

## **MANDATORY DISCLOSURE**

(2018-2019)

### I. NAME AND ADDRESS OF THE INSTITUTION:

<b>Name</b>	<b>ARASU POLYTECHNIC COLLEGE</b>		
<b>Address</b>			
Village	Chennai Main Road, Thiruvissalanllur		
Taluk	Thiruvidadaimarudur		
District	Thanjavur		
Pin Code	612 501		
State	Tamil Nadu		
STD Code	0435	Phone No. 2666 666, 2777 800, 2777 777	
Fax No.	2777 780	E-Mail: arasupolytechnic@gmail.com	
Web site	www.arasupolytechnic.org		
Nearest Rly Station	Kumbakonam	<b>Distance in Kms (towards) : 10</b>	
Nearest Airport	Tiruchirappalli	<b>Distance in Kms (towards) : 95</b>	

### II. NAME AND ADDRESS OF THE PRINCIPAL:

Name	Mr. M. Murugesan				
Address	Chennai Main Road, Kumbakonam – 612 501				
Designation	Principal	Qualification & Experience	Highest Degree	Specialization	Total Experience
			M.E.	Manufacturing	
STD Code	0435	Phone No. (O) 2666 666	Fax No.	2777 780	
STD Code	0435	Phone No. (R)	Fax No.	--	
E-Mail	arasupolytechnic@gmail.com	Mobile No.	766 744 3333		

### III. NAME OF THE AFFILIATING BODY

**DOTE,  
CHENNAI – 600 025, TAMIL NADU  
Website : www.tndte.gov.in**

#### **IV. GOVERNANCE:**

##### **Members of the Board and their brief background:**

Brief details regarding background of the Trust, Governing body members, etc.

“Sri Thirunavukkarasu Dhanalakshmi Educational & Charitable Trust” is essentially a family Trust consisting of a Managing Trustee cum Chairman and four members as given below:

- |    |                                |   |  |
|----|--------------------------------|---|--|
| 1. | Mr. R. Thirunavukkarasu, M.A., | - | Founder, Managing Trustee and Chairman |
| 2. | Mrs. T. Dhanalakshmi           | - | Trustee                                |
| 3. | Mr. T. Senthilkumar, B.Sc.,    | - | Trustee                                |
| 4. | Mrs. S. Swarnalatha, B.Sc.,    | - | Trustee                                |

