



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SHARAD INSTITUTE OF TECHNOLOGY COLLEGE OF ENGINEERING, Yadrav
• Name of the Head of the institution	Dr. Sanjay. Annaso. Khot
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02322253000
• Mobile No:	7350542020
• Registered e-mail	contact@sitcoe.org.in
• Alternate e-mail	phyadav@sitcoe.org.in
• Address	Behind Omkareshwar Mandir, Yadrav Ichalkaranji Taluka Shirol District Kolhapur
• City/Town	Yadrav
• State/UT	Maharashtra
• Pin Code	416121
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Self-financing				
• Name of the Affiliating University	Dr. Bababasaheb Ambedkar Technological University, Lonere				
• Name of the IQAC Coordinator	Dr. Shabanam K.Shikalgar				
• Phone No.	02322253000				
• Alternate phone No.	02322253000				
• Mobile	9975869959				
• IQAC e-mail address	sk@sitcoe.org.in				
• Alternate e-mail address	phyadav@sitcoe.org.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.sitcoe.ac.in/images/ETC_Faculty/AQAR-2019-2020new.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.sitcoe.ac.in/images/pdf/BSH-Academic-Calendar_2020-21II.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.05	2016	16/09/2016	16/12/2025
6.Date of Establishment of IQAC			01/01/2015		
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	
Electronics & Telecommunication Engg	TEQIP, FDP	DBatu	2021, 5day	60000	
Mechanical Engineering	TEQIP, FDP	DBatu	2021, 5day	60,000	

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9. No. of IQAC meetings held during the year	2	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1) Encouraged faculty to complete NPTEL Accreditation and Outcome Based Learning course . 2) Motivated faculty to participate in various Atal FDPs. 3) Discussed about training placement activities and motivated to increase the same. 4) conducted seminar on Modern tool usage in teaching learning</p>		
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
NBA Compliance Preparation	Monthly compliance preparation review of Mechanical and Computer department is and carried out and submitted.
Autonomous Preparation	Each department prepared their S.Y. syllabus and got approval in BOS meeting. Controller of examiner prepared exam schedule and taken efforts to conduct exam smoothly also declare results in time
Student Internship	Initiated student Internship Program for each and every year class. Some of the students were got internship in IIT, Bombay
Funding Proposals	R&D coordinator circulated various funding schemes to all faculties. Few research proposals were also sent to different agencies for funding. Electrical department got MODROB funding.
Modern tool usage in teaching learning	Faculties prepared video lectures of their respective subject and uploaded those on YouTube. Also use of ICT included during lecture delivery.
Strengthening the Placement cell and organizing activities for career guidance	On campus student placement count has increased also there is an increment in average package.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Local Management Committee	19/05/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	24/01/2021

Extended Profile**1. Programme**

1.1	399
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	2399
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	236
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	750
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1	145
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	145
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	25
Total number of Classrooms and Seminar halls	
4.2	48054351.09
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	897
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>Institute is established with the objective of developing center of excellence for education in the field of engineering. Internal Quality Assurance Cell (IQAC) formulates and coordinates the activities to achieve the Vision and Mission of the Institute. Institute's vision, mission, objectives and quality policies are communicated to all stakeholders. Academic monitoring committee continuously monitors the course delivery to verify the implementation of lesson plan. IQAC takes input from academic monitoring committee reports, feedback from students, Alumni,</p>	

parents, major recruiters and other stakeholders. IQAC along with college administration gives suggestions to improve teaching-learning process. Institute has a strategic plan for effective implementation of the curriculum. At the beginning of the academic year, Head of the Department (HOD) conducts the meeting with DAC and faculty to discuss and finalize the academic calendar, time table, industrial visits, expert lectures, lecture capture schedule and the course file. Faculty prepares the course file which contains vision, mission, academic calendar, session plan, lab plan, time-table etc. Continuous assessment respect to practical, assignments and tutorial work is conducted on regular basis. Conduction of Unit-test, Re-test, MCQ-tests, expert lectures, industrial visits, virtual lectures and project work assessment as per planned schedule. Inputs are taken from experts of various industries, lead societies and academia in terms of meetings, mails and suggestions. Accordingly action plan is decided by the Internal Quality Assurance Cell (IQAC) for effective implementation of the curriculum. Faculty development programme is conducted at the starting of the semester. Resource manuals and laboratory manuals of all the courses are prepared, Curriculum gap in the course are identified. Contents of Course File are: Vision, Mission, POs, PEOs, Academic Calendar, Time Table, Lab Plan, List of assignments Subject Notes Process, The records are checked by committees formed at college level and suggest the improvement, if any.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.sitcoe.ac.in/index.php/academics/academic-schedule

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

Academic calendar is made available to all in line with university and AICTE guidelines. Head of department (HOD) allots academic work load in consultation with the faculty. Class timetable is prepared and displayed before commencement of semester. All faculties prepare course file and lesson plan and get approved from HOD, Dean Academics. Teaching and learning is carried out by all faculties with the help of chalk and board and other teaching aids. Every fortnight department academic progress is reviewed by Dean academic. Modular outcome based report is prepared to check achievement of course outcome. Conducting internal test (Mid semester and end

semester class test) evaluate and review as per the schedule in the academic calendar. Outcome based question paper for internal tests. Monthly review of student's attendance and reporting defaulters to parents. Learning beyond syllabus by arranging guest lectures. Review of progress of project work of BE students by project review committee. Conducting remedial and improvement classes for academically weaker students and monitor their progress.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.sitcoe.ac.in/index.php/academics/academic-schedule

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

5

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)

13

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

471

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

168

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

The above subjects are added in curriculum. The enrichment of curriculum means giving it a greater value, by putting life into the

overall education process. Enrichment describes activities which college provides in order to extend students' education beyond their main course of study. The various above subjects like Professional Ethics, Gender, Human Values, Environment and Sustainability are added in curriculum for the enrichment of curriculum. Enrichment activities break the barriers of curricular structures and government mandates. These activities allow students to design, create, and learn without limits. Examples of enrichment activities are Professional Ethics, Gender, Human Values, Environment and Sustainability. Enrichment encourages students to take a more expansive or in-depth look at a concept or topic, perhaps by further research, approaching it with a different lens or perspective, or connecting the subject to a more meaningful or rewarding facet of the real world.

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

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

0

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	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

875

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

D. Feedback collected

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

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 sanctioned seats during the year**

759

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

206

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

Initially faculty members conduct orientation programmes and interact with the students to ascertain their background, subject stream, medium of education, aptitude match for the current programme, subject combination, examination system and areas of their interest. Power point presentation is followed during orientation programme.

During the course of time, a systematic evaluation process is used to assess the learning levels of the students. This evaluation process consists of online written examination through open book test, group discussion and presentation, project report, practical examination with viva, written assignment, test and class performance.

Roles and Responsibilities of Subject Teacher: Subject Teacher is responsible for carrying out different aspects of slow learner and advanced learner identification and activities to be conducted. Subject Teachers will be responsible for conducting prerequisite/class tests of respective course. Advanced and slow learners are identified based on their average performance in the

class tests. Their evaluation sheets have prepared to get the list of advanced and slow learners.

Special programs for slow learners

- Slow learners were given extra care to clarify their doubts and related materials have been provided.
- Slow learners take the advantage of tutorial classes conducted by the faculty for one to one interaction.
- Faculty members conduct extra classes for slow learners. Faculty members supply them study materials through google classroom and whatsapp.
- Faculty members check their homework. Faculty mentors provide their mentees one-on-one counseling on improvement areas through whatsapp and google classroom.

Special programs for advanced learners

- Learning needs of the advanced students are further fulfilled by activities such as Seminar's participation, international webinar participation, and advanced level videos for their needs.
- Extra materials have been provided to the advanced learners for their needs and some extra academic activities have been given to them like preparation of presentation.
- Advanced learners are encouraged to enroll in MOOC Courses - Swayam, EdX
- Advanced Learners are provided coaching classes for competitive exams.
- Students are encouraged to participate and present papers in various Seminars/ Conferences/ Workshops/ Inter-Collegiate Competitions organized by other colleges. Students representing the college in various inter-collegiate meets are provided with the benefit of retest. • Participation by the students in the in-house competitions such as Debate, Group Discussion, Problem Solving - Decision Making Exercises and Quiz Programmes are also encouraged. • Talented students are motivated to participate in extra-curricular activities, exhibitions and cultural competitions.

After the publication of results of the current semester it is noticed that the performance of both advanced and slow learners have been improved.

