YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution   SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

- Name of the Head of the institution   Dr. DWIVEDULA VENKATA RAMAMURTHY

- Designation   PRINCIPAL

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   9885219988

- Mobile no   9676788855

- Registered e-mail   sitam.director@gmail.com

- Alternate e-mail   principal@sitam.co.in

- Address   GAJULAREGA, VIZIANAGARAM

- 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 NEHRU TECHNOLOGICAL UNIVERSITY,KAKINADA**

- Name of the IQAC Coordinator   **CHELAPAKA VENKATA LAKSHMI**

- Phone No.   **9912006991**

- Alternate phone No.   **7013407385**

- 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://sitam.co.in/images/INSTITUTE%20ACADEMIC%20CALENDAR%20-%202021-22%201.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	2022	200000

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC   [View File](#)

9.No. of IQAC meetings held during the year   `4`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `Yes`

- 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`

- If yes, mention the amount

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

`A 360 degree feedback of faculties is taken based on various parameters.`

`Standardizing attainment calculation`

`Standardizing question paper format`

`Designing simplified faculty appraisal format`

`Creating awareness about teaching methodologies`

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
Training Programme on the AQAR data template filling for the non-teaching staff members	**Online training programme on Documentation and Data template filling for the Annual Quality Assurance Report (AQAR) on 25.06.2021 at 7.30 pm through Google Meet Platform. Non teaching staff contributed significantly in the scholarship data filling, admission data filling and arranging supporting documents for the finance related data.**
AQAR preparation for the academic year 2021-22	**AQAR prepared and uploaded on college website. And submitted to NAAC**
Gender sensitization program	**Seminar and Guest Lecture Program were organized on women health and issues and Women Empowerments Challengers & Prospects by women development cell**
Enhancing Quality of Teaching & learning	**All the departments extensively use PPT presentation, debates, discussions and brain storming sessions as innovative teaching.**

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC	**14/06/2022**

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Pin Code	535002
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• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing
• Name of the Affiliating University	JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY,KAKINADA
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4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://sitam.co.in/images/INSTITUTE%20ACADEMIC%20CALENDAR%20-%202021-22%201.pdf

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13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
IQAC	14/06/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	31/12/2022

15.Multidisciplinary / interdisciplinary

Integration of the knowledge domains to achieve synergistic solution for the real-life problems is an ongoing effort in SITAM. Computer Science is pervading all the classical branches of study such as Mechanical / Electrical/ Electronics/Civil Engineering. There are several overlapping areas across the traditional branches and the relatively newer branches of Computer Science, Data Sciences, Machine learning, etc. Project works form an important direction in achieving interdisciplinary interaction. Several projects span across Mechanical Engineering, Electrical Engineering, Computer Science and Engineering branches. Students are encouraged to foray into these overlapping areas with the idea that the problem does not know the problem-domain.

An important area where Engineering Students often fumble is estimating the time needed for production and cost of production. Likewise, engineering students find it difficult to choose the popularising method and brand making strategy. These areas are relatively easily handled by the students of Business Administration. Now that Business Administration courses are introduced into the SITAM family, we will explore several such options where an optimum mix of business skills and engineering acumen result in meaningful and win-win solutions.

Similarly the D-VOC students exhibit raw skill and miraculous hand-eye coordination for producing and maintaining equipment in excellent condition. Plans are on way into incorporate these skills along with business skills and engineering acumen in projects that span all the products from conception to the inception of the production.

The Institute is affiliated to Jawaharlal Nehru Technological University, Kakinada. As per the guidelines of University, all lectures and practicals were conducted in physical mode. During pandemic, the system has adopted the change from classroom teaching to blended learning. Google drive, Google classrooms are effectively used for course conduction and evaluation process. Each course contents are available on Google classroom including

syllabus, PPTs and notes. The assessments of the courses are done through online assignments, quizzes. The MCQ tests are conducted using Ulektz platform. Online sessions are conducted and recorded on Google meet. Various student activities are conducted online using Google meet.

16.Academic bank of credits (ABC):

Academic Bank of Credits (ABC) is a virtual/digital storehouse that houses data on the credits that one student has accrued over the course of their academic careers. This system has been shown to work well in other countries, and it could be the answer to help alleviate stress for students here in India. Now may be the best time to introduce such a futuristic strategy which would provide unlimited possibilities for a student to learn as technology in the education sector is thriving. Therefore, technology may help to ease the transition period for both the student and the teacher.

New Education Policy (NEP) and Academic Bank of Credits pave the way for the motivated learner to excel in one's field of study. When freedom is given for the student to enter laterally into study program using the credits one has earned and also to exit mid-way out of a study program to pursue an interim career path are excellent options. Having ABC allows ease of handling the credits and their validity.

The institutes, the student body, and the regulatory bodies all need to synchronously follow the ABC philosophy to make it a success and to enable the students to be very flexible in their academic pursuits

17.Skill development:

Skill is the dexterity one achieves by practicing a specific task or following a particular process with keen focus towards achieving a well-defined objective. Skill is often formed in an individual when the process or the task is repeated many times with concentration and commitment.

For ages, skill development is a problem in "teaching institutions". A mid-way solution to imparting skill in ones domain is achieved through internships and practical project-

works carried in industries that deal with the domain where skills is desired.

Over the past few semesters, SITAM introduced the concepts of On-Job Training (OJT) and Community Service Projects (CSP). Students are continuously involved in "serving" in an appropriate industry in a suitable capacity to pick the parlance of the industry, working habits, knack of performing tricky operations, and hand-eye coordination required. Such skills are amply inculcated during the OJT. Diploma students routinely undergo a few weeks of OJT every semester and enjoy learning new skills.

Community Service Projects (CSP) explore the problems faced by the citizens in the adjacent community and attempt to provide engineering solutions. Students often spend about a month in a semester in the adopted villages interacting with the local citizens and work with these citizens in coming up with a solution. CSP gives practical acumen as well as empathy for the common populace and their problems

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Indian traditional knowledge system involves a mixture of a mood of curiosity, a mood of quest, a mood of determination, and a mood of humility towards elders.

Involving all the stakeholders and making a synergistic ambience of Indian Traditional Knowledge system in the institute is indeed a herculean task. The internal framework of mind is a tough nut to crack in a relatively small period may not be possible.

To foster the mood of curiosity and other attributes of the penchant of Indian Traditional learning system, constant exposure and regular practice are a must. To ensure that the student is involved in immersion learning as followed in Indian education system, various discussion sessions and symposia are arranged. Eminent philosophers and academicians are invited to the Institute and students are given ample opportunity to interact with these members.

Also, the teachers are encouraged and empowered to nurture the

curiosity, constant practice, and mood of humility by providing supportive environment of care, concern, love, and affection towards the students. In such supportive environments, students obviously flourish.