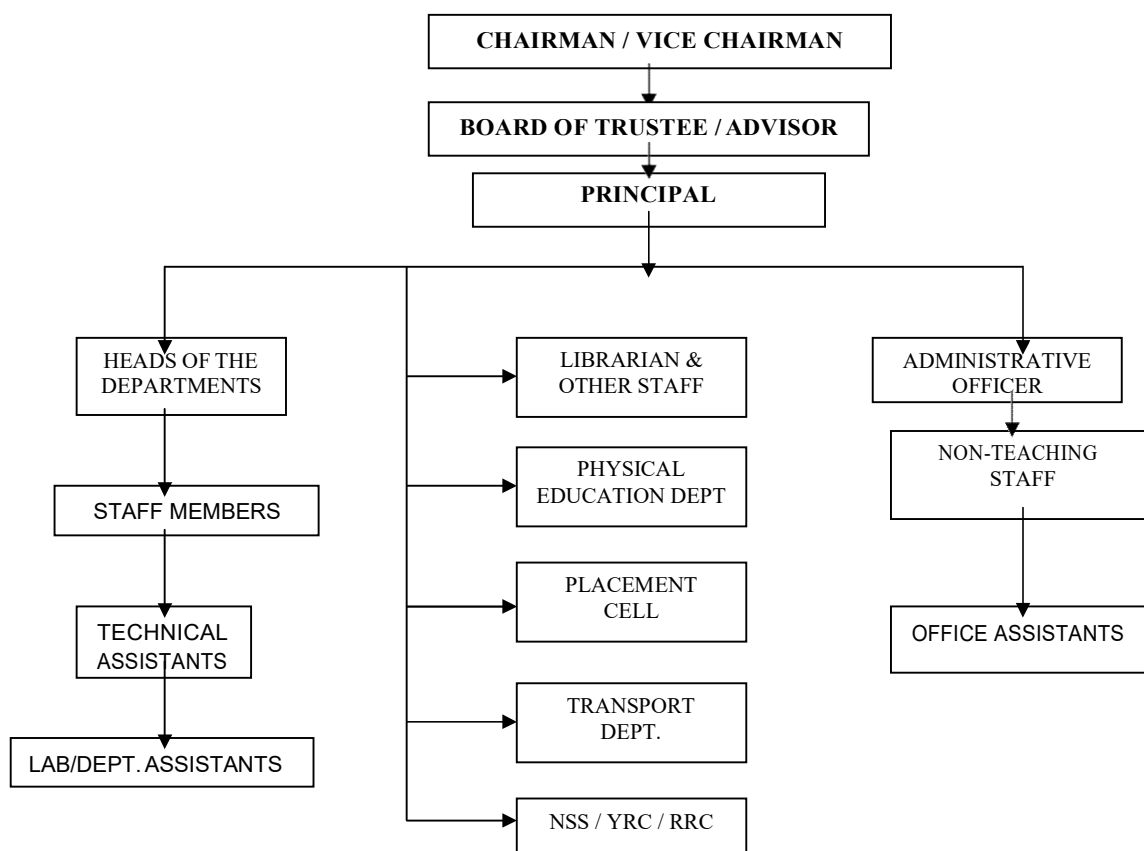
##### ➤ **Members of Academic Advisory Body:**

1. Mr. M. Murugesan, Principal
2. Prof. S. Kothandapani, Advisor
3. Dr. T. Balamurugan, Director
4. Mr. G. Sudakar, Vice Principal
5. Dr. K. Kumar, Prof. / Mechanical
6. Mr. P. Aravind, Lecturer / Mechanical
7. Mrs. R. Revathi, Lecturer / Civil
8. Mr. R. Nedumaran, Lecturer / EEE
9. Mr. G. Kannan, Lecturer / Maths and HOD, Sci & Hum.

##### ➤ **Frequency of the Board Meetings and Academic Advisory Body:**

The Board of Meeting meets once in a semester and the academic advisory body meets once in a month to discuss about the performance and further improvement in the academic affairs.

➤ **Organization Chart & Process:**



➤ **Nature and extent of involvement of faculty and students in academic affairs/improvements:**

- Lesson plan has been prepared according to the syllabus so that it paves way to complete the syllabus within the scheduled time.
- Unit-wise notes submitted in advance, so that the staff concerned is more confident in handling the classes and clearing the doubts raised by the students.
- Regular staff meeting with principal is arranged once in a week to discuss about syllabus completion, innovations, ideas, etc.
- Steps taken to improve the students performance:
- Recent developments of the subject concerned are down loaded from internet and displayed regularly to the students.
- Simulation of important concepts and ideas are also displayed to the students.
- Student counseling, tutorial, special classes are conducted regularly.
- Class tests, model exams are conducted systematically.
- The performance report of the students in tests, exams are sent regularly to the parents.
- Symposia, special guest lectures, association seminar are organized regularly.

- Parents meeting are organized to appraise the parents about their wards regarding their studies.
- Students are taken to various industries once in a semester in the related subject to improve their practical knowledge.
- Students are encouraged and motivated to present seminars and paper presentations.

➤ **Mechanism / Norms and procedure for democratic / good governance:**

Absent without prior permission is not permitted. Leave forms should be submitted to the principal through their respective counseling teachers in person. Strict disciplinary action will be taken and a fine of rupees 100 per day will be imposed in case of unauthorized absence and violation of rules.

Ragging in any form is prohibited in the college. Those students who indulge in ragging will be expelled from the college immediately.

Students should attend the college decently dressed. During special occasions and practical classes students should wear prescribed uniform.

