.in/2019/05/14/peos-pos-pso/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BTech	File Attached	Nil	Nil	Nil
PG	Mtech	Structural Engineering	11	11	100
UG	BTech	CE	89	85	95.51

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://ycet.ac.in/wp-content/uploads/2016/09/SSS-AY-19-20.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	Nil	Nil	Nil	Nil

[View File](#)

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Arduino workshop	ECE	26/07/2019
District championship on quadcopter	ECE	16/09/2019
One day Workshop on Additive Manufacturing	ME	21/11/2019
Tech talk on Vibration analysis	ME	27/11/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>					

**3.3 – Research Publications and Awards**

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	CSE	8	Nil
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Electronics and Communication Engineering	1
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in	Number of citations excluding self
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					the publication	citation
Nil	Nil	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>						

### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>						

### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Nil	0	0	0	0
<a href="#">View File</a>				

## 3.4 – Extension Activities

### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Environment Day	NSS	1	29
File Attached	Nil	Nil	Nil
<a href="#">View File</a>			

### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
No file uploaded.			

### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Nil	Nil	Nil	0	0
No file uploaded.				

## 3.5 – Collaborations

### 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil
No file uploaded.			

### 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
179	179

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Book Magic	Fully	5.0	2005
Web OPAC	Fully	1.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23246	9725204	274	149569	23520	9874773
	1470	604080	Nil	Nil	1470	604080

Reference Books						
e-Books	90	23600	Nil	Nil	90	23600
Journals	5623	105050	40	10000	5663	115050
e-Journals	400	667000	Nil	19470	400	686470
Digital Database	Nil	30070	Nil	19470	Nil	49540
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	420	359	210	20	20	6	15	164	0
Added	0	0	0	0	0	0	0	0	0
Total	420	359	210	20	20	6	15	164	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Video recording facility	<a href="https://www.youtube.com/watch?v=TnMj07tc18k">https://www.youtube.com/watch?v=TnMj07tc18k</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
41	41	9	9

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

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**LABORATORY:** The laboratories in the college are well furnished according to the requirements. Necessary laboratory equipments and materials are acquired to deliver to the students the best standards of education. The equipment and machineries in the laboratory/workshop are maintained by the lab In-charge(s)/workshop In-Charge(s) with the advice of HOD. Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. If the problem is minor, the technical support staff of the lab will rectify it. For major failures, support from vendor is taken. For the maintenance and repair of computers, the college take assistance of special technical Experts. Regular cleaning of the laboratory and machines is done by the Housekeeping team. **CLASSROOM:** The Classrooms are furnished and electrified according to the statutory rules. For the effective teaching and learning process the Institution is equipped with 9 ICT (Information and Communication Technology) enabled Classrooms and 5 Seminar halls. The Classrooms, Computer Labs, boards and furniture facilities are utilized regularly by the students but sometime it is also made available for the other governmental and the non-governmental organizations for conducting the scholarship exams, interviews etc. if not in use for the said period. Adequate Housekeeping staff is employed to maintain hygiene, cleanliness and infrastructure on the campus so as to provide a pleasant learning environment. **SPORTS:** Institutes Physical Director is responsible to take care of Sports equipments, facilities and regular sports activities. Maintenance of playground is ensured under maintenance committee of the institute. Students are permitted to utilize and take sports material with prior notice to the Physical Director. Students are permitted to play only during the sports hours and to practice for any competition. The institute lays considerable emphasis on students participation in various games, sports and track and field activities. **LIBRARY:** The library is headed by librarian and he is the superior for both U.G. and P.G. library. He is supported by the assistant librarian and supporting staffs. Institute ensures effective utilisation and maintenance of library through Institute level library committee. It keeps track on new books requirements, renewal and subscription of Journals and books. The requirement and list of books is taken from the concerned departments and HoDs before the beginning of every semesters. The finalized list of required books is duly approved and signed by the Principal. Books are issued on presentation of the library card. Issue of books is initially for a period of 14 days and book is to be returned on or before the due date stamped on the slip pasted on the book. **CONSTRUCTION MAINTENANCE:** The institution has a building construction and maintenance committee to supervise the new construction and extensions, maintenance of buildings, classrooms, laboratories and playground needed from time to time and also for the overall infrastructural maintenance of the college. The maintenance committee is headed by the Administrator who in turn monitors the work of the Supervisor at the next level.

