



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT
• Name of the Head of the institution	DWIVEDULA VENKATA RAMAMURTHY
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9885129988
• Mobile no	9676788855
• Registered e-mail	sitam.director@gmail.com
• Alternate e-mail	principal@sitam.co.in
• Address	Gajularega, Vizianagaram - 535002
• City/Town	Vizianagaram
• State/UT	Andhra Pradesh
• Pin Code	535002
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	Jawaharlal Technological University, Kakinada				
• Name of the IQAC Coordinator	Chelapaka Venkata Lakshmi				
• Phone No.	9912006991				
• Alternate phone No.	9490107574				
• Mobile	9177912348				
• IQAC e-mail address	sitamiqac@sitam.co.in				
• Alternate Email address	venkata.chelapaka@sitam.co.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://sitam.co.in/index.php/naac				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.sitam.co.in/images/2020-21%20academic%20calender.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.64	2020	08/01/2020	07/01/2025
6.Date of Establishment of IQAC			17/02/2018		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
SITAM/MECHANICAL/Dr. D.V. RAMAMURTHY	Consultancy	AGRAYANA	2020	200000	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
Installation of Learning Management System and using it to monitor the student performance.	
Mandatory installation of the Faculty Course Assessment Report (FCAR) for monitoring the teaching learning process.	
Maintaining Course Track Register (CTR) for monitoring the progress of course syllabi.	
Establishment of an incubation center under the name Tesla Innovation Center (TIC)	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes				
Installation of Learning Management System (LMS)	LMS was successfully used for online exams and periodic quizzes.				
Teachers were made to prepare FCAR at the end of the semester.	Teachers note the lacunae and attempt to improve teaching-learning process.				
Course Track Register (CTR) is maintained in each department.	Departments were able to plan their academic and extracurricular activities effectively.				
13. Whether the AQAR was placed before statutory body?	No				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>12/09/2020</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Governing Body	12/09/2020
Name	Date of meeting(s)				
Governing Body	12/09/2020				
14. Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>12/09/2020</td> </tr> </tbody> </table>		Year	Date of Submission	2020	12/09/2020
Year	Date of Submission				
2020	12/09/2020				

Extended Profile

1. Programme

1.1 641

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2. Student

2.1 335

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 232

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 133

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 75

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 75

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	641
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	335
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	232
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	133
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	75
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	75
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	35
Total number of Classrooms and Seminar halls	
4.2	343.93
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	409
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

SITAM believes in continuous, persistent learning in small incremental knowledge-packs at properly predesigned intervals. Since the content of the course is already developed and is given to the institute by JNTUK in the form of Program Outcomes(POs), Course Structure, Course Content, Course Outcomes(COs), and regulations, the responsibly of the institute is to ensure curriculum delivery and realization of specified out comes.

CO progress is meticulously planned, delivered, and closely monitored to ensure that the curriculum delivery goes in a smooth, seamless manner. The three aspects of (i) Planning, (ii) Content delivery, and (iii) Monitoring are briefly highlighted below.

PLANNING for the course teaching at SITAM begins at least one month before the beginning of the Academic Semester.

1. Subject allotment is made through a transparent, logical and

structured way to ensure that Teacher-class-subject-interest compatibility is achieved in an optimum level.

2. Once the subject allotment is done ,each teacher shall prepare a lesson plan listing the
 - Sequence of topics
 - Text books to refer with page numbers
 - Additional resources
 - Tutorials at proper places
 - Competitive exam problems
1. The teacher prepares lesson notes, problems to be solved, competitive exams' problems, tutorial sheets, and presentation slides required as the case may be for about first ten classes
2. The teacher then summarizes these to the department Academic committee in about Thirty minutes to ensure that everything is in order.
3. The teachers are encouraged to prepare video content for whole course/ for selected topics.
4. Appropriately designed on line quizzes are also prepared by the teacher in advance to the given to the class at appropriate course-instances.
5. As far as possible, subject- teacher pair is changed once in three to four years to see that the subject does not become "stale" to the teacher.

CONTENT DELIVERY forms core activity of teacher science the teacher needs to ensure that students with different backgrounds and capabilities attain the CO to satisfactory level. Certain standard practices are encouraged to make the classes lively:

1. One-minute summary of previous class by one student followed by one- minute summary by the teacher at the beginning of class ensure continuity and churns the interest of class
2. Teachers are encouraged to break the classes' duration in to alternate presentation teaching 15 minute duration and spend intervening time for discussions. This is done since span of attention in listening is 15 minutes
3. Active Cooperative Learning (ACL) is encouraged as much as possible in all Theory/Laboratory courses to reinforce experiential learning
4. TEDX shows are used extensively to motivate and judge students towards mastery of life skills. At the beginning of each semester about 15 TEDX shows are chosen(form you tube)

And these are shown to students

1. Assignments are chosen very carefully and are given at regular intervals to challenge the students.

At SITAM, teaching faculty are encouraged to use all methods of student engagement: presentations, videos, working models, quizzes, extempore, simulations and chalk-talk are possible modes of knowledge-transfer and knowledge-ignition.

MONITORING is an integral part of educational process with sole objective of detecting digressing or unintentional errant learning trajectories and correcting them at an early stage. To accomplish this, the following practices are employed at SITAM.

1. Course Track Register (CTR) is used to record the pace at which "Syllabus Coverage" is occurring. Every teacher makes an entry after each class to indicate the topic just covered in the class. Head of the department, Principal and the Director peruse this once -in-a-while to monitor the course progress rate.
2. Internal audits are undertaken at periodic intervals to ensure that documentation is proper. These audits are undertaken at departmental level.
3. Student feedback is an essential form of monitoring the academic content, ambience, and the general mood. Both Quantitative and Qualitative feedback is taken at SITAM.
4. Meetings of teachers with expert members from premier institutions serve as self-introspection for teachers and give them a direction to follow. Such meetings are arranged at intervals of two/three months.

SITAM is committed to curriculum delivery as per the JNTUK Regulation and also through augmented courses/events which expand the horizon of students' imagination.

Everyone at SITAM is excited about the academic curriculum development as well as the extracurricular activities which foster certain outcomes indirectly

1. Competitions: Events such as Elocution Competitions, Debate competitions, Essay Writing competitions motivate students towards lifelong learning and healthy competition which are essential in one's career.

2. **Fine Arts and Other Skills:** The essence of happy life can be realized through fine-arts events such as Singing, Dancing, and Skits. These activities teach students how to give "space" to others and also fill them with energy.
3. **Sports Activities** teach students as to how to become a good "team-players". It is demonstrated that most exuberant "team-players" in work-life are also sportsman of sports in early part of their life. Besides, these sports activities build body as well as mind.

In a nutshell, SITAM wants to build the students' body, mind, and soul towards realization of a better society. That is one unique selling proposition from SITAM.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sitam.co.in/upload/1.1.1_%20Curricular%20Planning.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

SITAM follows a carefully planned calendar for academic, co-curricular, and extra-curricular events. The base-line calendar will be issued by the affiliating University (Jawaharlal Nehru Technological University, Kakinada, JNTUK) which shall be followed by all the affiliated colleges. SITAM embeds all the other events, birthdays of freedom fighters and other legends of national importance, important national/international holidays, cross-cultural festivals, and college fests into the base-line calendar to form a wholistic calendar. Each department in SITAM takes the responsibility of a certain subset of events in the calendar to ensure varying levels and styles of conducting the programs. Most of the time, students are encouraged to conduct these programs with a view to inculcating organizational spirit into the students. Students regularly involve in academic and in all aspects.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sitam.co.in/upload/1.1.2.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

6

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

15

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

433

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

JNTUK specifies the curriculum, regulations, and the course content for all the programs in affiliated colleges.

There are courses that address the cross-cutting issues these courses are listed here under and a description of these courses is up loaded as a separate file.

Despite the fact that curriculum and regulations are "controlled" by JNTUK, several interventions are planned at SITAM to reinforce the concepts. These interventions are passed on as expert talks, NSS activities, and celebrations days, some of these are listed below.

1. Women's day is celebrated at SITAM to respect the contributions of women to the society and growth of the nation. Eminent female leaders are invited on to the campus to motivate girls and to instill appreciation in boys/men.

2. Environmental education and sustainability inclination is induced into students by arranging visits and tours to industry and other important sites. Several such aspects are made clear by local experts.
1. NSS activities in neighboring villages regarding environments, girl child, early marriages, human values, and happy society, promote such values in the students and society at large.
2. YOGA Classes reinforce sustainable health and simple means to deal with health related preventive course of action.

These classes also teach discipline of the body and the mind which we feel solves many problems in the society.

1. Expert Lectures on popular topics provide an opportunity for the students to observe good human values from the speakers.

Besides all these, several theme specific competitions are planned to instill the competitive spirit and sensitization on these topics.

SITAM as an institution embraces all progressive ideas to hone lives of its students and staff into shining examples of human excellence.

The following courses are included in the curriculum

1. Professional Ethics and Human Values
2. Essence of Indian Traditional Knowledge
3. Environmental Science
4. Socially Relevant Projects

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

136

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://sitam.co.in/upload/1.4.1%20merged.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sitam.co.in/upload/1.4.2 Action%20Taken%20Report.docx

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

261

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

202

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

SITAM recognizes and respects the diversity of the student community at admission and all through academic career. It is obvious that students from far-flung areas, with different types of schooling, different aptitudes, different levels of mathematical background, and different levels of analytical aptitude join engineering courses with the ambition of attaining suitable outcomes and seeking professional career.

Careful screening and polarization is needed to segregate students and provide customized content to the maximum possible extent. At SITAM, we assess the level of prerequisite attainment through a series of online quizzes to identify students falling into bottom FOUR levels of Bloom's Taxonomy Pyramid shown in Figure1.

Figure 1 Bloom's Taxonomy

Such a study forms an essential step in understanding the student's ability to study topics in Mathematics, Drawing, Concepts of Physics, and Engineering fundamentals.

With clear understanding of the student's capabilities, challenging assignments are designed for groups of students in "advanced" stages and higher rungs Bloom's Taxonomy. Similarly appropriate reinforcement programs and relatively "easier" assignments are planned for students in lower rungs of Bloom's Pyramid.

The quizzes and other tools of assessment for polarising are chosen carefully and students are sensitized to be honest for their own sake. The "measuring" forms are chosen to be online as far as possible to let the students attempt them in the comfort and privacy location of his choice.

The tools for assessment are chosen carefully to avoid two

situations:

1. False positives are instances where the students' scores high on the assessment tests but the actual "long" range calibre is an lower rungs of Bloom's Taxonomy.
2. False negatives are instances where the student scores very less on the tests but the actual "long" range caliber is an higher rungs of Bloom's Taxonomy.

During COVID-19 pandemic lock down situations we conducted online classes, online quizzes and assignments to assess the learning levels of the students through ulektz LMS (Learning Managenent System).

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion2/upload/2.2.1%20The%20Institution%20assesses%20the%20learning%20levels%20of%20the%20students%20after%20admission%20and%20organizes%20special%20programs%20for%20advanced%20learners%20and%20slow%20learners..docx
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1440	75

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

SITAM employs a gamut of methods to suit to the needs of the knowledge content-transfer depending on the type of topic,

audience concerned, and depth of coverage expected as indicated by the Course Outcome. Teachers at SITAM are aware that, to capture student's interest, a teacher needs to carefully choose the teaching style and pace. As a general rule, the span of attention for an average Asian student is about 12 to 15 minutes long. The teachers are encouraged to pause, review, or ask a question after every 12 to 15 minutes for students to take a respite. Also, several methods such as Active Learning, Cooperative learning, Inductive Teaching Learning, Flipped Class Rooms, Self-Organized Learning Environments, and Project Based Incremental Learning are a few commonly used Learner Centric Methods. SITAM recognizes that any one method may not be suitable in all situations.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sitam.co.in/criterion2/upload/2.3.1(Student%20centric%20methods,%20such%20as%20experiential%20learning,%20participate%20learning,%20and%20problem%20solving%20methodologies%20are%20used%20for%20enhancing%20learning%20experiences).docx

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers at SITAM are encouraged and equipped to employ Information and Communication Technology (ICT) for effective content delivery both online and in class room contexts. The classrooms in SITAM are equipped with LCD projectors and screens and teachers are provided with departmental lap-tops for use in teaching. Several online initiatives such as exploratory online tests, online quizzes are used by the teachers in the context of class-room teaching. Several class-rooms in SITAM are fitted by smart screens that allow content-capture for archival information on class-room content. SITAM also encourages online learning mode whenever class-room teaching is precluded due to ensuing pandemic situation. Since SITAM subscribes for G-Suite, the lectures can be as long/short as they can be and recording the lectures by Google is an added benefit that comes with G-Suite. In addition SITAM subscribes to the Learning Management System(LMS), Ulektz for sharing learning materials, posting audio/video/text resources, and for conducting online objective type tests. In a nutshell online or offline classes, SITAM is geared up for the teaching

process. SITAM encourages Animation based learning and simulation based learning.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

42

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

75

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

17

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

342

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institution follows the evaluation procedure prescribed by the affiliating University. Distribution and Weightage of Marks The performance of a student in each semester shall be evaluated subject - wise with a maximum of 100 marks for theory subject and 50 marks for practical subject. The project work shall be evaluated for 200 marks For theory subjects the distribution shall be 25 marks for Internal Evaluation and 75 marks for the End - Examinations.

For theory subjects, during the semester there shall be 2 tests. Conducted at College level with 20 Multiple choice question with a weightage of ½ Mark each. The objective examination is for 20 minutes duration. The subjective examination is for 90 minutes

duration conducted for 15 marks. Each subjective type test question paper shall contain 3 questions and all questions need to be answered. The Objective examination, subjective examination and the assignment marks are considered for finalizing internal marks.

Internal Marks can be calculated with 80% weightage for best of the two Mids and 20% weightage for other Mid Exam. As the syllabus is framed for 5 units, the 1st mid examination is conducted in 1, 2 and half of 3 units and second test in remaining half of 3 unit, 4&5 units of each subject in a semester.

File Description	Documents
Any additional information	View File
Link for additional information	https://sitam.co.in/criterion2/upload/2.5.1%20(Mechanism%20of%20internal%20assessment%20is%20transparent%20and%20robust%20in%20terms%20of%20frequency%20and%20mode).docx

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

SITAM has a well-organized mechanism for redressal of examination related grievances. The student can approach the Teachers, College Examination Officer and Principal to redress the examination related grievance as per the requirement and jurisdiction of the grievance.

All the students are clearly informed about the evaluation procedure, weightage of internal and external marks allotment as per their regulation provided by the university. After each internal test the answer scripts are distributed among students. If the students are having any issue regarding the assigned marks, they can discuss the same with the concerned faculty member. If still not resolved it is brought to the notice of higher authorities and proper measures are taken.

After each internal the class committee meetings are conducted in the presence of the respective branch HoD and mentors of the class. A group of students are selected which includes advanced learners, slow learners, hostilities etc. If the students are having any kind of grievances related to question paper or syllabus coverage, it is informed to the concerned HoD and necessary action is taken.

At the end of each semester, the faculty members finalize the marks for the internal tests and the same are displayed in the notice boards for the students to verify for any discrepancies. The finalized marks are uploaded by the faculty into the university portal and are approved by Principal/HoD after due confirmation with the respective faculty.

File Description	Documents
Any additional information	View File
Link for additional information	https://sitam.co.in/criterion2/upload/2.5.2%20Mechanism%20to%20deal%20with%20internal%20examination%20related%20grievances%20is%20transparent,.docx

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Under the affiliation to JNTUK, the COs are defined in the syllabi and also published in Academic regulations, Curriculum book, and departmental website. It is made accessible to all the stakeholders of the program through education, faculty workshops, student awareness workshops, student induction program and faculty meetings. The program outcomes and program specific outcomes are achieved through a curriculum that offers a number of courses. Every department has clearly defined Program Specific Outcomes (PSOs) and Course Outcomes (COs). They have been articulated by taking inputs and suggestions from every stakeholder and are nicely stated and displayed on notice boards and discussed in the classrooms as well as available on website along with them printed in their laboratory manuals. Also COs are available in course files maintained by every faculty. The PO and PSOs are aligned with institute's vision and mission statement. Each CO is linked to one of the Program Outcomes and a set of performance criteria that are used to provide quantitative measurement of how well COs are achieved. The COs are thus directly and quantitatively assessed, and are tied to the program outcomes and program specific outcomes.