Following record have been maintained: Slow and Advanced learners

Activity Report, result of class test / unit test, List of slow learners, List of Advanced Learners,

File Description	Documents
Link for additional Information	Nil
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
2399	131

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

The institution develops action plans for effective implementation of the curriculum. At the outset, the Core Committee (CC) of the Institute conducts meetings with the various department heads to develop strategies for effective implementation of the curriculum. Teachers are encouraged to impart the curriculum through innovative teaching methods such as presentations, activity base teaching, assignments, discussions, workshops, seminars, industrial visits, apart from regular/traditional chalk and talk methods. The detailed process is as given below: Class room learning:

- Academic calendar is made available to all in line with university and AICTE guidelines.
- Head of department (HOD) allots academic work load in consultation with the faculty.
- Class timetable is prepared and displayed before commencement of semester.
- All faculties prepare course file and lesson plan and get approved from HOD, Dean Academics.
- Academic booklet is provided to all students.
- Teaching and learning is carried out by all faculties with the help of chalk and board and other teaching aids.
- Faculty shall submit class attendance online.
- Every fortnight department academic progress is reviewed by Dean academic
- Modular outcome based report is prepared to check achievement of course outcome.
- Conducting internal test (I- class test, midterm test & II - class test) evaluate and review as per the schedule in the academic calendar.
-

Outcome based question paper for internal tests. • Monthly review of student's attendance and reporting defaulters to parents. • Review of university examination results Review of progress of project work of BE students by project review committee. • Review of usage of library by both students & faculty. • Conducting remedial and improvement classes for academically weaker students and monitor their progress. Laboratory learning: • Actual laboratory performance by the faculty during vacation period. • Batches are made and conveyed to students. • Laboratory/term work/tutorial learning material is prepared and furnished to students. • Time slots for laboratory/term work are specified in the time table as per academic calendar. • Performance of practical by students facilitated by learning leaders in the allotted sessions. • Continues assessment of performance of the students and giving feedback of their laboratory/tutorial/ term work learning. • Practical internal oral examination after completion of curriculum. • Maintaining laboratory manuals/dead stock register/outcome assessment report in the laboratory. • Service, calibration and maintenance of equipment's by the laboratory assistants. Evaluation of learning process: • Observation of classroom/practical/term work/tutorial delivery. • Generate a report for attainment of module outcomes. • Signing of academic dairy on regular basis. • Analysis of student's feedback • Self-assessment of faculty in terms of key performance indicators.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.sitcoe.ac.in/index.php/academics/academic-schedule

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

The teachers of Sharad institute of Technology College of Engineering, Yadrav use online education resources, social networking sites, blended learning platforms like google classroom to effectively deliver teaching and provide enhanced learning experience to the students.

All the departments have LCD projectors which are used for screening educational movies, documentaries and for making power point presentations.

Moodle, You- Tube, WhatsApp group, Zoom and Google classrooms are

used as platforms to communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. Internet and Wifi facility is made available to all the students and faculties.

The library also provides access to computers and on line journals freely available in public domain and also to journals subscribed on the advice of faculty and facilitates downloads. Photocopying facility is also provided. Hostels are also equipped with computer labs and Wifi facility to encourage learning.

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

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

114

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

131

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

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

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

17

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

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

2.4.3.1 - Total experience of full-time teachers

5

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 transparent and robust evaluation process in terms of frequency and variety. 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 faculties and directs them to ensure effective implementation of the evaluation process.

Tests are conducted regularly as per the schedule given in academic calendar. The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing the students after their assessment. Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students to prepare for power point presentation. For transparent and robust for internal assessment, the following mechanisms are conducted

- Internal Examination Committee.
- Question Paper Setting.
- Conduct of Examination
- Result display
- Interaction with students regarding their internal assessment.

Model Answers and marking scheme is prepared by every subject teacher before valuation.

Practical Examination: Evaluation is done with transparency based on different parameters like Teachers Assessment, Practical Records, Performance and Viva-Voce.

Internal Assessment Marks: Internal Assessment Marks which comprises teacher assessment, CA-1, CA-2 and Mid exam marks are conveyed to students.

The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has been 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 personality development. The seminar presentation improves the communication skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/drive/folders/1fNy79KAryu3F4NY2XZYZucIVur2PRvlu?usp=sharing

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

College Level: If a student is not able to appear for examination due to medical or any genuine reason examination is conducted for that student as per norms, provided that he/she submits application with proper documents. If any student scores less marks and wants to improve in that subject, he/she can appear for the improvement examination. The grievances of the students with reference to assessment are made clear by showing his/her performance in the answer sheet. The answer sheet of such student is assessed by the faculty once again in the presence of the student. Any corrections in the total of marks or assessment of answer books as identified by students are immediately done by the faculty members. The Institute follows open evaluation system where the student performance is displayed on the notice board and the same is informed to the parents. **University level:** With reference to evaluation, if the student scores less mark than expected, he/she can apply for reevaluation of his/her answer script after paying the prescribed fee. University provides the photocopy of answer sheets to students regarding any grievances with reference to evaluation. Student can apply for reevaluation if he/she feels that evaluation is not correct

File Description	Documents
Any additional information	View File
Link for additional information	https://www.sitcoe.ac.in/index.php/about-us/grievance-redressal-committee

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Mechanism of Communication:

The College adopts Outcome based education rather than input oriented bell shaped curve of learning. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

- Graduate attributes are described to the first year students at the commencement of the program
- Every subject teacher introduces the subject to the Students.
- Learning Outcomes of the Programs and Courses are observed and measured periodically.

- Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website for reference.
- The importance of the learning outcomes has been communicated to the teachers in every IQAC Meeting and Staff Meeting
- The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes .
- Program outcomes displayed on display boards in college campus. Also published in newsletter and also discussed during parent meet, alumni meet etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.sitcoe.ac.in/index.php/computer-science/about-department
Upload COs for all courses (exemplars from Glossary)	View File

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

Data collection mechanism includes direct and indirect assessment process which are, ? In semester evaluation - Unit Tests ? University Examination ? Continuous Assessment of laboratory work.

Direct Assessment tools Unit Test Unit Test is one of the parameter of assessing CO attainments. CO coverage is taken care while designing uestion paper. Attainment based on set level is calculated for all COs with respect to course. Course exit form Course exit survey is conducted after completion of syllabus. Students give feedback for the subject in this form. One/two questions on each CO are set and students are asked to rate on the scale of 1-3. Where 1- Understanding < 55% 2 - Understanding 55-70% 3- Understanding >70%. Then according to set levels, attainment of course outcomes for course exit survey is done. Tutorial/Assignments The assignment is a qualitative performance assessment tool designed to assess course outcomes. Lab practical This is used to assess students' practical knowledge with their designing capabilities. University Examination Institute conducts the examination on behalf of University as per the rules and regulations prescribed. Question papers and time table for the exam is provided by University. Attainment of course outcomes for this assessment tool is done after announcement of University results as per the set levels.

This is used to assess students' practical knowledge with their designing capabilities.

Sr. No. Assessment Tools Tool Types Periodicity
 01 Unit Tests Direct Twice per semester
 02 Course exit survey Direct Once per semester
 03 University Examinations Direct Once per semester
 04 Assignments Direct Five/Six assignments per subject (as applicable)
 05 Tutorials Direct Up to around 05-06 tutorials per semester (for appropriate subjects)
 06 Lab work Direct Once per week

The process of CO attainment The process of CO attainment is depicted by following figure

All courses are categorized into 4 classes.

a. Course with only Theory and Term work CO attainment is calculated considering 70% of University examination + 10% of Internal Tests (Unit tests) +10% of Term work Marks +10% of Course Exit Survey.

b. Courses with Theory and Tutorials CO attainment is calculated considering 70% of University examination + 10% of Internal Tests (Unit tests) + 10% of Tutorial Marks + 10% of Course Exit Survey.

c. Courses with Theory and University Practical/Oral Exam CO attainment is calculated considering 60% of University examination + 10% of Internal Tests (Unit tests) + 10% lab Continuous assessment Marks + 10% University Practical/oral exam +10% of Course Exit Survey.

d. Courses with only Laboratory CO attainment is calculated considering 50% of University Practical/Oral Exam Result + 50% of Lab Continuous Assessment.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/drive/folders/18S5L_9gANt1WI5x707bHh-jWGTLrHggV?usp=sharing

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

752

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://www.sitcoe.ac.in/index.php/about-us/hr-manual-hand-book

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)

[nil](#)

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)

3.77252

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 departments having Research projects funded by government and non government agencies during the year

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

2

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://ishrae.in/ https://www.ieeer10.org/ http://www.nidhi-eir.in/ https://sitcoe.ac.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

7

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

57

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

5

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

3.3 - Extension Activities

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

This is to declare that the following photos show the various Extension Activities conducted in the neighborhood community to sensitize the students to social issues for their holistic development by the institution during the year 2020-21. Summery sheet as follows:

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1H-r6iR-OTU4Iku5g4t5RqcZipEQPy3pL?usp=sharing
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

7

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

3.3.3 - 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

3.3.3.1 - 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

29

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 last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2643

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

165

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

39

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 institution ensures adequate availability and optimal utilization of physical infrastructure as it is critically linked to the vision of the college. At the beginning of the academic year need-assessment for replacement / up-gradation / addition of the existing infrastructure is carried out based on the suggestions from BOS members, Heads of the departments, lab technicians and system administrator after reviewing course requirements, computer-student

ratio, budget constraints, working condition of the existing equipment and students' grievances. The Time Table committee plans ahead for all requirements regarding classrooms, laboratories, furniture and other equipments.