It is a very herculean task to achieve such cosmic identity and oneness with the Indian Traditional Knowledge System. SITAM started its journey by following the courses on Indian Traditional Knowledge System introduced by the affiliating University, JNTU GV.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome Based Education (OBE) is a student centric instruction model which focuses on measuring student performance continually and posing interventions at every stage to correct for deviations in learning outcomes.

Broadly an outcome is an observable, measurable ability that a student acquires through the instruction in a part of the program. The idea is it is not what is taught that is important but what skill a student achieved and to what extent the student achieved the skill that is important according to the OBE philosophy.

Efforts to enter OBE realm started in SITAM when the teachers are initiated into this philosophy just before the Corona regime. The course outcomes specified by the affiliating university are carefully mapped to the program outcomes and a "Program Signature" is developed to indicate the general pictorial representation of the program outcomes.

Faculty are thoroughly sensitized about the precepts of OBE and the students in turn are educated about the same. The Program Outcomes are displayed at each department so that students understanding of the OBE terminology becomes deeply etched in the memory.

The outcome attainment for each course is carefully monitored through Faculty Course Attainment Report (FCAR) developed by the teachers immediately after the completion of the course and results are announced. FCAR lists the outcomes attained by a cross-section of the students for the course handled by the teacher.

Along side the program outcomes, proper focus is given on Program

Educational Objectives to foster long term memory items and lifelong learning attitude.

20.Distance education/online education:

The Institute is affiliated to Jawaharlal Nehru Technological University, Kakinada. As per the guidelines of University, all lectures and practicals were conducted in physical mode. During pandemic, the system has adopted the change from classroom teaching to blended learning. Google drive, Google classrooms are effectively used for course conduction and evaluation process. Each course contents are available on Google classroom including syllabus, PPTs and notes. The assessments of the courses are done through online assignments, quizzes. The MCQ tests are conducted using Ulektz platform. Online sessions are conducted and recorded on Google meet. Various student activities are conducted online using Google meet.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**401**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**354**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**250**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**146**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**80**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**80**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**29**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**378.2**
4.3 Total number of computers on campus for academic purposes	**424**

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

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: 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".

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://sitam.co.in/criteria2022/creteria/upload/1.1.1 proof.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 Univerity (Jawaharlal Nehru
Technological University, JNTU, Kakinada) which shall be followed
by all the affiliated colleges. SITAM embeds all the other events,
birth days of national heroes, 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sitam.co.in/criteria2022/creteria/upload/1.1.2%20proof_compressed.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

B. Any 3 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	View File
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)

16

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

656

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

hereunder and a description of these courses is uploaded 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.

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

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.	No File Uploaded

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

3

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	View File
Institutional Data in Prescribed Format	View File

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

220

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/criteria2022/creteria/upload/student%20feedback%20%20Report%202020 21-22.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/criteria2022/creteria/upload/1.4.2%20Action%20Taken%20Report.pdf

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

354

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

298

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

The organization appraises the learning levels of every student right from the time student is admitted to the college through a planned and structured induction programme.

Induction Programme: Every year the institution organizes Student's Induction Programme for the newly enrolled engineering and management students.

Advanced Learners: Advanced learners are provided with various opportunities to develop their knowledge and skills.

1. **Emboldened to participate and present papers in various seminars/workshops.**
2. **Mentoring the students for GATE/Competitive Examinations.**
3. **Implementation of experimental learning sessions, group discussions, etc**
4. **Guiding for career planning.**

Slow Learners: The slow learners are recognized on the basis of their academic performance during continuous internal evaluation, assignments and performance in the End semester Examination. Plan of action in the form of remedial classes is arranged to improve the performance in the respective subjects.

Remedial Classes: These classes are conducted in the last period every day after the scheduled lectures with a view to improve the academic performance of slow learners.

In order to enhance the confidence level in students, the department organizes countless activities such as NSS, NCC, Cultural and Sports, etc to develop Interpersonal skills of students in our organization.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria2022/criterion2/upload/2.2.1%20Word%20Countersigned.pdf
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
1500	80

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 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. Given below are a few methods that teachers at SITAM put to use.

Flipped class rooms

Self organised learning environment

Active learning

Cooperative learning

Implementation of Online Teaching

Project based Learning

Service Learning

In SITAM, students are actively involved in Community Service Project that connects course curriculum with identified community issues and needs.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

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

At SITAM, our faculty combine modern methods with classical techniques of instruction by using Information and Communication Technology (ICT) to support, enhance, and improve the delivery of pedagogy. Information and Communication Technology (ICT) tools contribute to high quality lessons since they have potential to increase students' motivation, connect students to many information sources, support active in – class and out – class learning environment, etc.

In addition to the chalk – and – talk method of teaching, the faculty in our institute use ICT tools to communicate, create, propagate, store, and manage information. ICT enables students to access different information sources to deal with ongoing technological change in the community.

Each classroom is equipped with a projector to facilitate the faculty to present the subject matter as PowerPoint presentations and video lectures, encouraging the students for active learning.

The Teaching – Learning process is equipped with Regular Practical Sessions. Access to Digital Library, Online Courses (MOOCS), Online journals, E- books, etc. Seminar halls are digitally equipped where guest lectures, competitions and student interplay take place. Specialized computer laboratory with a cyberspace has been provided to promote independent 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

74

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

80

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

14

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

310

File Description	Documents
Any additional information	View File
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 college has a transparent and robust evaluation process in terms of frequency and mode. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculty and directs them to ensure effective implementation of the evaluation process.

Continuous evaluation is made through Mid examinations, Assignments submission, Field visit / Field work, Seminars presentation, Group discussion, Internships, Community Service Project, etc. Mid examinations are conducted regularly as per the schedule given in the academic calendar of Jawaharlal Nehru Technological University, Kakinada. The weightage for the mid examinations varies as per the regulations prescribed by Jawaharlal Nehru Technological University, Kakinada.

For transparent and robust for internal assessment, the following mechanisms are conducted

1. Internal Examination Committee
2. Question Paper Setting
3. Conduct of Examinations
4. Result display
5. Interactivity with students regarding their internal assessment

The method of internal assessment helps the teachers to assess the students' performance competently. Due to internal assessment, interest of the student towards learning and attending the classes has also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall self-improvement.

File Description	Documents
Any additional information	View File
Link for additional information	https://sitam.co.in/criteria2022/criterion2/upload/2.5.1%20Regulation%20Countersigned.pdf

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.

Institute Level

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.

University Level

At the university level to ensure transparency and curb the mall practices, the university has introduced a jumbling system and theory end - semester examinations are conducted at a center other than the college. The queries related to results, corrections in mark sheets and other certificates issued by university are handled at JNTUK examination section after forwarding such queries through the college examination section.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://sitam.co.in/criteria2022/criterion 2/upload/2.5.2%20Word%20Countersigned.pdf

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 accessibleto all the stakeholders of the program through education, faculty workshops, student awareness workshops, student induction program andfaculty

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 theProgram 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.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://sitam.co.in/criteria2022/criterion2/upload/2.6.1%20Course%20Objective%20Countersigned.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.