Like such norms and procedures are followed in order to maintain good governance in the college.

➤ **Student Feed Back on Institutional Governance / Faculty Performance:**

**The following points are observed:**

- Good response from staff members and students.
- Better coverage of entire syllabus within the scheduled time.
- Better understanding of the theory subjects and practical classes.
- Better communication between staff and students.
- Strong improvement in the teaching skill of the staff members.
- Noted improvement in the learning skill of the students.

➤ **Grievance redressal mechanism for faculty, staff and students:**

- Discipline Committee is constituted to avoid the ragging and indiscipline activities in the campus.
- Women Welfare Associate is constituted for the benefit of girl students and lady faculties.
- Suggestion boxes are provided in each block to receive comments/feedback/suggestions from the students and staff.

**V. PROGRAMMES:**

➤ **Name of the programmes approved by the AICTE**

Sl. No.	Degree	Programme(s)	Year of Approved
1.	B.E.	Civil Engineering	2015
2.	B.E.	Mechanical Engineering	2015
3.	B.E.	Electrical and Electronics Engineering	2015

➤ **Name of the programmes accredited by the AICTE:**

**N I L**

➤ **Name of the approved programme and Sanctioned Intake details:**

Sl. No.	Course	Name of the Programme	Approved Intake	Duration (Full Time)
1	B.E.	Civil Engineering	60	3 years
2	B.E.	Mechanical Engineering	180	
3	B.E.	Electrical and Electronics Engineering	60	

➤ **Fee:** As approved by the State Government Fee Fixation Committee for the institution.

➤ **Placement Facilities:**

Training and Placement Cell is functioning with a Placement Officer in the cadre of Professor, Senior Staff members from each department are coordinating the Training and Placement activities for the sole benefit of our students by providing placement, career guidance, In plant training in the various industries for all programmes.

The following companies participated in on Campus Drive.

1. Pavanmithra
2. Jay Engg.
3. Vector Works
4. Edix
5. Relience
6. Dril Jig Bushing
7. Bals Technology
8. Face
9. Cms IT
10. Perfettvan Mella
11. DXT Technologies
12. Axis Global Automation Group
13. Airtel
14. IDBI
15. Power Tech Enterpris

**VI. FACULTY****a) Faculty Position for the existing programme(s) (Programme-wise) for the academic year 2018-2019.**

Name of the Programme (UG)	Total Sanctioned Intake	Total number of Faculty required as per norms	Total number of faculty Permanent	Staff Student Ratio
Civil Engineering	120 (II & III )	5	5	1:25
Mechanical Engineering	240 (II & III Year)	10	10	
Electrical & Electronics Engineering	120 (II & III )	5	5	
Humanities & Social Sciences	300 (First Year)	12	12	

**VII. (i) Profile of the Director / Principal with Qualification Total Experience, Age and duration of the employment at the institute concerned:**

Name : **Mr. M. Murugesan**

Date of Birth and Age : 21.06.1961, 57

Present Position : Principal

Teaching Experience : 15 years

**VII. (ii) PROFILE OF FACULTY:**

Department-wise faculty details available in the college website.

**VIII. FEE:**

- **Details of fee, as approved by the State Fee Committee, for the institution:**

Sl. No.	Description	Amount Rs.
1.	Admission Fee	Nil
2.	Tuition Fee	35,000/- PA (Government Quota) 35,000/- PA (Management Quota)

- **Time Schedule for payment of fee for the entire programme:**

- a) Fee will be collected at the time of admission from first year and Lateral Entry II year (fresh) candidates.
- b) Fee will be collected before commencement of class work during the academic year (ODD semester) from senior (2, 3 & 4 year) students.

- Number of scholarship offered by the institute, duration and amount:

Sl. No.	Name of the Scholarship	2016-17		2017-18	
		No. of students benefited	Amount Rs.	No. of students benefited	Amount Rs.
1.	SC/ST Scholarship from Adi Dravidar Welfare Office, Tamilnadu State Government	43	1290000	99	3240000

- Criteria for fee waivers/scholarship: Fee  
Waivers : Financially weak
- Scholarship:  
  
Parents' Annual income limit is Rs.2,50,000/- for SC/ST.  
  
