MANDATORY DISCLOSURE

Academic year 2021-22

MAHAGURU INSTITUTE OF TECHNOLOGY

Kattachira, Pallickal PO,Kayamkulam, Kerala 690503
Phone : +91 479 2331696, 2331304, 2331391, 9447919000
Web: www.mahagurutech.ac.in
Email: office@mahagurutech.ac.in

MANDATORY DISCLOSURE

AICTE File No	F.No. South-West/1-9321027563/2021/EOA
AICTE PERMANENT ID	1-3888366
Date & Period of last Approval	29-Jun-2021

1. NAME OF THE INSTITUTION

Name of the Institution	MAHAGURU INSTITUTE OF TECHNOLOGY
Address of the Institution	KATTACHIRA,PALLICKAL.P.O,KAYAMKULAM
City & Pin Code	KAYAMKULAM,690503
State / UT	KERALA
Longitude & Latitude	9.1627° N LATITUDE, 76.5465° E LONGITUDE
Phone number with STD code	0479 2331696
FAX number with STD code	0479 2331304
Office hours at the Institution	9.00A.M-5.00 P.M
Academic hours at the Institution	8.30A.M-4.30 P.M
Email	office @mahagurutech.ac.in
Website	www.mahagurutech.ac.in
Nearest Railway Station(dist in Km)	KAYAMKULAM(6KM)
Nearest Airport (dist in Km)	THIRUVANANTHAPURAM AIRPORT(110KM)
Type of Institution	PRIVATE SELF-FINANCING

2. NAME AND ADDRESS OF THE TRUST/SOCIETY/COMPANY AND THE TRUSTEES.

Name of the organization running the Institution	SREE GURUDEVA CHARITABLE & EDUCATIONAL TRUST
Type of the organization	TRUST
Address of the organization	KATTACHIRA,PALLICKAL.P.O,KAYAMKULAM
Registered with	SUBREGISTRAR BHARANIKAVU
Registration Date	5/9/2008
Website of the Organization	www.mahagurutech.ac.in

3. NAME OF PRINCIPAL

Name of Principal/Director	Dr MANJU J
Exact Designation	Principal
Phone number with STD code	0479-2331696
FAX number with STD code	0479-2331304
Email	principal@mahagurutech.ac.in
Highest Degree	Ph.D
Field of Specialization	Renewable Energy Sources

4. NAME OF THE AFFILIATING UNIVERSITY

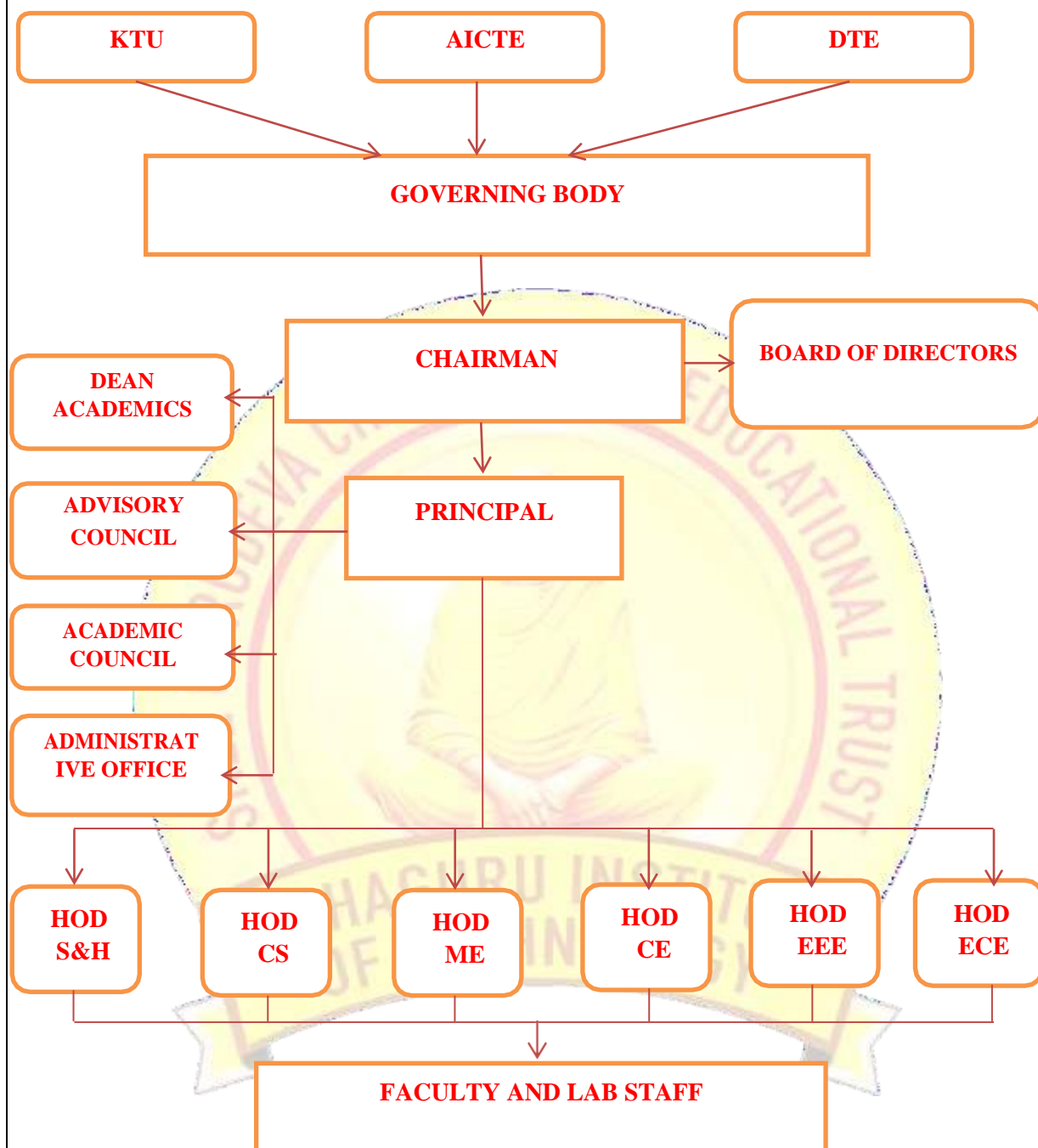|	
Name of the affiliating University	APJ Abdul Kalam Technological University (KTU)
Address	CET Campus, Alathara Rd, Ambady Nagar, Thiruvananthapuram, Kerala 695016
Website	www.ktu.edu.in
Latest affiliation period	2020-2021