The PROGRAM OUTCOMES (POs) are as defined by NAAC and NBA

1. Engineering knowledge
2. Problem analysis

3. Design/development of solutions
4. Conduct investigations of complex problems
5. Modern tool usage
6. The engineer and society
7. Environment and sustainability
8. Ethics
9. Individual and team work
10. Communication
11. Project management and finance
12. Life-long learning

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sitam.co.in/criterion2/upload/2.6.1%20Programme%20and%20course%20outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of Course Outcomes

The assessment of course outcomes are through Internal examinations, assignments, Seminars, Projects and Viva voce. The internal questions are set with respect to Bloom's learning level. Each question is mapped to Course outcome. Program shall have set Course Outcome attainment levels for all courses.

CO Assessment Rubrics:

Course Outcome is evaluated based on the performance of students in internal assessments and in university examination of a course. Internal assessment contributes 30% and university assessment contributes 70% to the total attainment of a CO.

PO/PSO assessment is done by giving 80% weightage to direct assessment and 20% weightage to indirect assessment. Direct assessment is based on CO attainment where 70% weightage is given to attainment through university exam and 30% weightage is given to attainment through internal assessments. Indirect assessment is done through program exit survey, alumni survey and employer survey where program exit survey and employer survey are given a

weightage of 25% each and alumni survey is given a weightage of 50%.

For CO,PO,PSO attainment the attainment levels shall be set considering average performance levels in the university examination or any higher value set as target for the assessment years. Attainment level is to be measured in terms of student performance in internal assessments with respect to the Course Outcomes of a course and in university examination. The attainment is calculated with rubrics set in each year.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sitam.co.in/criterion2/upload/2.6.2.docx

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

99

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://sitam.co.in/criterion2/upload/2.6.3%20proofs.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://sitam.co.in/criterion2/upload/2.7.1%20Student%20Satisfaction%20Survey-Overall%20institutional%20performanc.pdf>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

12.09

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Institution has created an ecosystem for innovations including Incubation center and other initiatives for creation and transfer of knowledge.

SITAM creates avenues for creation, dissemination, and application of engineering/Technology knowledge for the benefit of students, teachers, staff, and society at large.

The concepts of innovation/ creativity and their importance in the coming knowledge-society are imbued in the SITAM students. From the very first year/ second year, students are exposed to latest technical trends through tech-briefs, discussions, sci-fi shows, and TEDx shows. For third/final year students, the creator-tempo is inculcated through project competitions, seminars, and simulations studies.

Besides other subtle events and bodies, two aspects shine bright:

1. Tesla Innovation Center (TIC)
2. The Incubation center. The activities of these two aspects are briefly specified here under.

1. Tesla Innovation Center:
2. The aim of the Tesla innovation center is to bring the technical students into a challenging platform where the students can update their skill set. This center is open for all the interested participants from various stakeholders. Members of this center are allowed to do their activities throughout the day as it is designed to open for 24*7 mode . The ideas coming from the members will be developed and

tested in a healthy atmosphere. Few good ideas will be filed for patents and then manufacture the product in the later stage.

3. People can observe the continuous research atmosphere with few industry collaborations which can make the students industry ready. By the predictions of future challenges in technology this platform will create the opportunities in Electric Vehicle(EV) technology, Artificial Intelligence tools learning, Robotics, solar power generation and Internet of Things (IOT) etc... All the branch students like CSE, ECE, AI&DS, EEE, MEC and CIVIL are equally eligible to work with this center.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criterion3/upload/3.2.1%20Innovation%20Ecosystem%20(1)%20(1).doc x

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

17

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

27

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

SITAM, with introspection regarding raison d'être, attempts to provide holistic education, skill set, and proper attitude development to all the students.

It is well known that along with prescribed syllabus, students need to be given proper humanity-skills through "extension" activities. These extension activities unfold the realities of life for students to see and many their ways.

As part of the extension activities, SITAM realizes that it has to give back to the society through a "reverse-flow" and maintain synergistic interdependent relations with all the stakeholders in the society. All the students of SITAM are sensitized about techno-social responsibility through extension activities.

Several events such as Blood donation camps, Swatch Bharat Abhiyan, Cashless Transition Practices, Tree Plantation, Road Safety Awareness Programs, Voter Awareness Camps, Volunteering for Electoral Process, Eve-Teasing Awareness, and Prosthetic Limb Donation Program are a few programs that SITAM promotes through its NSS Cell.

SITAM encourages students to take part in technical events and competitions in the affiliating universities and other eminent institutions. Within its campus, SITAM celebrates technological spirit through Infinite Innovative Ideas (I4) Conference and the celebration of Engineers' Day. These two events cause convergence the students' energies to mingle with students of other institutions and learn newer perspectives.

Various student chapters and departmental associations keep the ambience vibrant with activities "perennially". These activities include visits to the NSS-adopted village Kondakarakam to see how technology can address social issues, generating awareness in adopted village unemployed youth on vocational courses for gaining self-employment or employment. This last event of providing vocational training is formalized through Deen Dayal Upadhyaya Gramin Kaushal Vikas Yojana (DDUGKVY), a residential training program is offered to a group of unemployed youth of nearby villages.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion3/upload/3.4.1%20Extension%20Activities%20in%20neighborhood%20(1).docx
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

5

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

494

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

15

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

18

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institute possesses a wholly self-contained campus comprising of requisite infrastructure, which acts as a facilitator for the effective delivery of our curriculum, thereby fulfilling AICTE norms completely. The institute provides saliently excellent infrastructure to students with a salutary vibe to students by availing the best of facilities. The institute is well planned and well designed area of 5.12 acres with a built-up area of 20,747.13sq m or 223320.24 sq ft.

The aesthetically designed campus has ultramodern facilities with academic wings for each department, administrative wings, laboratories, workshops, computer center, spacious classrooms, well stocked library, conference hall, medical center, sports ground etc. The institute has classrooms with modern teaching aids thus providing detailed learning ambiance for students. The institute maintains high standards of technical education by providing the wide array of high-class equipments in total 35 laboratories of various departments which helps students to implement practical knowledge thus acting as an interface between students and industry.

The institute patronizes a spirit of perpetual learning by rendering students facilities like 19 tutorial rooms, Number of seminar halls are 05 each of areas 192 square meters for each department and one open air auditorium of 350 square meters with good public addressing system. Well-equipped incubation center is created to nurture new and small ideas by helping them to survive and grow through the difficult and vulnerable early stages of development in engineering and technology. It is our constant attempt to maintain pace with development needed for enriching personal and professional skills of students. The institute has developed well-equipped computer center, CAD/CAM lab and entrepreneurship development cell.

Library is also enabled with Wi-Fi. All Departments are having department library for ready reference

Amenities and facilities are well maintained which include lawn, ramp, and garden. CCTV surveillance at all strategic locations, generator back up, RO water purifier, Canteen is available in the

institute. Housekeeping unit takes care of maintaining complete cleanliness in the institute. Infrastructural maintenance, electrical maintenance, and garden maintenance is done on a routine basis keeping in view the benefits of students. First-aid facilities and Fire extinguishers are available with each department on each floor as a precaution to avoid major haphazard. Proper checking, periodical inspection, suggestion box, feedback from students, alumni, and parents is taken which help in up keeping and maintaining the learning environment conducive within the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criterion4/upload/4.1.1%20pdf.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Satya Institute of Technology & Management has always encouraged and supported the co-curricular and extracurricular activities in its institutes. The institutes have also carried forward the legacy of society by promoting the co-curricular and extracurricular activities at their level.

The college has following Outdoor and Indoor sports and Cultural facilities. Outdoor Games: Cricket, Football, Kho-kho, Volleyball, hand ball, Throw ball and Kabbadi. Indoor games: Table tennis, Chess, Carroms, Gym and Hall for Yoga. Cultural activities: Open Air Theatre, Cultural room with latest musical instruments and practice area.

Since the establishment of the Institute, our students have earned applause in the various competitions at University, State and National level sports and cultural competitions, prominent among them are University Inter collegiate sports competition, Vedant, Purushottam Karandak, Firodiya Karandak, Versatalia etc. The students, who show excellent performance at University, State and National level competition are encouraged by college by giving them necessary paraphernalia. The student achievement is also acknowledged by felicitating them at Society and Institute level

functions. The institute provides all sports material to students. Apart from participation at various sports and cultural event, College organizes following events every year :

-
- Athletics sports meet
- Intramurals competitions (Inter department Games)
- Annual Day Sports meet
- Intercollegiate Sports and Games
- Inter-university games
- Eenadu cricket champion ship

The society and institute fully support and encourage various sports and cultural activities with the motto that every student should, not only be academically fit but also physically fit to face the challenges of the society after they complete their education from the institute.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criterion4/upload/4.1.2-sports,games%20&gym.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

35

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criterion4/upload/4.1.3%20proof.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

140.4431

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

New library was established in spacious building area of 500 sq.mts. The floor is established with Digital Library consisting of 30 Computers with good internet facility, Periodical section and book reference section, with 150 seating capacity. Library is also accommodated with attached rest rooms and separate in and out entries. Institute offers 5 B.Tech. programmes and 1 M.Tech. program. In 2020 institute initiated one new B.Tech. program viz., Artificial Intelligence and Data Sciences (CSE - AI&DS) and Diploma in Vocational courses (Automobile Servicing, Mobile Communication, and Electrical Appliances). Library has a collection of 16,591 books and 10,901 e-books (Total books 27,493). Library is using ILMS software, i.e., ECAP (Engineering College Automation Package) fully automated version. The college central library has various institutional memberships of prestigious libraries such as DELNET, National Digital Library (NDL) e-journals and e-books. Institute has availability of remote access to e-resources service to total campus and both boys/girls hostels. Wi-Fi access is available in central library..

Composition of the Library Advisory Committee:

S.No

Name of the Committee member

Branch

1.

T.D.V.A.Naidu (Chairman)

ECE

1.

S.Prasanth (Member)

ME

1.

T. Venkaatesh (Member)

EEE

1.

T.Anjikumar (Member)

CSE

1.

V.N.Sireesha (Member)

ECE

1.

K.Srilatha (Member)

H&BS

1.

T.Swathi (Student)

ECE

1.

A.Mohan (Student)

CIVIL

1.

S.Someswari (Student)

CSE

1.

P.Sai Krishna (Student)

ME

1.

U.Prudhvi Raj (Student)

ECE

Significant Initiatives of the Committee:

- Subscription for various engineering books, Journals/Magazines, E-books and E-Journals to be made for the every year.
- Usage of Digital Library is to be highly encouraged. Faculty encourage and gently nudge their students to make use of the Digital Library faculties in their every visit to library.
- Remote access is enabled to all students and staff.
- Committee suggested usingRFID software in central library.
- Student and Faculty use the Swayam NPTEL Local chapter and NPTEL audio and video lectures.

Total area of the library (inSq.Mts.)

500Sq.mts

Total seating capacity

150 Seats

Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

Academic working days

09:00 am to 8:00 pm

Academic weekend

Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, ITzone for accessing e-resources)

Photos Uploaded

Average number of walk-ins

450 per day

Average number of books issued/returned

150 per day

Ratio of library books to students enrolled

1:6

Average number of books added during last three years

1746/year (18-19 to 19-20 - 3367)

Average number of login to opac (OPAC)

Average 15 to 25 per day

Average number of login to e-resources

50-100 per day

Average number of e-resources downloaded/printed

25-30

Number of information literacy trainings organized

Library Orientation Program Yearly once

OPAC (Online Public Access Catalogue)

Yes

Electronic Resource Management package for

-

Yes

- g tools to search articles in multiple databases

Yes

-

Included in the college website

In-house/remoteaccess to e-publications

Yes

Library automation

Yes

Total number ofcomputers for public access

30

Total numbers of printers for public access

02

Internet band width/ speed (GB)

40 Mbps

Institutional Repository**Yes****Content management system for e-learning****Yes**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sitam.co.in/criterion4/upload/4.2.1%20ILMS%20Proof.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

11.90

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

153

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Institute has always eagerly taken an initiative to upgrade itself in providing IT facilities to students and faculty. With 409 computers in the year of establishment, the institute now possesses Dual core processor computers. The latest configuration of computer available in the institute is Dual core processor with 4GB RAM, 320/500 GB HDD, Dual core processor.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criterion4/upload/4.3.1%20pdf.pdf

4.3.2 - Number of Computers

409

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

36.488

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

SITAM is particular about the maintenance of the equipment and other physical assets provided by the Sponsoring Society for the sake of educating the local people. There are college level committees that look after the various aspects of the utilization and maintenance of the physical, academic, and support facilities.

The role and responsibilities of committees are given below.

? General civil maintenance and upkeep of civil infrastructure is carried out by the institute level canteen and campus committee.

? Repair and Maintenance of laboratory equipments/instruments are initiated by the respective Laboratory In-charge as and when required. The purchase committee handles the repair/maintenance/calibration request appropriately by placing order to the respective equipment experts. History cards of the equipments are maintained, which indicate the maintenance/repair/calibration of the respective equipments. As a precautionary measure, laboratory in-charge, along with laboratory assistant, ensures proper working of all equipment at the beginning of each semester.

? The classrooms, laboratories, seminar halls, and library facilities are utilized regularly by the students for the learning process and timetables/logbooks indicate the regular utilization of the respective facilities.

? The maintenance and housekeeping of the classrooms, laboratories, library, and the institute as a whole are taken care by external agency and non-teaching staff.

? Security of the institute is assigned to external agency.

? Fumigation of the entire institute is done frequently by third party housekeeping agency.

? The institute garden is maintained by the gardener appointed by the society.

? The institute has adequate number of computers with internet connections and required software's distributed in different locales like office, laboratories, library, departments etc.

? The library has a reading hall and separate computers for students to access e-journals, while the subscribed e-journals can also be accessed from any networked computer in the institute.

? All the computer related facilities including hardware, computer peripherals, UPS and generator are maintained by institute itself.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criterion4/upload/4.4.2-Policy%20Maintainance%20Detailsx.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

474

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

13

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://sitam.co.in/criterion5/upload/5.1.3%20PROOFS%20-2.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1060

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1060

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

81

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

6

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The growth and development of any academic institution depends on the energy, enthusiasm and commitment of the primary stakeholders namely the students. The opportunities that are made available for the young to apply themselves for enhancing the quality of their academic life, realization of the innate talents, the achievement of human potential, ownership of one's own academics are important aspects that determine the credibility of the Institution. From its inception SITAM realized that almost anything is possible with the wholehearted involvement and participation of the students. Therefore, the importance of students leadership can never be overstated.

Hence, the HEI involves students in all activities such as academics, cultural activities, entertainment, sports, social activities of the college, etc. SITAM encourages the students to be members for various committees that operate at three levels namely class, year, Department and finally at the College level.

students are part and parcel of academic, library, anti ragging, grievances redressal, swatchata committees.

Students' role in Academic and Administrative bodies

Following Statutory and professional bodies have student representatives on them :

- IQAC
- Women's Empowerment Committee
- Grievance Redressal Committee

- Anti-ragging Committee
- Departmental student clubs
- Training and Placement
- NSS
- NCC
- Institute Events
- Discipline Committee

IQAC

Student members of IQAC help to propagate quality policies adopted by the institution among the student fraternity and also help in projecting the student view point while taking any quality policy decision.

Department Student Club

Operations of these societies are managed primarily by the students under the guidance of faculty mentor.

Training and Placement Cell

The student representatives help Training & Placement Officer (TPO) to organize various placement activities.

Anti-Ragging Cell

Student members assist the institution in implementing rigid anti-ragging measures to make ragging free campus.

Grievance Redressal Cell

The matters of harassment and suppression of any single individual are handled by grievance redressal cell. Student members can help other students to present the grievance in case the sufferers want their presentation in absentia.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion5/upload/5.3.2%20Additional%20Information.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

259

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Association, administered by an Alumni Committee is very active in promoting interactions and camaraderie among the current students, faculty and the management. SITAM takes great effort in maintaining an active Alumni Network. The aim of this platform is to facilitate easy communication amongst the alumni, reconnect with their Alma-Mater and to add value to current student community. This association helps in placement, project work and Industry-Institution interaction. Further, some of the alumni mentor our students both for academics and project work. The alumni meets aim to foster a sense of community among alumni and gives a sense of connectedness to SITAM. The professionals exchange information about their work, share experience and help each other for networking needs, hiring, referrals for specific expertise, or looking for a new job, etc. Young students meet with alumni of their department and that enables them to plan their career with new social connections.

Some of the alumni participate in the developmental activities of SITAM during their time off to guide the students with their projects that are of great significance. As they become more and more successful and wealthy, many more alumni may come forward to

institute and organize scholarships and funds to help the needy and deserving students. This could also include prizes and awards for outstanding project work, research papers or other professional activities by the teachers, alumni and the students and to suitably recognize outstanding social and community services rendered.

It is not always financial assistance that one looks from alumni. Their warmth, appreciation for what they have received from the Institution and their time to participate in the academic and social life and the involvement and guidance for their juniors are most respected. Senior alumni help in organizing specialized training sessions for students and faculty members to expose them to contemporary technologies and skills. Employment and placement related support and information about available opportunities are great input and contributions from alumni. Alumni network enables them for changing jobs and make upward mobility easier.