The institute periodically assesses the student performance using a variety of tools to determine whether each of the Program Outcomes, Program Specific Outcomes and Course Outcomes are met with the requirements. Direct evaluation processes like University end exams, Internal and External assessment, class tests, seminars, project work, Internships; etc helps to assess the Program Outcomes and Program Specific Outcomes by using Course Outcomes of the relevant program.

In addition, remedial classes are conducted for slow learners to improve the performance of students in their academics by providing study materials, reference books, E-books, etc. The Institute also evaluates the Course Outcomes by Indirect assessment methods which comprise feedback from students every semester. Apart from this, Placement also serves as a measure of Program Outcomes. Employment of students upon the completion of

course in various branches plays a lead role in Indirect assessment of Program Outcomes.

Further the measure of Program Outcomes, Program Specific Outcomes and Course Outcomes can also be evaluated on the basis of higher studies by the students in various Government institutions and Organizations, etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sitam.co.in/criteria2022/criterion2/upload/2.6.2%20Word%20Countersigned.pdf

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

111

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/criteria2022/criterion2/upload/2.6.3%20Pass%20Percentage%20Countersigned.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/criteria2022/criterion2/upload/2.7.1%20Student%20Satisfaction%20Survey%20Countersigned.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)

2.0

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	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsitam.co.in%2Fcriteria2022%2Fcriterion3%2Fupload%2F3.1.2%2520Departments%2520having%2520Research%2520projects%2520upload.xlsx&wdOrigin=BROWSELINK

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:**

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.

Few prototypes will be developed and presented in the technical fests organized by the IITs, NITs and reputed universities.

Incubation center: Is a "nucleus" for entrepreneurial spirit among the teachers and students. Incubation center at SITAM supports all the activities of innovation, entrepreneurship, and business skills.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

13

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
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	**No File Uploaded**

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

34

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

4

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, 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.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria2022/criterion3/upload/3.1.3.pdf
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

8

File Description	Documents
Any additional information	View File
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

28

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

1325

File Description	Documents
Report of the event	View File
Any additional information	View File
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

233

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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

20

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 offering the best of facilities. The institute is well planned and well-designed area of 5.12 acres with a built-up area of 20,747.13 sq m.

The aesthetically designed campus has ultramodern facilities with academic wings for each department, administrative wings, laboratories, workshop, 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 equipment's in total 33 laboratories of various departments which helps students to implement practical knowledge thus acting as an interface between students and industry.

The institution houses "Tesla Innovation center" Encourage students to implement new innovation and create new models by intellectual thoughts. The agenda is to make students to have conceptual learning rather than sitting in classrooms. The students can learn problem solving skills and

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criteria2022/criterion4/upload/4.1.1%20teaching%20proof.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 have following Outdoor and Indoor sports and Cultural facilities. Outdoor Games: Cricket, Football, Kho-kho, Volleyball

,hand ball, Throw ball,Tenni koit,Kabaddi and Athletics non-standard track . 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 applauds 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 etcThe students who participative at various sports and cultural events are paid TA/DA. The students, who show excellent performance at University, State and National level competition are encouraged by college by giving them track suits and sports kits. The student achievement is also acknowledged by felicitating them at Society and Institute level functions. The institute provides all sports material to students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criteria2022/criterion4/upload/4.1.2%20SPORTS,%20GAMES-%20PROOF.pdf

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

29

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criteria2022/criterion4/upload/4.1.3%20%20ICT%20FACILITIES%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)

378.28

File Description	Documents
Upload any additional information	[View File](#)
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)

Library was established in spacious area consisting of two floors with a carpet area of 500 m2 each. First floor occupies circulation area and newspaper section with 150 seating capacity. Second floor houses Digital Library consisting of 65 Computers with internet connectivity, Periodical section, Book Reference section and special collections. Library is also accommodated with attached rest rooms and an entry point directly into the library. Institute offers 6 B.Tech. programs (Electronics and Communication Engineering, Electrical and Electronics Engineering, Computer Science and Engineering, Artificial Intelligence and Data Science, Mechanical Engineering, and Civil Engineering), 4 Diploma Vocational Courses (Automobile Servicing, Mobile Communication, Computer Science, and Electrical Appliances Maintenance and Repairing) along with 2 PG courses viz., MTech in Computer Science Engineering(CSE) and Master of Business Administration (MBA). Library has a collection of 17,782 books and 10,901 e-books (Total books 28,683). Library uses ECAP (Engineering College Automation Package) software to manage library transactions. The college central library has various institutional memberships of prestigious libraries such as DELNET, SCRIBD, National Digital Library (NDL), e-journals, e-books, video lectures besides the learning materials from Ulektz, our LMS partner. Institute provides remote access to e-resources to total campus including hostels for both boys and girls.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sitam.co.in/criteria2022/criterion4/upload/NAAC%20LIBRARY%20PICS%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)

9.23

File Description	Documents
Any additional information	View File
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

450

File Description	Documents
Any additional information	View File
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 take initiative to upgrade itself in providing IT facilities to students and faculty. With 409 computers in the year of establishment, the institute now has high end computers. The latest configuration of computer available in the institute is Dual core processor with 4GB RAM, 320/500 GB HDD, Dual core processor. All 409 systems now in SITAM are LAN connected. The institute has complete MSDN applications and system software's.

The Institute started with Learning Management System, uLektz which offers hundreds of video content, course materials, and supports all aspects of Learning Management.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criteria2022/criterion4/upload/4.3.1%20IT%20FACILITIES.pdf

4.3.2 - Number of Computers

424

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
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)

122.3

File Description	Documents
Upload any additional information	View File
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 such as

1. **Institute maintenance committee**
2. **Library advisory committee**
3. **Purchase committee**

The role and responsibilities of committees are given below.

1. **General civil maintenance and upkeep of civil infrastructure is carried out by the institute level canteen and campus committee.**
2. **Repair and Maintenance of laboratory equipment's/instruments are initiated by the respective Laboratory In-charge as and**

when required.

3. 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.

4. 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.

5. Security of the institute is assigned to external agency.

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

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

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sitam.co.in/criteria2022/criterion4/upload/4.4.2-Policy%20Maintainance.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

627

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

18

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/criteria2022/criterion5/upload/5.1.3%20proofs.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

71

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

71

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 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	[View File](#)
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

71

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
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

1

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
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.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/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.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria2022/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

8

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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.

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.

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File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria2022/criterion5/upload/5.4.1.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   A. ? 5Lakhs

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 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 GB directions 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.

File Description	Documents
Paste link for additional information	https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsitam.co.in%2Fcriteria2022%2Fcriterion6%2Fupload%2F6.1.1.docx&wdOrigin=BROWSELINK
Upload any additional information	View File

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

SITAM encourages decentralization in terms of Academic planning, Internal Administration in the departments including Library, Internal Assessment and Leave Monitoring, Laboratory management. Department heads are empowered to exercise administrative influence and the principal provides guiding principles and general practices. Management actively supports the Administrative machinery by timely help, purchases (through recommendations of Purchase Committee) , and recruitment (through recruitment committee).