- Optimal deployment of infrastructure is ensured through conducting workshops/awareness programs/training programs for faculty on the use of new technology.
- Effective utilization of infrastructure is ensured through appointment of adequate and well qualified lab technicians/system administrator.
- The optimal utilization is ensured through encouraging innovative teaching - learning practices.
- The available physical infrastructure is optimally utilized beyond regular college hours, to conduct certificate courses, co-curricular activities/extra - curricular activities, parent teacher meetings, Campus Recruitment Training classes, campus recruitments, meetings, seminars, conferences etc.
- It is used as an examination centre for Government examinations/University Examinations like GATE, NEET, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sitcoe.ac.in/index.php/all-lab-details

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

- Sport is an integral part of the curriculum.
- Various sports facility is provided to the students within the campus.
- The college is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall personality development of its students.
- Various sports competitions such as inter departmental, inter collegiate, Inter University, etc help in developing team spirit in students.
- Sports and games help the students to improve their interpersonal relationship in healthy manner.
- Talented students are honored with medals, trophies and certificates.
- The department of Physical Education in the college is well

equipped with various facilities in sports and games for indoor and outdoor also.

- The college has indoor game facilities as Chess, Carom, Table Tennis and Cricket ground, Volley ball court, Basketball court and Football ground as outdoor games.
- Apart from this, our college students also participated in the competitions organized by other colleges and won many prizes.
- Our students were also selected in University level teams in Cricket and Kabaddi.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sitcoe.ac.in/index.php/campus-life/sports

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

06

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

25

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
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)

480.5435109

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)

- Name of the ILMS software: SLIM Software
- Nature of automation (fully or partially): partially
- Version: OPAC
- Year of automation: 2010

•Library is well maintained and well furnished. •We have about 33449 books, 8299 titles. •There are more than 77 National Journals and periodicals are subscribed to currently which facilitates research in our college. •Library consists of multiple copies of National, Regional and Local Newspapers and Magazines. Library is well equipped with E-Journals, E-Books viz., IEEE, K-Hub. Institute provides Book Bank scheme for toppers and other students. •The total management of Library is from SLIM software. •In library there is a spacious reading room. •The total environment in Library as well as reading room is very silent and useful for study.

A) Online Resources

- IEEE E Journals- <https://www.ieee.org/ieeexplore> - logged in automatically
- K-hub E Library- www.k-hub.in - logged in automatically
- National Digital Library Membership- www.ndl.iitkgp.ac.in

B) Intranet Resources

- NPTEL-National Program on Technical Enhanced Learning
- IIT Video Lecture Series available on Library Server

OPAC (Online Public Access Catalogue)

- <http://libraryserver/w27/>

A) Online Resources

- IEEE E Journals- <https://www.ieee.org/ieeexplore> - logged in automatically
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B) Intranet Resources

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- IIT Video Lecture Series available on Library Server

OPAC (Online Public Access Catalogue)

- <http://libraryserver/w27/>
-

Quantity details

SR.

NO.

DEPARTMENT / BRANCH

BOOKS

JOURNALS

TITLES

Volume

Magazine

1

Civil Engineering

1152

4971

12+3

2

Mechanical Engineering.

1779

7719

12+2

3

Electronics & Tele-comm. Engineering.

1405

6478

12+1

4

Electrical Engineering.

656

3264

6+0

5

Computer Science & Engineering

1131

5050

12+1

6

Artificial Intelligence and Data sciences

46

83

12+0

7

Mechatronics Engineering

34

49

12+0

8

Basic Science & Humanities

2445

6368

0+5

TOTAL

8648

33982

90

1

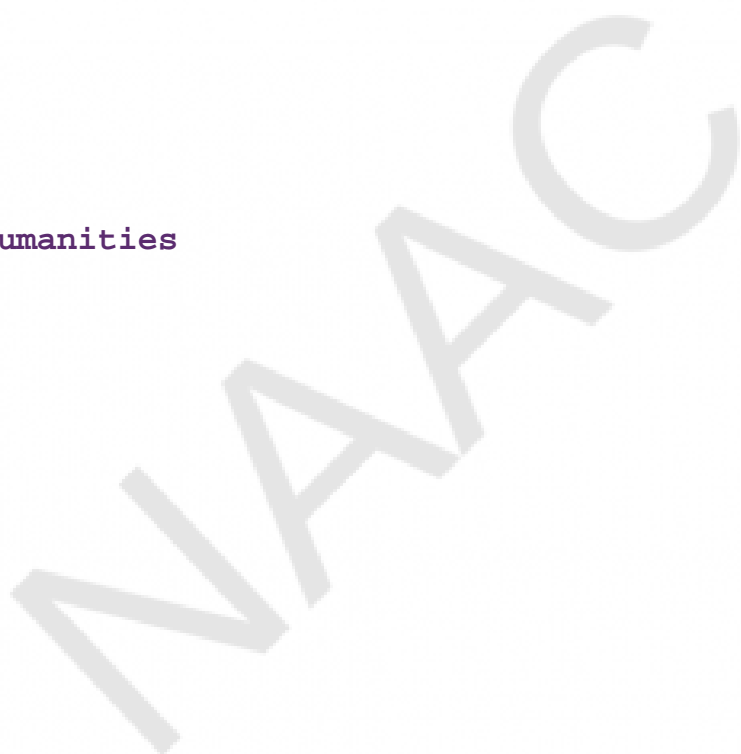
Total number of Volumes

33982

2

Total number of Titles

8648



3

Total Print Journals-National

90

4

Inter National Journals

24

5

E-Journals (IEEE Xplore,K-hub e library)

9711(e-Journals & Magazines, Conference proceedings, case reports)

6

DELNET-Developing Library Network Membership

E-Books(), E-Journals().

7

E-Books(K-hub e library)

6923

8

NPTEL Video Lectures

8850+ NPTEL VIDEOS

9

Back Volumes

597

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.sitcoe.ac.in/index.php/academics/library

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

C. Any 2 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)

13.08700

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

103

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 provides Internet, Wi-Fi facility and LAN to the staff members and students to meet connectivity requirements.
- We give provision of power backup to avoid disturbance in smooth conduct of online examination, practical during Guest Lectures, Lab Sessions etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

897

File Description	Documents
Upload any additional information	View File
Student – computer ratio	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)**82.97974**

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.

- The college has Maintenance Committee that oversees the maintenance of buildings, classrooms and laboratories. The Maintenance committee is headed by the Administrative Officer who in turn monitors the work of the Supervisor at the next level. The Supervisor is accountable to the Administrative Officer and functions as the coordinator who efficiently organizes the workforce, maintaining duty files containing details about their individual floor - wise responsibilities, timings, leave etc. The maintenance officer conducts periodic checks to ensure the efficiency / working condition of the infrastructure.
- The Development Section maintains the infrastructure facilities. A dedicated team of electricians, plumbers, carpenters and other personnel provide round the clock service to departments.
- In every department one of the staff members is assigned to oversee the laboratories and equipment etc.
- He /She are responsible for safe and smooth maintenance of the equipment, and facilities.
- Log book is maintained to ensure entries and problems if any. The Heads of the Departments supervise all the facilities.
- Periodic reporting on requirements of repairs and maintenance are submitted by the HODs after approval from Principal to the Administrative officer. The requirements are collectively processed in every semester break so as to keep things ready for the new semester.

To maintain and upkeep the infrastructure campus facilities and

equipments, following activities are taken by college.

1. Keeping department wise stock register by concerned laboratory assistant under the observation of administrative officer.
 2. Prepares report related to the damage/lost material, repair work or additional material installed in the lab.
 3. Department wise stock verification are processed in every semester break so as to keep things ready for the new semester is done by concerned coordinators of the department.
 4. Lab assistants under the supervision of the System administrator maintain the efficiency of the college computers and accessories.
 5. Regular maintenance of laboratory equipment's and chemicals are done by laboratory attendant of concerned departments.
 6. Overall development of campus is done by campus discipline and cleanliness committee of the college.
 7. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns are done by college peon.
 8. College campus maintenance is monitored through regular inspection.
 9. To upkeep all facilities and cleanliness of environment in hostel, through hostel monitoring committee.
 10. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband, updation of software's by computer hardware technician. Outsourcing is done for the maintenance of wooden furniture, electrification, and plumbing.
-
1. The maintenance of the reading room and stock verification of library books is done regularly by library staff and places the order if any reviving needed.
 2. Maintaining the student and faculty records related to issuing of the books and their visits to library.

Electrical Maintenance of Generator, UPS, Batteries-

Monitor electrical equipment such as Generator, UPS, and Batteries monthly and enter the condition/Status of equipment in Log book. Call the contractor (belonging to equipment) in case of major fault. The contractor analyses the fault and submit its report. If the replacement of any part is necessary then call the quotations & purchase as per centralized purchase procedure. Inspect the work

done by the contractor and ensure smooth functioning of equipment and report of completion of work is given to Principal.

1. Overall development of campus is done by campus discipline and cleanliness committee of the college.
2. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns are done by college peon.
3. College campus maintenance is monitored through regular inspection.
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File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sitcoe.ac.in/index.php/academics/library

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1968

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 benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

267

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://www.sitcoe.ac.in/index.php/campus-life/sports
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

1882

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

1882

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

273

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

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

5.2.2.1 - Number of outgoing student progression to higher education

6

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

0

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

0

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)

As per the rules and regulations of state government of Maharashtra, UGC, AICTE and affiliating university institute prepares student council. Student council having maximum involvement in all academic and administration policies.

Institute level annual sports and cultural programs are coordinated by student council. With maximum transference, nomination and election of students on council was done. Monthly meetings of student council conducted for discussion on various issues.