Alumni database is created and updated meticulously to have latest information of all alumni.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion5/upload/5.4.1%20QLM.docx
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision and mission of the institution are:

Vision

To evolve into and sustain as a Centre of Excellence in Technological Education and Research with a holistic approach.

Mission

To produce high quality engineering graduates with the requisite theoretical and practical knowledge and social awareness to be able to contribute effectively to the progress of the society through their chosen field of endeavor.

The nature of governance

The Governing Body(GB) is the highest body that monitors the progress of the college and suggests activities for the growth and overall development of the institution. The Governing Body(GB) of the institute has been constituted as per the AICTE norms, New Delhi, India. The main objective of the GB is to offer transparent and effective governance in building and developing the institution. The key responsibility of the GB is to develop and implement the mission, vision, quality policy, and strategic plan of the institution. The short term and long term goals are reviewed periodically if necessary, revised strategies are implemented. The GB, through the Director and the Principal, monitors parameters such as teaching-learning process, good academic and administrative practices, bench marking, risk so as to meet the interests of stakeholders.

As per the directives of the GB, the director, the Principal, and the Heads of the departments set the short-term and long-term goals. Then planning and implementation of the same is following in the individual departments and also at the institute level. The teachers are involved as members in various decision making bodies such as Governing Body, Anti Ragging committee, Women empowerment cell, Grievance Redressal cell, IQAC etc. Apart from these teachers are assigned with positions of HOD, Head of different committees to discharge their duties as decision maker.

Perspective/Strategic Plan

The institution has a Perspective/Strategic Plan in place to help it develop in a systematic, well-thought-out and phased manner.

1. Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT and other innovative means.

2. Application for Post-Graduate Courses.
3. Partnering with Research Institutes.
4. Application for grants from non-government sources.
5. Mobilization of funds and projects through the alumni and other stakeholders.
6. Inviting industry to start value added programs in the Institute.
7. Offering online and offline courses through video conferencing, electronic library, World Wide Web etc.

Participation of Teachers in Decision-Making Bodies

The teachers are involved as members in various decision making bodies such as Governing Body, Anti Ragging committee, Women empowerment cell, Grievance Redressal cell, IQAC etc. Apart from these teachers are assigned with positions of HOD, Head of different committees to discharge their duties as decision maker.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.1.1.docx
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Management members are highly qualified with keen interest in corporate social responsibility, effective administration through establishing accountability, as well as promoting research base. Functional Job Descriptions (FJD) and roles to be played by various bodies/persons are clearly laid for accountability and transparency.

Role of Top Management

The Governing Body (GB), with the Principal as Member Secretary, meets at least twice in a year to discuss and implement action items:

The Institute supports a trend of decentralized governance system

with proper well defined inter-relationships

- Sets objectives in consonance with the vision and mission of the Institute and shares its inputs through periodic Governing Body (GB), Management Review Committee (MRC), Internal Quality Assurance Committee (IQAC) and Local Management Committee (LMC) meetings
- Approves hiring competent, dedicated individuals to implement teaching-learning process effectively to realize the vision and mission of the institute
- Makes financial provision to provide infrastructure and facilities suitable for effective services and to cater to further requirements as per growing needs of decentralization in administration with various heads for academic monitoring, promotional activities, student co-curricular & extra-curricular activities, consultancy etc.
- Encourages innovation and excellence in all departments of the Institute.
- Provides Institutional benefits to the faculty and staff involved in preparation and implementation of OBE schemes.
- Provides research facilities for the benefit of staff and students.
- Provides necessary manpower and infrastructure for the scrupulous implementation of Quality Policy and plans.
- Extends authority, support and freedom to all the staff engaged in implementation of Quality Plans.
- The management of the institute has main two basic committees, governing body (GB), Local Management Committee (LMC) and chairman, principal and HOD.
- Regular meetings of these committees are held for the effective and smooth functioning of the institute. There are three levels of administrative structure under which all the activities of the institute are carried out.
- Institute level - All the main decisions related to the institute are taken by the Principal in consultations with the Head of departments. Principal is the academic and administrative Head of the Institute and the Member of the Governing Body. Some financial power is given to principal for the development of the institution.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.1.2.docx
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic Plan (SP) with a long-term perspective is very vital for progress of any institution. Though the Strategic Plan may be subjected to changes as the institution learns from the curves and the bends of the SP. During the initial stages of the institute (first decade or so; a decade is almost ephemeral in the life of an Institution), faltering steps may have to be taken in planning and implementing a SP. Picture below shows the SP formulated at SITAM for it to walk into the "highway" of learning places and achieve its stated goals

.The perspective plan, drawn during the academic year 2018-23, covered FIVE consecutive years spanning several events leading to permanent affiliation and NBA for a few departments.

The table below briefly describes the events stated in the Perspective plan shown above.

S.No.

AcademicYear

EventPlanned

OutcomeRealized

1

2019-2020

Industry Interaction

Many industries are invited to SITAM for establishing mutually beneficial MoUs.

Internship potentialities for students are identified.

2

Learning Management System

The LMS, uLektz is implemented in SITAM. Several quizzes and lot of digital content developed is placed on the "SITAM GVP-LMS" Application developed specifically for SITAM.

3

NAAC

With severe competition, gearing up for systematization and getting external recognition becomes inevitable. Keeping this in view, NAAC accreditation is planned.

4

2020-2021

New PG programs

Postgraduate programs serve as strengthening points of an education institution since research is facilitated by the presence of graduate students working towards their major project.
One/two PG

Programs are being planned.

5

Permanent Affiliation

Permanent affiliation obviates repetitive documentary and physical inspections and thus lot of time is freed for planning developmental activities. Besides Permanent Affiliation is a needed prerequisite for some of the governmental schemes.

6

NBA

After the overall institute establishes itself as a stream of well laid procedures and is strengthened through prior activities, it then becomes imperative for the institute to strengthen its individual programs. This is the subsequent task.

7

2021-2022

Autonomous

Autonomy gives greater flexibility towards purely academic

development for improving academic standards and excellence. Promotes healthy practices such as community service, extension activities, projects for the benefit of the society at large and also promotes use modern tools of educational technology to achieve higher standards and greater creativity.

8

NBA

Strengthening individual programs with

NBA accreditation validates quality standards which in turn improves student performance and fosters trust in the institution.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.2.1.docx
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

SITAM follows a transparent and tightly knit organizational setup to ensure accountability, responsibility and clarity. Various cells, departments, and other bodies are accurately represented in the organogram. The organogram is widely publicised in the institute at various places so that everyone is aware of the responsibilities. The organogram is shown below.

The functions key academic bodies and/or persons are indicated in the table below.

Position/Body

Functions

Governing Body

- Guides the institution in academics, student and faculty development, and R&D.
- Helps the institution in its pursuit to become a centre of excellence and establish milestones in continuous improvement.

Director

- Approves the budget presented by the Principal and monitors the budget utilization.
- Mobilizes resources for the development of the institution.
- Approves academic plans proposed by the Principal and allocates funds for its execution.
- Oversees the overall development of the institute.
- Day to day administration of college
- Manpower planning & Recruitment of the staff for college
- Development of college
- Expansion of the institute
- Students' welfare
- Training & Development of staff
- Active member for strategic planning & decisions related to college.

Principal

- Defines and delegates various responsibilities in the organization.
- Ensures periodic monitoring & evaluation of various processes in the institute
- Ensures effective purchase procedure.
- Prepares annual budget in consultation with HODs.
- Conducts periodic meeting of various bodies such as Library Committee, Anti ragging committee and Women's Grievances Redressal Committee etc.
- Prepares and executes academic calendar.
- Monitors and evaluates teaching learning process periodically and suggests corrective measures.
- Constitutes student council.
- Arranges internal audits.
- Maintains minutes of all meetings.
- Initiates new academic proposals.

- Arranges Faculty/Staff Development Programs.
- Conducts Students' feedback analysis
- Conducts weekly meetings with H.O.Ds and periodic meetings with Faculty/Staff members to review the academic progress

Internal Audit committee(IAC)

- Oversees the Teaching Learning Process
- Carries out result analysis and suggest corrective measures.
- Initiates supplementary teaching measures.
- Arranges Orientation programs for first year students
- Arranges periodic Academic audits

Heads of Departments

- Allocates workload for faculty members.
- Guides faculty members to organize lectures and laboratory sessions and monitors the same.
- Ensures alternative arrangement when faculty goes on leave.
- Reviews students' performance.
- Adopts measures for modernizing and developing labs
- Initiates measures for motivating faculty and developing team spirit
- Chairs Academic Committee
- Deputes staff in the proper conduct of examinations and evaluations.
- Organizes interactive meetings with students, and arranges feedback sessions.
- Oversees the creation and maintains a departmental database of faculty, alumni and students.
- Motivates staff members to organize consultancy and continuing education programs.
- Identifies new courses and programs
- Oversees planning of departmental activities: Timetable, Schedule of laboratories etc.
- Identifies training needs of faculty and supporting staff.
- Reviews the progress of sponsored projects, if any.
- Recommends and forwards Leaves and submissions to administration.
- Carries out performance assessment of faculty to improve faculty performance.
- Conducts meetings of supporting staff of the department, at appropriate intervals.

- Conducts monthly meeting of faculty to review the department work and records minutes of meeting(MOM)

Administrative Officer

- Coordinates the administrative and accounting activities
- Maintains up-to-date master documents with history of revision.
- Oversees Employee Attendance System & maintains the monthly attendance report.
- Manages public relations
- Maintains personal files of Faculty/Staff

Research and Development Cell

- Plans and executes activities for the promotion of research activities.
- Maintains list of publications of the faculty / students in chronological order.
- Maintains Hard-Copies of research papers / technical reports published in National / International Conferences / Journals (again chronologically).
- Maintains copies of text books authored by the faculty to be maintained
- Maintains list of Journals (Hard copies / online) available in the library.
- Maintains details of various conferences attended/ organized by faculty members.
- Collects and maintains records of literature on various latest research areas.
- Collects and maintains records of projects, mini projects, new ideas, research work etc. taken up by students.
- Collects and maintains records of research work being carried out by our faculty.

Placement and Training Cell

- Arranges student Training and Placement programmes
- Maintains list of companies offering jobs / career opportunities for the students
- Organizes special programs for career guidance.
- Maintains database of placed students

- Conducts special training and counseling programmes for weak students

Library

Committee

- Plans and implements routine activities of the library
- Plans and proposes upgradation/ development
- Maintains records regarding the titles / volumes of books available.
- Maintains Digital Library, online subscriptions etc.
- Generates requirement / purchase orders for new titles / volumes in accordance with the requirements.
- Maintains budgetary requirements and expenditure statements /records.
- Maintains library discipline and promotes library usage

Industry Institute Interaction Cell

- Establishes a strong relationship between the institute and industry, creating a mutually beneficial partnership.
- Promotes closer interaction between the academic field and the professional field.
- Organizes Workshops, conferences and symposia with participation of the faculty and the industries.
- Arranges visits of staff members to various industry
- Arranges internship programs for students

Innovation and Entrepreneurship Development Cell

- Organizes entrepreneurship awareness camps, orientation workshops, entrepreneurship development programs, Faculty development programs and skill development programs in the institution.
- Initiates innovative student projects for new innovative product development.
- Guides and assists prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals , loans and facilities from agencies of support system
- Arranges interaction with entrepreneurs and mentorship scheme for student entrepreneurs.

Internal Quality Assurance Cell (IQAC)

- Adopts measures to develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College
- Promotes measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices

With the responsibilities clearly laid out, SITAM teachers administer teaching assignments without any distractions: that was the idea of SITAM group to begin with.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.2.2.docx
Link to Organogram of the institution webpage	https://sitam.co.in/images/organogram.jpeg
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Employees are undeniably crucial stakeholders who influence organizational effectiveness by stabilizing the adaptive environment. The management of SITAM implemented various monetary as well as non-monetary welfare measures for employees. Monetary

welfare schemes are

1. Medical Leave & Maternity/Paternity leave for eligible staff members
2. Employee gets fees concession for their ward.
3. Leave for higher education.
4. Bus facility
5. Sponsorships to attend and present papers in conferences both in India as well as abroad.
6. Subsidized food in the canteen.

7. Gym is also accessible for staff.

8. As Institution has a multicultural environment in the campus, the management ensures the celebration of all the festivals together.

9. Internet and free Wi-Fi facilities are also available in campus for staff.

10. Women Empowerment Cell is established for creating venues for women members to flourish and gain momentum.

11. Lodging and boarding facility to the staff as per need.

In a nutshell, the Institution strives hard to keep our staff happy and healthy.

Apart from Monetary schemes various non-monetary welfare schemes are provided to employees for their professional development. The schemes are listed below

? Technical workshops are conducted to keep pace with syllabus and new technologies.

? Faculty development programs/STTP are conducted in the institute.

? Faculty members are encouraged to attend seminars and conferences.

? Experts from the industry and academia are invited for interaction with the staff. MOU's are extended in to provide real

life exposure.

? The institute motivates the faculty and staff or arranging/attending industrial training programs/visits.

? Faculty members are encouraged/ assisted to undertake professional body membership for active involvement.

? Training programs are arranged for updating the knowledge of the non-teaching staff.

? Faculty members are encouraged and benefited from qualification improvement programs such as PhD by providing adequate time to undertake course work and research work.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.3.1.docx
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

14

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

75

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance appraisal system consists of self-appraisal and appraisal by the reviewing officer (Principal). Faculty members submit their self-appraisal form at the end of every academic session which is endorsed by the respective Head of the

Department. Faculty members have to highlight all their academic as well as other contributions/ achievements in their performance reports. The Head and the Principal go through the performance report submitted by faculty member to assess their performance with respect to different components including his/her teaching methodology, result analysis of subjects and capability which leads to the over-all academic development. Review of these appraisals and the annual reports keeps the staff conscious of their progress and efforts and helps them compare themselves vis-a-vis others. the self-appraisal format (shown in the attachment) considers varied contributions made by the concerned staff member viz., innovations in teaching, their teaching methodologies, research contribution, extension work towards community , industry and the institute interaction, various portfolios(departmental as well as institutional level) etc. Such a competitive approach to bring the section/department in the limelight helps improvement in the functioning of the organization. To sum up, the teacher appraisal involves the scrutiny of following documents/activities with a view to look at the contributions :

- The lesson plan, lecture notes, and other video contents developed by the teacher,
- The publication history of the faculty member,
- Counseling effort put forth by the faculty member,
- Any other administrative contributions such as working on NAAC/NBA etc.

Performance appraisal system is also available for non-teaching staff. Administrative, Technical and Support staff members submit their self-appraisal form at the end of every academic session which is endorsed by the Administrative Officer and/or respective Head of the department. They have to highlight all their administrative as well as other contributions/ achievements in their performance reports. The Administrative Officer and the Principal go through the performance report submitted by faculty member to assess their performance with respect to different components including his/her Punctuality, alertness and capability which leads to the over-all

administrative development. Review of these appraisals and the annual reports keeps the staff conscious of their progress and efforts and helps them compare themselves vis a vis others. The performance appraisal for non-teaching staff involves scrutinizing the following:

- The efforts put forth by the employee in learning a new

skill either related to his trade or other trade.

- The efforts put forth by the employee in raising to an occasion and extending help in associated administrative efforts.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.3.5.docx
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through principal. External audit is conducted once in every year by an external agency.

The mechanisms used to monitor effective and efficient use of financial resources are as below:

- Before the commencement of every financial year, principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management.
- College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non - recurring expenses like lab equipment purchases, furniture and other development expenses.
- The expenses will be monitored by the accounts department as per the budget allocated by the management.
- The depreciation costs of various things purchased in the preceding years are also worked out.

Process of the internal audit:

All vouchers are audited by an internal financial committee on half yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal.

Process of the external audit:

The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objections during the preceding years. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the management and chartered accountant.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.4.1.docx
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

96

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

SITAM plans to make itself self-sufficient and have strategies for making its departments and/or centres self-sufficient in turn. Though this a herculean task in the ensuing pandemic situation, SITAM started its thrust in the direction of incremental steps. The policy and practice directive includes:

1. Developing small creative products and converting them into saleable products through patenting process.
2. Attempting to contact local industries and attempting to provide consultancy services in various areas.
3. Establishing testing and miscellaneous services for several domains of engineering.
4. Identifying creative final year student projects and trying to convert them into patentable ideas.