Parent's Annual income limit is Rs.2,00,000/- Converted from SC to BC Christian
- Estimated cost of Boarding and Lodging in Hostels:  
  
Admission Fee :  
Rs.100/-  
  
Room Rent, Electricity Charges : Rs.12,000/- per year  
Mess Bill : Rs.38000/- per year



**IX. Admission**

❖ **Number of seats sanctioned with the year of approval:**

Sl. No.	Name of the Course	Year of Approval	Sanctioned Intake		
			2016-17	2017-18	2018-19
4.	B.E. – Electrical and Electronics Engg.	2015	60	60	60
5.	B.E. – Mechanical Engineering	2015	60	180	180
6.	B.E. – Civil Engineering	2015	60	60	60

**IX. ADMISSION:**

❖ **Number of applications received during last two years for admission under Management Quota and number admitted:**

Name of the Course	2016-17		2017-18	
	Applications received	Students admitted	Applications received	Students admitted
B.E. – Electrical and Electronics Engg.	248	59	220	57
B.E. – Mechanical Engineering	362	60	385	163
B.E. – Civil Engineering	174	46	182	36
<b>TOTAL</b>	<b>1386</b>	<b>165</b>	<b>1122</b>	<b>256</b>

**X. ADMISSION PROCEDURE:**

Students admitted community wise as per the DOTE norms.

**X. (iii) Calendar For Admission:**

▪ Last date for request for Applications	:	May First Week
▪ Last date for submission of Applications	:	May Last Week
▪ Date for announcing Final Result	:	May Last Week
▪ Release of Admission List	:	May Last Week
▪ Date for acceptance by the Candidate	:	August Third Week
▪ Last date for closing of Admission	:	As per the DOTE Chennai
▪ Starting of the Academic Session	:	As per the DOTE Chennai

**XI. CRITERIA AND WEIGHTAGES FOR ADMISSION:**

- ❖ Describe each criteria with its respective weightages i.e. Admission test, marks in qualifying examination etc.

The minimum marks prescribed in the SSLC for First Year Diploma Course, HSC or equivalent examinations for Second Year Lateral Entry as per Government norms.

**Minimum qualification: SSLC / HSC ( +2 ) Pass**

**XII. APPLICATION FORM:**

Downloadable application form and prospectus available in our College website:

[www.aec.org.in](http://www.aec.org.in)

**XIII. LIST OF APPLICANTS:**

- ❖ List of candidates whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidates who have applied along with percentage and percentile score for Management quota seats.

**XIV. Results of Admissions Under Management Seats/Vacant Seats:**

- ❖ Composition of selection team for admission under Management Quota with the brief profiles of members:
  - Members of the Governing body, Principal, Department HODs.

**XV. Information On Infrastructure And Other Resources Available:  
LIBRARY:**

❖ **Number of library books/Titles/Journals available (programme-wise):**  
❖

Sl. No	Course(s)	Number of titles of the books	Number of volumes	Journals	
				National	International
1	B.E. – Computer Science & Engg.	905	2958	08	08
2	B.E. – Electrical & Electronics Engg.	575	2297	09	07
3	B.E. – Electronics & Communication Engg.	879	3705	09	08
4	B.E. – Mechanical Engineering	678	2112	13	07
5	B.E. – Civil Engineering	364	2337	13	07
6	General Engg. and Science & Humanities	2190	5136	02	02

**LABORATORY:**

❖ List of Major Equipments/Facilities:

As per the DOTE norms required equipments are available for all the Laboratories.