5. GOVERNANCE

- **Members of the Board and their brief background**

SL No.	Name	Designation	Brief background
1	Sri. GOKULAM GOPALAN	CHAIRMAN	Our Chairman Sri Gokulam Gopalan is a successful business man, a talented artist, a selfless social worker and a great philanthropist. He had been recognized as one of the brightest luminaries in the contemporary business world. He is a distinguished educationalist who established reputed educational institutions including Sree Gokulam Medical College.
2	Sri. VELANCHIRA SUKUMARAN	GENERAL SECRETARY	Sri Velanchira Sukumaran is a successful businessman and social worker with leadership qualities, veracity, determination and dedication. He is the General Secretary of MIT Governing Body.
3	Sri. S. BABURAJ	TREASURER	A social activist and business tycon in mid Travancore, Sri S Baburaj is the Treasurer of Sree Gurudeva Charitable and Educational Trust and Governing Body of MIT.
4	Sri. V. SADASIVAN	ASST. SECRETARY	Sri V Sadasivan, a social worker, is the Asst Secretary of Sree Gurudeva Charitable and Educational Trust and Governing Body of MIT.

- **Members of college council**

Academic College Council		
1	Dr MANJU J	PRINCIPAL
2	Dr.JACOB K	DEAN(ACADEMIC)
3	Mr.K S SASI	HOD(S&H)
4	Mr.RAHUL P RAJ	HOD(EE)
5	Ms.PRIYA GRACEITTI EIPE	HOD(CE)
6	Ms.RATHEESH KUMAR	HOD(EC)
7	Ms.MANIKANDA PRABHU	HOD(ME)
8	Ms. SUMA S G	HOD(CS)
Frequently of board meeting	Once in a month	

Organizational chart and processes

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   ┌─────────┐      ┌─────────┐      ┌─────────┐
   │   KTU   │      │  AICTE  │      │   DTE   │
   └────┬────┘      └────┬────┘      └────┬────┘
        └───────────────┼────────────────┘
                        ▼
          ┌──────────────────────────┐
          │      GOVERNING BODY       │
          └─────────────┬────────────┘
                        ▼
┌──────────────┐  ┌──────────────┐  ┌──────────────────────┐
│     DEAN     │◄─│   CHAIRMAN   │─►│  BOARD OF DIRECTORS   │
│  ACADEMICS   │  └──────┬───────┘  └──────────────────────┘
└──────────────┘         ▼
┌──────────────┐  ┌──────────────┐
│   ADVISORY   │◄─│  PRINCIPAL   │
│   COUNCIL    │  └──────────────┘
└──────────────┘
┌──────────────┐
│   ACADEMIC   │◄─
│   COUNCIL    │
└──────────────┘
┌──────────────┐
│ ADMINISTRAT  │◄─
│  IVE OFFICE  │
└──────────────┘
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| HOD S&H | HOD CS | HOD ME | HOD CE | HOD EEE | HOD ECE |

FACULTY AND LAB STAFF

Nature and Extent of Involvement of Faculty and students in academic affairs / improvements	Faculty is actively involved in continuous internal valuation and creating answer repository of Internal & University Exams. Quality circle of the students gives feedback in every semester.
Mechanism/Norms & Procedure for democratic/good Governance	Periodic meeting of the faculty and the staff is convened by the Principal and Chairman to discuss academic and other administrative problems. Meetings of the representatives of the students are convened and their opinion will be considered in taking academic and administrative decisions.

Student Feedback on Institutional Governance/ Faculty performance	Our college has developed a survey to address the effectiveness of the available Facilities for the UG engineering program. The College is deeply committed to continuous quality improvement and this survey is an integral part of the assessment process.
Grievance Redressal mechanism for Faculty, staff and students	Available
Establishment of Anti Ragging Committee.	Available.
Establishment of Online grievance Redressal Mechanism	Available.
Establishment of internal Complaint Committee(ICC)	This committee helps to solve the problems faced by the students from all perspective of life.
Establishment of Committee for SC/ST	Our college has developed a committee for SC/ST students for enhancing the educational qualities and help them to know about various scholarship grants from Government for their quality education.
Internal Quality Assurance Cell (IQAC)	Internal Quality Assurance Cell (IQAC) was established in the year 2008 in order to nurture high quality standards in the teaching-learning process, consistent with the vision and mission of the Institution. The IQAC has taken the uphill task of not only monitoring the processes present in the system but also initiated concept-to completion of many reforms. The IQAC strategized the steps and actions to implement the Outcome Based Education in all the departments of the institution. The IQAC manages various research activities, including training and promotion of research and management of research grant, publication, patents, etc. The Cell is vibrant and regularly organizes various faculty development programmes in diversified areas which include induction programmes, orientation programmes, research orientation programmes, refresher programmes, short term training programmes, etc.