Not only in student council but also in almost all administrative and academic bodies we have student representation. Students are members for the Departmental academic advisory board, Anti ragging committee, Anti Ragging Squad. Apart from this institute have various professional bodies on which separate institute level working committee appointed. These bodies provide maximum exposure to students.

File Description	Documents
Paste link for additional information	Nil
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

23

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

Yes. Institute has registered Alumni Association named as Sharad Institute of Technology college of Engineering, Alumni Association, Yadrav, which is registered at Charity Commissioner, Kolhapur with registration number Maharashtra/35221/Kolhapur.

Following are the objectives of Alumni Association,

- To organize Alumni meet of passed out students
- To organize career guidance seminars for Alumni and students
- To organize campus drives for students.

No. Of enrolled alumni: 15

Meetings /Activities organized by alumni association: Two meeting conducted.

Alumni meet details -

Academic Year 2020-21, Alumni meet was conducted on online mode due to the COVID-19 by individual departments. Total no. 243 of alumni from various batches were attended this meet. Alumni shown gratitude towards institute for their development, they share their experience and share how college help them in their career.

Alumni Activity details -

Sr.No

Department

Date

Batch

No. student participate

1

Civil Engineering

5/7/2020

all

30

2

Electrical Engineering

4/7/2020

All

28

3

Mechanical Engineering

13/07/2020

All

52

4

Computer Science & Engineering

7/4/2020

A11

43

5

Electronics and Telecommunication Engineering

28 June 2020

12-13, 13-14

25

27 June 2020

14-15, 15-16

22

12 July 2020

17-18

16

9 August 2020

18-19

27

File Description	Documents
Paste link for additional information	https://www.sitcoe.ac.in/index.php/alumni-registration
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:

To be a center of excellence in technical education by using cutting-edge technology that produces competent engineers of today and tomorrow to serve society.

Mission:

1. To impart quality education by implementing state-of-the-art teaching-learning methods to enrich the academic competence, credibility, and integrity of the students.
2. To facilitate a conducive ambiance and infrastructure to develop professional skills and nurture innovation in students.
3. To inculcate sensitivity towards society, respect for the environment and promote high standards of ethics.

File Description	Documents
Paste link for additional information	https://www.sitcoe.ac.in/index.php/about-us/vision-and-mision
Upload any additional information	View File

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

Decentralization creates a significant impact on policy, planning and effective management of technical education system. Decentralization is seen as a means of improving the efficiency of education system and the quality of educational services. From inception of institute, we have participator management system for decision making. The overall steering guidance and vision for the

institute is provided by the think tank bodies such as Governing Council, Academic Council and Internal Quality Assurance Cell. Major decisions on the functioning of the Institution are taken by the Governing Body, whose members are eminent personalities in the Industry and Academia. Academic activities and policy decisions regarding the academic matters are taken by the Academic council of the Institutions. Department academics is monitored by the Program assessment and quality improvement committee whose members are the Senior Faculty Members and chaired by the HoD. This gives the faculty an enormous sense of belonging and pride in the institution and this brings out the best in them. The Placement and Industry Institute Interactions of the Institute are coordinated by the Office of Dean Industry Institute Interaction and the Dean - Training and Placement and the Team of Placement Coordinators for each of the Department. The Administrative activities of the Institute are under the Office of Dean Administration. The Activities related to the Research and Consultancy at the Institute are governed and monitored by the Office of Research and Development committee of institute. Success of this is institute got NAAC A grade accreditation. Mechanical and Computer science engineering Programs of institute got accreditation from NBA. Institute also have ISO 90012015 Accreditation. Almost every decision is taken by discussion with all stakeholders of institute.

File Description	Documents
Paste link for additional information	https://www.sitcoe.ac.in/index.php/about-us/hr-manual-hand-book
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy Type

Details

Admission of Students

To attract good quality students and create awareness among engineering aspirants engineering awareness done purely on merit basis and according to reservation policy of the state Govt. of Maharashtra. The admission regulating authority of Government of Maharashtra regulates the admission.

Industry Interaction / Collaboration

Industry Institution Partnership Cell (IIPC) is delicately working for the increasing industry interaction and collaborations. The college establishing Memorandum of Understanding [MoUs] with reputed core industries to enhance Industry Institute Interaction activities like industrial visits, inplant trainings, internship, value added courses, guest lecturers etc., for the professional development of students and faculties

Human Resource Management

Institute has Human resource policy. To improve the quality of faculty, nonteaching staff and students various quality improvement programs were organized. The Institute appoints adequate number of qualified faculty through the procedure of open advertisement and interview by internal expert committee. Under the guidance of IQAC and Other Bodies, the Institute organizes various Faculty Development programmes and Training for both teaching and non-teaching staff members for upgrading their skills in the latest technology. The Faculty Members are encouraged to pursue higher education like Ph.D. and the institute provides the Necessary Duty Leaves and supports them. Medical leave provision is given to the faculty and staff members based on the request. On duty is provided for pursuing higher studies, attending FDP courses/seminars/conferences/workshops and exam duties. The faculty and staff members are entitled to avail summer and winter vacations, casual leave and special leave for marriage or any unavoidable circumstances.

Library, ICT and Physical Infrastructure / Instrumentation

Library is equipped with no of books, E-books and Journals. separate budgetary provisions are made for improvement in library, ICT and physical Infrastructure.

Research and Development

Special attention was given for improvement in research and development. faculty motivation plans are prepared for improvement in Research activity

Examination and Evaluation

Being university affiliated institute parent university rules and regulations are followed for examination execution. all exam rooms

are equipped with CCTV. More focus is provided on Continuous Assessment.

Teaching and Learning

Teaching learning is the backbone of institute. -Implementation of outcome-based teaching and learning methodology. Use of activity-based learning. Recruitment of well qualified and experienced staff as per AICTE norms. Sponsorship to faculty for higher studies and faculty development programs. Use of modern teaching aids like projectors and interactive boards in the classrooms. Continuous evaluation system for students.

Introduction of various professional programs in collaboration with global institutions of repute like NPTEL, MOOC Courses. Emphasis on imparting skills through laboratory experiments and industrial visits / training / tours and various skill development programmes.

Curriculum Development

Faculty members are actively participating curriculum development activities organized by parent university. Faculty members identifies gap in curriculum which is communicated to university as well gap filling activities are carried out.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.sitcoe.ac.in/index.php/about-us/sharad-pattern
Upload any additional information	View File

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.

Board of Governance:

Good governance of the technical institution plays an important role in the growth and development of the Institution. Governing body acts professionally and approves the ultimate goal of the Institution. The governing body is unambiguously and collectively responsible for overseeing the institution's activities, determining its future direction and fostering an environment in which the

institutional mission is achieved. The body meets twice a year and proceedings of the meetings should be maintained properly. The college is governed by the governing body, which is constituted as per AICTE and trust norms. A governing body should perform all four types of functions, i.e. managerial, administrative, academic and financial. A governing body should perform the following functions in each category:

Managerial:

- **Provide Vision:** Governing body should initiate the process of crafting the vision statement and preparing vision documents of the institution.
- **Inculcate Values:** Governing body encourages the establishment of a value system to achieve vision, missions, and goals of the Institution.
- **Act as a buffer:** Governing body serves as a bridge and buffer between the institution and stakeholders.
- **Support the head of the Institution:** Governing body should support the head of the Institution to carry out the business of the Institution. There should be a good relationship between the head of the Institution and the governing body.
- **Oversee the functioning of the Institution:** Governing body should monitor and evaluate the performance of the Institution on a regular basis against set goals.

Administrative:

- **Approval:** Governing body should approve annual reports of the Institute.
- **Approval of Policies:** Governing body should approve a recruitment policy. It should approve and review procedures for the selection, recruitment and transfer of faculty and staff members. It should approve service conditions, emoluments and traveling allowances for teaching and non-teaching staff of the Institute. It should approve the policy of appointing a consultant, visiting faculty, experts and other people based on need.
- **Evaluate the performance of head of the institution:** Select, support and evaluate the performance of head of the Institution. The governing body manages the institution and its performance through the head of the institution. The head of the Institution should possess abilities to manage the institution according to the wish of the governing body.

Academic:

- **Approval:** Governing body should approve the new program of studies leading to a diploma, post-diploma, undergraduate, postgraduate and Ph.D.
- **Utilization of academic resources:** Governing body should ensure full use of the academic potential of the institution in various academic activities.

Financial:

- **Approval:** Governing body should approve the annual budget & expenditure.
- **Audit:** Governing body should appoint a qualified auditor every year to conduct the audit.
- **Consider the issues raised by the auditors for improvement in finance utilization.**
- **Financial health:** Governing body should ensure the good financial position of the institution through proper planning and utilization of funds.

The head of the institution should ensure the implementation of decisions of the governing body. Table 10.1 shows the list of Board of Governance.

Table : Board of Governance

Sr. No.