Though some (or all) the above strategies may prove to be overwhelming and achievable only in a span on two/three years, we realize that small sustained incremental changes do result in perceivable, magnificent achievements. SITAM management, students, teachers and nonteaching staff stand as excellent resources towards this. We are optimistic and delighted to participate in such venture.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.4.3.docx
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing

the quality assurance strategies and processes

IQAC sows the seed of development by institutionalizing quality practices in every aspect of the institution. SITAM has strong IQAC team that looks into every academic and nonacademic activity supported by the institution and tries to set it right. IQAC thus looks into the quality policy of the institute to guarantee quality assurance. The institutional policy with regard to quality assurance is:

- To improve the academic and administrative performance of the institution through a system for conscious, consistent and catalytic action.
- To internalize quality culture and institutionalize best practices in order to promote measures for institutional functioning towards quality enhancement.

IQAC continuously monitors and sets checks and balances to ensure that everybody develops the habit of streamlining the procedures and adheres to the procedures. IQAC evolves Mechanisms and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
 - The relevance and quality of academic and research programs.
 - Optimization and integration of modern methods of teaching and learning
 - The integrity of evaluation procedures and stakeholders feedback.
 - Propose and conduct workshops, seminars on quality related themes.
 - Ensuring the adequacy, maintenance and proper allocation of support structure and services
 - Monitoring and analysis of activities for overall development of students as per need of industry and society
 - Sharing of research findings and networking with other institutions in India and abroad.
 - Internal Audits to ensure quality system implementations.
-
- **Mentoring System:** One of the first steps IQAC took up was to institute a mentoring system into place. Each teacher is assigned about 15 students as a mentees. The idea was that the teacher acts as friend, philosopher, brother/sister, guide, helper, mentor, and as an inside-person to provide assistance to the mentees in his group to the best possible

extent. Thus, the mentor provides both academic and moral support to the student to ensure all round growth of the student. Each mentor:

- Keeps complete record of academic and other related history of the student in a Mentor's Diary.
- Meets and encourages students on a periodic basis to ensure correct trajectory for all round growth of the student.
- Maintains contact with the parents and gains their confidence to ensure proper ambience and support from family.
- Provides counseling where it is needed by the student in difficult times.
- Attempts to coordinate with training placement officer to ensure fullest support for his mentee.
- Remedial Classes: Another important initiative of IQAC is to practice the concept of remediation in all aspects. Owing to the background and innate inclination, some students may falter a little bit in one or more area. It is the duty of the institute to provide help to such students and ensure their success. IQAC initiated this activity by planning and preemptive approaches. In specific, IQAC set the following plan in motion:
 - At the time of admission, provide a tool for the student to assess his strengths and seek appropriate help. Teachers also use this tool, usually an examination of sorts, to see what is the specific need of the student and provide the requisite input. The whole process of this preemptive intervention is termed as induction training in higher education parlance.
 - During the examination season, based on prior examination results, IQAC institutes personalized assistance to hostellers and to day scholars as per their need and convenience. This may be termed as help for summative assessment.
 - After the examinations, if a student finds it difficult to clear the examination, remedial classes are arranged so that student can surmount the difficulty with expert help from the teacher. This teacher may be the mentor of the student or another teacher whose help is requested by the mentor.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.5.1.docx
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

SITAM-IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes: The standard methods of teaching, learning, and evaluation which are proven over the years are being followed:

Preparation of lesson plan for each Semester: The lesson plan is prepared by the faculty members for all the subjects they teach in that particular semester. Enriching the curriculum with guest lectures, industrial visits, and Internships.

Daily lecture Record: Everyday faculty prepare and submit details of the lecture along with the topic covered on an online portal.

Evaluation of teachers by students: The institution has a feedback system to evaluate the teachers by students. The regular evaluation of the teachers by the students, feedback on teaching methodologies, course delivery, attitude, strengths and weaknesses, difficulties faced in the subject give a clear idea about the problems faced by the students. Director and management also monitor the feedback system and takes appropriate corrective actions.

Student learning outcomes: The institute monitors the performance of the students regularly. It has specified procedure to collect and analyse data on student learning outcomes; the following points are adopted by the institute in this context:

- Midterm and continuous evaluation comprising of internal tests, assignments, group discussions, and seminar

presentations.

- Regular class tests and interactions
- Semester system of examination for all courses.
- Providing Lecture notes through an online portal
- Timely Redressal of student's grievances.
- Extra classes for weak students to solve their problems.

Effective internal examination and evaluation systems: Institute maintains an effective internal examination and evaluation system.

Students' result analysis: Institute has the provision of analysis of students' performance after the announcement of their semester results. If the result of the students, in a subject, is not found up to the mark, necessary steps are taken to find out the reasons and the concerned faculty members are counselled and motivated to work towards improvement.

Parent's Meet: Regular parent-teacher meeting is conducted once in a semester to enable discussion, obtaining parent feedback and taking improvement measures.

Mentoring System: One of the first steps IQAC took up was to institute a mentoring system into place. Each teacher is assigned about 15 students as a mentees. The idea was that the teacher acts as friend, philosopher, brother/sister, guide, helper, mentor, and as an inside-person to provide assistance to the mentees in his group to the best possible extent. Thus, the mentor provides both academic and moral support to the student to ensure all round growth of the student. Each mentor:

- Keeps complete record of academic and other related history of the student in a Mentor's Diary.
- Meets and encourages students on a periodic basis to ensure correct trajectory for all round growth of the student.
- Maintains contact with the parents and gains their confidence to ensure proper ambience and support from family.
- Provides counseling where it is needed by the student in difficult times.
- Attempts to coordinate with training placement officer to ensure fullest support for his mentee.

Remedial Classes: Another important initiative of IQAC is to practice the concept of remediation in all aspects. Owing to the background and innate inclination, some students may falter a little bit in one or more area. It is the duty of the institute to provide help to such students and ensure their success. IQAC initiated this activity by planning and preemptive approaches. In specific, IQAC set the following plan in motion:

- At the time of admission, provide a tool for the student to assess his strengths and seek appropriate help. Teachers also use this tool, usually an examination of sorts, to see what is the specific need of the student and provide the requisite input. The whole process of this preemptive intervention is termed as induction training in higher education parlance.
- During the examination season, based on prior examination results, IQAC institutes personalized assistance to hostellers and today scholars as per their need and convenience. This may be termed as help for summative assessment.
- After the examinations, if a student finds it difficult to clear the examination, remedial classes are arranged so that student can surmount the difficulty with expert help from the teacher. This teacher may be the mentor of the student or another teacher whose help is requested by the mentor.

Teacher Peer Learning: SITAM follows a unique concept of Teacher Peer Learning where in keen parameters of teacher feedback like Teachers Preparation for class, voice, handwriting on black board, punctuality to the class, etc. are collected and necessary measures are taken as per the feedback for improvement.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.5.2.docx
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s)

A. All of the above

Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://www.sitam.co.in/images/AQAR%202019-20.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Some of the aspects of gender related issues are discussed here under.

Safety and Security

To maintain safety and security on the campus the use of identity cards is mandatory for students as well as faculty. A visitor can enter the campus only by taking a gate pass. An adequate number of security guards are placed at different places in the campus. Security guards keep a watch on the entire area with the view to maintain discipline in the campus and monitors parking area and other common areas of the campus. CCTV cameras are mounted on all public areas within the campus and within the building are continuously monitored. Rectors and their teams monitor security at the hostel. Anti-ragging notices are prominently displayed.

Any report in this regard is taken up by the Anti Ragging committee of the institute. A Grievance cell addresses all problems faced by students. A fire extinguisher is provided in every wing of all buildings. Emergency needs like ambulance and doctor are made available as and when required immediately.

The laboratories are well equipped for all safety provisions

depending upon their type.

Girl students, lady faculty and lady staff are treated with great respect in our institute. They are given equal opportunities in all events conducted in the institute. Women's grievance redressal committee exists in the institute which addresses the problems if any faced by girl students, lady faculty and lady staff. All the preventive measures for the safety and security are being taken care.

Counselling

Every faculty in the department works as a mentor to a group of students allocated to them and they conduct regular meetings to check the progress in academics and also address any other problems to soothe the psychological. The Institute has dedicated central counselling cell which is headed by a coordinator who facilitates the working of this cell. The counsellor provides expert counselling to the students for various behavioural issues as well as academic issues. Students are guided to face stress and phobia caused during studying. Counselling is also carried out for students taking admission into the institute. Details are provided to students about the admission procedure, advice about various programs and selecting the best institute is given to them. A student is guided on the type of industry he should join, civil services, defence services and also higher education options both in India and abroad by organizing various programs.

Common Rooms

Common rooms are available in the campus separately for boys and girls. Common rooms are used for students to take their lunch and for students to discuss among themselves. The girl's room is well equipped with emergency needs like sanitary napkin vending machines and first aid kits. The hostel is also equipped with a sick room and a clinic where a doctor visits sick students.

DISHA APP Awareness workshop @ Satya Group of Institutions

Today an awareness workshop on use and installation of Disha App was done at satya Group of Institutions for the benefit of girl students and staff members. Director Dr.M.Sashibhushanaraogaru, sitam college, principal Dr.D.V.Ramamurthygaru, satya degree college principal Dr.saidevimaniGaru, All Departments HODs, NCC

officers Lt.M.Satyaveni, Lt.M.Varalakshmi,. The students expressed happiness and thanked the HONOURABLE Chief minister Sri Jagan Mohan Reddy garu and AP POLICE, for creating such a user friendly and simple to operate App to protect them in times of distress like a " Big Brother ".Ncc cadets and NSS volunteers promised to take this " DISHA APP" forward by making their friends and family members downloading the APP.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sitam.co.in/criterion7/upload/7.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

SITAM considers itself to be an integral part of the ecological system surrounding it. In that line of thought, SITAM minimizes any deleterious actions that may thwart the well being of systems neighboring SITAM. Carefully considered building structures, plant life, and human support systems enable SITAM to be an ideal ecological system. SITAM carefully considers the solid, liquid, electronic, and other ingress/egress flow to minimize its effect on human life as well as fauna and flora.

SITAM believes itself to be an indispensable piece of the natural framework encompassing it. In that line of thought, SITAM limits any injurious activities that might frustrate the prosperity of frameworks adjoining SITAM. Painstakingly thought about building structures, vegetation, and human emotionally supportive networks empower SITAM to be an optimal natural framework. SITAM cautiously thinks about the strong, fluid, electronic, and other entrance/departure stream to limit its impact on human existence just as fauna and verdure

Given beneath is a concise depiction of the significant sorts of waste administration techniques took on by SITAM.

Ø Solid waste comes from various sources and is managed suitably:

o The strong waste coming from writing material and natural waste from nurseries and yards are unloaded into the fertilizer pit. Vermicompost emerging from the manure pit is utilized in the nurseries and furthermore in the kitchen garden for the wreck. A piece of the vegetables utilized in the wreck are from the kitchen garden implied for the reason.

o Solid human excreta is shipped off septic tank where it is deteriorated successfully.

o The solid waste from the dairy creatures on the grounds utilize utilized as excrement for bloom beds or potentially kitchen garden

o Part of the food wastage is shipped off the manure pits and the other part is securely discarded into the landfill ditch implied for the reason. The landfill ditch is occasionally topped off and more up to date one is made. Plans are on for utilizing the "arranged off part" in building a biogas framework. According to the best guess, the food wastage is adequate to produce biogas to meet 20% of the cooking needs.

o Plastic squander is isolated and is shipped off the Municipal Corporation for appropriate treatment.

Ø Liquid issuing from two/three sources is managed in the way displayed beneath:

Ø Waste water from the latrines and washrooms is directed to the septic tank where the substance are deteriorated securely.

o Waste water from the RO plant is shipped off a protected spot for it to saturate the dirt and structure as future ground water. Plans are on method for taking this water to the water gathering pits.

o Waste water from kitchen is taken to the manure pit.

Ø Regarding Electronic waste materials:

o One some portion of the wastage is utilized for specialized instruction purpose by utilizing equipment in research facilities for display and study.

o The other piece of the electronic waste is shipped off an external help individual who manages it in his own particular manner.

o Condemned batteries are additionally shipped off an external help individual who manages them in his own specific manner.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting
Bore well /Open well recharge Construction
of tanks and bunds Waste water recycling
Maintenance of water bodies and distribution
system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	View File
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

SITAM provides an all inclusive environment to foster tolerance and harmony towards cultural, regional, linguistic, communal and other socioeconomic diversities. As a preliminary practice, all persons are encouraged to restrain anger and hatred in all situations. SITAM understands that each and every stake-holder in

it need to draw inspiration from the great sons and daughters of India and make the nation a strong, sincere, and robust nation. Recognizing this, SITAM organizes national festivals, birth and death anniversaries of great Indian Personalities, and most, if not all the several important days of historic and cultural importance of which some are mentioned below: • Independence day • Republic day • Yoga Day • Makar Sankranti • Diwali The institute recognizes and attests importance of national days and for all celebrations programmes are organized with motivational and inspirational speeches, cultural events like plays are organized combined with activities. Festivals uphold pluralism and diversity of India and are celebrated in that very spirit. Diwali is celebrated with program of distribution of sweets along with exchange of wishes. In Yoga day, yoga sessions are offered for the faculty and are kept open to all for participation. Religious festivals and regional celebrations are organized with gaiety and lot of involvement of students. Regular discourses of eminent philosophers are arranged to put Indian cultural heritage in correct perspective and fill the hearts of students and employees with responsibility towards the country. Wherever possible, top officials of industries or government offices are invited to address the students on festive occasions so that students get an all round view of India and also gain useful insights of official protocol and procedures

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties, and responsibilities of citizens India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities all these sections of citizens are governed and guided by the Constitution irrespective of caste, religion, race sex. In Satya Institute of Technology and Management the students and the employees of the institution are sensitized to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to

conduct as a responsible citizen. To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. These elements are inculcated in the value system of the college community. The students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities by inviting prominent people. The institute conducted awareness programs on the ban on plastics, cleanliness, Swachh Bharat, etc. involving students. The college establishes policies that reflect core values. The affiliating University curriculum is framed with mandatory courses such as Professional Ethics and Human Values, Constitution of India, Essence of Indian Traditional Knowledge, as a small step to inculcate constitutional obligations among the students. Major Initiative is to spread awareness regarding sanitation, living standards of life, and knowing one's personality. A separate NSS and NCC unit is started exclusively to encourage the students and the unit is successfully conducting activities to serve the society. Ethical Values, rights, duties, and responsibilities of citizens are some of the topics that are enlisted in Elocution, debates, and class presentation

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://sitam.co.in/criterion7/upload/7.1.9.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

A. All of the above

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

SITAM provides an all inclusive environment to foster tolerance and harmony towards cultural, regional, linguistic, communal and other socioeconomic diversities. As a preliminary practice, all persons are encouraged to restrain anger and hatred in all situations. SITAM organizes national festivals, birth and death anniversaries of great Indian Personalities, and most, if not all the several important days of historic and cultural importance of which some are mentioned below:

- National Mathematics Day
- Independence day
- Makar Sankranti
- Republic day
- Science day
- Teachers day
- Ganesh jayanthi
- Women's day
- Diwali
- Yoga Day
- Engineer's day

The institute recognizes and attests importance of national days and for all celebrations programmes are organized with motivational and inspirational speeches, cultural events like plays are organized combined with activities. Festivals uphold pluralism and diversity of India and are celebrated in that very spirit. Diwali is celebrated with program of distribution of sweets along with exchange of wishes. In Yoga day, yoga sessions are offered for the faculty and are kept open to all for participation. Wherever possible, top officials of industries or government offices are invited to address the students on festive occasions so that students get an all round view of India and also gain useful insights of official protocol and procedures

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The best practices which are implemented in the SITAM institution are Integrating ICT in teaching learning process for better academic standards Academic preview and academic review Creation of awareness among faculty and students about their social responsibility. Industry - institute relation towards skill development Implementation of faculty course assessment report.

File Description	Documents
Best practices in the Institutional website	https://sitam.co.in/criterion7/upload/7.2.1%20Best%20Practices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Faculty and Student Involvement in Tesla Innovation and Research Center

SITAM being a research and innovation driven institute, encourages students towards research and innovation practices. Apart from teachers and students are also encouraged and given opportunity to get involved in research efforts. Non-teaching credit courses like B.Tech Major Projects and M.Tech Dissertation are made research driven and a number of scientific papers and patents have come out of this work as an outcome. College Director, Principal and faculty are given a research problem to students on which they work for one to two semesters with the possibility of a publication, patent, design or technology. The student is required to present the body of work in an objective report and demonstration thereby enabling their critical thinking abilities in problem solving. Student are nudged to:

? Develop a research proposal

? Carry out a literature search and write a critical state-of-art review

? Select suitable research methods and integrate them within a research methodology

? Carry out the research processes

? Analyze results critically

? Write-up the body of work as a technical report

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

SITAM believes in continuous, persistent learning in small incremental knowledge-packs at properly predesigned intervals. Since the content of the course is already developed and is given to the institute by JNTUK in the form of Program Outcomes(POs), Course Structure, Course Content, Course Outcomes(COs), and regulations, the responsibly of the institute is to ensure curriculum delivery and realization of specified out comes.