6.PROGRAMMES

Programmes approved by AICTE	Status of Accreditation	Number of Sanctioned intake	No. of Seats enrolled	Duration of the programme
UG PROGRAMS				

Civil Engineering	NAAC Accredited	60	32	4 years
Computer Science & Engineering	NAAC Accredited	60	59	4 years
Electrical & Electronics Engineering	NAAC Accredited	30	17	4 years
Electronics & Communication	NAAC Accredited	30	11	4 years
Mechanical Engineering	NAAC Accredited	60	32	4 years
Mechanical Production	NAAC Accredited	30	0	4 years
Artificial Intelligence	NAAC Accredited	30	0	4 years
PG PROGRAMS				
Civil Engineering (Structural Engineering And Construction Management)	NAAC Accredited	18	6	2 years
Electronics And Communication Engineering (Signal Processing)	**NAAC Accredited**	**9**	**0**	**2 years**
Mechanical Engineering (Machine Design)	**NAAC Accredited**	**9**	**0**	**2 years**

- **FACULTY**

BRANCH	DETAILS
CIVILENGINEERING	**http://mahagurutech.ac.in/cestaff.php**
COMPUTER SCIENCE ANDENGINEERING	**http://mahagurutech.ac.in/csestaff.php**
ELECTRONICS&COMMUNICATION ENGINEERING	**http://mahagurutech.ac.in/ecstaff.php**
ELECTRICAL & ELECTRONICSENGINEERING	**http://mahagurutech.ac.in/eeestaff.php**
MECHANICALENGINEERING	**http://mahagurutech.ac.in/mestaff.php**
MECHANICALPRODUCTION ENGINEERING	**http://mahagurutech.ac.in/mepstaff.php**
SCIENCE& HUMANITIES	**http://mahagurutech.ac.in/shstaff.php**

DEPARTMENT	

- ## PROFILE OF PRINCIPAL

Name	: Dr MANJU J
Date of Birth	: 15/05/1979
Educational qualification	: PhD
Work Experience	:17years(16yearsteaching,1yearindustry)
Research Experience	3
Date of joining in Mahagurutech	: 23/05/2018
Faculty Profile	:http://www.mahagurutech.ac.in/principal.php

- ## FEESTRUCTURE

  As per University norms.

- ## ADMISSION

Programmesapprovedby AICTE	Status ofAccreditation	Number ofSanctionedintake	No. ofSeatsenrolled	Duration oftheprogramme
UGPROGRAMS				
Civil Engineering	NAAC Accredited	60	32	4years
ComputerScience & Engineering	NAAC Accredited	60	59	4years
Electrical &Electronics Engineering	NAAC Accredited	30	17	4years
Electronics & Communication	NAAC Accredited	30	11	4years
Mechanical Engineering	NAAC Accredited	60	32	4years
Mechanical Production	NAAC Accredited	30	0	4years
Artificial Intelligence	NAAC Accredited	30	26	4years
PGPROGRAMS				
Civil				

Engineering(StructuralEngineering AndConstruction Management)	NAAC Accredited	18	6	2years

50% of the seats are under Government Quota, allotment to the same will be made by the Commissioner of Entrance Examinations (CEE Kerala).Remaining50% seats are under Management Quota and the admission will be made strictly on the basis of merit, which includes NRI seats also.

Number / Details of scholarship offered by the Institution, duration and amount

For B.Tech: Management Merit Scholarship based on +2 Percentage (KEAM should be qualified)

Percentage	Scholarship
95%to100%	₹20,000 perannum

KeamScholarship: Tuition Fee Waiver scholarship is granted to BP Land other economically weaker students admitted in Government quota.

ForM.Tech Scholarship amount of₹26,000 per semester is granted for all students admitted for M.Tech in our college. Additional scholarship of ₹ 10,000 will be granted for alumnus.
Scholarship is available for candidates with valid GATE score as per AICTE norms for the total period of 24 months subject to the conditions mentioned in the prospectus issued by DTE. SC/ST Students will be eligible for stipend as per Kerala State Government Rules. Minority scholarship is granted to students of minority communities

11. ADMISSION PROCEDURE

There is an admission committee, consisting of Principal,Academic Dean,Faculty members.The procedure of admission is controlled by the admission committee. During the time of notification from the university, advertisement will be given by college in the newspaper and website. Applications are invited from candidates to Management and NRI Quota. The requirements are scrutinized by the admission committee; the documents of the admitted students are verified and finally approved by the management. Finally the documents are filed by the admission supervisor committee. The admission to the merit seats are conducted strictly adhering to the regulations given by the Commissioner for entrance examination.

Calendar for admission against Management/vacant seats:
The calendar is published by the management and admission committee during the time of admission.

12. Criteria and weigtages of admission

The criteria for getting admission in Management and NRI Quota is that the student should score at least 45%marks in Physics, Chemistry and Maths.For Management seat admission the student also should qualify the entrance examination (KEAM or JEE). For NRI seat admission the student should have at least 45%marks in Physics, Chemistry and Maths.Also for NRI admission a sponsorship letter and VISA copy of the sponsor should be submitted along with the documents.

Due to covid pandemic situations, the admission tests were not conducted during the academic year 2021-2022.

13. LIST OF APPLICANTS

15.INFORMATION OF INFRASTRUCTURE & OTHER RESOURCES AVAILABLE

INFRASTRUCTURE	
Total area of Campus	11.96Acre
Number of Class Rooms	30
Average size of each	90sqm
Number of Tutorial rooms	5
Average size of each	90sqm
Number of Laboratories	28
Number of Drawing Halls with Capacity of each	Number:2, Capacity:60.
Number of Computer Centers with Capacity of each	Number: 1, Capacity:69
Central Examination Facility	Available
Fire and Safety Certificate	Available
Hostel Facilities	Available

HOSTEL

Boys 'Hostel	Available with total capacity of150no;
Girl's Hostel	Available with total capacity of 150 no;
Medical and other Facilities	Available

LIBRARY

Department	CE	ME	ECE	CS	EEE	SH
No: of Library Books/ Titles/ Journals available	735	779	785	757	239	1369

List of Online National/ International Journal Subscribed	53 National / 8 International
E Library Facilities	1
National Digital Library Subscription Details	INKLNC5N3FQWDMJ – Reg on 26/04/2021