File Description	Documents
Paste link for additional information	https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsitam.co.in%2Fcriteria2022%2Fcriterion6%2Fupload%2F6.1.2.docx&wdOrigin=BROWSELINK
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic planning is a continuous process with a specific focus on accomplishing institutional goals in this competitive world. Strategic Planning and deployment document (SPDD) is based on analysis of current obstacles and future opportunities and envisages the direction towards which the organization should move to achieve its set goals and objectives. Picture below shows the SP formulated at SITAM for it to walk into the "highway" of learning places and achieve its stated goals.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsitam.co.in%2Fcriteria2022%2Fcriterion6%2Fupload%2F6.2.1.docx&wdOrigin=BROWSELINK
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 publicized in the institute at various places so that everyone is aware of the responsibilities.

File Description	Documents
Paste link for additional information	https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsitam.co.in%2Fcriteria2022%2Fcriterion6%2Fupload%2F6.2.2.docx&wdOrigin=BROWSELINK
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	View File
Screen shots of user inter faces	View File
Any additional information	View File
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. **Employees Provident Fund as per PF rules**
2. **Salary advance facility for teaching and non teaching staff in case of urgency.**
3. **Medical Leave & Maternity/Paternity leave for eligible staff members**

4. Employee gets fees concession for their ward.

5. Leave for higher education .

6. Subsidized food in the canteen.

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

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

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

10. Lodging and boarding facility to the needy.

11. Summer Vacation for staff.

12. Free transport facility for all the staff

File Description	Documents
Paste link for additional information	https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsitam.co.in%2Fcriteria2022%2Fcriterion6%2Fupload%2F6.3.1.docx&wdOrigin=BROWSELINK
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

31

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

40

File Description	Documents
IQAC report summary	**No File Uploaded**
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

Response: The institution has performance based appraisal system for the assessment of teaching and non-teaching staff. The appraisal report is based on the annual performance of the employees on the basis of their academic, research and other extra- curricular activities.

Performance appraisal system for teaching staff:

The teacher, as a person and teacher as performer, is also one of the mandatory assessment for his/her performance is appraised through his/her implementation of innovative methodologies in classroom lectures, seminars, tutorials, course delivery, question paper setting and evaluation, updating of materials etc. Besides, student feedback and pass percentage of the course are also considered. The performance of the faculty is evaluated based on professional contribution to academics, contribution to short term training courses, NPTEL Courses , performing invigilation duties, contribution to College administrative bodies such as college R&D Cell, IQAC,TIC,EDC Cell, NAAC, etc. Financial support to the faculty is rendered with the motive to enhance or upgrade their knowledge through their participation in conferences, workshops, publications in International journals, Book publication, sponsored projects consultancy, research supervision, awards, honors, etc. The above performance appraisal report is filled by employee in a given prescribed proforma which includes all the related points.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria2022/criterion 6/upload/QlM-6.3.5.pdf
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

Income and expenditure of the Institute are audited every month by the College Finance Committee for internal audit. The institute follows the procedure laid down by UGC and AICTE . The committee monitors the purchase and expenses incurred from funds generated through fees and other grants. Institutional Administration is responsible for the preparation of financial statements that give true and fair view of the financial position. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the financial statements. The budget takes into consideration the following. • Maintenance and Construction of buildings, Campus development. • The salary for teaching, non-teaching, and contingency staff. • Research and Development activities. • Sponsoring faculty members for seminars, workshops, and conferences. • Purchase of books and subscriptions of journals in the library. • Payment of internet, electricity and telephone bills. • Purchase of equipment and software. • Conducting various college functions such as Sports Day, Annual Function , Farewell Party , Placement Day, etc.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria2022/criterion 6/upload/QlM-6.4.1.pdf
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)

`89.54`

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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 centers 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: a) Developing small creative products and converting them into saleable products through patenting process. b) Attempting to contact local industries and attempting to provide consultancy services in various areas. c) Establishing testing and miscellaneous services for several domains of engineering. d) Identifying creative final year student projects and trying to convert them into patentable ideas. e) Fees: Fees charged as per the university and government norms from students of various granted and self financed courses. f) Salary Grant: The College receives salary grant from the BOTCHA GURUNAIDU MEMORIAL EDUCATINAL SOCIETY.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria2022/criterion6/upload/QlM-6.4.3.pdf
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 •

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria2022/criterion6/upload/QlM-6.5.1.pdf
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 is also planned at this stage. Daily lecture Record: Everyday faculty prepares and submit details of the lecture along with the topic covered on an online portal as well as Course Track Register (CTR). Evaluation of teachers by students: The institution has a feedback system to check the quality of teaching. 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.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria2022/criterion6/upload/QlM-6.5.2.pdf
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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sitam.co.in/criteria2022/criterion2/upload/2.2.1%20Induction%20Countersigned.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

SITAM's tenets are always clear and streamlined about the safety and security of all employees through awareness and counseling. All issues are resolved amicably and yet with a firmness of justice.

Safety and Security

To maintain safety and security on campus the use of identity cards is mandatory for students as well as faculty.

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. A 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 safety and security are being taken care of.

Counseling

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 need of students.

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://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsitam.co.in%2Fcriteria2022%2Fcriterion7%2Fupload%2F7.1.1-1.docx&wdOrigin=BROWSELINK

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	View File

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 sees itself as an essential component of the ecosystem it lives in. As a result,

SITAM avoids any negative behaviors that can jeopardize the well-being of systems that are close to it. SITAM is an ideal ecological system, thanks to carefully designed building construction, plant life, and human support systems. To lessen its impact on animal, plant life, and human life, SITAM carefully evaluates the ingress/egress movement of solid, liquid, electronic, and other materials.

SITAM sees itself as an integral part of the natural system that supports it. Accordingly, SITAM prohibits any harmful activity that can thwart the flourishing of structures surrounding it. SITAM is an ideal natural framework which carefully considers building architecture, vegetation, and social networks that provide emotional support.

Solid waste comes from various sources and is managed suitably:

o The fertilizer pit receives the strong waste from writing materials as well as the organic waste from nurseries and yards. The manure-pit-vermi-compost is used in the nurseries and in the kitchen garden.

o The solid waste from the dairy animals on the property is used as fertilizer for flowerbeds or even a kitchen garden.

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   **A. Any 4 or all of the above**

system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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	View File
Any other relevant documents	View File

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	View File
Certification by the auditing agency	View File
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	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

To promote concord and tolerance toward cultural, regional, linguistic, communal, and other socioeconomic diversity, SITAM offers an inclusive atmosphere. All people are urged to hold their hate and hatred in check at all times as a preliminary practise.

