BHARATHIYAR CENTENARY MEMORIAL
GOVT. WOMEN'S POLYTECHNIC COLLEGE
ETTAYAPURAM - 628902

MANDATORY DISCLOSURE

1. Name of the Institution :	BHARATHIYAR CENTENARY MEMORIAL GOVT. WOMEN'S POLYTECHNIC COLLEGE , ETTAYAPURAM, THOOTHUKUDI (DT) TAMILNADU – 628902
Phone (Land line):	0462 271238
Mobile:	9443081391
Fax:	0462 271218
Email :	bcmwpolytechnic@gmail.com
2. Name and Address of the Trust :	Not Applicable
3. Name of the Principal :	Mrs K.BABYLATHA M.E.,
4. Name of the affiliating University / Board :	State Board of Technical Education, Directorate of Technical Education (DoTE), 53, Sardar Patel Road, Guindy, Chennai – 600025 044-22350525, 22351018, 22201514.
Phone :	
Fax :	

Governance	
Members of the Board and their brief background	- Not applicable
Members of the Academic Advisory Body	– Not Applicable
Frequency of the Board Meeting and Academic Advisory Body	– Not Applicable

Organisational Chart and Processes

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                          ┌─────────────┐
                          │  PRINCIPAL  │
                          └──────┬──────┘
              ┌──────────────────┴──────────────────┐
     ┌────────────────┐                    ┌──────────────────┐
     │  HEAD OF THE   │                    │     OFFICE       │
     │  DEPARTMENT    │                    │  SUPERINTENDENT  │
     └───────┬────────┘                    └────────┬─────────┘
     ┌────────────────┐                         ┌──────────────┐
     │   LECTURER     │                         │  ASSISTANT   │
     └───────┬────────┘                         └──────┬───────┘
     ┌────────────────┐                    ┌────────────────────┐
     │   WORKSHOP     │                    │ JUNIOR ASSISTANT , │
     │   INSTRUCTOR   │                    │      TYPIST        │
     └───────┬────────┘                    └─────────┬──────────┘
     ┌────────────────┐                    ┌────────────────────┐
     │ TECHNICAL STAFF│                    │  SUPPORTING STAFF  │
     └────────────────┘                    └────────────────────┘
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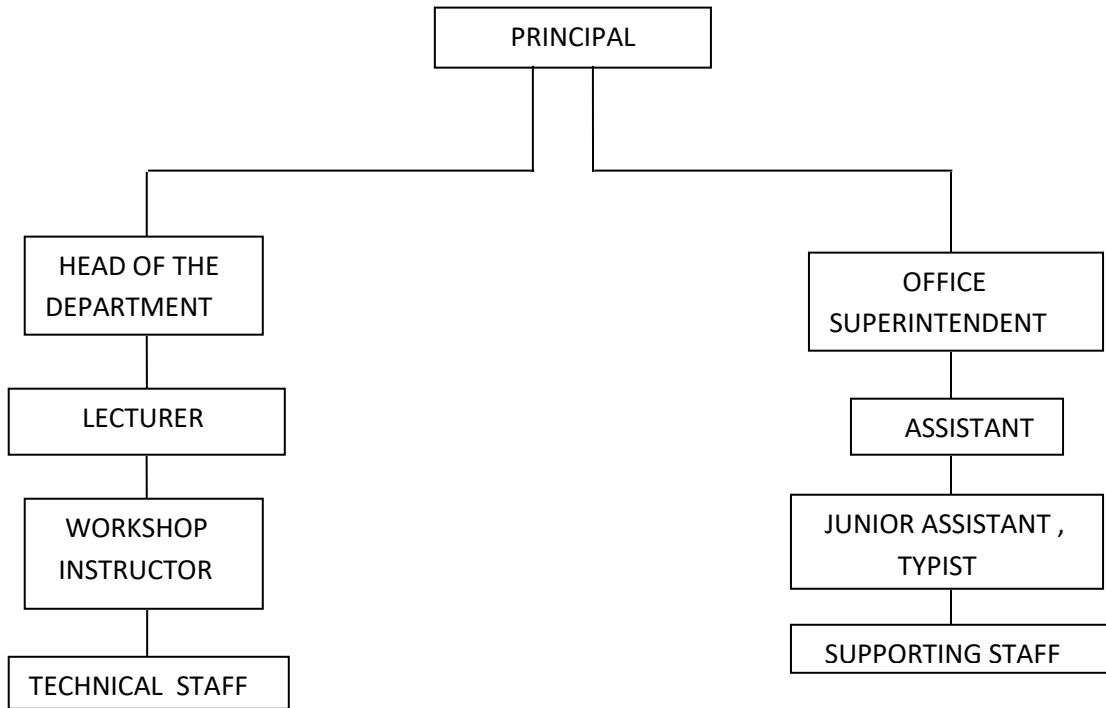
Nature and Extent of involvement of faculty and Students in academic affairs / improvements