**COMPUTING FACILITIES:**

S. No	Particulars	Requirements as per Norms (1:6 all Undergraduate Programme)		Availability
1.	No of Computer terminals	150		175
2.	Hardware Specification	P4 Processor		Available
3.	No of terminals of LAN/WAN	50% of no. of terminals		300
4.	Relevant Legal Software	Application	System	Available
		23 Nos.	2 numbers	Available
5.	Peripheral(s)/ Printers	10		20
6.	Internet Accessibility	--		32 mbps

**WORKSHOP:**➤ **List of Facilities Available:**• **Games & Sports Facilities:**

Indoor Games	Outdoor Games
<ul style="list-style-type: none"> <li>• Table Tennis</li> <li>• Chess</li> <li>• Carom</li> </ul>	<ul style="list-style-type: none"> <li>• Volley Ball</li> <li>• Boot Ball</li> <li>• Basket Ball</li> <li>• Cricket</li> <li>• Ball badminton</li> <li>• Shot put</li> <li>• Javelin</li> <li>• Discus</li> <li>• Tennikoit</li> </ul>

➤ **Extra Curricular Activities:****SOFT SKILL DEVELOPMENT FACILITIES:****Personality Development:**

The aim of the Placement & training cell is to offered training to the final year students, on various software skills, personality development and career guidance. The Placement cell guides the students in performing mini projects and final year projects.

The placement cell arranged the seminar for the benefit of final year students.

**WORKSHOP:**➤ **Facilities Available with Area of Each:**

S.No	Particulars	No of Rooms	Area of Each
1.	Class Room	20	88 m <sup>2</sup>
2.	Tutorial Room	8	88 m <sup>2</sup>
3.	Drawing Hall	1	208 m <sup>2</sup>
4.	Seminar Hall	1	166 m <sup>2</sup>
5.	Meeting Hall	1	296 m <sup>2</sup>
6.	Library-Reading	1	296 m <sup>2</sup>
	Library-Reference	1	88 m <sup>2</sup>
	Library-Dailies	1	30 m <sup>2</sup>
7.	Training & Placement	1	54 m <sup>2</sup>
8.	Auditorium	1	366 m <sup>2</sup>
9.	Physical Education	1	44 m <sup>2</sup>
10.	NSS	1	44 m <sup>2</sup>
11.	Ladies & Boys Rest Room	2	88 m <sup>2</sup>
12.	Staff Room (EEE, ECE, CSE, Mechanical, Auto & Civil)	6	88 m <sup>2</sup>
13.	Staff Room (Maths, English, Physics, Chemistry)	4	44 m <sup>2</sup>

S.No	Particulars	No of Rooms	Area of Each
14.	Office	1	175 m <sup>2</sup>
15.	Principal Office	1	45 m <sup>2</sup>
16.	Hostel (Boys & Girls)	2	2215 m <sup>2</sup>
17.	Generator Room	1	30 m <sup>2</sup>
18.	Power Room	1	25 m <sup>2</sup>
19.	Canteen	1	210 m <sup>2</sup>
20.	Smart Class Room	3	90 m <sup>2</sup>
21.	Toilet Boys & Girls	13	305 m <sup>2</sup>
22.	Exam Cell	1	55 m <sup>2</sup>
23.	Strong Room	1	35 m <sup>2</sup>
24.	Laboratories	12	85 m <sup>2</sup>
25.	Workshops	2	210 m <sup>2</sup>
26.	Computer Centre	3	175 m <sup>2</sup>

**Teaching Learning Process:**

- **Curriculum & Syllabi for Each of the program:**

As per the DOTE Regulations refer DOTE Website: [www.tn.dte.gov.in](http://www.tn.dte.gov.in)

**Academic Calendar of the DOTE:**

**Session of the Academic year 2018-2019:**

- ❖ **As per the DOTE Academic schedule**

- **Internal Continuous Evaluation System and place:**

- The student's internal assessment marks are awarded on the basis of internal assessment tests and model examination marks.
- For detailed test and model examination schedule -Refer Exam cell.
- For students mark list – Refer All departments

- **Student's Assessment of Faculty:**

The Feedback about the faculty is collected from the students twice a semester

The concerned Head of the Department is responsible for collecting the feedbacks and the status of the faculty is informed to the Principal.

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