Name of the Member

Designation

Designation in the Governing Body

1

ShriRajendraShamgondaPatil (Yadravkar)

Chairman of the Trust

Chairman

2

Sou. SwarupaRajendraPatil (Yadravkar)

Secretary of the Trust

Member

3

Shri. Sanjay ShamgondaPatil (Yadravkar)

Member of the Trust

Member

4

Shri. Anil AppasahebBagane

Exe- Director, SITCOE

Member

5

Dr. Ajeet Singh

Nominee of the AICTE- Regional Officer

Member

6

Dr. Abhay E Wagh

Nominee of State Govt. Director- DTE (Ex-Officer)

Member

7

Dr. V.G. Sargade

Nominee of the University

Member

8

ShriNandkumar M Patil

Educationalist

Member

9

Shri P.K. Desai

Educationalist

Member

10

Dr. JayantChandrakantPadate

Industrialist

Member

11

Mr.PavanK.Sharma

Industrialist

Member

12

Awaited

AICTE nominee

Member

13

Awaited

State Government nominee

Member

14

Awaited

Faculty nominee (Professor Level)

Member

15

ShriPravinHinduraoYadav

Faculty nominee (Assistant Professor Level)

Member

16

Dr. Sanjay AnnasoKhot

Principal of SITCOE

Member Secretary

Local Managing Committee:

As per the Maharashtra University Act, separate Local Managing Committee is constituted for the day to day functioning of the college. This committee should meet three to four times a year and proceedings of the meetings are maintained properly. Members elected or nominated shall have a term of five years. The committee comprises of the Chairman of the management, Secretary of the management, three local members nominated by the management, three teachers elected by the institution, one non-teaching employee and Principal- Member Secretary.

The frequency of meeting: Twice in a year

The duties of the local managing committee are:

- Prepare the budget and forward it to the governing body.
- Determine the program of instruction and internal evaluation and to discuss the progress of studies in the college
- Monitor the academic function of the college and extracurricular and co-curricular activities.
- Make recommendations to the management for the improvement of

the standard of teaching in the college.

- Formulate proposals of new expenditure not provided for in the college budget if any.

Table : Local Managing Committee

Sr. No.

Name of the Members

Designation

Nominee Status

1

Mr. Rajendra S. Patil (Yadravkar)

Chairman

Trust, Chairman

2

Mrs. Swarupa R. Patil (Yaravkar)

Member

Trust Nominee

3

Mr. Sanjay S. Patil (Yadravkar)

Member

Trust Nominee

4

Mr. Anil A. Bagane

Member

Trust Nominee (Executive Director)

5

Mr. Nandkumar M Patil

Member

Trust Nominee (Education)

6

Mr. ShekharDeshpande

Member

Trust Nominee (Industry)

7

Mr. BhalchandraPatil

Member

Trust Nominee (Industry)

8

Dr. S.D. Patil

Member

Teaching Representative

9

Mr. A.A. Suryawanshi

Member

Teaching Representative

10

Ms. P.D. Ghate

Member

Teaching Representative

11

Mr. D.D Shinde

Member

Non-Teaching Representative

12

Dr. Sanjay A Khot

Principal

Member Secretary

Internal Quality Assurance Cell (IQAC)

To ensure quality in the teaching-learning process and maintain academic up gradation IQAC is formed. IQAC works towards the realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.

Table: List of IQAC

Sr. No.

Name

Designation

Position

1

Dr. S. A. Khot

Principal

Chairman

2

Mr. Anil A. Bagane

Executive Director

Management Representative

3

Dr. S. D. Patil

Dean Administrative

Administrative Officers

4

Mr. D. D. Shinde

Registrar

5

Mr. A. D. Chaugule

TPO

6

Dr. Adik M. Takale

Dean Academics

Members

7

Dr. Vilas S. Hajare

Professor

8

Dr. S T Jadhav

Associate Professor

9

Dr. A. V. Turukmane

Associate Professor

10

Mrs. D. M. Biradar

Assistant Professor

11

Mr. P. H. Yadav

Assistant Professor

12

Mr. Wasim Ibrahim Shaikh

Alumina

Alumina member

13

Dr. R. K. Kamat

Director IQAC, Shivaji University

University Representative

14

Mr. Suhas P. Deshpande

Employer

Industry Member

15

Mr. Sudhanshu Rankhambe

Student

Student Member

16

Miss. Asiya Pendhari

Student

17

Dr. S. S Tamboli

Associate Professor

IQAC Coordinator

Meeting Details:

Meeting details of the above committee is provided in table

Table : Meeting Details of Governing Committees

Name of Committee

Frequency of Meeting

2016-17

2017-18

2018-19

2019-2020

Date of Meeting

No of Present Members

Date of Meeting

No of Present Members

Date of Meeting

No of Present Members

Date of Meeting

No of Present Members

Board of Governance

At least once in a year

14/07/16

08

23/02/18

10

17/11/2018

10

14/12/2019

11

10/04/17

08

12/06/2019

11

-

-

Local Managing Committee



At least twice in a year

02/07/16

10

02/08/17

10

10/08/2018

10

02/12/2019

10

04/01/17

10

09/02/18

09

25/05/2019

11

19/05/2020

10

Internal Quality Assurance Cell

At least twice in a year

18/08/16

18



25/08/17

17

02/11/2018

17

22/02/2020

15

15/03/17

18

03/04/18

16

24/04/2019

16

-

-

1. Organizational Structure:

A. Organizational chart / Hierarchy:

B. Hierarchy of Reporting:

Reporting by different staff members to higher authorities shall be according to the table below: In the absence of reporting authority as defined above, the staff members shall report to the next nominated person in charge. Details are given in table 10.5.

Table: Hierarchy of Reporting

Staff

Reporting Authority

Principal

Exe-Director

Dean

Principal

Head of the Department

Principal

Registrar

Principal

Training & Placement Officer

Principal

Librarian

Principal

Physical Director

Principal

NSS Officer

Principal

Teaching Staff

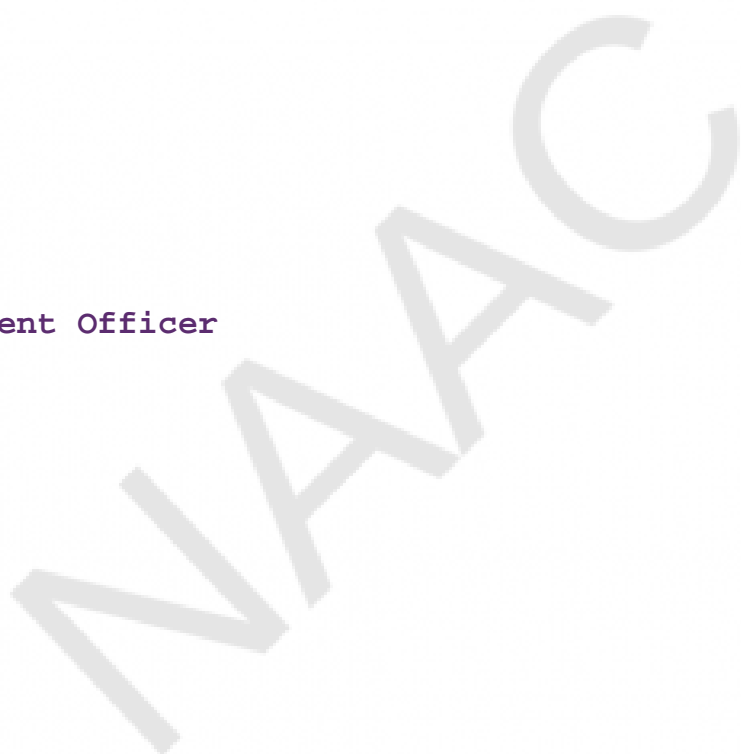
Head of the Department

Laboratory Staff

Head of the Department

Office Staff

Registrar



Library Staff

Librarian

Store Staff

Registrar

Non-teaching Staff

Head of The Department

1. Duties & Responsibilities:

Each employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him with the full of his ability.

1. Principal: As the head of the institute, the Principal should have the vision and leadership ability to keep a college developing.

- To monitor and conduct academic activities of the institute under the guidance of the management and assistance of the Deans and Head of Departments.
- To promote industry institution interaction and research & development activity.
- To conduct the periodical meetings of the faculties for the effective administration of the college.
- To make the employee and students aware of the rules, policies, and procedures laid down by the college and see to it that they are enforced.
- To sanction the leave of the staff as per the norms.
- To communicate with University, Directorate of Technical Education, All India Council for Technical Education and University Grants Commission for compliance.
- Organize meetings of Governing Body and Local Managing Committees and maintain minutes of the meeting.
- To execute any other work assigned by the management.
- To monitor and promote technical and non-technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events with the assistance of Dean & HOD

1. Vice-Principal:

Vice Principal is responsible for the role of Principal, defined in this manual, in his/her absence, when the charge of Principal is handed over; be played effectively.

- To ensure smooth working in all departments as per the HR manual taking due steps in case of discrepancies.
- To monitor the feedback process conducted and handled.
- To execute any other work assigned by principal & management.

1. Dean - Student Affairs:

Responsible for maintaining the student's discipline within college premises with respect to attendance, college uniform, smoke and the alcohol-free environment with the help of Head of Departments.

- To assist students for effective organization of extracurricular & co-curricular activities in and outside the campus.
- To keep watch on hostel and campus for ragging free environment.
- To counsel students for any issue that may arise.
- To assist the Principal in all students related issues.
- To execute any other work assigned by principal & management.