<http://ycet.ac.in/facilities/>

## **CRITERION V – STUDENT SUPPORT AND PROGRESSION**

### **5.1 – Student Support**

#### **5.1.1 – Scholarships and Financial Support**

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	YCET Management Scholarship	49	980000
Financial Support from Other Sources			
a) National	MCM	69	1700000

b)International	Nil	Nil	Nil
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Be uncomfortable in your Comfort Circle	23/07/2019	143	Dr. Brijesh George John
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	7

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Infiniz IT Solutions	110	12	Infosys	12	1
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	1	B.Tech	Mechanical Engineering	Lambton College at Cestar College of Business, Health and Technology	Quality Engineering Management
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	1
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sport Meet	Institutional	165
Cultural Fest: Preliminary	Institutional	259
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Silver Medal	National	1	Nil	Nil	P. Deepak
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student council: The college has an active student council. The student council consists of student committees for department activities and student committee for co-curricular activities. The head of the departments periodically convenes the meeting of student council to collect their feedback. The organisation chart of student council is provided in the additional information. Class representatives: For every department, for departmental activities. Two student representatives (a girl and a boy preferred) from first, third and fourth year from each department. A meeting is conducted during the commencement of every semester for the smooth on the various departmental activities, seminars, workshops etc. Class committee: For every class, for evaluating the academic progress of each class. Class representatives from each class along with the faculties handling subjects from this committee. A faculty not handling the subject in the class forms the chairman. A meeting is conducted twice every semester, during the commencement and towards the end of every semester, o evaluates the academics. Committee discuss on examination schedule, syllabus and any other suggestions of the class. Course committee: For every subject, for evaluating the subject. Two students from each class along with the faculty handling the subject and a faculty not handling a subject in the class form this committee. A meeting is conducted twice every semester, during the commencement and towards the end of every semester, to evaluate the subject. Committee discuss on faculty teaching method, the areas where modifications needed and any other suggestions of the subject. Techno-cultural committee: For coordinating the Techno-cultural festival - Samyoga. From each department one student representative from final year is selected as Technical and Cultural head. These students form this committee. They are responsible for coordinating our Techno-Cultural fest-Samyoga. They are also responsible to coordinate other cultural events organized in the college. Main student representative from each department is responsible to coordinate the technical events of their

department. He/she collect the suggestions on the common technical and cultural events from their department. The committee will finalize the events. Sports committee: For coordinating the sports events. From each department one student representative from final year is selected as sports head. These students form this committee. They are responsible for coordinating our sports. The student representatives collect the suggestions from their department. After that the committee will finalize the events. NSS: YCET has an active NSS cell which organizes Blood donation camps, Village Visits and Camps, Celebration of National Festivals etc. And of course 100 NSS volunteers are actively involved in these activities.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

5000

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

? Annual meet on January 26, 2019 at College Campus.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Younus college of engineering technology completely believes in decentralization and participative management in every aspect of institute functioning. Suggestions from all the quarters especially from the students and parents are given prominence for the improvement and the effectiveness and efficiency of the institutional processes. Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. At various levels the college grooms the leadership. Governing body, Management, Principal, Vice Principal, IQAC Members, Steering committee, teaching and non-teaching staff, supporting staff, student's union, student representatives, Stakeholders, Alumines and various committees jointly empowered to propose, formulate and execute their plans within the frame work of governance. Academic Monitoring Committee (AMC) AMC is an Institute level committee responsible for planning, regulating and implementing different academic activities. The sole purpose of AMC is to provide a strategic foundation for the academic plan. Activities conducted by AMC 1. AMC introduce innovation and creative ways in imparting knowledge and skill sets to promote academic excellence. 2. AMC does lab, course file, teaching note, 2 set question paper for internal exam audit before commencement of semester and in the middle of semester, random confirmation of attendance once in a month. 3. AMC ensures student uniform and ID card and takes action on defaulter student and gives feedback to Principal. 4. Mentor of each class ensures smooth conduction of practical and lecture of class, Prepare roll call list, does result analysis, takes feedback and syllabus coverage after 15 days, does student counseling and undertaking two times and takes monthly attendance. 5. Mentor of each class conducts average, weak and advance learner activity at class level and gives feedback to AMC.

Outcome Meetings are held regularly for discussing the issues and challenges, developmental aspect of the Institute. The inputs received from various stakeholders of the institute are reviewed and those which are in line with our institute's Vision and Mission statements will be considered by the AMC for the decision making and smooth running of the institute.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Research and Development	To promote research, YCET faculty members are encouraged to pursue Ph.D. programs at prestigious universities. Steps have been taken to sign Memorandums of Understanding (MOUs) with companies, research organisations, and universities in India and overseas. Faculty members are encouraged to apply for infrastructure improvements from various funding organisations (AICTE, DRDO, DST/ISRO Projects).
Library, ICT and Physical Infrastructure / Instrumentation	A well-stocked library with e-learning capabilities. YCET a subscriber to a number of prestigious international journals. Physical infrastructure is regularly modified to meet changing demands.
Admission of Students	Students who excel in their twelfth standard examinations and wish to pursue a career in engineering are invited to apply to our college. In this regard, our university has had the privilege of admitting very talented pupils in past years. The strategy is mostly that recommended by the State Government.
Human Resource Management	Recruitment of faculty and staff is done by an interview board comprised of members representing External Subject Experts nominated by Management, etc., in accordance with AICTE and Government of Kerala standards which Follows the Kerala governments career progression policy. Pay modifications in accordance with AICTE and Kerala government guidelines
Teaching and Learning	The teaching learning process is evaluated by the course committees and subject groups that have been created. Students structured evaluations of teachers Students might benefit from remedial lessons. Stakeholder feedback has been solicited on a regular basis.

