



SITAM



SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Near RTO Office, Gajularega, Vizianagaram-535003, Andhra Pradesh, India

Accredited by "NAAC", Approved by AICTE, New Delhi

(Permanently Affiliated to JNTU GV, Vizianagaram, Recognized by SBTET, Government of A.P)

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Telephone No:9676788811, 8978812341/2

EAMCET CODE: **SGVP**

JNTU GV CODE: **B6**

SBTET CODE: **649**

Criterion VI-Governance, Leadership, and Management

Qualitative Metrics

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes.


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

- To improve the academic and administrative performance of the institution through a system for conscious, consistent and catalytic action.
- To internalize quality culture and institutionalize best practices in order to promote measures for institutional functioning towards quality enhancement. IQAC continuously monitors and sets checks and balances to ensure that everybody develops the habit of streamlining the procedures and adheres to the procedures. IQAC evolves Mechanisms and procedures for
- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programs.
- Optimization and integration of modern methods of teaching and learning
- The integrity of evaluation procedures and stakeholders feedback.
- Propose and conduct workshops, seminars on quality related themes.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services
- Monitoring and analysis of activities for overall development of students as per need of industry and society
- Sharing of research findings and networking with other institutions in India and abroad.
- Internal Audits to ensure quality system implementations.



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

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

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- A glimpse of mentee details for the academic year 2023-24 odd semester are attached below,

IV YEAR - I SEMESTER												
Sl. No	SUBJECT	MID MARKS						Internal	University Marks	Total	MONTH & YEAR OF PASSING	
		I DES	I Assign	I Online	II DES	II Assign	II Online					
1.	UHV-11	11	5	3	11	5	6	17	C		Jan Dec 2023	
2.	SD	7	4	3	7	5	4	15	D			
3.	GST	1	5	5	4	5	5	14	D			
4.	UH	3	4	4	4	5	6	15	E			
5.	RSF	5	5	6	8	5	4	16	D			
6.	GT	6	5	3	7	5	2	18	D			

Attendance Particulars	Month	Aug	Sep	Oct	Nov
	No Of Hours Conducted	150	124	95	124
	No Of Hours Attended	136	84	72	115
	Percentage	90.67%	67.74%	75.79%	92.74%

Particulars of Awards/ Disciplinary action, if any : -

Name of the Counselor : A. Gouthan Kumar

Counselor's Remarks : - Overall Performance is satisfactory.

Sl No	DATE	POINTS OF COUNSELLING
1.	7/8/23	Discussed about Internship
2.	11/1/23	Discussed about her difficult subject
3.	05/10/23	Discussed about the preparation for the exams

Signature of Student Y. Srinani	Signature of Counselor A. Gouthan Kumar	Signature of HOD [Signature]	Signature of Principal [Signature]
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- A glimpse of mentee details for the academic year 2023-24 even semester are attached below,

IV YEAR - II SEMESTER

Sl. No	SUBJECT	MID MARKS						Internal	University Marks	Total	MONTH & YEAR OF PASSING
		I DES	I Assign	I Online	II DES	II Assign	II Online				

Attendance Particulars	Month	Jan	Feb	Mar	April		
	No Of Hours Conducted	120	142	154	82		
	No Of Hours Attended	96	112	116	54		
	Percentage	80%	78.8%	75.3%	65.8%		

Particulars of Awards/ Disciplinary action, if any :

Name of the Counselor :

G. Gouthami Kumar.

Counselor's Remarks :

Overall Performance is satisfactory.

Sl No	DATE	POINTS OF COUNSELLING
1)	23/01/24	Discussed about project selection and its details
2)	21/02/24	Corrected the ppt and discussed about the status of project work
3)	15/03/24	Discussed about the overall course

Signature of Student	Signature of Counselor	Signature of HOD	Signature of Principal
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

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


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

Tutorial Classes

- SITAM follows the broad guidelines regarding the conduct of Tutorial classes,
- Choose one typical question from the end-semester exam. In fact, announce two questions one day before and pick one question from the two.
- Give a brief outline of the solution, be it a theoretical question or the problem-based question.
- This outline process may take a maximum FIVE minutes.
- While students are working on it in groups, go round the class and monitor their progress.
- Give hints to those who are struggling with the problems.
- At the end of one hour, give the entire solution. Write the complete solution to indicate exactly what the students need to write in the examination, neatly.
- Give tips on how they need to write the answer in the examination:
 - Put the full question number (such as "Q1 (a) (ii)" etc) as the heading at the top of each page.
 - Draw neat diagrams using pencil if need be.
 - Underline each important point and the answer.
 - Be brief and to the point.
- In the beginning, we may get the students to work on ONE question to begin with but gradually, we will have the students solve TWO problems.