Faculty involves in

- ➢ Implementation of TNDoTE curriculum development & implementation activities, Academic Planning, Internal & external academic monitoring.
- ➢ Participation in summative & end of term evaluation of students within & out of institute TNDoTE examination.
- ➢ Guiding students in project work and other extracurricular activities.
- ➢ Organizing faculty development programs, industry/site visits etc.

Student Involvement

Along with the regular learning activities students are involved in

- ➢ Participation in paper presentation in conferences
- ➢ Participation in Inter polytechnic sports competitions
- ➢ Delivering seminars
- **Mechanism / Norms and Procedure for democratic / good Governance**
  We conduct faculty meetings regularly at institute & departmental level and share idea of one another for the betterment of the faculty.
- **Student feedback on Institutional Governance / Faculty performance**
  - ➢ Through Class Counselor
  - ➢ Through Counselling meetings

➤ Through Parents meeting
● **Grievance Redressal mechanism for Faculty , staff and students**

The Grievance Redressal Committee (GRC) Committee has been formed in order to ensure transparency by technical institutions imparting technical education in admissions, preventing unfair practices, complaints of alleged discrimination by students of Scheduled Caste, Scheduled Tribe, OBC, Women, Minority or Disabled Categories, scholarship issues and sexual harassment and to provide a mechanism to innocent students and stakeholders for redressal of their grievances.

Procedure: The person concerned with any grievance shall fill the Grievance Redressal Form with all possible facts and documentation and submit it to the college website. The committee will investigate into the matter and shall try to resolve it as quickly as possible.

CHAIR PERSON:
Tmt K.BabyLatha, M.E., Principal

MEMBERS:

Name	Designation	Position Held	Mail id	Phone
Tmt K.Baby Latha, M.E	Principal	Patron	Baby.latha@yahoo.com	9443872030
Mr R.Devarajapandian	HOD(i/c) / ICE	Member	princeofepm@yahoo.co.in	9443980865
Tmt V.Jeyasudha	HOD(i/c)/ Basic Engg	Member	bcmwpolytechnic@gmail.com	9486195488
Tmt C.Aruna Vinodhini	HOD(i/c)/ CE	Member	arunavinodhini@gmail.com	9965547426
Tmt M.Amutha	HOD(i/c)/ ECE	Member	amuthaece79@gmail.com	9442748435
Thiru R.Shanmugaraja	HOD(i/c)/ Mech	Member	rsrajha@gmail.com	9894356770
Tmt T.Jeyasree	Advocate	Member		

● Establishment of Anti Ragging Committee – Yes

S.No	Name	Designation	Position Held
1	Tmt K.Baby Latha, M.E	Principal	Head
2	Mrs P.Vasugi	HOD(i/c)/ G.Tech	Member
3	Mr R.Devarajapandian	HOD(i/c)/ICE	Member
4	Tmt C.Aruna Vinodhini	HOD(i/c)/CE	Member
5	Tmt M.Amutha	HOD(i/c)/ECE	Member
6	Tmt V.Jeyasudha	HOD(i/c)/Basic Engg	Member
7	Dr V.Vamitha	Lecturer/ Maths	Member

8	Thiru R.Shanmugaraja	HOD(i/c)/ Mech	Member
9	Thiru K.M.Kumar	Office Superintendent	Member
10	Ms S.Manju	III Year , Mech	Member
11	Ms S.SubbuLakshmi	III Year , CE	Member
12	Ms R.Nanthini	II Year , ECE	Member
13	Ms J.Asha Priscilla	II Year , G.Tech	Member
14	Ms M.Sridevi	I Year , EEE	Member
15	Ms S.Mageswari	I Year , ICE	Member
16	Mr Ramachandran ,	Police (2478) , Ettayapuram	Member
17	Ms Mariammal	NGO , CEDER Trust, Kovilpatti	Member
18	Ms Indrani	NGO , SHIVTAM Trust, Kovilpatti	Member