LABORATORY DETAILS

BRANCH	DETAILS
CIVILENGINEERING	http://mahagurutech.ac.in/celab.php
COMPUTER SCIENCE ANDENGINEERING	http://mahagurutech.ac.in/cselab.php
ELECTRONICS& COMMUNICATIONENGINEERING	http://mahagurutech.ac.in/eclab.php
ELECTRICAL & ELECTRONICSENGINEERING	http://mahagurutech.ac.in/eeelab.php
MECHANICALENGINEERING	http://mahagurutech.ac.in/melab.php
MECHANICALPRODUCTIONENGINEERING	http://mahagurutech.ac.in/melab.php

COMPUTINGFACILITIES

Internet Bandwidth	20mbpsleaseline,100mbpsFTHconnection,200mbpsbroadband connection.
Number and configuration of System Configuration: Branded Desktops(Intel)	Processor:Core2Duo2.8,2.93,3GHZ,Corei3 . RAM:2GB, 4GBRAM. HDD:250GB,320GB,500GB,1TB. LCD:17",18.5".
Total number of system connected by LAN	350
Total number of system connected by WAN	150

	Windows10,Office2010,Oracle,
Major software packages available	MAT LAB, EDWILXP, Solid Works,AutoCad.

GAME & SPORTS FACILITIES

SlNo	Facility	Quantity	Capacity/Area	Yearof establishment
1	Table Tennis Board.	1(B)	500sq ft	Since2009
2	Chessboard.	3	500sq ft	Since2009
3	Caroms board.	1	500sq ft	Since2009
4	Cricket	1	Openground	Since2009
5	Football	1	Openground	Since2009
6	Shuttle Court	1	44X20feet	Since2009
7	Ground for all track and field events.	1	Openground	Since2009
9	Kabadi	1	13x10 meter	Since2009
10	Hacksquat&Leg press machine.	1	500sq ft	Since2009
11	Hack squat &Leg Press machine.	1	500sq ft	Since2009
12	Cable crossover. (Adjustable).	1	500sq ft	Since2009
13	Bench press parallel	1	500sq ft	Since2009
14	Bench press incline	1	500sq ft	Since2009
15	Bench press decline	1	500sq ft	Since2009
16	AbCrunche	1	500sq ft	Since2009
17	Gym stool.	2	500sq ft	Since2009
18	Pushup stand	1	500sq ft	Since2009
19	Gym Bench	2	500sq ft	Since2009
20	Dumbbell.	5	500sq ft	Since2009
21	Weight	8	500sq ft	Since2009

EXTRACURRICULARACTIVITIES

Cultural Activities	Available
Sports	Available
Literary Activities	Available
Technical Activities/Techfest	Available
Industrial Visits/Tour	Available
Alumni Activities	Available

SOFT SKILL DEVELOPMENT FACILITIES

IEDC	The Innovation and Entrepreneurship Development Cell (IEDC) active student-run cell under MIT Centre for Interdisciplinary Research (CCIR) that seeks to create and promote innovation and entrepreneurship skills among the students of MIT.The cell works in close association with Kerala Startup Mission, and other student clubs.
NSS	The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports. It provides opportunity to the student youth of 11th & 12th Class of schools at +2 Board level and student youth of Technical Institution, Graduate & Post Graduate at colleges and University level of India to take part in various government led community service activities & programmers
ASAP	Additional Skill Acquisition Programm(ASAP)Kerala, is a Government Company registered under the Companies Act 2013,that focuses on imparting job-readiness skills to students, in additiontotheirconventionalmainstreamschoolandcollegeeducation,to Enhance their employability levels.
ARTS &SPORTS CLUB	MIT has multiple facilities on campus to promote sports, games and cultural activities. College has facilities for students and staff to play Volleyball, Cricket, and Football. Hostels are equipped within door game facilities. The College has a good collection of sports materials

COUNSELLING

Counseling/Mentoring	Available
Career Counseling	Available
Medical Facilities	Available

ACADEMIC SESSION

College Session				FN Session 8.30amto 12.45pm AN Session 1.30amto 4.30pm
Examination System, Year/Sem				`Semester System
PeriodResult	of	Declaration	of	After finalization of results by university for every semester

18. LOA AND EOA TILL THE CURRENT ACADEMIC YEAR

All India Council for Technical Education

(A Statutory body under Ministry of Education, Govt. of India)

Nelson Mandela Marg,Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org

APPROVAL PROCESS 2021-22

Extension of Approval (EoA)

F.No. South-West/1-9321027563/2021/EOA Date: 29-Jun-2021

To,

The Principal Secretary,
Deptt. Of education, Govt. of Kerala,
Govt. Sectt. Annexe,
Thiruvananthapuram-695001

Sub: Extension of Approval for the Academic Year 2021-22

Ref: Application of the Institution for Extension of Approval for the Academic Year 2021-22

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Education) (1 st Amendment) Regulations, 2021 notified on 24th February 2021 and other notifications as applicable and published from time to time, I am directed to convey the approval to

Permanent Id	1-3888366	Application Id	1-9321027563
Name of the Institution /University	MAHAGURU INSTITUTE OF TECHNOLOGY	Name of the Society/Trust	SREE GURUDEVA CHARITABLE AND EDUCATIONAL TRUST
Institution /University Address	KATTACHIRA PALLICKAL PO MAVELIKARA, MAVELIKARA, ALAPPUZHA, Kerala, 690503	Society/Trust Address	KATTACHIRA PALLICKAL P O MAVELIKARA ALAPPUZHA,MAVELIKARA,AL AP PUZHA,Kerala,690503
Institution /University Type	Private-Self Financing	Region	South-West

To conduct following Programs / Courses with the Intake indicated below for the Academic Year 2021-22

Program	Level	Course	Affiliating Body (University /Body)	Intake Approved for 2020-21	Intake Approved for 2021-22	NRI Approval Status	FN / Gulf quota/ OCI/ Approval Status
ENGINEERI NG AND TECHNOLOGY	POST GRADUATE	MACHINE DESIGN	APJ Abdul Kalam Technological University, Kerala	9	9	NA	NA

ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	MECHANICAL ENGINEERING(PRODUCTION)	APJ Abdul Kalam Technological University, Kerala	30	30	Yes	NA
ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	MECHANICAL ENGINEERING	APJ Abdul Kalam Technological University, Kerala	60	60	Yes	NA

Application No:1-9321027563 **ALL INDIA COUNCIL FOR TECHNICAL EDUCATION** Page **1** of **4** Note: This is a Computer generated Report. No signature is required.