CO progress is meticulously planned, delivered, and closely monitored to ensure that the curriculum delivery goes in a smooth, seamless manner. The three aspects of (i) Planning, (ii) Content delivery, and (iii) Monitoring are briefly highlighted below.

PLANNING for the course teaching at SITAM begins at least one month before the beginning of the Academic Semester.

1. Subject allotment is made through a transparent, logical and structured way to ensure that Teacher-class-subject-interest compatibility is achieved in an optimum level.
2. Once the subject allotment is done ,each teacher shall prepare a lesson plan listing the

- Sequence of topics
- Text books to refer with page numbers
- Additional resources
- Tutorials at proper places
- Competitive exam problems

1. The teacher prepares lesson notes, problems to be solved, competitive exams' problems, tutorial sheets, and presentation slides required as the case may be for about first ten classes
2. The teacher then summarizes these to the department Academic committee in about Thirty minutes to ensure that everything is in order.
3. The teachers are encouraged to prepare video content for

whole course/ for selected topics.

4. Appropriately designed on line quizzes are also prepared by the teacher in advance to be given to the class at appropriate course-instances.
5. As far as possible, subject- teacher pair is changed once in three to four years to see that the subject does not become "stale" to the teacher.

CONTENT DELIVERY forms core activity of teacher science the teacher needs to ensure that students with different backgrounds and capabilities attain the CO to satisfactory level. Certain standard practices are encouraged to make the classes lively:

1. One-minute summary of previous class by one student followed by one- minute summary by the teacher at the beginning of class ensure continuity and churns the interest of class
 2. Teachers are encouraged to break the classes' duration in to alternate presentation teaching 15 minute duration and spend intervening time for discussions. This is done since span of attention in listening is 15 minutes
 3. Active Cooperative Learning (ACL) is encouraged as much as possible in all Theory/Laboratory courses to reinforce experiential learning
 4. TEDX shows are used extensively to motivate and judge students towards mastery of life skills. At the beginning of each semester about 15 TEDX shows are chosen(form you tube) And these are shown to students
-
1. Assignments are chosen very carefully and are given at regular intervals to challenge the students.

At SITAM, teaching faculty are encouraged to use all methods of student engagement: presentations, videos, working models, quizzes, extempore, simulations and chalk-talk are possible modes of knowledge-transfer and knowledge-ignition.

MONITORING is an integral part of educational process with sole objective of detecting digressing or unintentional errant learning trajectories and correcting them at an early stage . To accomplish this, the following practices are employed at SITAM.

1. Course Track Register (CTR) is used to record the pace at

which "Syllabus Coverage" is occurring. Every teacher makes an entry after each class to indicate the topic just covered in the class. Head of the department, Principal and the Director peruse this once -in-a-while to monitor the course progress rate.

2. Internal audits are undertaken at periodic intervals to ensure that documentation is proper. These audits are undertaken at departmental level.
3. Student feedback is an essential form of monitoring the academic content, ambience, and the general mood Both Quantitative and Qualitative feedback is taken at SITAM.
4. Meetings of teachers with expert members from premier institutions serve as self -introspection for teachers and give them a direction to follow. Such meetings are arranged at intervals of two/three months.

SITAM is committed to curriculum delivery as per the JNTUK Regulation and also through augmented courses/events which expand the horizon of students' imagination.

Everyone at SITAM is excited about the academic curriculum development as well as the extracurricular activities which foster certain out comes indirectly

1. Competitions: Events such as Elocution Competitions, Debate competitions, Essay Writing competitions motivate students towards lifelong learning and healthy competition which are essential in once career.
2. Fine Arts and Other Skills: The essence of happy life can be realized through fine-arts events such as Singing, Dancing, and Skits. These activities teach students how to give "space" to others and also fill them with energy.
3. Sports Activities teach students as to how to become a good "team-players". It is demonstrated that most exuberant "team-players" in work-life are also sportsman of sports in early part of their life. Besides, these sports activities build body as well as mind.

In a nutshell, SITAM wants to build the students' body, mind, and soul towards realization of a better society. That is one unique selling proposition from SITAM.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sitam.co.in/upload/1.1.1_%20Curricular%20Planning.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

SITAM follows a carefully planned calendar for academic, co-curricular, and extra-curricular events. The base-line calendar will be issued by the affiliating University (Jawaharlal Nehru Technological University, Kakinada, JNTUK) which shall be followed by all the affiliated colleges. SITAM embeds all the other events, birthdays of freedom fighters and other legends of national importance, important national/international holidays, cross-cultural festivals, and college fests into the base-line calendar to form a wholistic calendar. Each department in SITAM takes the responsibility of a certain subset of events in the calendar to ensure varying levels and styles of conducting the programs. Most of the time, students are encouraged to conduct these programs with a view to inculcating organizational spirit into the students. Students regularly involve in academic and in all aspects.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sitam.co.in/upload/1.1.2.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

6

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

15

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

433

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

JNTUK specifies the curriculum, regulations, and the course content for all the programs in affiliated colleges.

There are courses that address the cross-cutting issues these courses are listed here under and a description of these courses is up loaded as a separate file.

Despite the fact that curriculum and regulations are "controlled" by JNTUK, several interventions are planned at SITAM to reinforce the concepts. These interventions are passed on as expert talks, NSS activities, and celebrations days, some of these are listed below.

1. Women's day is celebrated at SITAM to respect the contributions of women to the society and growth of the nation. Eminent female leaders are invited on to the campus to motivate girls and to instill appreciation in boys/men.
 2. Environmental education and sustainability inclination is induced into students by arranging visits and tours to industry and other important sites. Several such aspects are made clear by local experts.
-
1. NSS activities in neighboring villages regarding environments, girl child, early marriages, human values, and happy society, promote such values in the students and society at large.
 2. YOGA Classes reinforce sustainable health and simple means to deal with health related preventive course of action.

These classes also teach discipline of the body and the mind which we feel solves many problems in the society.

1. Expert Lectures on popular topics provide an opportunity for the students to observe good human values from the speakers.

Besides all these, several theme specific competitions are planned to instill the competitive spirit and sensitization on these topics.

SITAM as an institution embraces all progressive ideas to hone lives of its students and staff into shining examples of human excellence.

The following courses are included in the curriculum

1. Professional Ethics and Human Values
2. Essence of Indian Traditional Knowledge
3. Environmental Science
4. Socially Relevant Projects

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

136

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://sitam.co.in/upload/1.4.1%20merged.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sitam.co.in/upload/1.4.2 Action%20Taken%20Report.docx

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

261

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

202

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

SITAM recognizes and respects the diversity of the student community at admission and all through academic career. It is obvious that students from far-flung areas, with different types of schooling, different aptitudes, different levels of mathematical background, and different levels of analytical aptitude join engineering courses with the ambition of attaining suitable outcomes and seeking professional career.

Careful screening and polarization is needed to segregate students and provide customized content to the maximum possible extent. At SITAM, we assess the level of prerequisite attainment through a series of online quizzes to identify students falling into bottom FOUR levels of Bloom's Taxonomy Pyramid shown in Figure1.

Figure 1 Bloom's Taxonomy

Such a study forms an essential step in understanding the student's ability to study topics in Mathematics, Drawing, Concepts of Physics, and Engineering fundamentals.

With clear understanding of the student's capabilities, challenging assignments are designed for groups of students in "advanced" stages and higher rungs Bloom's Taxonomy. Similarly appropriate reinforcement programs and relatively "easier" assignments are planned for students in lower rungs of Bloom's Pyramid.

The quizzes and other tools of assessment for polarising are chosen carefully and students are sensitized to be honest for their own sake. The "measuring" forms are chosen to be online as far as possible to let the students attempt them in the comfort and privacy location of his choice.

The tools for assessment are chosen carefully to avoid two situations:

1. False positives are instances where the students' scores high on the assessment tests but the actual "long" range calibre is an lower rungs of Bloom's Taxonomy.
2. False negatives are instances where the student scores very less on the tests but the actual "long" range caliber is an higher rungs of Bloom's Taxonomy.

During COVID-19 pandemic lock down situations we conducted online classes, online quizzes and assignments to assess the learning levels of the students through ulektz LMS (Learning Management System).

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion2/upload/2.2.1%20The%20Institution%20assesses%20the%20learning%20levels%20of%20the%20students%20after%20admission%20and%20organizes%20special%20programs%20for%20advanced%20learners%20and%20slow%20learners..docx
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1440	75

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

SITAM employs a gamut of methods to suit to the needs of the

knowledge content-transfer depending on the type of topic, audience concerned, and depth of coverage expected as indicated by the Course Outcome. Teachers at SITAM are aware that, to capture student's interest, a teacher needs to carefully choose the teaching style and pace. As a general rule, the span of attention for an average Asian student is about 12 to 15 minutes long. The teachers are encouraged to pause, review, or ask a question after every 12 to 15 minutes for students to take a respite. Also, several methods such as Active Learning, Cooperative learning, Inductive Teaching Learning, Flipped Class Rooms, Self-Organized Learning Environments, and Project Based Incremental Learning are a few commonly used Learner Centric Methods. SITAM recognizes that any one method may not be suitable in all situations.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sitam.co.in/criterion2/upload/2.3.1(Student%20centric%20methods,%20such%20as%20experiential%20learning,%20participate%20learning,%20and%20problem%20solving%20methodologies%20are%20used%20for%20enhancing%20learning%20experiences).docx

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers at SITAM are encouraged and equipped to employ Information and Communication Technology (ICT) for effective content delivery both online and in class room contexts. The classrooms in SITAM are equipped with LCD projectors and screens and teachers are provided with departmental lap-tops for use in teaching. Several online initiatives such as exploratory online tests, online quizzes are used by the teachers in the context of class-room teaching. Several classrooms in SITAM are fitted by smart screens that allow content-capture for archival information on class-room content. SITAM also encourages online learning mode whenever class-room teaching is precluded due to ensuing pandemic situation. Since SITAM subscribes for G-Suite, the lectures can be as long/short as they can be and recording the lectures by Google is an added benefit that comes with G-Suite. In addition SITAM subscribes to the Learning Management System(LMS), Ulektz for sharing

learning materials, posting audio/video/text resources, and for conducting online objective type tests. In a nutshell online or offline classes, SITAM is geared up for the teaching process. SITAM encourages Animation based learning and simulation based learning.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

42

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

75

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

17

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

342

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institution follows the evaluation procedure prescribed by the affiliating University. Distribution and Weightage of Marks
The performance of a student in each semester shall be evaluated subject - wise with a maximum of 100 marks for theory subject and 50 marks for practical subject. The project work shall be evaluated for 200 marks For theory subjects the distribution shall be 25 marks for Internal Evaluation and 75 marks for the End - Examinations.

For theory subjects, during the semester there shall be 2

tests. Conducted at College level with 20 Multiple choice question with a weightage of ½ Mark each. The objective examination is for 20 minutes duration. The subjective examination is for 90 minutes duration conducted for 15 marks. Each subjective type test question paper shall contain 3 questions and all questions need to be answered. The Objective examination, subjective examination and the assignment marks are considered for finalizing internal marks.

Internal Marks can be calculated with 80% weightage for best of the two Mids and 20% weightage for other Mid Exam. As the syllabus is framed for 5 units, the 1st mid examination is conducted in 1, 2 and half of 3 units and second test in remaining half of 3 unit, 4&5 units of each subject in a semester.

File Description	Documents
Any additional information	View File
Link for additional information	https://sitam.co.in/criterion2/upload/2.5.1%20(Mechanism%20of%20internal%20assessment%20is%20transparent%20and%20robust%20in%20terms%20of%20frequency%20and%20mode).docx

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

SITAM has a well-organized mechanism for redressal of examination related grievances. The student can approach the Teachers, College Examination Officer and Principal to redress the examination related grievance as per the requirement and jurisdiction of the grievance.

All the students are clearly informed about the evaluation procedure, weightage of internal and external marks allotment as per their regulation provided by the university. After each internal test the answer scripts are distributed among students. If the students are having any issue regarding the assigned marks, they can discuss the same with the concerned faculty member. If still not resolved it is brought to the notice of higher authorities and proper measures are taken.

After each internals the class committee meetings are conducted

in the presence of the respective branch HoD and mentors of the class. A group of students are selected which includes advanced learners, slow learners, hostilities etc. If the students are having any kind of grievances related to question paper or syllabus coverage, it is informed to the concerned HoD and necessary action is taken.

At the end of each semester, the faculty members finalize the marks for the internal tests and the same are displayed in the notice boards for the students to verify for any discrepancies. The finalized marks are uploaded by the faculty into the university portal and are approved by Principal/HoD after due confirmation with the respective faculty.

File Description	Documents
Any additional information	View File
Link for additional information	https://sitam.co.in/criterion2/upload/2.5.2%20Mechanism%20to%20deal%20with%20inter%20examination%20related%20grievances%20is%20transparent,.docx

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Under the affiliation to JNTUK, the COs are defined in the syllabi and also published in Academic regulations, Curriculum book, and departmental website. It is made accessible to all the stakeholders of the program through education, faculty workshops, student awareness workshops, student induction program and faculty meetings. The program outcomes and program specific outcomes are achieved through a curriculum that offers a number of courses. Every department has clearly defined Program Specific Outcomes (PSOs) and Course Outcomes (COs). They have been articulated by taking inputs and suggestions from every stakeholder and are nicely stated and displayed on notice boards and discussed in the classrooms as well as available on website along with them printed in their laboratory manuals. Also COs are available in course files maintained by every faculty. The PO and PSOs are aligned with institute's vision and mission statement. Each CO is linked to one of the Program Outcomes and a set of performance criteria that are used to provide quantitative measurement of how well

COs are achieved. The COs are thus directly and quantitatively assessed, and are tied to the program outcomes and program specific outcomes.

The PROGRAM OUTCOMES(POs) are as defined by NAAC and NBA

1. Engineering knowledge
2. Problem analysis
3. Design/development of solutions
4. Conduct investigations of complex problems
5. Modern tool usage
6. The engineer and society
7. Environment and sustainability
8. Ethics
9. Individual and team work
10. Communication
11. Project management and finance
12. Life-long learning

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sitam.co.in/criterion2/upload/2.6.1%20Programme%20and%20course%20outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of Course Outcomes

The assessment of course outcomes are through Internal examinations, assignments, Seminars, Projects and Viva voce. The internal questions are set with respect to Bloom's learning level. Each question is mapped to Course outcome. Program shall have set Course Outcome attainment levels for all courses.

CO Assessment Rubrics:

Course Outcome is evaluated based on the performance of students in internal assessments and in university examination

of a course. Internal assessment contributes 30% and university assessment contributes 70% to the total attainment of a CO.

PO/PSO assessment is done by giving 80% weightage to direct assessment and 20% weightage to indirect assessment. Direct assessment is based on CO attainment where 70% weightage is given to attainment through university exam and 30% weightage is given to attainment through internal assessments. Indirect assessment is done through program exit survey, alumni survey and employer survey where program exit survey and employer survey are given a weightage of 25% each and alumni survey is given a weightage of 50%.

For CO,PO,PSO attainment the attainment levels shall be set considering average performance levels in the university examination or any higher value set as target for the assessment years. Attainment level is to be measured in terms of student performance in internal assessments with respect to the Course Outcomes of a course and in university examination. The attainment is calculated with rubrics set in each year.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sitam.co.in/criterion2/upload/2.6.2.docx

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

99

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://sitam.co.in/criterion2/upload/2.6.3%20proofs.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://sitam.co.in/criterion2/upload/2.7.1%20Student%20Satisfaction%20Survey-Overall%20institutional%20performanc.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

12.09

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Institution has created an ecosystem for innovations including Incubation center and other initiatives for creation and transfer of knowledge.

SITAM creates avenues for creation, dissemination, and application of engineering/Technology knowledge for the benefit of students, teachers, staff, and society at large.

The concepts of innovation/ creativity and their importance in the coming knowledge-society are imbued in the SITAM students. From the very first year/ second year, students are exposed to latest technical trends through tech-briefs, discussions, sci-fi shows, and TEDx shows. For third/final year students, the creator-tempo is inculcated through project competitions, seminars, and simulations studies.