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- The campus is Wi-Fi enabled and here is the proof shown below:



- The campus has Green army setup with student volunteers to undertake plantation and maintenance of gardens, here is the proof attached below



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- The college organized events such as competitions in form of quiz, Group discussions, etc and here is the proof attached below




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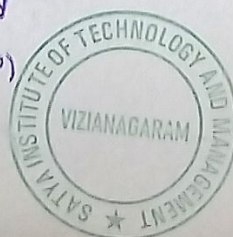



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- The campus has grid tied solar power plant installed with a capacity to generate 50 KWP which slashed power bills by 25% and here is the proof attached below



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- The college established feedback system from students on curriculum, teaching, infrastructure facilities etc and here is the proof attached below

SSS AY - 2023-2024

Questions

Responses

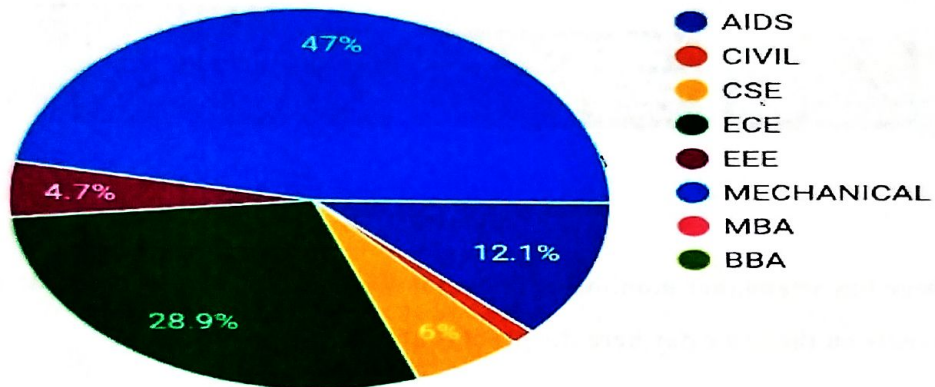
149

Settings Total points: 3

BRANCH

149 responses

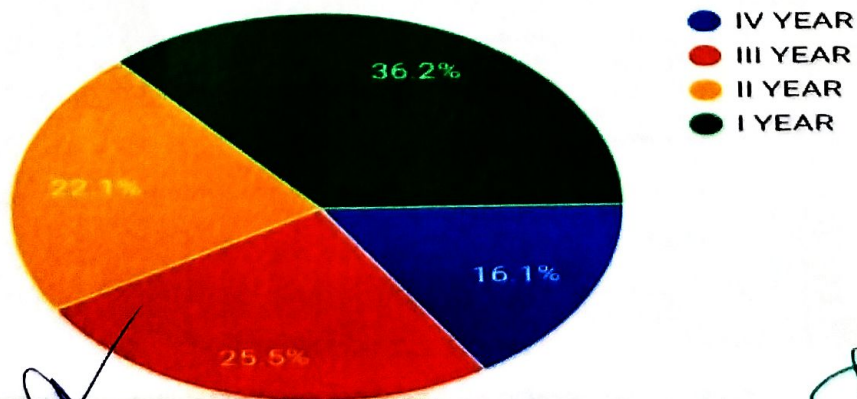
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YEAR OF STUDY

149 responses

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- The campus has two level outsourced 24/7 security apart from video surveillance to step protection to the students and property of the college



- The college has attendance monitoring system in which daily absentees will be informed to their parents on the same day, here the proof is attached below

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e-mail: sitam@satam.co.in, principal@satam.co.in, Facebook : sitam.acgyp, website : www.satam.co.in
JNTUK Code : B0 EAMCET Code : SCVP

SMS LOG REPORT FOR DATE RANGE 10-Sep-2023 To 15-Jun-2024

Sl.No	Code	Name	Mobile.No	Message	Date & Time	Status	Send By
STUDENTS							
1	21861A0102	BUDU SRAVANI	8096056072	Dear Parent, your ward(BUDU SRAVANI) is absent for the periods 1,2,3,4,5,6,7 on 12/09/2023	12-09-2023 03:36 AM	Success	G.RAVI KISHORE(SGVPCIVIL030)
2	21861A0109		9440996591	Dear Parent, your ward(LAKE TEJA SRI) is absent for the periods 1,2,3,4,5,6,7 on 12/09/2023	12-09-2023 03:36 AM	Success	G.RAVI KISHORE(SGVPCIVIL030)
3	22B61A0103	BETA YASWANTH KUMAR	9398918566	Dear Parent, your ward(BETA YASWANTH KUMAR) is absent for the periods 1,2,3,4,5,6,7 on 12/09/2023	12-09-2023 03:38 AM	Success	G.RAVI KISHORE(SGVPCIVIL030)
4	22B61A0104	BUKKURU CHANDRA	9010515022	Dear Parent, your ward(BUKKURU CHANDRA) is absent for the periods 5,6,7 on 12/09/2023	12-09-2023 03:38 AM	Success	G.RAVI KISHORE(SGVPCIVIL030)
5	22B61A0115	KURELLA GOWRI SOWMYA	7780562127	Dear Parent, your ward(KURELLA GOWRI SOWMYA) is absent for the periods 1,2,3,4,5,6,7 on 12/09/2023	12-09-2023 03:38 AM	Success	G.RAVI KISHORE(SGVPCIVIL030)
6	20B61A0104	BODDANA DEEKSHITHA	9063261991	Dear Parent, your ward(BODDANA DEEKSHITHA) is absent for the periods 5,6,7 on 12/09/2023	12-09-2023 03:44 AM	Success	G.RAVI KISHORE(SGVPCIVIL030)
7	20B61A0105	BOGURUTU GAYATRI	9100809435	Dear Parent, your ward(BOGURUTU GAYATRI) is absent for the periods 1,2,3,4,5,6,7 on 12/09/2023	12-09-2023 03:44 AM	Success	G.RAVI KISHORE(SGVPCIVIL030)

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- The college has uniform and ID card system both as a disciplinary measure and also to confer the honor of the students belongingness to this prestigious college, here is the proof attached below



- The college observes every friday as vehicle free day and here is the proof attached below



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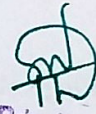


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