1. Dean - Academics:

Responsible for preparing a timetable and Smooth execution of it in all departments with the help of Head of the Departments.

- To prepare the Institute academic calendar
- To maintain academic records as per the requirement under rules.
- To execute all Internal Examinations and declare their results.
- Communicating with parents and students about their academic progress and problems.
- To execute any other work assigned by the Principal and management.

1. Dean - Administration

Responsible for employee development and maintaining the employee discipline within college premises with the help of functional Heads.

- To develop resources and ensure proper utilization of all

resources.

- To keep watch housekeeping activities including the hostel.
- To supervise the admission process of students

1. Dean - Faculty Development

- To form policies with the consultation of the management for sponsoring faculty for attending conferences/seminars/workshops.
- To initiate and organize various faculty and staff development programs for continual education.
- To conduct various faculty welfare activities in consultation with management
- To execute any other work assigned by the Principal and management related to administration.

1. Dean - Industry Institute Partnership Cell (IIPC)

- To formulate policy and facilitate the consultancy work in the institution.
- To encourage Industry Institute Linkages, Collaborative Research programs, and the formation of new incubation centers.
- To monitor Research projects on a periodical basis and effective utilization of grants of research projects and timely completion of these projects.
- To apply for intellectual properties generated from research at college and to market these into patents in the industry.
- To execute any other work assigned by the Principal and management related to IIPC.

1. Dean -Finance

- To examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of provisions made.
- To examine the annual statement of the accounts and financial estimates of the Institute prepared by the Finance and Accounts Officer and submit it to Board of Governance for further action.
- To take necessary steps to have the Institute accounts audited by Auditors appointed by the BOG.
- To report to the Executive Director/ Principal any lapses or irregularity in the financial matters which come to its notice.
- To prepare a detailed plan of the activities to be undertaken

for the academic year as advised by the BOG.

- To ensure smooth functioning of the Institution by coordinating all the activities of different Departments and Committees.
- To take a follow up of activities and to assign tasks to different committees from time to time and advise for any discrepancies.
- To execute any other work assigned by the Principal and management related to the finance.

1. Head of the Department

- To monitor and conduct academic activities of the department under the guidance of the Dean Academics.
- To take department and faculty feedback and accordingly take the remedial actions.
- To plan and take the necessary actions for the improvement of department results and academic performance.
- To coordinate term work assessment and conduction of practical /oral examinations as laid down by Shivaji University.
- To maintain discipline and enforce rules as laid down by the institute, in the department.
- To monitor the day-to-day activities of the department.
- To plan for the semester and academic year, in terms of activities, guest lectures, workshops, etc. for the benefit of the student and faculty.
- To conduct regular meetings with teaching and non-teaching staff as well as the Class Representatives along with Class Teacher to sort out any issue and queries related to academics.
- To execute any other work assigned by the Principal and management.
- To prepare the department requirements and budget needed.
- To oversee the purchase and deployment of any resource allotted for the department.

1. Faculty /Teacher

The teacher includes all cadre categories as Professor, Associate Professor & Assistant Professor. The Duties and responsibilities are as follows.

- To understand the Quality Management Policy and Quality objectives of SIT College of Engineering, Yadrav.
- To follow all rules and regulations as laid down by the institute, which includes working time in the institute,

signing of the muster, college uniform, leaves updating, Submission of tax documents, etc.

- To work sincerely to executes all duties towards academics which include planning and conduct of lecture and practical, Preparation for the course assigned, the conduct of internal exam ant to maintain the course file sand personal file in an appropriate format.
- To use innovative teaching aids and adopt innovative teaching-learning methodologies.
- To counsel students and conduct extra lectures/revision lectures for students requiring help.
- To organize/coordinate/attend various seminars/workshops/STTP/training programs.
- To participate proactively in any research and development activities conducted in the department.
- To perform other academic/administrative duties assigned by Head of the Department/ Principal/ management

1. Librarian/Assistant Librarian

- To implement all library rules as defined by the management.
- Responsible for the overall functioning of the library.
- Responsible for the procurement of recommended books, daily newspapers, journals, magazines, videos, CDs, audio cassettes, e-books, online resources, etc. and renewal of books/magazines.
- To display all technical articles, literature and new arrivals.
- To circulate & distribute magazines, literature, etc. to faculties & management and maintain records of the same.
- To execute any other work given by management.

1. Training and Placement Officer

- To maintain complete information regarding students appearing for placement activities.
- To conduct placement activities smoothly.
- To decide and arrange for personal development programs for student.
- To update and maintain the contact details of companies interested in recruitment activities.
- To send an invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
- To take feedback from the industry about the students recruited.

1. Non-teaching technical staff :

1. Laboratory/Technical Assistant

- To prepare the laboratories for smooth conduction of laboratory sessions.
- To assist faculty and student during the laboratory session.
- To maintain a dead stock register, Instrument issue register, and maintenance register.
- To conduct the installation of new equipment and maintenance of existing equipment.
- To maintain and update the approved supplier list for equipment.

1. System Administrator

- To update and maintain the institute website with institute data
- To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
- To initiate the purchasing of equipment.
- To provide support for various software servers.
- To ensure continuous internet during assigned hours.
- To give support to the On-line exam, Seminar, Workshop, technical training program.

1. Non-Teaching Non-technical staff.

1. Registrar/Deputy Registrar/Assistant Registrar:

- To provide secretarial support to the Executive Director
- To handle day-to-day office activity smoothly.
- To execute the admission process and University Examination process of students.
- To handle student grievances and taking remedial action.
- To execute any other work given by management.

1. Accountant:

- To prepare a budget according to given guidelines by higher authorities and implement the same after the sanction.
- To attend to correspondence/with State/Central Government/U.G.C. and other higher authorities with the assistance of the account staffs
- To attend to audit queries and to reply audit report.
- Prepares asset, liability, and capital account entries by

compiling and analyzing account information.

- Maintains accounting controls by preparing and recommending policies and procedures.

1. Office Superintendent:

- The Superintendent shall be in charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him.
- To maintain cordial public relations and to attend to the queries of the members of the public and students and supply information to Government authorities as per requirements.
- To exercise check and follow up of letters received from the Government of India/Chancellor/State Government/U.G.C./DTE/Universities etc.
- To draft notes of cases, which are of routine in nature, draft notes essentially with reference to relevant rules, regulations, precedence, etc. on special cases and submit to higher officers, and given interim replies.
- To supervise the work of subordinate staff in the form of a periodic check of the work carried out by the staff.
- To give instructions regarding the destruction of old records according to the directives of Registrar.
- Any other work assigned to the Superintendent by the management from time to time.

1. Hostel Rector:

- Hostel rector is responsible for smooth working & discipline hostel
- Hostel Rector/ Rectress should maintain an entry/exit register for students effectively
- Hostel Rector/ Rectress should ensure that no student leaves the hostel without getting the leave sanctioned. The record of the same is to be maintained accordingly.
- Hostel Rector/ Rectress should ensure that leave to outside for one day or more be sanctioned by the concerned authority after getting convinced that the case is genuine.
- Discrepancies are reported by students should take the necessary steps.
- Hostel Rector/ Rectress should ensure that no trace passer or unauthorized persons (who are not the members of the hostel) be allowed to enter the Hostel without permission higher authority & maintain a record of the same.
- Hostel Rector/ Rectress should ensure that the condition of

cots, tables, chairs, windows including glasses, fans, tube lights, etc. be recorded at the time of the first entry of the students in the room and also at the time that the room is left by the students. Due steps are taken in case of a discrepancy.

- Hostel Rector/ Rectress should ensure that cleanliness and hygiene conditions are maintained in the Hostels and around.
- Hostel Rector/ Rectress should ensure that the stock register of all the material (furniture, equipment, locks, etc.) be maintained along with purchase order, bills, and receipts.
- Hostel Rector/ Rectress should ensure that a separate register is maintained for consumables along with purchase orders, bills, and receipts.

The published rules including service rules, policies, and procedures:

Service rules, policies, and procedures for the institution are in place and documented. The rules and regulations book is made available in the departments and is available on the institute website. They are also made known to all newly recruited staff members through a HOD Meeting/induction program. Rules and regulations are modified as and when needed. Important information is regularly informed through circulars and during staff meetings.

File Description	Documents
Paste link for additional information	https://www.sitcoe.ac.in/index.php/about-us/local-managing-committee
Link to Organogram of the Institution webpage	https://www.sitcoe.ac.in/index.php/about-us/board-of-governance
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 interfaces	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

Welfare Measures-

The following are service benefits and welfare measures extended to the employees of the College.

- a. Employees Provident Fund (EPF)
- b. Accident Insurance Scheme
- c. Group Gratuity Scheme
- d. The Management grant maternity leave to the women employees, for a period of 180 days and limited to the first two living children.
- e. Dress code for Non- teaching Staff

Faculty Development

Opportunities for Higher Studies: The faculty can be granted study leave for higher studies in the fields of specialization desirable as decided by the management, at institutions like IITs and IISC, Bangalore and other institutions of repute. The said facility is limited to one faculty member per department every year. However, this number can be increased at the discretion of the management. In this connection following guidelines will be followed:

- a. Preference will be given to those opting for doctoral programs, followed by Master's degree and second master's degree on execution of a bond to the effect that he/she shall serve the college for a period of 5 years after completion of doctoral program and 3 years

after completion of master's program.

b. In case the sponsored faculty fails to successfully complete the said program he/she would have to refund the expenses incurred by the college due to sponsoring the faculty for such a program.