Besides other subtle events and bodies, two aspects shine bright:

1. Tesla Innovation Center (TIC)
 2. The Incubation center. The activities of these two aspects are briefly specified here under.
1. Tesla Innovation Center:
 2. The aim of the Tesla innovation center is to bring the technical students into a challenging platform where the students can update their skill set. This center is open for all the interested participants from various stakeholders. Members of this center are allowed to do their activities throughout the day as it is designed to open for 24*7 mode . The ideas coming from the members will be developed and tested in a healthy atmosphere. Few good ideas will be filed for patents and then manufacture the product in the later stage.
 3. People can observe the continuous research atmosphere with few industry collaborations which can make the students industry ready. By the predictions of future challenges in technology this plat form will create the opportunities in Electric Vehicle(EV) technology, Artificial Intelligence tools learning, Robotics, solar power generation and Internet of Things (IOT) etc... All the branch students like CSE, ECE, AI&DS, EEE, MEC and CIVIL are equally eligible to work with this center.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criterion3/upload/3.2.1%20Innovation%20Ecosystem%20(1)%20(1).docx

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

17

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

27

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1	
File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File
3.4 - Extension Activities	
3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	
<p>SITAM, with introspection regarding raison d'être, attempts to provide holistic education, skill set, and proper attitude development to all the students.</p> <p>It is well known that along with prescribed syllabus, students need to be given proper humanity-skills through "extension" activities. These extension activities unfold the realities of life for students to see and many their ways.</p> <p>As part of the extension activities, SITAM realizes that it has to give back to the society through a "reverse-flow" and maintain synergistic interdependent relations with all the stakeholders in the society. All the students of SITAM are sensitized about techno-social responsibility through extension activities.</p> <p>Several events such as Blood donation camps, Swatch Bharat Abhiyan, Cashless Transition Practices, Tree Plantation, Road Safety Awareness Programs, Voter Awareness Camps, Volunteering for Electoral Process, Eve-Teasing Awareness, and Prosthetic Limb Donation Program are a few programs that SITAM promotes through its NSS Cell.</p> <p>SITAM encourages students to take part in technical events and competitions in the affiliating universities and other eminent institutions. Within its campus, SITAM celebrates technological spirit through Infinite Innovative Ideas (I4) Conference and the celebration of Engineers' Day. These two events cause convergence the students' energies to mingle with students of other institutions and learn newer perspectives.</p> <p>Various student chapters and departmental associations keep the</p>	

ambience vibrant with activities "perennially". These activities include visits to the NSS-adopted village Kondakarakam to see how technology can address social issues, generating awareness in adopted village unemployed youth on vocational courses for gaining self-employment or employment. This last event of providing vocational training is formalized through Deen Dayal Upadhyaya Gramin Kaushal Vikas Yojana (DDUGKVY), a residential training program is offered to a group of unemployed youth of nearby villages.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion3/upload/3.4.1%20Extension%20Activities%20in%20neighbourhood%20(1).docx
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

5

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

494

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

15

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

18

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institute possesses a wholly self-contained campus comprising of requisite infrastructure, which acts as a facilitator for the effective delivery of our curriculum, thereby fulfilling AICTE norms completely. The institute provides saliently excellent infrastructure to students with a salutary vibe to students by availing the best of facilities. The institute is well planned and well designed area of 5.12 acres with a built-up area of 20,747.13sq m or 223320.24 sq ft.

The aesthetically designed campus has ultramodern facilities with academic wings for each department, administrative wings, laboratories, workshops, computer center, spacious classrooms, well stocked library, conference hall, medical center, sports ground etc. The institute has classrooms with modern teaching aids thus providing detailed learning ambiance for students. The institute maintains high standards of technical education by providing the wide array of high-class equipments in total 35 laboratories of various departments which helps students to implement practical knowledge thus acting as an interface between students and industry.

The institute patronizes a spirit of perpetual learning by rendering students facilities like 19 tutorial rooms, Number of seminar halls are 05 each of areas 192 square meters for each department and one open air auditorium of 350 square meters with good public addressing system. Well-equipped incubation center is created to nurture new and small ideas by helping them to survive and grow through the difficult and vulnerable early stages of development in engineering and technology. It is our constant attempt to maintain pace with development needed for enriching personal and professional skills of students. The institute has developed well-equipped computer center, CAD/CAM lab and entrepreneurship development cell.

Library is also enabled with Wi-Fi. All Departments are having department library for ready reference

Amenities and facilities are well maintained which include lawn, ramp, and garden. CCTV surveillance at all strategic locations, generator back up, RO water purifier, Canteen is available in the institute. Housekeeping unit takes care of maintaining complete cleanliness in the institute.

Infrastructural maintenance, electrical maintenance, and garden maintenance is done on a routine basis keeping in view the benefits of students. First-aid facilities and Fire extinguishers are available with each department on each floor as a precaution to avoid major haphazard. Proper checking, periodical inspection, suggestion box, feedback from students, alumni, and parents is taken which help in up keeping and maintaining the learning environment conducive within the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criterion4/upload/4.1.1%20pdf.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Satya Institute of Technology & Management has always encouraged and supported the co-curricular and extracurricular

activities in its institutes. The institutes have also carried forward the legacy of society by promoting the co-curricular and extracurricular activities at their level.

The college has following Outdoor and Indoor sports and Cultural facilities. Outdoor Games: Cricket, Football, Kho-kho, Volleyball ,hand ball, Throw ball and Kabbadi. Indoor games: Table tennis, Chess, Carroms, Gym and Hall for Yoga. Cultural activities: Open Air Theatre, Cultural room with latest musical instruments and practice area.

Since the establishment of the Institute, our students have earned applause in the various competitions at University, State and National level sports and cultural competitions, prominent among them are University Inter collegiate sports competition, Vedant, PurushottamKarandak, FirodiyaKarandak, Versatalia etc. The students, who show excellent performance at University, State and National level competition are encouraged by college by giving them necessary paraphernalia. The student achievement is also acknowledged by felicitating them at Society and Institute level functions. The institute provides all sports material to students. Apart from participation at various sports and cultural event, College organizes following events every year :

-
- Athletics sports meet
- Intramurals competitions (Inter department Games)
- Annual Day Sports meet
- Intercollegiate Sports and Games
- Inter-university games
- Eenadu cricket champion ship

The society and institute fully support and encourage various sports and cultural activities with the motto that every student should, not only be academically fit but also physically fit to face the challenges of the society after they complete their education from the institute.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criterion4/upload/4.1.2-sports,games%20&gym.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**35**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criterion4/upload/4.1.3%20proof.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****140.4431**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

New library was established in spacious building area of 500 sq.mts. The floor is established with Digital Library consisting of 30 Computers with good internet facility, Periodical section and book reference section, with 150 seating capacity. Library is also accommodated with attached rest rooms and separate in and out entries. Institute offers 5 B.Tech. programmes and 1 M.Tech. program. In 2020 institute initiated one new B.Tech. program viz., Artificial Intelligence and Data

Sciences (CSE - AI&DS) and Diploma in Vocational courses (Automobile Servicing, Mobile Communication, and Electrical Appliances). Library has a collection of 16,591 books and 10,901 e-books (Total books 27,493). Library is using ILMS software, i.e., ECAP (Engineering College Automation Package) fully automated version. The college central library has various institutional memberships of prestigious libraries such as DELNET, National Digital Library (NDL) e-journals and e-books. Institute has availability of remote access to e-resources service to total campus and both boys/girls hostels. Wi-Fi access is available in central library..

Composition of the Library Advisory Committee:

S.No

Name of the Committee member

Branch

1.

T.D.V.A.Naidu (Chairman)

ECE

1.

S.Prasanth (Member)

ME

1.

T. Venkaatesh (Member)

EEE

1.

T.Anjikumar (Member)

CSE

1.

V.N.Sireesha (Member)

ECE

1.

K.Srilatha (Member)

H&BS

1.

T.Swathi (Student)

ECE

1.

A.Mohan (Student)

CIVIL

1.

S.Someswari (Student)

CSE

1.

P.Sai Krishna (Student)

ME

1.

U.Prudhvi Raj (Student)

ECE

Significant Initiatives of the Committee:

- Subscription for various engineering books, Journals/Magazines, E-books and E-Journals to be made for the every year.
- Usage of Digital Library is to be highly encouraged. Faculty encourage and gently nudge their students to make use of the Digital Library facilities in their every visit to library.
- Remote access is enabled to all students and staff.
- Committee suggested usingRFID software in central library.
- Student and Faculty use the Swayam NPTEL Local chapter and NPTEL audio and video lectures.

Total area of the library (inSq.Mts.)

500Sq.mts

Total seating capacity

150 Seats

Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

Academic working days

09:00 am to 8:00 pm

Academic weekend

Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, ITzone for accessing e-resources)

Photos Uploaded

Average number of walk-ins

450 per day

Average number of books issued/returned

150 per day

Ratio of library books to students enrolled

1:6

Average number of books added during last three years

1746/year (18-19 to 19-20 - 3367)

Average number of login to opac (OPAC)

Average 15 to 25 per day

Average number of login to e-resources

50-100 per day

Average number of e-resources downloaded/printed

25-30

Number of information literacy trainings organized

Library Orientation Program Yearly once

OPAC (Online Public Access Catalogue)

Yes

Electronic Resource Management package for

-

Yes

- g tools to search articles in multiple databases

Yes

-

Included in the college website

In-house/remoteaccess to e-publications

Yes

Library automation

Yes

Total number ofcomputers for public access

30

Total numbers of printers for public access

02

Internet band width/ speed (GB)

40 Mbps

Institutional Repository

Yes

Content management system for e-learning

Yes

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sitam.co.in/criterion4/upload/4.2.1%20ILMS%20Proof.pdf
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above
File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
11.90	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
153	

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Institute has always eagerly taken an initiative to upgrade itself in providing IT facilities to students and faculty. With 409 computers in the year of establishment, the institute now possesses Dual core processor computers. The latest configuration of computer available in the institute is Dual core processor with 4GB RAM, 320/500 GB HDD, Dual core processor.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criterion4/upload/4.3.1%20pdf.pdf

4.3.2 - Number of Computers

409

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****36.488**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

SITAM is particular about the maintenance of the equipment and other physical assets provided by the Sponsoring Society for the sake of educating the local people. There are college level committees that look after the various aspects of the utilization and maintenance of the physical, academic, and support facilities. The role and responsibilities of committees are given below.

? General civil maintenance and upkeep of civil infrastructure is carried out by the institute level canteen and campus committee.

? Repair and Maintenance of laboratory equipments/instruments are initiated by the respective Laboratory In-charge as and when required. The purchase committee handles the repair/maintenance/calibration request appropriately by placing order to the respective equipment experts. History cards of the equipments are maintained, which indicate the maintenance/repair/calibration of the respective equipments. As a precautionary measure, laboratory in-charge, along with laboratory assistant, ensures proper working of all equipment at the beginning of each semester.

? The classrooms, laboratories, seminar halls, and library facilities are utilized regularly by the students for the learning process and timetables/logbooks indicate the regular utilization of the respective facilities.

? The maintenance and housekeeping of the classrooms, laboratories, library, and the institute as a whole are taken care by external agency and non-teaching staff.

? Security of the institute is assigned to external agency.

? Fumigation of the entire institute is done frequently by third party housekeeping agency.

? The institute garden is maintained by the gardener appointed by the society.

? The institute has adequate number of computers with internet connections and required software's distributed in different locales like office, laboratories, library, departments etc.

? The library has a reading hall and separate computers for students to access e-journals, while the subscribed e-journals can also be accessed from any networked computer in the institute.

? All the computer related facilities including hardware, computer peripherals, UPS and generator are maintained by institute itself.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criterion4/upload/4.4.2-Policy%20Maintainance%20Detailsx.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

474

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

13

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://sitam.co.in/criterion5/upload/5.1.3%20PROOFS%20-2.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1060

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1060

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

81

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

6

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The growth and development of any academic institution depends on the energy, enthusiasm and commitment of the primary

stakeholders namely the students. The opportunities that are made available for the young to apply themselves for enhancing the quality of their academic life, realization of the innate talents, the achievement of human potential, ownership of one's own academics are important aspects that determine the credibility of the Institution. From its inception SITAM realized that almost anything is possible with the wholehearted involvement and participation of the students. Therefore, the importance of students leadership can never be overstated.

Hence, the HEI involves students in all activities such as academics, cultural activities, entertainment, sports, social activities of the college, etc. SITAM encourages the students to be members for various committees that operate at three levels namely class, year, Department and finally at the College level.

students are part and parcel of academic, library, anti ragging, grievances redressal, swatchata committees.

Students' role in Academic and Administrative bodies

Following Statutory and professional bodies have student representatives on them :

- IQAC
- Women's Empowerment Committee
- Grievance Redressal Committee
- Anti-ragging Committee
- Departmental student clubs
- Training and Placement
- NSS
- NCC
- Institute Events
- Discipline Committee

IQAC

Student members of IQAC help to propagate quality policies adopted by the institution among the student fraternity and also help in projecting the student view point while taking any quality policy decision.

Department Student Club

Operations of these societies are managed primarily by the students under the guidance of faculty mentor.

Training and Placement Cell

The student representatives help Training & Placement Officer (TPO) to organize various placement activities.

Anti-Ragging Cell

Student members assist the institution in implementing rigid anti-ragging measures to make ragging free campus.

Grievance Redressal Cell

The matters of harassment and suppression of any single individual are handled by grievance redressal cell. Student members can help other students to present the grievance in case the sufferers want their presentation in absentia.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion5/upload/5.3.2%20Additional%20Information.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

259

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Association, administered by an Alumni Committee is very active in promoting interactions and camaraderie among the current students, faculty and the management. SITAM takes great effort in maintaining an active Alumni Network. The aim of this platform is to facilitate easy communication amongst the alumni, reconnect with their Alma-Mater and to add value to current student community. This association helps in placement, project work and Industry-Institution interaction. Further, some of the alumni mentor our students both for academics and project work. The alumni meets aim to foster a sense of community among alumni and gives a sense of connectedness to SITAM. The professionals exchange information about their work, share experience and help each other for networking needs, hiring, referrals for specific expertise, or looking for a new job, etc. Young students meet with alumni of their department and that enables them to plan their career with new social connections.

Some of the alumni participate in the developmental activities of SITAM during their time off to guide the students with their projects that are of great significance. As they become more and more successful and wealthy, many more alumni may come forward to institute and organize scholarships and funds to help the needy and deserving students. This could also include prizes and awards for outstanding project work, research papers or other professional activities by the teachers, alumni and the students and to suitably recognize outstanding social and community services rendered.

It is not always financial assistance that one looks from alumni. Their warmth, appreciation for what they have received from the Institution and their time to participate in the academic and social life and the involvement and guidance for their juniors are most respected. Senior alumni help in organizing specialized training sessions for students and faculty members to expose them to contemporary technologies and skills. Employment and placement related support and information about available opportunities are great input and contributions from alumni. Alumni network enables them for changing jobs and make upward mobility easier.

Alumni database is created and updated meticulously to have latest information of all alumni.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion5/upload/5.4.1%20QLM.docx
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision and mission of the institution are:

Vision

To evolve into and sustain as a Centre of Excellence in Technological Education and Research with a holistic approach.

Mission

To produce high quality engineering graduates with the

requisite theoretical and practical knowledge and social awareness to be able to contribute effectively to the progress of the society through their chosen field of endeavor.

The nature of governance

The Governing Body(GB) is the highest body that monitors the progress of the college and suggests activities for the growth and overall development of the institution. The Governing Body(GB) of the institute has been constituted as per the AICTE norms, New Delhi, India. The main objective of the GB is to offer transparent and effective governance in building and developing the institution. The key responsibility of the GB is to develop and implement the mission, vision, quality policy, and strategic plan of the institution. The short term and long term goals are reviewed periodically if necessary, revised strategies are implemented. The GB, through the Director and the Principal, monitors parameters such as teaching-learning process, good academic and administrative practices, bench marking, risk so as to meet the interests of stakeholders.

As per the directives of the GB, the director, the Principal, and the Heads of the departments set the short-term and long-term goals. Then planning and implementation of the same is following in the individual departments and also at the institute level. The teachers are involved as members in various decision making bodies such as Governing Body, Anti Ragging committee, Women empowerment cell, Grievance Redressal cell, IQAC etc. Apart from these teachers are assigned with positions of HOD, Head of different committees to discharge their duties as decision maker.

Perspective/Strategic Plan

The institution has a Perspective/Strategic Plan in place to help it develop in a systematic, well-thought-out and phased manner.

1. Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT and other innovative means.
2. Application for Post-Graduate Courses.
3. Partnering with Research Institutes.
4. Application for grants from non-government sources.
5. Mobilization of funds and projects through the alumni and

other stakeholders.

6. Inviting industry to start value added programs in the Institute.
7. Offering online and offline courses through video conferencing, electronic library, World Wide Web etc.