- Establishment of Anti Ragging Squad –Yes

S.No	Name	Designation	Position Held
1	Tmt K.Baby Latha, M.E	Principal	Head
2	Mrs P.Vasugi	HOD(i/c)/ G.Tech	Member
3	Mr R.Devarajapandian	HOD(i/c)/ICE	Member
4	Tmt O.Kaleeswari	Lecturr / ICE	Member
5	Tmt C.Aruna Vinodhini	HOD(i/c)/CE	Member
6	Tmt M.Amutha	HOD(i/c)/ECE	Member
7	Tmt V.Jeyasudha	HOD(i/c)/Basic Engg	Member
8	Thiru R.Shanmugaraja	HOD(i/c)/ Mech	Member
9	Thiru K.M.Kumar	Office Superintendent	Member
10	Ms M.Karthika	III Year , G.Tech	Member
11	Ms G.Malathi	III Year, CE	Member
12	Ms E.Jothi	II Year, Mech	Member
13	Ms A.Mahadevi	II Year , ICE	Member
14	Ms S.Mansha Devi	I Year , EEE	Member
15	Ms I.Helan Sathya	I Year , ECE	Member

- Establishment of Online Grievance Redressal Mechanism – Yes

- Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the College.- Yes

- Establishment of Internal Complaint Committee(ICC)

Name	Designation	Position Held	Mail id	Phone
Tmt K.Baby Latha, M.E	Principal	Patron	Baby.latha@yahoo.com	9443872030
Mrs P.Vasugi, Lect (S.G)	HOD(i/c)	Member	vasuginatarajan@gmail.com	9894635688
Mrs C.Aruna Vinodhini	HOD(i/c)	Member	arunavinodhini@gmail.com	9965547426
Mr R.Devarajapandian	HOD(i/c)	Member	princeofepm@yahoo.co.in	9443980865
Mrs V.Jeyasudha	HOD(i/c)	Member	bcmwpolytechnic@gmail.com	9486195488

- Establishment of Committee for SC / ST

Name	Designation	Position Held	Mail id	Phone
Tmt K.Baby Latha, M.E	Principal	Patron	Baby.latha@yahoo.com	9443872030
Mrs C.Aruna Vinodhini	HOD(i/c)	Member	arunavinodhini@gmail.com	9965547426
Mrs. O.Kaleeswari	Lecturer	Member	Kalees.o@gmail.com	9944207171
Mrs R.Rani	Lecturer	Member	ranirameshkannan@gmail.com	9489226249

- Internal Quality Assurance Cell

1. **Programmes**
   - Name of Programmes approved by AICTE

PROGRAMME	SHIFT	INTAKE
MECHANICAL ENGINEERING	1st	60
ELECTRICAL AND ELECTRONICS ENGINEERING	1st	60
ELECTRONICS AND COMMUNICATION ENGINEERING	1st	60
INSTRUMENTATION AND CONTROL ENGINEERING	1st	40
COMPUTER ENGINEERING	1st	60
GARMENT TECHNOLOGY	1st	60
TOTAL		**340**
MECHANICAL ENGINEERING	2nd	60
ELECTRONICS AND COMMUNICATION ENGINEERING	2nd	60
COMPUTER ENGINEERING	2nd	60
GARMENT TECHNOLOGY	2nd	60
TOTAL		**240**

   - Name of Programmes Accredited by AICTE   - Nil
   - Details of the Programme approved by AICTE

NAME OF THE PROGRAMME	DIPLOMA IN MECHANICAL ENGINEERING		
Number of Seats	**Regular - 60**		
	Shift - 60		
Duration	**3 years**		
Cut off marks	**CAY 18-19**	**CAY 17-18**	**CAY 16-17**
Fee	Rs 2200 /-		

Placement Facilities	ON and Off Campus		
No of Students Placed	**CAY 18-19**	**CAY 17-18**	**CAY 16-17**
Minimum Salary			
Maximum Salary			
Average Salary			

NAME OF THE PROGRAMME	DIPLOMA IN ELECTICAL AND ELECTRONICS ENGINEERING		
Number of Seats	**60**		
Duration	**3 years**		
Cut off marks	CAY 18-19	CAY 17-18	CAY 16-17
Fee	Rs 2200 /-		
Placement Facilities	ON and Off Campus		
No of Students Placed	CAY 18-19	CAY 17-18	CAY 16-17
Minimum Salary			
Maximum Salary			
Average Salary			

NAME OF THE PROGRAMME	DIPLOMA IN ELECTRONICS AND COMMUNICATION ENGINEERING		
Number of Seats	**60**		
Duration	**3 years**		
Cut off marks	CAY 18-19	CAY 17-18	CAY 16-17
Fee	Rs 2200 /-		