Seminars/ workshops/Conferences

a. Selected staff members are sponsored by the management for seminars workshops and conferences while meeting the expenses towards delegation fee for the first time and also treating the period of absence as "ON DUTY".

b. The faculties are being deputed to short term/orientation courses during vacation or non-vacation days without hindrance to the academic work; preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement. The period of absence is treated as "ON DUTY" during the period of attending the courses.

c. Faculty members are encouraged to take up minor research and development projects. Grants will be sanctioned to the extent possible.

d. Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on availability of funds & management.

Staff Development and Training: Support Staff (Administrative)

a. Arranging in house training programme for improving communication skills, particularly skills of writing (with such inputs as grammar at basic level) with the help HR Policy SITCOE Yadrav Page 29 of the Department of English.

b. Arranging two-week training programme by way of requesting resource persons including the retired senior Government officials with experience in Administration and Accounts areas besides utilizing the services of the Senior Officers. The training programme covers different functional and ministerial skills as required by the office of a private engineering College.

c. Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre.

Staff Development & Training: Support Staff (Technical)

In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., refresher Training & Retraining Programs shall be arranged in such technical areas, as required in view of changed curricula (Lab Practical) and also as suggested by the respective Heads of the Departments and functional heads.

File Description	Documents
Paste link for additional information	Nil
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**

0

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).	View File
Reports of Academic Staff College or similar centers	View File
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

169

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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

Annual Staff Performance Appraisal Systems have been introduced. The System consists of

- Self- Appraisal
- Feedback by Students
- Appraisal by Head of Department

- Appraisal by Head of the Institution/ Peer group TRANSPARENCY

The Management, Principal and vice Principal will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for

- Internal promotions.
- Selection as HODs/ Chairman?s of Committees
- Selection Grade Promotions.
- Eligibility for Study Leave and other benefits.
- Awards.
- Results of the appraisal will find a place in the Personal file.

File Description	Documents
Paste link for additional information	Nil
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

Institute has policy for conduction of internal and external audit. Internal audit was conducted under the leadership of Trust account head and committee twice in a year. External academic audit was carried out by Gaurav Phadanis and Company. Audit report uploaded on institute website for public information and transparency.

File Description	Documents
Paste link for additional information	https://www.sitcoe.ac.in/index.php/about-us/audited-balance-sheet
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)

1.575

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

Institute has set-up some additional labs other than specified curriculum which is required to cope with industry.

File Description	Documents
Paste link for additional information	Nil
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 is one of the major policy making and implementing unit in our college. It strives hard for upgrading the college infrastructure and all support facilities to meet the standards of higher education and growing need of students. It assesses and suggests the parameters of quality education. However following may be two examples of best practices institutionalized: • Academic Audit through IQAC :

The college takes academic audit of each department and various committees every year through IQAC to increase and maintain the quality of education. Academic Audit Committee is set up for this purpose. The Committee evaluates academic plan, course file of each and every faculty, faculty publication, workshop seminar organized/attended records, department magazines, newsletters, cocurricular , extracurricular activities etc. twice in an academic session as per the academic plan and reviewed their academic progress. The report of the committee was submitted to the IQAC for discussion, suggestion and approval. Due to implementation of such

academic audit, it is found out that all departments and committees have been constantly improving their curricular, co-curricular and extra cocurricular performances.

• Implementation of Green practices in the campus:

The IQAC proposed to initiate various green practices to maintain eco-friendly college campus through the activities i.e. Tree Plantation, Clean and Beautiful Campus, Awareness Programme on Renewable Energy and Energy Audit. IQAC constantly takes the feedback about the proper result oriented implementation of these activities through academic audit every year. Because of these practices, eco-friendly and pollution free college campus and social awareness about renewable energy and e-waste management is developed in the community. • Use and enrichment of ICT infrastructure

The use of ICT tools has become an integral part in teaching-learning process. IQAC always encouraged teachers to utilize these tools in classroom teaching and laboratories. The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. The educational use of social media has also been utilized to establish communication with the students and peers. In teaching and learning, the feedback system is implemented to take the review of reliability and uses of ICT facilities.

File Description	Documents
Paste link for additional information	https://www.sitcoe.ac.in/index.php/about-us/internal-quality-assurance-cell
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

IQAC being the central body within the college monitors and review the teaching-learning process regularly. Based on feedback various innovative activities and reforms were introduced. The improvements based on feedback implemented are:

A) 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.

Academic Calendar: Based on the University Academic Calendar the Institute schedules the academic calendar well in advance at the start of the year with ample time frame for not only the regular teaching-learning process but also to accommodate the various events like seminar/ guest lecture/ workshops/ FDP's/ Hands-on-series and many more.

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

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

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

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

- Regular class tests and interactions
- Midterm and continuous evaluation comprising of internal tests, assignments, group discussions, and seminar presentations.
- Semester system of examination for all courses.
- Providing Lecture notes through an online portal
- Timely Redressal of students' grievances.
- At least 75% Attendance is compulsory in each semester.
- Extra classes for weak students to solve their problems.

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

Students' result analysis: Institute has the provision of analysis of students' performance after the announcement of their semester

results. If the result of the students, in a subject, is not found up to the mark, necessary steps are taken to find out the reasons and the concerned faculty members are counselled and motivated to work towards improvement.

File Description	Documents
Paste link for additional information	Nil
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://www.sitcoe.ac.in/index.php/about-us/internal-quality-assurance-cell
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

In today's competitive world, an educational institute is not only responsible for offering a high-quality education, but also

responsible for ensuring employment for its graduates. The institute has introduced programmes such as the Personality Development Program, Industry Interactions, Guest lectures from Industry Forums, foreign language classes, and the Language Lab to prepare skilled graduates for their careers. The primary goal is to ensure that our students have the personality, exposure, abilities, and self-confidence to take on the most pressing challenges and assignments from day one of employment. The Institute developed an Internal Complaint Committee with the goal of reviewing existing provisions of the constitution and other laws affecting women on a regular basis and recommending revisions to suggest corrective legislation actions. It is also important to make boys and girls aware of sexual harassment.

The College Campus, Girls and Boys Hostel are also under CCTV surveillance 24 hours a day, seven days a week. Students are also counselled. Mentors assist mentees in developing relationships across the organisation and identifying skills that should be developed or enhanced. In the premises, common rooms have been provided for both boys and girls.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1U42Ngrj2HJGV--NCdkRky7AuzS2CrntD/view?usp=sharing
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://drive.google.com/file/d/17z_gGR9FnmNkgPvGTA4iOILY8PRv4tUq/view?usp=sharing

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

C. Any 2 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

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Waste Management Steps

Organic leaf waste management

Leaf wastes are collected at SITCOE campus every day and it is dumped in compost unit to make it organic manure. It is used for fertilizing the plants on the campus.

Dustbins are placed around the campus to collect the waste and an exclusive team of personal in the maintenance department dispose of it systematically every day. The entire campus, all floors and classrooms are cleaned every day in order to assure a clean ambience possible for the staff and students.

Liquid Waste management

Liquid waste from the points of generation like the canteen and toilet etc is let out as effluent into a proper drainage facility and to avoid stagnation.

Solid Waste Management

Every day all the academic buildings and other surrounding area in the campus are cleaned by out sourcing agency and they separate out waste and dispose accordingly.

Hazardous waste management:

- Hazardous waste from the workshop and the chemistry lab is disposed with due precautions.

E-waste management

- Old version computers are transferred to the schools run by our education society.

- The major e-waste such as written off instruments/ equipment's, CRTs, Printers, Computers.
- Electronics gadgets, circuits, kits have been written off on regular basis and then it is sold out to buyers by auctioning.
- All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for safe disposal.
- Useful parts of electronic gadgets like resistors, capacitors, inductors, diodes, transistors, thermistors etc. have been removed from the gadgets for reuse in practical/projects.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1AZgV1Ct2Q0_OSivgTYiS93tmZh_RQ9gs/view?usp=sharing
Any other relevant information	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

C. Any 2 of the above

5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	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

B. Any 3 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).

Response:

The institution provides an inclusive atmosphere for all people, with tolerance and harmony toward cultural, regional, linguistic, communal socioeconomic, and other diversities. The institution has made efforts to provide a healthy environment that promotes harmony and tolerance among students. Right from the enrollment, there is no bias, because it is completely transparent and merit-based process. Furthermore, regardless of caste, creed, religion, or area, the institute provides equal opportunity to students in numerous events held during the session. Various sports and cultural events organized within the campus encourage harmony with one another. Institute celebrates Women's Day and Yoga Day are important days, as are several regional festivals like as Janamashtami, Eid, Ganesh Chaturthi, and Deepawali. This fosters positive interaction amongst people of various races and cultural backgrounds. Institute also provides various regional scholarships such as MKB scholarship, and Economical weaker scholarship.