Participation of Teachers in Decision-Making Bodies

The teachers are involved as members in various decision making bodies such as Governing Body, Anti Ragging committee, Women empowerment cell, Grievance Redressal cell, IQAC etc. Apart from these teachers are assigned with positions of HOD, Head of different committees to discharge their duties as decision maker.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.1.1.docx
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Management members are highly qualified with keen interest in corporate social responsibility, effective administration through establishing accountability, as well as promoting research base. Functional Job Descriptions (FJD) and roles to be played by various bodies/persons are clearly laid for accountability and transparency.

Role of Top Management

The Governing Body (GB), with the Principal as Member Secretary, meets at least twice in a year to discuss and implement action items:

The Institute supports a trend of decentralized governance system with proper well defined inter-relationships

- Sets objectives in consonance with the vision and mission

if the Institute and shares its inputs through periodic Governing Body (GB), Management Review Committee (MRC), Internal Quality Assurance Committee (IQAC) and Local Management Committee (LMC) meetings

- Approves hiring competent, dedicated individuals to implement teaching-learning process effectively to realize the vision and mission of the institute
- Makes financial provision to provide infrastructure and facilities suitable for effective services and to cater to further requirements as per growing needs of decentralization in administration with various heads for academic monitoring, promotional activities, student co-curricular & extra-curricular activities, consultancy etc.
- Encourages innovation and excellence in all departments of the Institute.
- Provides Institutional benefits to the faculty and staff involved in preparation and implementation of OBE schemes.
- Provides research facilities for the benefit of staff and students.
- Provides necessary manpower and infrastructure for the scrupulous implementation of Quality Policy and plans.
- Extends authority, support and freedom to all the staff engaged in implementation of Quality Plans.
- The management of the institute has main two basic committees, governing body (GB), Local Management Committee (LMC) and chairman, principal and HOD.
- Regular meetings of these committees are held for the effective and smooth functioning of the institute. There are three levels of administrative structure under which all the activities of the institute are carried out.

- Institute level - All the main decisions related to the institute are taken by the Principal in consultations with the Head of departments. Principal is the academic and administrative Head of the Institute and the Member of the Governing Body. Some financial power is given to principal for the development of the institution.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.1.2.docx
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic Plan (SP) with a long-term perspective is very vital for progress of any institution. Though the Strategic Plan may be subjected to changes as the institution learns from the curves and the bends of the SP. During the initial stages of the institute (first decade or so; a decade is almost ephemeral in the life of an Institution), faltering steps may have to be taken in planning and implementing a SP. Picture below shows the SP formulated at SITAM for it to walk into the "highway" of learning places and achieve its stated goals

.The perspective plan, drawn during the academic year 2018-23, covered FIVE consecutive years spanning several events leading to permanent affiliation and NBA for a few departments.

The table below briefly describes the events stated in the Perspective plan shown above.

S.No.

AcademicYear

EventPlanned

OutcomeRealized

1

2019-2020

Industry Interaction

Many industries are invited to SITAM for establishing mutually beneficial MoUs.

Internship potentialities for students are identified.

2

Learning Management System

The LMS, uLektz is implemented in SITAM. Several quizzes and lot of digital content developed is placed on the "SITAM GVP-LMS" Application developed specifically for SITAM.

3

NAAC

With severe competition, gearing up for systematization and getting external recognition becomes inevitable. Keeping this in view, NAAC accreditation is planned.

4

2020-2021

New PG programs

Postgraduate programs serve as strengthening points of an education institution since research is facilitated by the presence of graduate students working towards their major project. One/two PG

Programs are being planned.

5

Permanent Affiliation

Permanent affiliation obviates repetitive documentary and physical inspections and thus lot of time is freed for planning developmental activities. Besides Permanent Affiliation is a needed prerequisite for some of the governmental schemes.

6

NBA

After the overall institute establishes itself as a stream of well laid procedures and is strengthened through prior activities, it then becomes imperative for the institute to strengthen its individual programs. This is the subsequent task.

7

2021-2022

Autonomous

Autonomy gives greater flexibility towards purely academic development for improving academic standards and excellence. Promotes healthy practices such as community service, extension activities, projects for the benefit of the society at large and also promotes use modern tools of educational technology to achieve higher standards and greater creativity.

8

NBA

Strengthening individual programs with

NBA accreditation validates quality standards which in turn improves student performance and fosters trust in the institution.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.2.1.docx
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

SITAM follows a transparent and tightly knit organizational setup to ensure accountability, responsibility and clarity. Various cells, departments, and other bodies are accurately represented in the organogram. The organogram is widely publicised in the institute at various places so that everyone is aware of the responsibilities. The organogram is shown below.

The functions key academic bodies and/or persons are indicated in the table below.

Position/Body

Functions

Governing Body

- Guides the institution in academics, student and faculty development, and R&D.
- Helps the institution in its pursuit to become a centre of excellence and establish milestones in continuous improvement.

Director

- Approves the budget presented by the Principal and monitors the budget utilization.
- Mobilizes resources for the development of the institution.
- Approves academic plans proposed by the Principal and allocates funds for its execution.
- Oversees the overall development of the institute.
- Day to day administration of college
- Manpower planning & Recruitment of the staff for college
- Development of college
- Expansion of the institute
- Students' welfare
- Training & Development of staff
- Active member for strategic planning & decisions related to college.

Principal

- Defines and delegates various responsibilities in the organization.
- Ensures periodic monitoring & evaluation of various processes in the institute
- Ensures effective purchase procedure.
- Prepares annual budget in consultation with HODs.
- Conducts periodic meeting of various bodies such as Library Committee, Anti ragging committee and Women's Grievances Redressal Committee etc.
- Prepares and executes academic calendar.
- Monitors and evaluates teaching learning process periodically and suggests corrective measures.

- Constitutes student council.
- Arranges internal audits.
- Maintains minutes of all meetings.
- Initiates new academic proposals.
- Arranges Faculty/Staff Development Programs.
- Conducts Students' feedback analysis
- Conducts weekly meetings with H.O.Ds and periodic meetings with Faculty/Staff members to review the academic progress

Internal Audit committee(IAC)

- Oversees the Teaching Learning Process
- Carries out result analysis and suggest corrective measures.
- Initiates supplementary teaching measures.
- Arranges Orientation programs for first year students
- Arranges periodic Academic audits

Heads of Departments

- Allocates workload for faculty members.
- Guides faculty members to organize lectures and laboratory sessions and monitors the same.
- Ensures alternative arrangement when faculty goes on leave.
- Reviews students' performance.
- Adopts measures for modernizing and developing labs
- Initiates measures for motivating faculty and developing team spirit
- Chairs Academic Committee
- Deputes staff in the proper conduct of examinations and evaluations.
- Organizes interactive meetings with students, and arranges feedback sessions.
- Oversees the creation and maintains a departmental database of faculty, alumni and students.
- Motivates staff members to organize consultancy and continuing education programs.
- Identifies new courses and programs
- Oversees planning of departmental activities: Timetable, Schedule of laboratories etc.
- Identifies training needs of faculty and supporting

staff.

- Reviews the progress of sponsored projects, if any.
- Recommends and forwards Leaves and submissions to administration.
- Carries out performance assessment of faculty to improve faculty performance.
- Conducts meetings of supporting staff of the department, at appropriate intervals.
- Conducts monthly meeting of faculty to review the department work and records minutes of meeting(MOM)

Administrative Officer

- Coordinates the administrative and accounting activities
- Maintains up-to-date master documents with history of revision.
- Oversees Employee Attendance System & maintains the monthly attendance report.
- Manages public relations
- Maintains personal files of Faculty/Staff

Research and Development Cell

- Plans and executes activities for the promotion of research activities.
- Maintains list of publications of the faculty / students in chronological order.
- Maintains Hard-Copies of research papers / technical reports published in National / International Conferences / Journals (again chronologically).
- Maintains copies of text books authored by the faculty to be maintained
- Maintains list of Journals (Hard copies / online) available in the library.
- Maintains details of various conferences attended/ organized by faculty members.
- Collects and maintains records of literature on various latest research areas.
- Collects and maintains records of projects, mini projects, new ideas, research work etc. taken up by students.
- Collects and maintains records of research work being carried out by our faculty.

Placement and Training Cell

- Arranges student Training and Placement programmes
- Maintains list of companies offering jobs / career opportunities for the students
- Organizes special programs for career guidance.
- Maintains database of placed students
- Conducts special training and counseling programmes for weak students

Library

Committee

- Plans and implements routine activities of the library
- Plans and proposes upgradation/ development
- Maintains records regarding the titles / volumes of books available.
- Maintains Digital Library, online subscriptions etc.
- Generates requirement / purchase orders for new titles / volumes in accordance with the requirements.
- Maintains budgetary requirements and expenditure statements /records.
- Maintains library discipline and promotes library usage

Industry Institute Interaction Cell

- Establishes a strong relationship between the institute and industry, creating a mutually beneficial partnership.
- Promotes closer interaction between the academic field and the professional field.
- Organizes Workshops, conferences and symposia with participation of the faculty and the industries.
- Arranges visits of staff members to various industry
- Arranges internship programs for students

Innovation and Entrepreneurship Development Cell

- Organizes entrepreneurship awareness camps, orientation workshops, entrepreneurship development programs, Faculty development programs and skill development programs in the institution.
- Initiates innovative student projects for new innovative product development.

- Guides and assists prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals, loans and facilities from agencies of support system
- Arranges interaction with entrepreneurs and mentorship scheme for student entrepreneurs.

Internal Quality Assurance Cell (IQAC)

- Adopts measures to develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College
- Promotes measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices

With the responsibilities clearly laid out, SITAM teachers administer teaching assignments without any distractions: that was the idea of SITAM group to begin with.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.2.2.docx
Link to Organogram of the institution webpage	https://sitam.co.in/images/organogram.jpg
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Employees are undeniably crucial stakeholders who influence organizational effectiveness by stabilizing the adaptive environment. The management of SITAM implemented various monetary as well as non-monetary welfare measures for employees. Monetary welfare schemes are

1. Medical Leave & Maternity/Paternity leave for eligible staff members
2. Employee gets fees concession for their ward.
3. Leave for higher education.
4. Bus facility
5. Sponsorships to attend and present papers in conferences both in India as well as abroad.
6. Subsidized food in the canteen.

7. Gym is also accessible for staff.

8. As Institution has a multicultural environment in the campus, the management ensures the celebration of all the festivals together.

9. Internet and free Wi-Fi facilities are also available in campus for staff.

10. Women Empowerment Cell is established for creating venues for women members to flourish and gain momentum.

11. Lodging and boarding facility to the staff as per need.

In a nutshell, the Institution strives hard to keep our staff happy and healthy.

Apart from Monetary schemes various non-monetary welfare schemes are provided to employees for their professional development. The schemes are listed below

? Technical workshops are conducted to keep pace with syllabus and new technologies.

? Faculty development programs/STTP are conducted in the institute.

? Faculty members are encouraged to attend seminars and conferences.

? Experts from the industry and academia are invited for interaction with the staff. MOU's are extended in to provide real life exposure.

? The institute motivates the faculty and staff or arranging/attending industrial training programs/visits.

? Faculty members are encouraged/ assisted to undertake professional body membership for active involvement.

? Training programs are arranged for updating the knowledge of the non-teaching staff.

? Faculty members are encouraged and benefited from qualification improvement programs such as PhD by providing adequate time to undertake course work and research work.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.3.1.docx
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

14

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the

year

75

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance appraisal system consists of self-appraisal and appraisal by the reviewing officer (Principal). Faculty members submit their self-appraisal form at the end of every academic session which is endorsed by the respective Head of the Department. Faculty members have to highlight all their academic as well as other contributions/ achievements in their performance reports. The Head and the Principal go through the performance report submitted by faculty member to assess their performance with respect to different components including his/her teaching methodology, result analysis of subjects and capability which leads to the over-all academic development. Review of these appraisals and the annual reports keeps the staff conscious of their progress and efforts and helps them compare themselves vis-a-vis others. the self-appraisal format (shown in the attachment) considers varied contributions made by the concerned staff member viz., innovations in teaching, their teaching methodologies, research contribution, extension work towards community , industry and the institute interaction, various portfolios(departmental as well as institutional level) etc. Such a competitive approach to bring the section/department in the limelight helps improvement in the functioning of the organization. To sum up, the teacher appraisal involves the scrutiny of following documents/activities with a view to look at the contributions :

- The lesson plan, lecture notes, and other video contents

developed by the teacher,

- The publication history of the faculty member,
- Counseling effort put forth by the faculty member,
- Any other administrative contributions such as working on NAAC/NBA etc.

Performance appraisal system is also available for non-teaching staff. Administrative, Technical and Support staff members submit their self-appraisal form at the end of every academic session which is endorsed by the Administrative Officer and/or respective Head of the department. They have to highlight all their administrative as well as other contributions/ achievements in their performance reports. The Administrative Officer and the Principal go through the performance report submitted by faculty member to assess their performance with respect to different components including his/her Punctuality, alertness and capability which leads to the over-all

administrative development. Review of these appraisals and the annual reports keeps the staff conscious of their progress and efforts and helps them compare themselves vis a vis others. The performance appraisal for non-teaching staff involves scrutinizing the following:

- The efforts put forth by the employee in learning a new skill either related to his trade or other trade.
- The efforts put forth by the employee in raising to an occasion and extending help in associated administrative efforts.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.3.5.docx
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is

conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through principal. External audit is conducted once in every year by an external agency.

The mechanisms used to monitor effective and efficient use of financial resources are as below:

- Before the commencement of every financial year, principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management.
- College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non - recurring expenses like lab equipment purchases, furniture and other development expenses.
- The expenses will be monitored by the accounts department as per the budget allocated by the management.
- The depreciation costs of various things purchased in the preceding years are also worked out.

Process of the internal audit:

All vouchers are audited by an internal financial committee on half yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal.

Process of the external audit:

The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objections during the preceding years. All these mechanisms exhibit the transparency being maintained in financial matters and

adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the management and chartered accountant.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.4.1.docx
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

96

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

SITAM plans to make itself self-sufficient and have strategies for making its departments and/or centres self-sufficient in turn. Though this a herculean task in the ensuing pandemic situation, SITAM started its thrust in the direction of incremental steps. The policy and practice directive includes:

1. Developing small creative products and converting them into saleable products through patenting process.
2. Attempting to contact local industries and attempting to provide consultancy services in various areas.
3. Establishing testing and miscellaneous services for several domains of engineering.
4. Identifying creative final year student projects and

trying to convert them into patentable ideas.

Though some (or all) the above strategies may prove to be overwhelming and achievable only in a span on two/three years, we realize that small sustained incremental changes do result in perceivable, magnificent achievements. SITAM management, students, teachers and nonteaching staff stand as excellent resources towards this. We are optimistic and delighted to participate in such venture.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.4.3.docx
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC sows the seed of development by institutionalizing quality practices in every aspect of the institution. SITAM has strong IQAC team that looks into every academic and nonacademic activity supported by the institution and tries to set it right. IQAC thus looks into the quality policy of the institute to guarantee quality assurance. The institutional policy with regard to quality assurance is:

- To improve the academic and administrative performance of the institution through a system for conscious, consistent and catalytic action.
- To internalize quality culture and institutionalize best practices in order to promote measures for institutional functioning towards quality enhancement.

IQAC continuously monitors and sets checks and balances to ensure that everybody develops the habit of streamlining the procedures and adheres to the procedures. IQAC evolves Mechanisms and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programs.

- Optimization and integration of modern methods of teaching and learning
- The integrity of evaluation procedures and stakeholders feedback.
- Propose and conduct workshops, seminars on quality related themes.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services
- Monitoring and analysis of activities for overall development of students as per need of industry and society
- Sharing of research findings and networking with other institutions in India and abroad.
- Internal Audits to ensure quality system implementations.

- Mentoring System: One of the first steps IQAC took up was to institute a mentoring system into place. Each teacher is assigned about 15 students as a mentees. The idea was that the teacher acts as friend, philosopher, brother/sister, guide, helper, mentor, and as an inside-person to provide assistance to the mentees in his group to the best possible extent. Thus, the mentor provides both academic and moral support to the student to ensure all round growth of the student. Each mentor:
 - Keeps complete record of academic and other related history of the student in a Mentor's Diary.
 - Meets and encourages students on a periodic basis to ensure correct trajectory for all round growth of the student.
 - Maintains contact with the parents and gains their confidence to ensure proper ambience and support from family.
 - Provides counseling where it is needed by the student in difficult times.
 - Attempts to coordinate with training placement officer to ensure fullest support for his mentee.

- Remedial Classes: Another important initiative of IQAC is to practice the concept of remediation in all aspects. Owing to the background and innate inclination, some students may falter a little bit in one or more area. It is the duty of the institute to provide help to such students and ensure their success. IQAC initiated this activity by planning and preemptive approaches. In specific, IQAC set the following plan in motion:
 - At the time of admission, provide a tool for the

student to assess his strengths and seek appropriate help. Teachers also use this tool, usually an examination of sorts, to see what is the specific need of the student and provide the requisite input. The whole process of this preemptive intervention is termed as induction training in higher education parlance.