SITAM is aware that in order to make India a strong, truthful, and vibrant nation, all of its stakeholders must find inspiration in the great sons and daughters of India. Recognizing this, SITAM organises national holidays, commemorations of the births and deaths of notable Indians, and the majority, if not all, of significant dates of historical, cultural, local, and regional significance, some of which are listed below:

- Independence day
- Republic day
- Yoga Day
- Makar Sankranti
- Diwali

The institute acknowledges the significance of national holidays, as seen by the fact that all celebrations include inspirational and motivational lectures and other cultural events, along with activities.

The pluralism and diversity of India are upheld by festivals, which are observed in such spirit. Diwali is observed with a programme of sweets distribution and wish-exchange. Yoga sessions are provided for the faculty on Yoga Day and are open to everyone.

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	View File

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

The staff and students of SITAM are educated on the constitutional requirements on the values, rights, duties and responsibilities of citizens enabling them to act in a manner befitting 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 conducts awareness

programs on plastics, cleanliness, Swatcha 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, debate, and class presentations.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsitam.co.in%2Fcriteria2022%2Fcriterion7%2Fupload%2F7.1.9.doc&wdOrigin=BROWSELINK
Any other relevant information	https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsitam.co.in%2Fcriteria2022%2Fcriterion7%2Fupload%2F7.1.8.docx&wdOrigin=BROWSELINK

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	**No File Uploaded**
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	**No File Uploaded**

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

SITAM provides 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. They are reminded the motto of the institute Panditaha samadrsinaha.

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 MathematicsDay**
- **Independenceday**
- **MakarSankranti**
- **Republicday**
- **Scienceday**
- **Teachersday**
- **Ganeshjayanthi**
- **Women'sday**
- **Diwali**
- **YogaDay**
- **Engineer'sday**

The institute recognizes the importance of national commemorative days and celebrates on the respective days. These programmes are organized with motivational and inspirational speeches by eminent persons.

Independence day and Republic day are celebrated for understanding

integrity. Science day, Mathametics day, Teachers day and Engineers day are celebrated in the Institute. Festivals like Diwali,Ganesh jayanthi are also celebrated for the purpose of welfare.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	<u>View File</u>
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 described below

1. implementation of Faculty Course Assessment report: This Practice is being followed from the previous year.

2.Industry - Institution relation towards Skill Development: :To impart the Engineering skill expected from the industries

3, Education Beyond the Classrooms:

- To perceive suitable techniques for coaching and mastering outdoor the lecture room
- To beautify the instructional revel in with the aid of using indulging in revolutionary and exciting new techniques of constructing knowledge

File Description	Documents
Best practices in the Institutional website	<u>https://sitam.co.in/criteria2022/criterion7/upload/7.2.1.pdf</u>
Any other relevant information	<u>https://sitam.co.in/criteria2022/criterion7/upload/7.2.1.pdf</u>

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

A Local Chapter of NPTEL (National Programme on Technology Enhanced Learning) has been established in SITAM. Faculty and students of SITAM have taken the advantage of this excellent opportunity. This programme purveyed to enhance and substantiate the learning. As the world is being developed with the new technologies, discovering and manipulating new ideas and concepts of online education are changing rapidly. In response to these changes, to work on strategic plans to implement online education. SITAM has tied up with the online learning platform NPTEL: NPTEL online courses is an opportunity for the Faculty members of the Local Chapters to guide and monitor their students progress in the NPTEL online course and ensure better performance and understanding of the subject by the students. ? To enrich its existing curriculum and make students self-learners, Institution has adopted, some open online courses listed by the UGC under its Massive Open Online Courses (MOOCs) programme and offered on the SWAYAM (Study Web of Active Learning by Young and Aspiring Minds) learning platform

To provide additional learner centric graded skill oriented technical training, with the primary objective of improving the employability skills of the students, Students are encouraged to do online courses from NPTEL

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

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: 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".

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://sitam.co.in/criteria2022/creteria/upload/1.1.1_proof.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 Univerity (Jawaharlal Nehru Technological University, JNTU, Kakinada) which shall be followed by all the affiliated colleges. SITAM embeds all the other events, birth days of national heroes, 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.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://sitam.co.in/criteria2022/creteria/upload/1.1.2%20proof_compressed.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	B. Any 3 of the above

process of the affiliating University	

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	View File
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)

16

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

656

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

hereunder and a description of these courses is uploaded 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.

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

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.	**No File Uploaded**

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

3

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	View File
Institutional Data in Prescribed Format	View File

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

220

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/criteria2022/creteria/upload/student%20feedback%20%20Report%202021-22.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/criteria2022/creteria/upload/1.4.2%20Action%20Taken%20Report.pdf

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

354

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

298

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

The organization appraises the learning levels of every student right from the time student is admitted to the college through a planned and structured induction programme.

Induction Programme: Every year the institution organizes Student's Induction Programme for the newly enrolled engineering and management students.

Advanced Learners: Advanced learners are provided with various opportunities to develop their knowledge and skills.

1. Emboldened to participate and present papers in various seminars/workshops.
2. Mentoring the students for GATE/Competitive Examinations.
3. Implementation of experimental learning sessions, group discussions, etc
4. Guiding for career planning.

Slow Learners: The slow learners are recognized on the basis of their academic performance during continuous internal

evaluation, assignments and performance in the End semester Examination. Plan of action in the form of remedial classes is arranged to improve the performance in the respective subjects.

Remedial Classes: These classes are conducted in the last period every day after the scheduled lectures with a view to improve the academic performance of slow learners.

In order to enhance the confidence level in students, the department organizes countless activities such as NSS, NCC, Cultural and Sports, etc to develop Interpersonal skills of students in our organization.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria2022/criterion2/upload/2.2.1%20Word%20Countersigned.pdf
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
1500	80

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 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. Given below are a few methods that teachers at SITAM put to use.

Flipped class rooms

Self organised learning environment

Active learning

Cooperative learning

Implementation of Online Teaching

Project based Learning

Service Learning

In SITAM, students are actively involved in Community Service Project that connects course curriculum with identified community issues and needs.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

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

At SITAM, our faculty combine modern methods with classical techniques of instruction by using Information and Communication Technology (ICT) to support, enhance, and improve the delivery of pedagogy. Information and Communication Technology (ICT) tools contribute to high quality lessons since they have potential to increase students' motivation, connect

students to many information sources, support active in – class and out – class learning environment, etc.

In addition to the chalk – and – talk method of teaching, the faculty in our institute use ICT tools to communicate, create, propagate, store, and manage information. ICT enables students to access different information sources to deal with ongoing technological change in the community.

 Each classroom is equipped with a projector to facilitate the faculty to present the subject matter as PowerPoint presentations and video lectures, encouraging the students for active learning. The Teaching – Learning process is equipped with Regular Practical Sessions. Access to Digital Library, Online Courses (MOOCS), Online journals, E- books, etc. Seminar halls are digitally equipped where guest lectures, competitions and student interplay take place. Specialized computer laboratory with a cyberspace has been provided to promote independent 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

74

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

80

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

14

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

310

File Description	Documents
Any additional information	View File
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 college has a transparent and robust evaluation process in terms of frequency and mode. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculty and directs them to ensure effective implementation of the evaluation process.