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ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	COMPUTER SCIENCE & ENGINEERING	APJ Abdul Kalam Technological University, Kerala	60	60	Yes	NA
ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	ELECTRONICS AND COMMUNICATIO NS ENGINEERING	APJ Abdul Kalam Technological University, Kerala	30	30	Yes	NA
ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	ELECTRICAL AND ELECTRONICS ENGINEERING	APJ Abdul Kalam Technological University, Kerala	30	30	Yes	NA
ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	CIVIL ENGINEERING	APJ Abdul Kalam Technological University, Kerala	60	60	Yes	NA
ENGINEERING AND TECHNOLOGY	POST GRADUATE	STRUCTURAL ENGINEERING AND CONSTRUCTION MANAGEMENT	APJ Abdul Kalam Technological University, Kerala	18	18	NA	NA
ENGINEERING AND TECHNOLOGY	POST GRADUATE	SIGNAL PROCESSING	APJ Abdul Kalam Technological University, Kerala	9	9	NA	NA
ENGINEERING AND TECHNOLOGY	UNDER GRADUATE	ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING	APJ Abdul Kalam Technological University, Kerala	30	30	Yes	NA

It is mandatory to comply with all the essential requirements as given in APH 2021-22 (Appendix 6)

Important Instructions

1. The State Government/ UT/ Directorate of Technical Education/ Directorate of Medical Education shall ensure that 10% of reservation for Economically Weaker Section (EWS) as per the reservation policy for admission, operational from the Academic year 2019-20 is implemented without affecting the reservation percentages of SC/ ST/ OBC/ General. However, this would not be applicable in the case of Minority Institutions referred to the Clause (1) of Article 30 of Constitution of India. Such Institution shall be permitted to increase in annual permitted strength over a maximum period of two years.

2. The Institution offering courses earlier in the Regular Shift, First Shift, Second Shift/Part Time now amalgamated as total intake shall have to fulfil all facilities such as Infrastructure, Faculty and other requirements as per the norms specified in the Approval Process Handbook 2021-22 for the Total Approved Intake. Further, the Institutions Deemed to be Universities/ Institutions having Accreditation/ Autonomy status shall have to maintain the Faculty: Student ratio as specified in the Approval Process Handbook.

3. Strict compliance of Anti-Ragging Regulation, Establishment of Committee for SC/ ST, Establishment of Internal Complaint Committee (ICC), Establishment of Online Grievance Redressal Mechanism, Barrier Free Built Environment for disabled and elderly persons, Fire and Safety Certificate should be maintained as per the provisions made in Approval Process Handbook and AICTE Regulation notified from time to time.

4. In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the Executive Council / General Council as available on the record of AICTE shall be final and binding.

Prof.Rajive Kumar
Member Secretary, AICTE

Copy ** to:
   1. The Director of Technical Education, Kerala**

   2. **The Registrar**,**
        Apj Abdul Kalam Technological University, Kerala

   3. The Principal / Director,
        MAHAGURU INSTITUTE OF TECHNOLOGY
        Kattachira
        Pallickal Po Mavelikara,
        Mavelikara,Alappuzha,
        Kerala,690503

   4. The Secretary / Chairman,
        KATTACHIRA
        PALLICKAL P O

MAVELIKARA
ALAPPUZHA
MAVELIKARA,ALAPPUZHA
Kerala,690503

5. The Regional Officer,
All India Council for Technical Education
Health Centre Building
Bangalore University Campus
Bangalore - 560 009, Karnataka

6. Guard File(AICTE)

Note: Validity of the Course details may be verified at http://www.aicte-india.org/ .

** Individual Approval letter copy will not be communicated through Post/Email. However, consolidated list of Approved Institutions(bulk) will be shared through official Email Address to the concerned Authorities mentioned above.

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Application No:1-9321027563 **ALL INDIA COUNCIL FOR TECHNICAL EDUCATION** Page **3** of **4** Note: This is a Computer generated Report. No signature is required.

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Application No:1-9321027563 **ALL INDIA COUNCIL FOR TECHNICAL EDUCATION** Page **4** of **4** Note: This is a Computer generated Report. No signature is required.

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19. ACCOUNTED AUDITED STATEMENT FOR THE LAST THREE YEARS

SREE GURUDEVA CHARITABLE AND EDUCATIONAL TRUST
KATTACHIRA,PALLICKAL P.O,KAYAMKULAM
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR 31.03.2019

PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
To Opening Stock as per Schedule	1,202,570.00	By Fee Collection	93,711,974.00
To Purchase as per Schedule	3,053,249.00	By Sales as per Schedule	3,818,199.00
To Admission Expense	520,000.00	By Other Income as per Schedule	720,232.38
To Advertisement	1,966,375.00	By Closing Stock -Store	976,411.00
To Agricultural Expense	36,600.00	By Interest Received	211,818.00
To AICTE Processing Fee	200,000.00	By Profit on Sale of Bus	787,546.92
To Cleaning Charge	211,669.00		
To Consultation Fee-NAAC	100,000.00		
To councelling Charge	10,000.00		
To Curtain	9,800.00		
To Depreciation as per Schedule	29,999,482.85		
To Donation	25,000.00		
To Electricity Charge	1,594,938.00		
To Extra duty charge	37,400.00		
To Fuel Expense	11,000.00		
To Honararium paid	103,000.00		
To House Rent-Principal	72,000.00		
To Insurance Paid-Vehicle	1,584,039.00		
To Interest & Bank Charge as per Schedule	6,532,824.95		
To Interest on TDS	31,312.00		
To Internet Charges	343,766.00		
To Labour Charge for Garden Work	12,407.00		
To Medical Expense	1,481.00		
To Miscellaneous Expense	36,127.06		
To News Paper & Periodicals	31,121.00		
To Office Expense	283,191.00		
To Pesticide for Garden	4,495.00		
To Petrol & Diesel Charge as per Schedule	4,551,646.00		
Placement Expense	40,483.00		
ia Expense	426,192.00		