- During the examination season, based on prior examination results, IQAC institutes personalized assistance to hostellers and to day scholars as per their need and convenience. This may be termed as help for summative assessment.
- After the examinations, if a student finds it difficult to clear the examination, remedial classes are arranged so that student can surmount the difficulty with expert help from the teacher. This teacher may be the mentor of the student or another teacher whose help is requested by the mentor.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.5.1.docx
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

SITAM-IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes: The standard methods of teaching, learning, and evaluation which are proven over the years are being followed:

Preparation of lesson plan for each Semester: The lesson plan is prepared by the faculty members for all the subjects they teach in that particular semester. Enriching the curriculum with guest lectures, industrial visits, and Internships.

Daily lecture Record: Everyday faculty prepare and submit details of the lecture along with the topic covered on an

online portal.

Evaluation of teachers by students: The institution has a feedback system to evaluate the teachers by students. The regular evaluation of the teachers by the students, feedback on teaching methodologies, course delivery, attitude, strengths and weaknesses, difficulties faced in the subject give a clear idea about the problems faced by the students. Director and management also monitor the feedback system and takes appropriate corrective actions.

Student learning outcomes: The institute monitors the performance of the students regularly. It has specified procedure to collect and analyse data on student learning outcomes; the following points are adopted by the institute in this context:

- Midterm and continuous evaluation comprising of internal tests, assignments, group discussions, and seminar presentations.
- Regular class tests and interactions
- Semester system of examination for all courses.
- Providing Lecture notes through an online portal
- Timely Redressal of student's grievances.
- Extra classes for weak students to solve their problems.

Effective internal examination and evaluation systems: Institute maintains an effective internal examination and evaluation system.

Students' result analysis: Institute has the provision of analysis of students' performance after the announcement of their semester results. If the result of the students, in a subject, is not found up to the mark, necessary steps are taken to find out the reasons and the concerned faculty members are counselled and motivated to work towards improvement.

Parent's Meet: Regular parent-teacher meeting is conducted once in a semester to enable discussion, obtaining parent feedback and taking improvement measures.

Mentoring System: One of the first steps IQAC took up was to institute a mentoring system into place. Each teacher is assigned about 15 students as a mentees. The idea was that the teacher acts as friend, philosopher, brother/sister, guide, helper, mentor, and as an inside-person to provide assistance to the mentees in his group to the best possible extent. Thus, the mentor provides both academic and moral support to the student to ensure all round growth of the student. Each mentor:

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- After the examinations, if a student finds it difficult to clear the examination, remedial classes are arranged

so that student can surmount the difficulty with expert help from the teacher. This teacher may be the mentor of the student or another teacher whose help is requested by the mentor.

Teacher Peer Learning: SITAM follows a unique concept of Teacher Peer Learning where in keen parameters of teacher feedback like Teachers Preparation for class, voice, handwriting on black board, punctuality to the class , etc. are collected and necessary measures are taken as per the feedback for improvement.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterion6/upload/6.5.2.docx
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.sitam.co.in/images/AQAR%202019-20.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

Some of the aspects of gender related issues are discussed here under.

Safety and Security

To maintain safety and security on the campus the use of identity cards is mandatory for students as well as faculty. A visitor can enter the campus only by taking a gate pass. An adequate number of security guards are placed at different places in the campus. Security guards keep a watch on the entire area with the view to maintain discipline in the campus and monitors parking area and other common areas of the campus. CCTV cameras are mounted on all public areas within the campus and within the building are continuously monitored. Rectors and their teams monitor security at the hostel. Anti-ragging notices are prominently displayed.

Any report in this regard is taken up by the Anti Ragging committee of the institute. A Grievance cell addresses all problems faced by students. A fire extinguisher is provided in every wing of all buildings. Emergency needs like ambulance and doctor are made available as and when required immediately.

The laboratories are well equipped for all safety provisions depending upon their type.

Girl students, lady faculty and lady staff are treated with great respect in our institute. They are given equal opportunities in all events conducted in the institute. Women's grievance redressal committee exists in the institute which addresses the problems if any faced by girl students, lady faculty and lady staff. All the preventive measures for the safety and security are being taken care.

Counselling

Every faculty in the department works as a mentor to a group of students allocated to them and they conduct regular meetings to check the progress in academics and also address any other problems to soothe the psychological. The Institute has dedicated central counselling cell which is headed by a

coordinator who facilitates the working of this cell. The counsellor provides expert counselling to the students for various behavioural issues as well as academic issues. Students are guided to face stress and phobia caused during studying. Counselling is also carried out for students taking admission into the institute. Details are provided to students about the admission procedure, advice about various programs and selecting the best institute is given to them. A student is guided on the type of industry he should join, civil services, defence services and also higher education options both in India and abroad by organizing various programs.

Common Rooms

Common rooms are available in the campus separately for boys and girls. Common rooms are used for students to take their lunch and for students to discuss among themselves. The girl's room is well equipped with emergency needs like sanitary napkin vending machines and first aid kits. The hostel is also equipped with a sick room and a clinic where a doctor visits sick students.

DISHA APP Awareness workshop @ Satya Group of Institutions

Today an awareness workshop on use and installation of Disha App was done at satya Group of Institutions for the benefit of girl students and staff members. Director
Dr.M.Sashibhushanaraogaru, sitam college, principal
Dr.D.V.Ramamurthygaru, satya degree college principal
Dr.saidevimaniGaru, All Departments HODs, NCC officers
Lt.M.Satyaveni, Lt.M.Varalakshmi,. The students expressed happiness and thanked the HONOURABLE Chief minister Sri Jagan Mohan Reddy garu and AP POLICE, for creating such a user friendly and simple to operate App to protect them in times of distress like a " Big Brother ".Ncc cadets and NSS volunteers promised to take this " DISHA APP" forward by making their friends and family members downloading the APP.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sitam.co.in/criterion7/upload/7.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

SITAM considers itself to be an integral part of the ecological system surrounding it. In that line of thought, SITAM minimizes any deleterious actions that may thwart the well being of systems neighboring SITAM. Carefully considered building structures, plant life, and human support systems enable SITAM to be an ideal ecological system. SITAM carefully considers the solid, liquid, electronic, and other ingress/egress flow to minimize its effect on human life as well as fauna and flora.

SITAM believes itself to be an indispensable piece of the natural framework encompassing it. In that line of thought, SITAM limits any injurious activities that might frustrate the prosperity of frameworks adjoining SITAM. Painstakingly thought about building structures, vegetation, and human emotionally supportive networks empower SITAM to be an optimal natural framework. SITAM cautiously thinks about the strong, fluid,

electronic, and other entrance/departure stream to limit its impact on human existence just as fauna and verdure

Given beneath is a concise depiction of the significant sorts of waste administration techniques took on by SITAM.

Ø Solid waste comes from various sources and is managed suitably:

o The strong waste coming from writing material and natural waste from nurseries and yards are unloaded into the fertilizer pit. Vermicompost emerging from the manure pit is utilized in the nurseries and furthermore in the kitchen garden for the wreck. A piece of the vegetables utilized in the wreck are from the kitchen garden implied for the reason.

o Solid human excreta is shipped off septic tank where it is deteriorated successfully.

o The solid waste from the dairy creatures on the grounds utilize utilized as excrement for bloom beds or potentially kitchen garden

o Part of the food wastage is shipped off the manure pits and the other part is securely discarded into the landfill ditch implied for the reason. The landfill ditch is occasionally topped off and more up to date one is made. Plans are on for utilizing the "arranged off part" in building a biogas framework. According to the best guess, the food wastage is adequate to produce biogas to meet 20% of the cooking needs.

o Plastic squander is isolated and is shipped off the Municipal Corporation for appropriate treatment.

Ø Liquid issuing from two/three sources is managed in the way displayed beneath:

Ø Waste water from the latrines and washrooms is directed to the septic tank where the substance are deteriorated securely.

o Waste water from the RO plant is shipped off a protected spot for it to saturate the dirt and structure as future ground water. Plans are on method for taking this water to the water

gathering pits.

o Waste water from kitchen is taken to the manure pit.

Ø Regarding Electronic waste materials:

o One some portion of the wastage is utilized for specialized instruction purpose by utilizing equipment in research facilities for display and study.

o The other piece of the electronic waste is shipped off an external help individual who manages it in his own particular manner.

o Condemned batteries are additionally shipped off an external help individual who manages them in his own specific manner.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	<p>A. Any 4 or All of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="92 566 531 629">File Description</th> <th data-bbox="539 566 1394 629">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 640 531 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="539 640 1394 734" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="92 745 531 875">Various policy documents / decisions circulated for implementation</td> <td data-bbox="539 745 1394 875" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 887 531 943">Any other relevant documents</td> <td data-bbox="539 887 1394 943" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Various policy documents / decisions circulated for implementation	No File Uploaded	Any other relevant documents	No File Uploaded			
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Any other relevant documents	No File Uploaded										
<p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p>											
<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p>	<p>A. Any 4 or all of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="92 1395 531 1458">File Description</th> <th data-bbox="539 1395 1394 1458">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 1469 531 1599">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 1469 1394 1599" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1610 531 1704">Certification by the auditing agency</td> <td data-bbox="539 1610 1394 1704" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1715 531 1809">Certificates of the awards received</td> <td data-bbox="539 1715 1394 1809" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="92 1821 531 1877">Any other relevant information</td> <td data-bbox="539 1821 1394 1877" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	No File Uploaded	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	View File	Any other relevant information	View File	
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Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	View File										
Any other relevant information	View File										
<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly</p>	<p>A. Any 4 or all of the above</p>										

washrooms Signage including tactile path, lights, display boards and signposts
Assistive technology and facilities for persons with disabilities (Divyangjan)
accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	View File
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

SITAM provides an all inclusive environment to foster tolerance and harmony towards cultural, regional, linguistic, communal and other socioeconomic diversities. As a preliminary practice, all persons are encouraged to restrain anger and hatred in all situations. SITAM understands that each and every stake-holder in it need to draw inspiration from the great sons and daughters of India and make the nation a strong, sincere, and robust nation. Recognizing this, SITAM organizes national festivals, birth and death anniversaries of great Indian Personalities, and most, if not all the several important days of historic and cultural importance of which some are mentioned below: • Independence day • Republic day • Yoga Day • Makar Sankranti • Diwali The institute recognizes and attests importance of national days and for all celebrations programmes are organized with motivational and inspirational speeches, cultural events like plays are organized combined with activities. Festivals uphold pluralism and diversity of India and are celebrated in that very spirit. Diwali is celebrated with program of distribution of sweets along with exchange of wishes. In Yoga day, yoga sessions are offered for the faculty

and are kept open to all for participation. Religious festivals and regional celebrations are organized with gaiety and lot of involvement of students. Regular discourses of eminent philosophers are arranged to put Indian cultural heritage in correct perspective and fill the hearts of students and employees with responsibility towards the country. Wherever possible, top officials of industries or government offices are invited to address the students on festive occasions so that students get an all round view of India and also gain useful insights of official protocol and procedures

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties, and responsibilities of citizens India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities all these sections of citizens are governed and guided by the Constitution irrespective of caste, religion, race sex. In Satya Institute of Technology and Management the students and the employees of the institution are sensitized to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen. To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. These elements are inculcated in the value system of the college community. The students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities by inviting prominent people. The institute conducted awareness programs on the ban on plastics, cleanliness, Swachh Bharat, etc. involving students. The college establishes policies that reflect core values. The affiliating University curriculum is framed with mandatory courses such as Professional Ethics and Human Values,

Constitution of India, Essence of Indian Traditional Knowledge, as a small step to inculcate constitutional obligations among the students. Major Initiative is to spread awareness regarding sanitation, living standards of life, and knowing one's personality. A separate NSS and NCC unit is started exclusively to encourage the students and the unit is successfully conducting activities to serve the society. Ethical Values, rights, duties, and responsibilities of citizens are some of the topics that are enlisted in Elocution, debates, and class presentation

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://sitam.co.in/criterion7/upload/7.1.9.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

SITAM provides an all inclusive environment to foster tolerance and harmony towards cultural, regional, linguistic, communal and other socioeconomic diversities. As a preliminary practice, all persons are encouraged to restrain anger and hatred in all situations. SITAM organizes national festivals, birth and death anniversaries of great Indian Personalities, and most, if not all the several important days of historic and cultural importance of which some are mentioned below:

- National Mathematics Day
- Independence day
- Makar Sankranti
- Republic day
- Science day
- Teachers day
- Ganesh jayanthi
- Women's day
- Diwali
- Yoga Day
- Engineer's day

The institute recognizes and attests importance of national days and for all celebrations programmes are organized with motivational and inspirational speeches, cultural events like plays are organized combined with activities. Festivals uphold pluralism and diversity of India and are celebrated in that very spirit. Diwali is celebrated with program of distribution of sweets along with exchange of wishes. In Yoga day, yoga sessions are offered for the faculty and are kept open to all for participation. Wherever possible, top officials of industries or government offices are invited to address the students on festive occasions so that students get an all round view of India and also gain useful insights of official

protocol and procedures

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The best practices which are implemented in the SITAM institution are Integrating ICT in teaching learning process for better academic standards Academic preview and academic review Creation of awareness among faculty and students about their social responsibility. Industry - institute relation towards skill development Implementation of faculty course assessment report.

File Description	Documents
Best practices in the Institutional website	https://sitam.co.in/criterion7/upload/7.2.1%20Best%20Practices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Faculty and Student Involvement in Tesla Innovation and Research Center

SITAM being a research and innovation driven institute, encourages students towards research and innovation practices. Apart from teachers and students are also encouraged and given opportunity to get involved in research efforts. Non-teaching credit courses like B.Tech Major Projects and M.Tech Dissertation are made research driven and a number of

scientific papers and patents have come out of this work as an outcome. College Director, Principal and faculty are given a research problem to students on which they work for one to two semesters with the possibility of a publication, patent, design or technology. The student is required to present the body of work in an objective report and demonstration thereby enabling their critical thinking abilities in problem solving. Student are nudged to:

? Develop a research proposal

? Carry out a literature search and write a critical state-of-art review

? Select suitable research methods and integrate them within a research methodology

? Carry out the research processes

? Analyze results critically

? Write-up the body of work as a technical report

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

SITAM is all set to roar to new heights in the coming decade. Academics plans are on way to achieve the program outcomes of each program and instill sense of society, patriotism, ethical values and human dignity. A few specific objectives and plans to achieve this vector description are listed below to delineate our approaches as far as academics are concerned.

CASE STUDIES: All the outcomes of the program may not be achievable merely with course content. To address that issue and also to create an inherent feel of real life problems, SITAM is all set to initiate case study method of learning in all its engineering programs. Several case studies are

formulated and reaches are well informed. In the coming one or two years, every program will guide and direct the students towards workups on case studies.

RUBRICS: If program outcomes need to be precisely achieved, students must be aware of evaluating methodology, to begin with. With this in mind, RUBRICS are developed for several courses involving evaluating several learning features simultaneously, such as, laboratory courses, seminars, project works etc. In about a year, RUBRICS will be widely used and displayed prominently at several strategic locations.

HUMAN VALUES: There are a couple of courses in JNTUK curriculum to achieve Human Values and Ethics. Special training programs on traditional values, cultural harmony, Indian ethics, and honesty. With these values inculcated, students become not only engineers but good citizens

Alongside the Academies development, SITAM plans to grow in terms of its variety, academic autonomy, and research sent of mind. Three specific items are terms planned for the upcoming year.

(1) **MANAGEMENT PROGRAMS:** For in an integral part of any academic institute for forming good mix of student a body to enable peer-learning to be a rich experience. In this direction already a Masters in Business administration (MBA) is initiated in the academic year.

We wish to include one / two more management studies Programs to make the academic environment more vibrant.

(2) **FUNCTIONAL / AUTONOMY :** Autonomy allows us to use the academic calendar flexibly to maximize the efficiency of teaching-learning press and Streamline the evaluation and learning durations efforts will be under way to apply for autonomy under/ (UGC)in the Coming years.

(3) **RESEARCH BENT OF MIND:** Active Research projects augment the teaching in terms of keeping it relevant in contemporary technological environment and nudging the students towards real life problems. Towards this end, the institute is trying to get it noted under section 12 (B) of UGC. Once the institute is listed under Section 12(B) of UGC, research activity is expected to grow exponentially since the teachers can apply for

finding for research projects. With this kind of vision and planning from the management the coming years face lot of challenges we are optimistic that we will breeze through all these and emerge victorious.

NAAC