Continuous evaluation is made through Mid examinations, Assignments submission, Field visit / Field work, Seminars presentation, Group discussion, Internships, Community Service Project, etc. Mid examinations are conducted regularly as per the schedule given in the academic calendar of Jawaharlal Nehru Technological University, Kakinada. The weightage for the mid examinations varies as per the regulations prescribed by Jawaharlal Nehru Technological University, Kakinada.

For transparent and robust for internal assessment, the following mechanisms are conducted

1. Internal Examination Committee
2. Question Paper Setting
3. Conduct of Examinations
4. Result display
5. Interactivity with students regarding their internal assessment

The method of internal assessment helps the teachers to assess the students' performance competently. Due to internal assessment, interest of the student towards learning and attending the classes has also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their

overall self-improvement.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://sitam.co.in/criteria2022/criterion2/upload/2.5.1%20Regulation%20Countersigned.pdf

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.

Institute Level

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.

University Level

At the university level to ensure transparency and curb the mall practices, the university has introduced a jumbling system and theory end - semester examinations are conducted at a center other than the college. The queries related to results, corrections in mark sheets and other certificates issued by university are handled at JNTUK examination section after forwarding such queries through the college examination section.

File Description	Documents
Any additional information	View File
Link for additional information	https://sitam.co.in/criteria2022/criterion2/upload/2.5.2%20Word%20Countersigned.pdf

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 accessibleto all the stakeholders of the program through education, faculty workshops, student awareness workshops, student induction program andfaculty 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 theProgram 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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sitam.co.in/criteria2022/criterion2/upload/2.6.1%20Course%20Objective%20Countersigned.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.

The institute periodically assesses the student performance using a variety of tools to determine whether each of the Program Outcomes, Program Specific Outcomes and Course Outcomes are met with the requirements. Direct evaluation processes like University end exams, Internal and External assessment, class tests, seminars, project work, Internships; etc helps to assess the Program Outcomes and Program Specific Outcomes by using Course Outcomes of the relevant program.

In addition, remedial classes are conducted for slow learners to improve the performance of students in their academics by providing study materials, reference books, E-books, etc. The Institute also evaluates the Course Outcomes by Indirect assessment methods which comprise feedback from students every semester. Apart from this, Placement also serves as a measure of Program Outcomes. Employment of students upon the completion of course in various branches plays a lead role in Indirect assessment of Program Outcomes.

Further the measure of Program Outcomes, Program Specific Outcomes and Course Outcomes can also be evaluated on the basis of higher studies by the students in various Government institutions and Organizations, etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://sitam.co.in/criteria2022/criterion2/upload/2.6.2%20Word%20Countersigned.pdf

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

111

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/criteria2022/criterion2/upload/2.6.3%20Pass%20Percentage%20Countersigned.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/criteria2022/criterion2/upload/2.7.1%20Student%20Satisfaction%20Survey%20Countersigned.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)

`2.0`

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	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsitam.co.in%2Fcriteria2022%2Fcriterion3%2Fupload%2F3.1.2%2520Departments%2520having%2520Research%2520Oprojects%2520upload.xlsx&wdOrigin=BROWSELINK

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:

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.

Few prototypes will be developed and presented in the technical fests organized by the IITs, NITs and reputed universities.

Incubation center: Is a "nucleus" for entrepreneurial spirit among the teachers and students. Incubation center at SITAM supports all the activities of innovation, entrepreneurship, and business skills.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

13

File Description	Documents
Report of the event	View File
Any additional information	View File
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	No File Uploaded

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

34

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

4

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, 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.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria2022/criterion3/upload/3.1.3.pdf
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

8

File Description	Documents
Any additional information	View File
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

28

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

1325

File Description	Documents
Report of the event	View File
Any additional information	View File
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

233

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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

20

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 offering the best of facilities. The institute is well planned and well-designed area of 5.12 acres with a built-up area of 20,747.13 sq m.

The aesthetically designed campus has ultramodern facilities with academic wings for each department, administrative wings, laboratories, workshop, 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 equipment's in total 33 laboratories of various departments which helps students to implement practical knowledge thus acting as an interface between students and industry.

The institution houses "Tesla Innovation center" Encourage students to implement new innovation and create new models by intellectual thoughts. The agenda is to make students to have conceptual learning rather than sitting in classrooms. The students can learn problem solving skills and

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sitam.co.in/criteria2022/criterion4/upload/4.1.1%20teaching%20proof.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 have following Outdoor and Indoor sports and Cultural facilities. Outdoor Games: Cricket, Football, Kho-kho, Volleyball ,hand ball, Throw ball,Tenni koit,Kabaddi and Athletics non-standard track . 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 applauds 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 etcThe students who participative at various sports and cultural events are paid TA/DA. The students, who show excellent performance at University, State and National level competition are encouraged by college by giving them track suits and sports kits. The student achievement is also acknowledged by felicitating them at Society and Institute level functions. The institute provides all sports material to students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criteria2022/criterion4/upload/4.1.2%20SPORTS,%20GAMES-%20PROOF.pdf

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

29

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criteria2022/criterion4/upload/4.1.3%20%20ICT%20FACILITIES%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)

378.28

File Description	Documents
Upload any additional information	View File
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)

Library was established in spacious area consisting of two floors with a carpet area of 500 m2 each. First floor occupies circulation area and newspaper section with 150 seating capacity. Second floor houses Digital Library consisting of 65 Computers with internet connectivity, Periodical section, Book Reference section and special collections. Library is also accommodated with attached rest rooms and an entry point directly into the library. Institute offers 6 B.Tech. programs (Electronics and Communication Engineering, Electrical and Electronics Engineering, Computer Science and Engineering, Artificial Intelligence and Data Science, Mechanical Engineering, and Civil Engineering), 4 Diploma Vocational Courses (Automobile Servicing, Mobile Communication, Computer Science, and Electrical Appliances Maintenance and Repairing) along with 2 PG courses viz., MTech in Computer Science Engineering(CSE) and Master of Business Administration (MBA). Library has a collection of 17,782 books and 10,901 e-books (Total books 28,683). Library uses ECAP (Engineering College Automation Package) software to manage library transactions. The college central library has various institutional memberships of prestigious libraries such as DELNET, SCRIBD, National Digital Library (NDL), e-journals, e-books, video lectures besides the learning materials from Ulektz, our LMS partner. Institute provides remote access to e-resources to total campus including hostels for both boys and girls.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://sitam.co.in/criteria2022/criterion4/upload/NAAC%20LIBRARY%20PICS%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)

9.23

File Description	Documents
Any additional information	View File
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

450

File Description	Documents
Any additional information	View File
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 take initiative to upgrade itself in providing IT facilities to students and faculty. With 409 computers in the year of establishment, the institute now has high end computers. The latest configuration of computer available in the institute is Dual core processor with 4GB RAM, 320/500 GB

HDD, Dual core processor. All 409 systems now in SITAM are LAN connected. The institute has complete MSDN applications and system software's.