Placement Facilities	ON and Off Campus		
No of Students Placed	CAY 18-19	CAY 17-18	CAY 16-17
Minimum Salary			
Maximum Salary			
Average Salary			

NAME OF THE PROGRAMME	**DIPLOMA IN INSTRUMENTAION AND CONTROL ENGINEERING**		
Number of Seats	**60**		
Duration	**3 years**		
Cut off marks	CAY 18-19	CAY 17-18	CAY 16-17
Fee	Rs 2200 /-		
Placement Facilities	ON and Off Campus		
No of Students Placed	CAY 18-19	CAY 17-18	CAY 16-17
Minimum Salary			
Maximum Salary			
Average Salary			

NAME OF THE PROGRAMME	**DIPLOMA IN COMPUTER ENGINEERING**		
Number of Seats	**60**		
Duration	**3 years**		
Cut off marks	CAY 18-19	CAY 17-18	CAY 16-17
Fee	Rs 2200 /-		

Placement Facilities	ON and Off Campus		
No of Students Placed	CAY 18-19	CAY 17-18	CAY 16-17
Minimum Salary			
Maximum Salary			
Average Salary			

NAME OF THE PROGRAMME	DIPLOMA IN GARMENT TECHNOLOGY		
Number of Seats	**40**		
Duration	**3 years**		
Cut off marks	CAY 18-19	CAY 17-18	CAY 16-17
Fee	Rs 2200 /-		
Placement Facilities	ON and Off Campus		
No of Students Placed	CAY 18-19	CAY 17-18	CAY 16-17
Minimum Salary			
Maximum Salary			
Average Salary			

- Name and duration of programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same campus along with status of their AICTE approval. – **Not applicable**

2. **Faculty**

Department of Mechanical Engineering

Department of Mechanical Engineering		
S.No	Name	Designation
1	Mr R.Shanmugaraja, M.E	Lecturer
2	Mr R.Selvakumar, B.E	Lecturer / Adhoc

3	Mr C.Thiravidaselvan, B.E	Lecturer / Adhoc
4	Mr R.Mariappan, B.E	Lecturer / Adhoc
5	Ms R.Shanthi, M.E	Lecturer / Adhoc
6	Mr T.Vasanthakumar, B.E	Lecturer / Adhoc
7	Mr K.Selvaraj, B.E	Lecturer / Adhoc
8	Mr C.Balaganesh, B.E	Lecturer / Adhoc
9	Mr G.N.Pitchumani , DME	Workshop Instructor
10	Ms D.VasanthiPonmani, ITI , DME	Workshop Instructor
11	Mr S.Mohan, ITI	Skilled Assistant
12	Mr S.Ramkumar, ITI	Lab Assistant
13	Mr S.Palaniyandi, ITI	Skilled Assistant

Department of Electrical and Electronics Engineering

S.No	Name	Designation
1	Dr V.Vasudevan M.E , Ph.D	Lecturer
2	Ms R.Victoria Elizabeth , B.E	Lecturer / Adhoc
3	Ms P.Roghini , B.E	Lecturer / Adhoc
4	Ms A.Veeralakshmi , B.E	Lecturer / Adhoc
5	Ms S.Rajathilagam , B.E	Lecturer / Adhoc
6	Ms S.SarojiniDevi, B.E	Lecturer / Adhoc

Department of Electronics and Communication Engineering

S.No	Name	Designation
1	Ms M.Amutha, M.E	Lecturer (HOD In-Charge)
2	Ms S.Chinna Muniammal, B.E	Lecturer / Adhoc
3	Ms S.Vanisri, B.E	Lecturer / Adhoc
4	Mr G.Madathurai, B.E	Lecturer / Adhoc
5	Ms A.Esaiselvi, B.E	Lecturer / Adhoc
6	Ms M.Kalyani, B.E	Lecturer / Adhoc
7	Ms R.Padma Mariammal, M.E	Lecturer / Adhoc

| 8 | Mr A.Ganesan, ITI | Skilled Assistant |

Department of Instrumentation and Control Engineering

S.No	Name	Designation
1	Mr R.DevarajaPandian, B.E	Lecturer (HOD In-Charge)
2	Ms O.Kaleeswari, M.E	Lecturer
3	Mr S.Raja, M.E	Lecturer
4	Ms R.Rani, M.E	Lecturer
5	Ms M.Mariammal, B.E	Lecturer / Adhoc
6	Ms M.Krishnaveni, DME	Lab Asst (P.T)