In the institute, there are many grievance redressal cells, such as the Grievance Redressal Committee, Local Management Committee, Internal Quality Assurance cell and the Anti-Ragging Cell, which deal with grievances without regard to anyone's ethnic or cultural background. The institute has a code of conduct for students and for professors and other employees, which are followed by all of them, regardless of their cultural, regional, linguistic, communal socioeconomic, or other diversities. Various cultures are represented on cultural day which depict sense of respect towards all the cultures. There is no segregation of students based on their linguistic or cultural background. Students feel safe and protected

at the institute not because of locks and security guards, but because they know that the institution provides physical, emotional, and spiritual safety. The anti-ragging group plays an important role in maintaining tolerance and harmony among students. There hasn't been a single case of ragging in the last decade, which shows the efficient working of the cell. Our institute believes in the equality of all cultures and traditions, as evidenced by the fact that students from many castes, religions, and regions study in the college without discrimination.

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

Response:

Education is the most important predictor of how a student applies the abilities he or she learns for self-interest or for the greater societal and environmental good. Human education helps human behavior and the development of a humane society; otherwise, education results in inhuman behavior and the destruction of society and the environment. Human Values and Professional Ethics are the perennial streams in today's environment that can only provide sustenance to the nurturing of social values, moral behavior, and awareness in young minds and professionals. It is a necessary condition that cannot be neglected by any human. The Institute has taken the initiative to participate and organize various social events such as 'Matdar Jangagruti Din', Vaccination camp on campus, and also worked during the flood situation in the region, with the goal of familiarizing and equipping students, faculty, and staff with the importance and need of values and ethics for the development of self and society. The importance of value-based education has been frequently emphasized. Education should assist students in developing the understanding, dedication, competence, and practice of living with specific human behavior and participating in the building of a humane society.

SITCOE is dedicated to training our students to be constitutionally conscious citizens who are cognizant of their Fundamental Rights and

Duties. Departments and societies organise a variety of programs and activities. SITCOE's National Cadet Corps (NCC) unit is dedicated to instilling a 'sense of patriotic commitment' to national development. SITCOE has a functioning National Service Scheme (NSS) unit where students participate in community service initiatives. SITCOE undertakes cleanliness activities to promote the ideals of the Swachh Bharat Abhiyan. The college has marked International Yoga Day.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

B. Any 3 of the above

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

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

Response:

SITCOE is committed to promoting ethics and values among students

and professors in order to encourage the same. The Institute organizes national festivals and anniversaries for renowned Indian personalities, such as Teacher's Day: Dr. Sarvapalli Radha Krishnanon's birthday is on September 5th, Engineer's Day, the Birth anniversary of Sir M. Visvesvaraya the great Engineer of the country is on September 15th, International Women's Day is on March 8th, International Yoga Day is on June 21st, Independence Day is on August 15th, Republic Day is on January 26th, World Environment Day is on June 5th, and Birth and Death of anniversary of great personalities like Mahatma Gandhi on October 2nd, Dr. B. R. Ambedkar jayanti is on April 14th, and Shivaji Maharaj Jayanti on Feb 19th. SITCOE thinks that these events should be celebrated in order to bring joy into our lives and improve our sense of community. These events provide an opportunity to educate our stakeholders on domain-specific concerns, mobilise political and financial resources to address global issues, and celebrate and reinforce humanity's successes. Also SITCOE celebrated by organizing various activities on World Health Day, International Earth Day, National Safety Day, National Science Day, National Youth Day, and World Food Safety Day, etc.

- 26th January Republic Day - On this Day, the India revealed Purna Swaraj, the declaration of India's independence from the colonial rule. Republic Day signifies the right spirit of Independent and individual India and spread awareness of their duties towards our nation and rights given to them by our constitution. We celebrate this day by Flag hoisting.
- 15th August Independence Day - It is celebrated every year on August 15 and marks the end of the British rule in 1947 and the establishment of a free and independent Indian nation.
- 5th September Teachers Day (Dr. Sarvpalli Radha Krishnan Birth Anniversary) - To honor the memory of India's first Vice President and to commemorate the importance of teachers in our lives, Teacher's Day is being organized at the institute every year.
- 15th September Engineer's Day (Birth Anniversary of Sir Visvesvaraya) - We celebrate this day as an exceptional tribute to the best Indian Engineer Bharat Ratna Mokshagundam Visvesvaraya.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Certification courses in Innovation Centers

Objectives:

1. 1. The main objective is to provide additional skills to the students which will help them for the placement.
2. 2. To collaborate students with the various industry initiatives

Context:-Institute has developed various innovation centers in every department to facilitate students with upcoming technologies and make use of the facility for research and development activity. These centers are over and above the AICTE requirement so no academic lecture practical scheduled on the same. These centers are maid full time available to the students for learning new things. But it is observed that many students are not participating in such activities actively. Also, many students learn and develop some skill sets but they unable to claim the same in front of other peoples. So to give them authentication and encouraging students for active participation certification programs were started.

Practice:-With respect to the above context every innovation center started some certification courses in association with supporting industry. In the first phase students are motivated to participate in the learning process. Students who successfully completed the course undergo certification exams and those who get cleared are getting more job opportunities compared to other students. Some certification courses were started by third party agencies or supporting organizations. Some certifications were started by the Innovation center itself. Design and innovation center powered by Autodesk India Pvt. Ltd. doing certification to students with online courses and examinations started by Autodesk University. Institute

also runs the Ready Engineers program powered by Tata Technologies Ltd. Students who completed the course successfully and cleared examinations got Ready Engineer certification. The Center of Excellence in VLSI and embedded system runs the courses for the students. Students after completion of all three modules of course certification were given by the institute itself. Similarly, other centers of excellence are working.

Impact: Number of students actively involved in learning in the innovation center. More than 200 students got certification in various courses at Autodesk University. This helps students for placement. 11 students got a placement on the basis of skill sets available in the field of design. 100 students got the certificate as a ready engineer. All students got the opportunity of placement drive organized by Tata Technology. Center of excellence in VLSI and Embedded system gave training to 50 students of Electronics and Telecommunication in association with UTL Technologies Bangalore.

NPTEL Awareness Program.

Goal:-1. To motivate students and faculty for Self learning activities.

1. 2. To create ICT Tool usage awareness

Context: Institute has very good academic culture. In our region institute is very well known for academics. To do improvements in academics, self learning of students is most important. Many recruiters also recognised need of self learning. In connection with this institute decided to motivate students as well as faculty members to participate in MOOC courses. Being an affiliated institute we are unable to give credit transfer benefit to student but even students provided great support to such extension activity.

Practice: IQAC committee gave instruction for the implementation of NPTEL awareness among students. Initially institute is registered under NPTEL local chapter. Mr. G. V. Pujari working as SWAYAM NPTEL SPOC person. At institute level we created committee of NPTEL. From all department one contact person is selected who encourage students and faculty members to participate. Initially maximum focus is provided on registration for course. Then in next phase students active participation is observed. For that faculty mentors are appointed. Finally students and faculty members are motivated for registration in examination. Fee Reimbursement scheme was launched for year 2018-19 from institute side for the students who cleared the examination. Students who scored more than seventy percent marks

are felicitated by the institute. This also create positive impact on students side.

Impact:As first step of success 1505 students registered for different courses. They tried to learn the basics. Some students continued the same but few were fail to complete the same. Out of thoes 155 students appeared for the examination and out of appeared students 139 students cleared their examination. All students who gets cleared are felicitated by the institute. Also they got benefit of fee reimbersment.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Provision of availing internship

The prime motive of the Institution is to mould and empower students in the pursuit of knowledge, values and social responsibility and help them achieve excellence in various fields, thereby also preparing them to face global challenges. Our Institution has never faltered in stimulating the students in the pursuit of knowledge, ethics, and citizenship.

The Institute has established its distinctive approach towards this comprehensive Vision by the means of certificate courses or by allowing the students to organize events to develop their skills, multidisciplinary project development, Entrepreneurship development, Ethical and Human value development and Earn while Learn.

All the students are motivated to undergo Inplant Training / Internship at industry or research organization or university or Live-in-Lab for the period prescribed in the curriculum during summer and winter vacation

Our institute organizes various workshops and training session to enhance the student's skill based on the industrial needs such as Personality enrichment, Employability skill development, Entrepreneurial development, Language skill development etc.,

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

1. To get an extension of NAAC accreditation

2. To start with PG Courses: Institute plans to start PG courses in Mechatronics and Artificial Intelligence & Data Science.

3. To establish a Research center for PhD:

Considering the demand and the growth of technical education in this region, this institute has planned to start PhD Programmes in all eligible departments by seeking permission from affiliated university

4. To start UG courses in emerging areas: Considering the demand and growth of technical education in present scenario, the institute is planning to start new programmes in UG by name: AI & DS, Electronics & Computer, Automation & Robotics, Mechatronics.

5. To Start with vocational and training certification courses

6. To motivate faculty members for paper publication in SCI and SCOPUS indexed journals and promote faculty members to register for PhD

7. To provide maximum focus on student training and placement in good reputed organization

8. To obtain better NIRF and ATAL Rankings: 1. It will try to obtain better position in both NIRF and ATAL rankings.

9. Give more focus on Consultancy: faculty are promoted to undertake consultancy in their expertise area.

7. To increase the number of students undergoing industrial training/internship.

8. To increase research publications indexed journals