The Institute started with Learning Management System, uLektz which offers hundreds of video content, course materials, and supports all aspects of Learning Management.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criteria2022/criterion4/upload/4.3.1%20IT%20FACILITIES.pdf

4.3.2 - Number of Computers

424

File Description	Documents
Upload any additional information	View File
List of Computers	View File

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

File Description	Documents
Upload any additional Information	View File
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)

122.3

File Description	Documents
Upload any additional information	[View File]
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 such as

1. Institute maintenance committee
2. Library advisory committee
3. Purchase committee

The role and responsibilities of committees are given below.

1. General civil maintenance and upkeep of civil infrastructure is carried out by the institute level canteen and campus committee.
2. Repair and Maintenance of laboratory equipment's/instruments are initiated by the respective Laboratory In-charge as and when required.
3. 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.
4. 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.
5. Security of the institute is assigned to external agency.
6. Fumigation of the entire institute is done frequently by third party housekeeping agency.
7. The institute garden is maintained by the gardener appointed by the society.
8. The institute has adequate number of computers with internet connections and required software's distributed in different locales like office, laboratories, library,

departments etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criteria2022/criterion4/upload/4.4.2-Policy%20Maintainance.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

627

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

18

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/criteria2022/criterion5/upload/5.1.3%20proofs.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

71

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

71

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	View File
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

71

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
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

1

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
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.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria2022/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

8

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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.

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.

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File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria2022/criterion5/upload/5.4.1.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	A. ? 5Lakhs

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 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 GB directions 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.

File Description	Documents
Paste link for additional information	https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsitam.co.in%2Fcriteria2022%2Fcriterion6%2Fupload%2F6.1.1.docx&wdOrigin=BROWSELINK
Upload any additional information	View File

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

SITAM encourages decentralization in terms of Academic planning, Internal Administration in the departments including Library, Internal Assessment and Leave Monitoring, Laboratory management. Department heads are empowered to exercise administrative influence and the principal provides guiding principles and general practices. Management actively supports the Administrative machinery by timely help, purchases (through recommendations of Purchase Committee) , and recruitment (through recruitment committee).

File Description	Documents
Paste link for additional information	https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsitam.co.in%2Fcriteria2022%2Fcriterion6%2Fupload%2F6.1.2.docx&wdOrigin=BROWSELINK
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic planning is a continuous process with a specific focus on accomplishing institutional goals in this competitive world. Strategic Planning and deployment document (SPDD) is based on analysis of current obstacles and future opportunities and envisages the direction towards which the organization should move to achieve its set goals and objectives. Picture below shows the SP formulated at SITAM for it to walk into the "highway" of learning places and achieve its stated goals.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsitam.co.in%2Fcriteria2022%2Fcriterion6%2Fupload%2F6.2.1.docx&wdOrigin=BROWSELINK
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 publicized in the institute at various places so that everyone is aware of the responsibilities.

File Description	Documents
Paste link for additional information	https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsitam.co.in%2Fcriteria2022%2Fcriterion6%2Fupload%2F6.2.2.docx&wdOrigin=BROWSELINK
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	View File
Screen shots of user inter faces	View File
Any additional information	View File
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. Employees Provident Fund as per PF rules
2. Salary advance facility for teaching and non teaching staff in case of urgency.
3. Medical Leave & Maternity/Paternity leave for eligible staff members

4. Employee gets fees concession for their ward.

5. Leave for higher education .

6. Subsidized food in the canteen.

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

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

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

10. Lodging and boarding facility to the needy.

11. Summer Vacation for staff.

12. Free transport facility for all the staff

File Description	Documents
Paste link for additional information	https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsitam.co.in%2Fcriteria2022%2Fcriterion6%2Fupload%2F6.3.1.docx&wdOrigin=BROWSELINK
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

31

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

40

File Description	Documents
IQAC report summary	**No File Uploaded**
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

Response: The institution has performance based appraisal system for the assessment of teaching and non-teaching staff. The appraisal report is based on the annual performance of the

employees on the basis of their academic, research and other extra- curricular activities.

Performance appraisal system for teaching staff:

The teacher, as a person and teacher as performer, is also one of the mandatory assessment for his/her performance is appraised through his/her implementation of innovative methodologies in classroom lectures, seminars, tutorials, course delivery, question paper setting and evaluation, updating of materials etc. Besides, student feedback and pass percentage of the course are also considered. The performance of the faculty is evaluated based on professional contribution to academics, contribution to short term training courses, NPTEL Courses , performing invigilation duties, contribution to College administrative bodies such as college R&D Cell, IQAC,TIC,EDC Cell, NAAC, etc. Financial support to the faculty is rendered with the motive to enhance or upgrade their knowledge through their participation in conferences, workshops, publications in International journals, Book publication, sponsored projects consultancy, research supervision, awards, honors, etc. The above performance appraisal report is filled by employee in a given prescribed proforma which includes all the related points.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria2022/criterion6/upload/QlM-6.3.5.pdf
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

Income and expenditure of the Institute are audited every month by the College Finance Committee for internal audit. The institute follows the procedure laid down by UGC and AICTE . The committee monitors the purchase and expenses incurred from funds generated through fees and other grants. Institutional Administration is responsible for the preparation of financial

statements that give true and fair view of the financial position. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the financial statements. The budget takes into consideration the following. • Maintenance and Construction of buildings, Campus development. • The salary for teaching, non-teaching, and contingency staff. • Research and Development activities. • Sponsoring faculty members for seminars, workshops, and conferences. • Purchase of books and subscriptions of journals in the library. • Payment of internet, electricity and telephone bills. • Purchase of equipment and software. • Conducting various college functions such as Sports Day, Annual Function , Farewell Party , Placement Day, etc.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria2022/criterion6/upload/QlM-6.4.1.pdf
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)

89.54

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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 centers 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: a) Developing small creative products and converting them into saleable products through patenting process. b) Attempting to contact local industries and attempting to provide consultancy services in various areas. c) Establishing testing and miscellaneous services for several domains of engineering. d) Identifying creative final year student projects and trying to convert them into patentable ideas. e) Fees: Fees charged as per the university and government norms from students of various granted and self financed courses. f) Salary Grant: The College receives salary grant from the BOTCHA GURUNAIDU MEMORIAL EDUCATINAL SOCIETY.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria2022/criterion6/upload/QlM-6.4.3.pdf
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 •

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria2022/criterion6/upload/QlM-6.5.1.pdf
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 is also planned at this stage. Daily lecture Record: Everyday faculty prepares and submit details of the lecture along with the topic covered on an online portal as well as Course Track Register (CTR). Evaluation of teachers by students: The institution has a feedback system to check the quality of teaching. 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.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria2022/criterion6/upload/QlM-6.5.2.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);	B. Any 3 of the above

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)	

File Description	Documents
Paste web link of Annual reports of Institution	https://sitam.co.in/criteria2022/criterion2/upload/2.2.1%20Induction%20Countersigned.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

SITAM's tenets are always clear and streamlined about the safety and security of all employees through awareness and counseling. All issues are resolved amicably and yet with a firmness of justice.