For SREE GURUDEVA CHARITABLE &
EDUCATIONAL TRUST

x
Treasurer

Particulars	Amount
To Postage & Telegram	24,559.00
To Printing & Stationery	854,593.53
To Professional Charge	100,000.00
To Promotion Expense	12,500.00
To Repairs & Maintenance as per Schedule	1,834,717.00
To Salary & Allowance	43,311,309.00
To Tax & Registration	97,369.00
To TDS Return Filling Fee	7,750.00
To Telephone Charge	109,051.00
To Travelling,Food & Accommodation	708,737.54
To Uniform Expenses	536,314.00
To Water Charges	100.00
To Loss on Sale of Tempo Traveller	209,095.28
	100,629,168.93

By Excess of Expenditure Over Income	402,987.63
	100,629,168.93

SREE GURUDEVA CHARITABLE AND EDUCATIONAL TRUST
KATTACHIRA,PALLICKAL P.O,KAYAMKULAM
BALANCESHEET AS ON 31.03.2019

LIABILITIES	AMOUNT	ASSETS	AMOUNT
Capital Account	72,337,500.00	Fixed Assets as per statement attached	337,177,242.17
Loans as per Schedule	230,879,956.65	Sundry Debtors as per Schedule	3,241,326.00
Staff Loan as per Schedule	4,283,564.00	Deposits as per Schedule	5,459,550.00
Sundry Creditors as per Schedule	1,942,276.25	Advances as per Schedule	7,134,337.00
Deposit Received from staff as per Schedule	7,900,000.00	Closing Stock	976,411.00
Current Liabilities as per Schedule	18,513,292.60	Cash at bank as per Shedule	2,241,690.68
Income & Expenditure Account	20,610,160.32	Cash in hand	236,192.97
	356,466,749.82		**356,466,749.82**

REPORT

The above statements are prepared from the books of account produced before us and information furnished to us by the client

Alappuzha

For SREE GURUDEVA CHARITABLE AND
EDUCATIONAL TRUST

Treasurer.

For K.K.Padmanabha Pillai &Co.
Chartered Accountants
Frn:-2502S

CA.Sunil.P
Partner
Mno: 205664
UDIN :19205664AAAABR6533

SREE GURUDEVA CHARITABLE AND EDUCATIONAL TRUST
KATTACHIRA,PALLICKAL P.O,KAYAMKULAM
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR 31.03.2020

PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
To Opening Stock as per Schedule	976,411.00	By Fee Collection	57,839,793.00
To Purchase as per Schedule	803,410.00	By Sales as per Schedule	331,311.00
To Admission Expense	590,585.00	By Other Income as per Schedule	1,073,057.16
To Advertisement	741,114.00	By Closing Stock -Store	942,877.00
To Agricultural Expense	98,649.00	By Interest Received	211,050.00
To AICTE Processing Fee	379,682.00		
To Aluminium Fabrication Work	791,698.00		
To Auditing Fee	285,000.00		
To Battery For Vehicle & UPS	85,224.00		
To Broadband Service	45,000.00		
To Software Renewal Charge	33,414.00		
To Cleaning Charge	71,200.00		
To Consultation Charge	33,000.00		
To councelling Charge	11,000.00		
To Computer Course Fee	10,000.00		
To Computer Expense	97,815.00		
To Lab Maintenance	21,365.00		
To Labour Charge	688,070.00		
To Depreciation as per Schedule	26,446,779.84		
To Donation	330,580.00		
To Electricity Charge	953,573.00		
To Extra duty charge	55,740.00		
To Fast Tag For Vehicle	4,500.00		
To Graduation Day Expense	201,750.00		
To Honararium paid	76,300.00		
To House Rent	159,500.00		
To Hoardings Rent	81,200.00		
To Insurance Paid-Vehicle	1,150,415.00		
To Interest & Bank Charge as per Schedule	3,315,799.49		
To Interest on TDS	43,040.00		

For SREE GURUDEVA CHARITABLE &
EDUCATIONAL TRUST

Treasurer

To Induction Programme Expenses	17,700.00
To Rent Leased Line	458,352.00
To Rent JCB	30,860.00
To Medical Expense	5,671.00
To Miscellaneous Expense	597,081.00
To Mess Old Bill	210,881.00
To News Paper & Periodicals	25,145.00
To Office Expense	195,903.00
To Survey Charge	10,000.00
To Pesticide for Garden	9,431.00
To Petrol & Diesel Charge as per Schedule	4,310,969.00
To Penalty For Vehicle	13,080.00
To Placement Expense	26,817.00
To Pooja Expense	428,129.00
To Postage & Telegram	29,586.00
To Printing & Stationery	315,942.00
To Training Charge	6,000.00
To Repairs & Maintenance as per Schedule	946,906.00
To Salary & Allowance	31,483,246.00
To Subsription Charge	2,600.00
To Tax & Registration	181,576.00
To TDS Return Filling Fee	11,700.00
To Telephone Charge	87,415.00
To Transporting Charge	10,618.00
To Travelling,Food & Accommodation	941,297.98
To TV Recharging	14,780.00
To Tyre For Vehicle	218,120.00
To Uniform Expenses	32,814.00
To University Expenses	25,000.00
To Water Charges	200.00
To Website Design Charges	10,000.00
To Loss on Sale of Car	643,414.87
	79,229,634.31