Department of Computer Engineering

S.No	Name	Designation
1	Ms C.Aruna Vinodhini B.E , M.Tech	Lecturer (HOD In-Charge)
2	Mr K.Seetharaman B.E	Lecturer / Adhoc
3	Ms A.Abirami B.E	Lecturer / Adhoc
4	Ms D.Jeevapriya B.E	Lecturer / Adhoc
5	Ms R.Shanthi Victoria B.E	Lecturer / Adhoc

Department of Garment Technology

S.No	Name	Designation
1	Ms P.Vasugi, M.Sc , B.Ed	Lecturer(S.G) (HOD In-Charge)
2	Ms K.Kalpana, M.Sc, D.C.D.D.M	Lecturer / Adhoc
3	MsV.Pushpa Lakshmi, M.Sc, D.C.D.D.M	Lecturer / Adhoc
4	Ms S.Chitra, B.Tech	Lecturer / Adhoc
5	Ms S.Shanthini,	Lecturer / Adhoc
6	Ms A.Rajeswari, N.T.C	Skilled Asst (Spl.Grade)

Department of Basic Engineering

S.No	Name	Designation

1	Ms V.Jeyasudha, M.A, M.Phil	Lecturer (HOD In-Charge) / English
2	Ms G.Sharmila Devi, M.Sc , M.Phil	Lecturer / Physics
3	Dr V.Vamitha, M.Sc, M.Phil, B.Ed, Ph.D	Lecturer / Maths
4	Mr A.Selvam, M.Sc, M.Phil	Lecturer / Maths
5	Mr D.Danish Prabhu, M.Sc, M.Phil	Lecturer / Physics
6	Ms S.UmaMaheswari, M.A, M.Phil	Lecturer (Adhoc)/ English
7	Ms K.Latha, M.Sc, M.Phil	Lecturer (Adhoc)/Physics
8	Ms M.Kavitha, M.Sc , B.Ed	Lecturer (Adhoc)/Chemistry
9	Ms J.SornaJothi, M.Sc, B.Ed	Lecturer (Adhoc)/ Chemistry
10	Ms B.Gayathri, M.Sc	Lecturer (Adhoc)/Maths
11	Ms ArulDevi	Lab Asst (P.T)

3. Profile of Principal

Name	Mrs K.Baby Latha			
Designation	Principal			
Department	Electronics and Communication Engineering			
Date of Joining	28-08-1989			
D.O.B	05-05-1967			
Unique id				
Education Qualification	**UG** B.E	**PG** M.E	**Ph.D** --	
Work Experience	**Teaching**	**Research**	**Industry**	**Others**
	30	--	--	--
Area of Specialisation	Electronics and Communication Engineering			

Courses taught		
Ph.D Guide? If Yes	Field – NA	University -
Papers published in Journals	International – NIL	National - NIL
Papers presented in Conferences	International – NIL	National - NIL
Research Guidance	P.G – NA	Ph.D - NA
Projects carried out		
Patents	--	
Technology Transfer	--	
Research Publications	--	
No of Books Published in detail	--	

Faculty Profile:

Department pf Mechanical Engineering

Name	R.Shanmugaraja	
Designation	Lecturer	
Department	Mechanical Engineering	
Date of Joining	12-11-2008	
D.O.B	22-06-1981	
Unique id		

Education Qualification	UG B.E	PG M.E	Ph.D	
Work Experience	Teaching	Research	Industry	Others
	10	--	--	--
Area of Specialisation				
Courses taught				
Ph.D Guide? If Yes	Field -		University -	
Papers published in Journals	International - Nil		National – Nil	
Papers presented in Conferences	International - Nil		National - Nil	
Research Guidance	P.G - NA		Ph.D - NA	
Projects carried out				
Patents	--			
Technology Transfer				
Research Publications	Nil			
No of Books Published in detail	Nil			

Name		
Designation		
Department		
Date of Joining		
D.O.B		

Unique id				
Education Qualification	**UG**	**PG**	**Ph.D**	
Work Experience	**Teaching**	**Research**	**Industry**	**Others**
Area of Specialisation				
Courses taught				
Ph.D Guide? If Yes	Field -		University -	
Papers published in Journals	International -		National -	
Papers presented in Conferences	International -		National -	
Research Guidance	P.G -		Ph.D -	
Projects carried out				
Patents				
Technology Transfer				
Research Publications				
No of Books Published in detail				