Safety and Security

To maintain safety and security on campus the use of identity cards is mandatory for students as well as faculty.

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. A 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 safety and security are being taken care of.

Counseling

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 need of students.

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://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsitam.co.in%2Fcriteria2022%2Fcriterion7%2Fupload%2F7.1.1-1.docx&wdOrigin=BROWSELINK

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	View File

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 sees itself as an essential component of the ecosystem it lives in. As a result,

SITAM avoids any negative behaviors that can jeopardize the well-being of systems that are close to it. SITAM is an ideal ecological system, thanks to carefully designed building construction, plant life, and human support systems. To lessen

its impact on animal, plant life, and human life, SITAM
carefully evaluates the ingress/egress movement of solid,
liquid, electronic, and other materials.

SITAM sees itself as an integral part of the natural system
that supports it. Accordingly, SITAM prohibits any harmful
activity that can thwart the flourishing of structures
surrounding it. SITAM is an ideal natural framework which
carefully considers building architecture, vegetation, and
social networks that provide emotional support.

Solid waste comes from various sources and is managed suitably:

o The fertilizer pit receives the strong waste from writing
materials as well as the organic waste from nurseries and
yards. The manure-pit-vermi-compost is used in the nurseries
and in the kitchen garden.

o The solid waste from the dairy animals on the property is
used as fertilizer for flowerbeds or even a kitchen garden.

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	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

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	[View File](#)
Certification by the auditing agency	[View File](#)
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	**A. Any 4 or all of the above**

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	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

To promote concord and tolerance toward cultural, regional, linguistic, communal, and other socioeconomic diversity, SITAM offers an inclusive atmosphere. All people are urged to hold their hate and hatred in check at all times as a preliminary practise.

SITAM is aware that in order to make India a strong, truthful, and vibrant nation, all of its stakeholders must find inspiration in the great sons and daughters of India. Recognizing this, SITAM organises national holidays, commemorations of the births and deaths of notable Indians, and the majority, if not all, of significant dates of historical, cultural, local, and regional significance, some of which are listed below:

- Independence day
- Republic day
- Yoga Day
- Makar Sankranti

- **Diwali**

The institute acknowledges the significance of national holidays, as seen by the fact that all celebrations include inspirational and motivational lectures and other cultural events, along with activities.

The pluralism and diversity of India are upheld by festivals, which are observed in such spirit. Diwali is observed with a programme of sweets distribution and wish-exchange. Yoga sessions are provided for the faculty on Yoga Day and are open to everyone.

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	[View File](#)

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

The staff and students of SITAM are educated on the constitutional requirements on the values, rights, duties and responsibilities of citizens enabling them to act in a manner befitting 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 conducts awareness programs on plastics, cleanliness, Swatcha 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, debate, and class presentations.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsitam.co.in%2Fcriteria2022%2Fcriterion7%2Fupload%2F7.1.9.doc&wdOrigin=BROWSELINK
Any other relevant information	https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsitam.co.in%2Fcriteria2022%2Fcriterion7%2Fupload%2F7.1.8.docx&wdOrigin=BROWSELINK

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	No File Uploaded
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	No File Uploaded

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

SITAM provides 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. They are reminded the motto of the institute Panditaha samadrsinaha.

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 MathematicsDay
- Independenceday
- MakarSankranti
- Republicday
- Scienceday
- Teachersday
- Ganeshjayanthi
- Women'sday
- Diwali
- YogaDay
- Engineer'sday

The institute recognizes the importance of national commemorative days and celebrates on the respective days. These programmes are organized with motivational and inspirational speeches by eminent persons.

Independence day and Republic day are celebrated for understanding integrity. Science day, Mathametics day, Teachers day and Engineers day are celebrated in the Institute. Festivals like Diwali,Ganesh jayanthi are also celebrated for the purpose of welfare.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
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 described below

1. implementation of Faculty Course Assessment report: This Practice is being followed from the previous year.

2.Industry - Institution relation towards Skill Development: :To impart the Engineering skill expected from the industries

3, Education Beyond the Classrooms:

- **To perceive suitable techniques for coaching and mastering outdoor the lecture room**
- **To beautify the instructional revel in with the aid of using indulging in revolutionary and exciting new techniques of constructing knowledge**

File Description	Documents
Best practices in the Institutional website	https://sitam.co.in/criteria2022/criterion7/upload/7.2.1.pdf
Any other relevant information	https://sitam.co.in/criteria2022/criterion7/upload/7.2.1.pdf

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

A Local Chapter of NPTEL (National Programme on Technology Enhanced Learning) has been established in SITAM. Faculty and students of SITAM have taken the advantage of this excellent opportunity. This programme purveyed to enhance and substantiate the learning. As the world is being developed with the new technologies, discovering and manipulating new ideas and concepts of online education are changing rapidly. In response to these changes, to work on strategic plans to implement online education. SITAM has tied up with the online learning platform NPTEL: NPTEL online courses is an opportunity for the Faculty members of the Local Chapters to guide and monitor their students progress in the NPTEL online course and ensure better performance and understanding of the subject by the students. ? To enrich its existing curriculum and make students self-learners, Institution has adopted, some open online courses listed by the UGC under its Massive Open Online Courses (MOOCs) programme and offered on the SWAYAM (Study Web of Active Learning by Young and Aspiring Minds) learning platform

To provide additional learner centric graded skill oriented technical training, with the primary objective of improving the employability skills of the students, Students are encouraged to do online courses from NPTEL

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

SITAM went ahead leaps and bounds over the past few years ever since SITAM got into the lap of NAAC.

1) TEACHING METHODOLOGIES:

SITAM is planning to go all the way into every possible student centric method of instruction. With a media room set up for recording lectures, and teachers familiarized about the Flipped Classrooms and Active Cooperative Learning strategies,

2) RESEARCH OUTLOOK:

SITAM planningto diversify to form interdisciplinary and

multidisciplinary groups. Since SITAM got recognition to be included in the list of colleges eligible for receiving funding under Section 12(B) of UGC, efforts are underway to secured research projects from UGC and other governmental agencies.

3) INTERNAL REVENUE GENERATION:

The Civil Engineering Department and Mechanical Engineering Departments are focusing more on testing consultancy IRG while Electrical, Electronics, and Computer Science departments are focusing more on Design and Execution IRG areas.

4) FURTHER ACCREDITATIONS AND/OR RECOGNITIONS

SITAM is at cross-roads of taking the route of securing several more feathers in its cap via accreditations or further achieving stronger recognitions in the existing areas. In the coming areas, we plan to tread carefully with incremental achievements in improving result percentage and admissions, and also achieving NBA accreditation, and autonomy step-by-step.