By Excess of Expenditure Over Income   18,831,546.15

79,229,634.31

For SREE GURUDEVA CHARITABLE &
EDUCATIONAL TRUST

Treasurer

SREE GURUDEVA CHARITABLE AND EDUCATIONAL TRUST
KATTACHIRA,PALLICKAL P.O,KAYAMKULAM
BALANCESHEET AS ON 31.03.2020

LIABILITIES	AMOUNT	ASSETS	AMOUNT
Capital Account	95,737,500.00	Fixed Assets as per statement attached	319,982,700.45
Loans as per Schedule	215,976,419.63	Sundry Debtors as per Schedule	6,423,035.44
Staff Loan as per Schedule	2,580,452.00	Deposits as per Schedule	5,459,550.00
Sundry Creditors as per Schedule	2,042,892.25	Advances as per Schedule	8,389,058.12
Deposit Received from staff as per Schedule	7,000,000.00	Closing Stock	942,877.00
Current Liabilities as per Schedule	19,862,762.37	Cash at bank as per Schedule	468,370.44
Income & Expenditure Account	1,778,614.17	Cash in hand	3,313,048.97
	344,978,640.42		**344,978,640.42**

REPORT

The above statements are prepared from the books of account produced before us by the client.Audit report in form 10B of Income Tax Act
is attached herewith.

Alappuzha
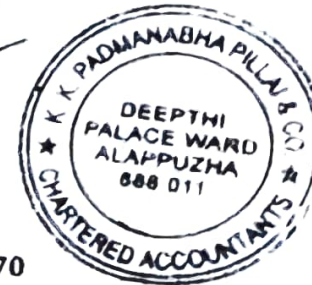
For K.K.Padmanabha Pillai &Co.

Chartered Accountants

Frn:2502S

CA Sunil.P

Partner

Mno: 205664

UDIN :20205664AAAACS2870

For SREE GURUDEVA CHARITABLE &
EDUCATIONAL TRUST

Treasurer

20. BEST PRACTICE ADOPTED

BEST PRACTICE-1: TRAINING AND PLACEMENT

Objectives

- To provide right training for the placement of the person in right place at the right time.

- Ensure our students will start the career and move forward in the right direction for better quality living.

- Providing ultimate satisfaction to our valuable students by offering the companies of their choice according to their eligibility.

- To provide career guidance through counseling and one to one interactions with Average and below average students. Enhance the skills of students for Industry ready employer.

- Improving our previous best achievement year on year.

- To educate our first year students regarding the interview process through coordination in placement drives. Instill professional behavioral skills which include respect for values, ethics, and beliefs and maintain confidentiality.

- To provide avenues open after graduation. ie. Higher education, placements or entrepreneurship and recruitment to students.

- To provide recruitment to students. Have good relations with the recruiters. Managing Recruiters correspondence and feedbacks.

- To find, inform and manage Pool Placements drives and build the bridge between industry and academia.

The Practice

The Placement Cell of Mahaguru Institute of Technology former (Sri VellappallyNatesan College of Engineering,) Kayamkulam,createsaplatform where students can show case their talents which different companies seek to explore and utilize .Starting from2013, wehave successfully placed a large section of graduates who have appeared for placements.This year especially, the performance has been overwhelming. The vibrant members of the Training and Placement team train the students on the foundation course, soft skills, Life skills, motivational skills, communication skills, interpersonal Skills, leadership skills, group discussions, interview techniques, Aptitude, Reasoning, and Verbal and monitor them on the continual assessment model. They also cater other services such as mentoring, counseling, and assisting in internship, Industrial visit and campus recruitments.

The goal of the Department of Training & Placement is to provide employment opportunities and world class training to students with the support of Industry Experts, Subject Matter Experts (Internal & External), and with Alumni of the college. Since Inception, SVNCE gives prominence on fulfilling the industry expectation and requirements. For this reason, the students are introduced to industrial practices through training in the institute workshops and in factories, installation works etc. right from the first year of the graduation. Department of Placement primarily ensures smooth functioning of the placement activities as the Centre is facilitated with an illustrious training agenda aimed at bringing in the best opportunities for its students from both national and international companies for campus recruitments. The Training and Placement Cell imparts training to students from the first year onwards giving emphasis to various skill sets in view of matching the Industries" requirement. Resource persons and professionals from reputed organization along with members of staff train students. The weak students are identified and passable mentoring is given to them; focusing to improve their overall performance in placement and academic. Initially the companies are invited to take part in the recruitment drive. Those interested respond and thus register with us for the year of recruitment. This students are intimated and a vast number register for the interview. The training comprises of a written test followed by group discussion and personal interview. The Placement Cell begins the academic

year with the process of selecting faculties and gives training for taking aptitude, reasoning...etc... .Faculties give proper training for the students of second, third and fourth year.Companies begin with the pre-placement talks followed by the group discussion and interview rounds.Once the recruitment process is completed, students are intimated about their selection within suitable time. Different companies may have different selection criteria and processes for students. A great number of new as well as regular companies visited our college for training and placement this year. We have students working at companies on various internship offers. There is a great deal of enthusiasm among final year students when the placement season starts off. Students come forward with their queries regarding companies, placement procedures and the Placement Cell members readily help them. This year has been extremely good for placements and with the economic growth reviving; we expect to invite even more companies next year. The support from the College has been extremely encouraging.

Training

The Candidates will be trained on the following skills: - Aptitude, Reasoning, Verbal/Nonverbal Aptitude (English), Communication skills, Technical IQ, C Programming, C++, Data structures, Algorithm and Psychometric Analysis. Interest of each candidate is assessed with the help of Tutors and HODs.