Name		
Designation		
Department		
Date of Joining		

D.O.B			
Unique id			

Education Qualification	**UG**	**PG**	**Ph.D**	
Work Experience	**Teaching**	**Research**	**Industry**	**Others**

Area of Specialisation	
Courses taught	

Ph.D Guide? If Yes	Field -	University -
Papers published in Journals	International -	National -
Papers presented in Conferences	International -	National -
Research Guidance	P.G -	Ph.D -

Projects carried out	
Patents	
Technology Transfer	
Research Publications	
No of Books Published in detail	

Name		
Designation		
Department		

Date of Joining				
D.O.B				
Unique id				
Education Qualification	**UG**	**PG**	**Ph.D**	
Work Experience	**Teaching**	**Research**	**Industry**	**Others**
Area of Specialisation				
Courses taught				
Ph.D Guide? If Yes	Field -		University -	
Papers published in Journals	International -		National -	
Papers presented in Conferences	International -		National -	
Research Guidance	P.G -		Ph.D -	
Projects carried out				
Patents				
Technology Transfer				
Research Publications				
No of Books Published in detail				

4. Fee

Details of fee collected from students is as below

Admission Fees – Rs.2/-
Development Fund – Rs.1000/-
Special Fund – Rs.1000/-
Flag Day – Rs.5/-
Caution Deposit – Rs.50/-
Genuineness Verification of Certificates – Rs.50/-
DOTE Verification – Rs.15/-
Indian RED Cross – Rs.10/-

10. Admission
- Number of seats sanctioned with the year of approval
- Number of seats admitted under various categories each year in the last three years
- Number of applications received during last two years for admission under Management Quota and number admitted

11. Admission Procedure
- Calendar of Admission
  - Last date of request for application
  - Last date of submission of applications
  - Date of announcing rank list
  - Release of admission list
  - Last date of closing of admission
  - Starting of Academic Session
  - The policy of refund of the fee, in case of withdrawal

12. Criteria and Weightages for Admission

- Description of each criterian with its respective weightages i.e. Admission Test , Marks in qualifying examination etc
- Mention the minimum level of acceptance, if any
- Mention the cut-off levels of percentage and percentile score of the candidates in the admission test for the last three years
- Display marks scored in aggregate for all candidates who were admitted

13. List of Applicants

- List of candidates whose applications have been received along with percentage score for each of the qualifying examination in separate categories for open seats.

14. Results of Admission under Management seats / Vacant seats
- Not Applicable

15. Information of Infrastructure and other Resources Available
- Number of Class Rooms and size of each
- Number of Tutorial rooms and size of each
- Number of Laboratories and size of each
- Number of Drawing Halls with capacity of each
- Number of Computer Centres with capacity of each
- Central Examination Facility, Number of rooms and capacity of each
- Barrier free Built Environment for disabled and elderly persons
- Occupancy Certificate

- Fire and Safety Certificate
- Hostel facilities
- **Library**
  - Number of Library books / Titles / Journals available (program – wise)
  - List of online National / International Journals subscribed
  - E- Library facilities
- **Laboratory and Workshop**
  - List of Major Equipments / Facilities in each Laboratory / Workshop
  - List of Experimental Setup in each Laboratory / Workshop
- **Computing Facilities**
  - Internet Bandwidth
  - Number and configuration of System
  - Total Number of system connected by LAN
  - Total number of system connected by WAN
  - Major software packages available
  - Special purpose facilities available
- Innovation cell
- Social media cell
- Compliance of the National Academic Depository (NAD), applicable to PGCM / PGDM Institutions and University Departments
- List of facilities available
  - Games and sports facilities
  - Extra-Curricular Activities
  - Soft skill Development Facilities
- Teaching Learning Process
  - ➢ Curricula and syllabus for each of the programmes as approved by the board
  - ➢ Academic calendar of the board
  - ➢ Academic Time Table with the name of the Faculty member handling the course
  - ➢ Teaching load of each Faculty
  - ➢ Internal Continuous Evaluation System and Place
  - ➢ Student's assessment of Faculty , System in place

16. Enrollment of Students in the Last 3 years

17. List of Research Projects / Consultancy Works
- Number of Projects carried out, funding agency , grant received
- Publications out of research in last three years out of masters projects
- Industry Linkage
- MoUs with Industries(minimum 3)

18. LoA and subsequent EoA till the current Academic year

19. Accounting audited statement for the last three years

20. Best Practices adopted, if any