	<p>Students are encouraged to attend conferences, workshops, and technological fairs hosted by other institutes and professional associations. Study trips or industrial visits for learning outside of the classroom. Activities of the professional society The institute promotes quality education by fostering e-learning through NPTEL lectures, for example. Learning via the Innovation Entrepreneur Development Cells activities. Encourage internships in reputable universities and industries.</p>
Examination and Evaluation	<p>The internal tests are conducted by the institution as per the guidelines of APJAKTU. The end semester examinations are conducted by APJAKTU at the institution.</p>
Curriculum Development	<p>The syllabus and curriculum designed by APJ Abdul Kalam Kerala Technological university is followed.</p>
Industry Interaction / Collaboration	<p>Expert lectures are given by industry professionals. Students projects are mentored by industry professionals. Professors and students work on projects to tackle industry-related problems. Internships are arranged for students in companies and prestigious universities. Training and placement office maintains a continuous industry contact for career assistance initiatives.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Examination	<p>Internal examination e-governance using Linways . University examination e-governance using APJAKTU portal (<a href="https://app.ktu.edu.in/login.jsp">https://app.ktu.edu.in/login.jsp</a>).</p>
Student Admission and Support	<p>Linways for students attendance management and learning Management</p>
Administration	<p>At the Government, Society, and College levels, the College uses an E-governance system. The institution does its utmost to manage using the most up-to-date administrative technologies. Using smartphones and social tools like as Gmail and WhatsApp, faculty exchange notes with students, convey information, post news, and answer questions, among other things. It is beneficial to offer a quick notice and reminder of any event, as well as other relevant occurrences, via the college</p>

WhatsApp Group for efficient operation.  
The college campus is Wi-Fi connected and outfitted with CCTV cameras in strategic locations.

Finance and Accounts

Tally Software is used for accounting

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Nil	Nil	Nil	Nil

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	NBA Accr editation Training	NBA Accr editation Training	10/01/2020	10/01/2020	63	21

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NAAC Awareness programme for faculty	12	08/05/2020	14/05/2020	7

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
71	71	41	41

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Free transport facilities. Medical leave - Maternity leave, Special study leave to	Free transport facilities. Medical leave - Maternity leave, Special study leave to	Merit cum Means Scholarship by College

pursue higher education. Support for the education of the children in the group institutions, Sabbatical leave is provided for staffs.

pursue higher education. Support for the education of the children in the group institutions, Sabbatical leave is provided for staffs.

#### 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes. The income and expenditure of the institution is audited by Mr. N. S. Raja Gopal Chartered Accountant, which is fully external auditing system. There are no major audit objections. For certain minor expenses accounts department will itself act as internal auditing system.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	Nil	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

20000000

#### 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	APJ Abdul Kalam Technological University	Yes	IQAC
Administrative	No	Nil	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

As indicated in the YCET mission, Powering the Youth and Empowering the Nation, our college is devoted to improving the students whole personality. 1. Throughout the academic year, the parent-teacher association supports students learning and growth while also fostering real connections with teachers and administrators. 2.The association also assists in offering constructive comments on the curriculum, different amenities, and facilities available at the institution. 3. Parents are informed about their childrens academic and professional development performance. 4. Parents are also made aware of the present generations difficulties and requirements.

6.5.3 – Development programmes for support staff (at least three)

Conducts regular training programmes for staff to operate and maintain lab facilities, exposing them to all of the equipment in their respective laboratory. For recently recruited technical employees, training is provided on a regular basis in the different labs. All instructors and staff members receive training in cutting-edge equipment and software.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Implementation of an academic management system based on outcome-based education. Efforts are being made to improve research collaboration with national and international universities and organization. Encourages all departments to improve professional body activities in order to provide the society with technical expertise.

#### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
d) NBA or any other quality audit	Yes

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	NAAC Peer Team Visit	18/12/2019	18/12/2019	19/12/2019	95
2019	One Day Orientation program for Faculties on NBA	18/11/2019	18/11/2019	18/11/2019	75

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### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Feminism on Social Relations Uniting Women and Men as Groups	08/03/2019	08/03/2019	45	16
"KERALATHILE STHREE - INNALE, INNU, NALE" poster design competition	31/01/2019	31/01/2019	20	5

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries



Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	Yes	Nil

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	05/06/2019	1	Environmental Day	Maintaining greenery in the campus	29
2019	1	1	11/08/2019	1	Flood Relief	Provide dresses to camps where flood relief activities are conducted	46
2019	1	1	18/09/2019	1	Blood Donation Camp	Blood collection campaign	112
2019	1	1	08/10/2019	1	Climate Strike	Avoided usage of vehicles in the college and conducted session on climatic changes	20
2019	1	1	20/10/2019	1	World Food Day	Awareness	40



session  
on food  
wastage

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#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
A humanities subject on Professional Ethics	01/08/2019	Students were taught how to make a distinction between ethical and unethical circumstances. When faced with a problem, use moral judgement. Make a connection between the code of ethics and social experiments. Create notions based on moral concerns and research. In challenges, resolve with ethical obligations. In different engineering disciplines, use risk and safety procedures. Develop cognitive abilities for dealing with social issues.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Environmental Day	05/06/2019	05/06/2019	29
Flood Relief And Material Collection Drive	11/08/2019	11/08/2019	46

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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

? Started ECO Club to keep the campus green and eco-friendly. ? Placed dustbin in every corner of the campus to keep it clean. ? Planted new trees in campus as a part of world environmental day.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

Best Practice - 1 Title of the Practice: Scholarships 1. Objective: To emphasize skilled education and future career goals. 2. Context: Enthusiastic students are given scholarships so that they can attain better quality in life. Also the students are high in academics are encouraged by giving additional benefits. 3. Practice: Any students who excel in academics are not pushed down due to financial backwardness. This is compensated by giving those students who are eligible for the same with scholarships. 4. Evidence of Success: The institute was able to bring out bright students from the society. 5. Problems Encountered and Recourses Required: The institute chooses the extraordinary students. Best Practice - 2 Title of the Practice: Plastic free green campus 1. Objective: To get rid of plastic thereby making the campus plastic free 2.

Context: The students are encouraged to minimize the use of plastic, and were asked to use paper or cloth bags instead of plastic bags. 3. Practice: Students are advised obtain an idea of using replaceable materials with plastic. This will improve their knowledge about the importance of different materials which reduces the harmful impact of plastic in the environment. 4. Evidence of Success: The campus became plastic free 5. Problems Encountered and Recourses Required: The students had problems in obtaining the different materials to be replaced with plastic. The college provides maximum awareness and support.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.ycet.ac.in>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Vision of the Institute is to impart quality technical education and in still in students a high pattern of discipline, through our dedicated staff, aiming at setting global standards which in turn will make our students technologically superior and ethically strong individuals who in turn shall pioneer in improving the quality of human life, both technologically wise as well as in the ethics and values they follow. The institute has established its distinctive approach towards this comprehensive vision by working on the up-liftment of the academic quality of the students of this region. The institution also organized socially relevant programs to benefit the humanity. Value based education Values-based Education is followed in our institution. It creates a strong learning environment that enhances academic attainment, and develops students social and relationship skills that last throughout their lives. The positive learning environment is achieved through the positive values modeled by staff throughout the campus. It quickly liberates teachers and students from the stress of confrontational relationships, which frees up substantial teaching and learning time. It also provides social capacity to students, equipping them with social and relationship skills, intelligence and attitudes to succeed at school and throughout their lives. Placement drives Placement training plays a major role in shaping up the career goals of students. It is the dream of every engineering student to get placed in a top organization visiting their campus for recruitment. The Training and Placement cell at YCET assists the students in getting recruited by top companies across various Industries. Under the guidance a dedicated team of Placement Officer, Staff Coordinators and Student Coordinators, the placement cell ensures that the students undergo the training required to transform them to Industry ready professionals. Despite of giving placement drives to our students, YCET hosted job fairs like "Careera" to provide job opportunities to candidates from the society to fulfill their job dreams. Infrastructural Relevance The institution has made great efforts in maintaining the infrastructure from the beginning and has not hesitated in expanding as the need has arrived. The various departments are situated with ample spacing and facilities. Spacious workshops, library facilities, canteen etc adds to the infrastructure. Student and staff friendly atmosphere The staff interacts with students more friendly in classrooms as well as labs. They don't hesitate to clear the doubts raised by the children at any time. Locational advantage Our institution is located near to highway. Provide easy access from all by roads. Public transportation facilities are available. It is a calm and quiet location.

Provide the weblink of the institution

<http://www.ycet.ac.in>

## **8.Future Plans of Actions for Next Academic Year**

1. Increasing the quantity of innovative projects and startup companies. 2. To improve student placement in a dream company with a better package. 3. Increase the number of industrial collaboration on research and consulting activities. 4. Increase the quantity of patent applications, publications, and grants. 5. Maintaining faculty strength in line with market expectations is a priority.