Assessment

Online Assessment is done with the help of External Agency, which helps us to reassure that the students are performing to the expected industry standards. A comprehensive assessment will be carried out on various parameters on a regular intervals, which helps us to identify the improvement and set backs of the students on the Following skills sets such as Aptitude, Reasoning, Verbal/Nonverbal,TechnicalIQ,CProgramming, C++,Data structures ,Algorithm and Psychometric Analysis ,any automatic notification will reach the students mail id,which consists of a detailed report on their area of improvement. SWOT Analysis is prepared department wise and further training is provided according to their identified training needs. Companies Specific Training is meticulously planned based on their requirements from some of our prominent recruiters. Individual assessment and feedback system help s us to identify companies (best-fit)for the students specifically based on their individual skill set.

Recruitment

Use a hands-on, adaptive online assessment platform. Great participation with an out reach to 300+ top employers across nation. Online quality driven testing mechanism gives access to the candidates to self- analyses their performance. Moreover, each candidate will be notified with detailed report on their area of improvement to work upon through a National level assessment test. The customized assessment model obliges the students to clear most of the interview paper which is standardized as per the Company's hiring pattern. Multiple Interviewing Panel in the campus consisting of subject experts for the department and external agency form a versatile hiring platform. A dedicated team of experts for end to end supervision and support for the internal training team. SVNCE inspires its students to improvise the employability quotient of every individual, irrespective of departments, specializations and their credentials. Continuation in succeeding in our role of bringing in different career opportunities has empowered all young career aspirants pursuing their career anywhere in the campus.

Problems Encountered And Resources Required

Some Companies are focusing only on Metros and City colleges and they are not coming to remote colleges for campus selections. Corporates are depending on recruitment (placement) agencies for hiring fresh people. The expectations of some of these agencies are not feasible to colleges. Some of the recruitment agencies are resorting to unhealthy practices by taking money from the colleges and students. The institutions should teach them to accept their mistakes instead of giving wrong answers and making a bad impression in the minds of the recruiters.

BEST PRACTICE-2: GROUP ADVISORY SYSTEM

Objectives

Group advisory system is followed for the overall development of the students in their academics, as well as their overall development. The basic principle behind this practice is to give individual attention to each student to help in their all round development and to make successful individuals from the institution. The advisor, the parent and the student form an interactive triangle which works towards the better performance of the student.

The Practice

Each group of around 20 students is allotted to a class advisor in the first year itself,so that each class has 3 advisors,with one of them given the overall responsibility as classco-coordinator.Besides these three advisors, the first year students also have a class teacher who takes classes in the first year subjects. The advisor also keeps track of the student by collecting feedback from other teachers, parents and classmates. The advisor publishes a monthly attendance report prepared with the details collected from the class register to keep a check on absentees. They consolidate the series exam marks and prepare the corresponding result-analys is to gauge the academic progress of students individually, class-wise and subject - wise. The advisor also consolidates the internal marks required for submission to the university. The advisor acts as a mentor and guide to their group of students. They provide counseling to the students who have problems in academics or other areas. Thus, there is a deep bond between the advisor and student. There are monthly advisory meetings between the advisor and group where the students are free to express their views regarding classes, teachers, college facilities, etc. The advisor gives solutions to problems, if any, when possible and refers them to higher authorities. A report of the meeting is given to the HOD and most problems are solved at the departmental level, if not, forwarded to higher authorities. The parent and advisors keep in touch with each other on a regular basis. The student, parent and advisor work together for the student's academic progress and personal development. The feedback about members of faculty, courses, infrastructure etc. is collected from students at regular intervals. The students having difficulty in any subject are given remedial classes as and when required.

Evidence of Success

The result analysis and group advisory files in the department provide the evidence of success. Some students who went off track in the 4th semester were identified and corrected by their advisors, so that they improved their results in the 5th semester. These results indicate the successful functioning of the group advisory system.

Problems Encountered and Resources Required

The main problem faced by us is that most of the students come from poor and educationally backward families. They are first generation learners and there is lack of consciousness in the guardians of the majority of students

BEST PRACTICE-3: STUDENT MENTORING PROGRAMME

Aim of the practice:

- To counsel students and to interact with them for doubt clearance and problem solving

- To improve teacher-student relationship

- To guide students to choose right career paths for job, higher studies, entrepreneurship, etc

- To train students for improving their behavior and quality of life in the society.

The Context

- Immature students take own decisions.

- Mentorship programme of Mahaguru institute of technology guides and counsels the students in academic, nonacademic and personal matters to achieve their best in life

- The programme aims at addressing deficiencies of students in their attitudes, habits, and knowledge on learning process.

The Practice

A group of 20 students is usually placed under a mentor.

- Mentor has direct communication with the group 235

- Mentors meet the students on Tuesdays and Thursdays from 4:10 pm to 5:00 pm

- Parents/Guardians of poor attendee/performance students are called to meet the mentors

- Corrective and preventive actions are implemented for further improvement.

- Mentors take initiative to arrange remedial and tutorial classes for slow learners.

- Each mentor maintains a record which is examined by the HOD, the class teacher and counsellors. Mentors take active initiative to arrange student feedback.

- Mentors discuss issues relating to good and bad study habits, study planning and techniques, health, personal relations, examination preparation etc.

- Mahaguru institute of technology regularly arranges mentorship awareness/training programs for newly recruited faculty members. The faculty finds these very useful.

- Academic Journal

- Personality and character documentation

Evidence of Success

- Improved attendance after counseling by mentors.

- Improved teacher-student relationship.

- Better academic performance.

- Enhanced participation in extra-curricular activities.

- More disciplined and stress free students

- Ragging-free campus.

Problems Encountered and Resources Required

- The newly joined faculty members are not accustomed with the mentorship programme.

- Additional orientation course on mentorship to the new faculty

- Lack of sufficient time for one-to-one student interaction.

- Appreciation of mentors through the annual faculty appraisal.

- Financial requirements to organize workshops by hiring experts on mentorship, organizational behavior and stress management on regular basis.