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 JNTUGV, Vizianagaram, Recognized by SBTET, Government of A.P)
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EAMCET CODE: **SGVP**   JNTUGV CODE: **B6**   SBTET CODE: **649**
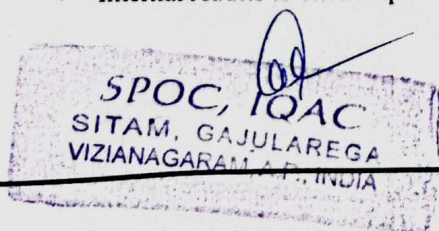
Criterion VI-Governance, Leadership, and Management

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 strong IQAC team that looks into every academic and nonacademic activity supported by the institution and tries to set it right. IQAC thus looks into the quality policyof the institute to guarantee quality assurance. The institutional policy with regard to quality assurance is:
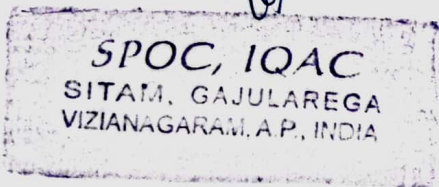
- To improve the academic and administrative performance of the institution through a system for conscious, consistent and catalytic action.

- 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 andprocedures for

- Ensuring timely, efficient and progressive performance of academic, administrative andfinancial 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 ofindustry and society

- Sharing of research findings and networking with other institutions in India and abroad.

- Internal Audits to ensure quality system implementations.

SPOC, IQAC
SITAM, GAJULAREGA
VIZIANAGARAM A.P., INDIA

Dr.D.V.Rama Murthy
Principal
Satya Institute of Technology and
Management (SITAM)
Gajularega, Vizianagaram

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

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

A glimpse of mentee details for the academic year 2022-23 odd semester are attached below,

II YEAR - I SEMESTER

Sl. No	SUBJECT	MID MARKS						Internal	University Makrs	Total	MONTH & YEAR OF PASSING
		I DES	I Assign	I Online	II DES	II Assign	II Online				
1.	M-III	14	5	6	15	5	6	26		C	
2.	EDC	14	5	4	12	5	5	23		C	
3.	STLD	15	5	7	14	5	5	27		D	Apr,
4.	SS	12	5	5	6	5	6	21		D	2023.
5.	RVSP	14	5	7	12	5	6	26		C	
6.	JAVA LAB							12		A	
7.	EDC LAB							14		A+	
8.	STLD LAB							14		A+	
9.	PYTHON							0		A	

	Month	Oct	Nov	Dec	Jan	Feb	
Attendence Particulars	No Of Hours Conducted	42	164	172	154		532
	No Of Hours Attended	35	161	170	152		518
	Percentage	83%	98%	98%	98%		97%

Particulars of Awards/ Disciplinary action, if any : —

Name of the Counselor : V.N. Sireesha

Counselor's Remarks : Keep up the good work in upcoming sem also

POINTS OF COUNSELLING

SI No	DATE	
1.	16/9/22	Following all the subjects & Laboratories
2.	4/11/22	Nice performance in mid-exams. Continue the good work.
3.	2/12/22	Refer to previous JNTUK papers while preparing for external exams.

Signature of Student	Signature of Counselor	Signature of HOD	Signature of Principal
A.Manasa	V.N. Sireesha		

SPOC IQAC
SITAM, GAJULAREGA
VIZIANAGARAM, A.P. INDIA

VIZIANAGARAM
SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Dr.D.V.Rama Murthy
Principal
Satya Institute of Technology and
Management (SITAM)
Gajularega, Vizianagaram

A glimpse of mentee details for the academic year 2022-23 even semester are attached below,

II YEAR - II SEMESTER

SI. No	SUBJECT	MID MARKS						Internal	University Makrs	Total	MONTH & YEAR OF PASSING
		I DES	I Assign	I Online	II DES	II Assign	II Online				
	ECA	13	5	7	11	5	4	25		D	
	DICD	12	5	4	15	5	6	26		D	
	AC	13	5	3	14	5	5	24		D	NOV,
	LCS	13	5	7	6	5	8	25		D	2023
	MOB	11	5	3	12	5	8	25		C	
	ECA LAB							14		A+	
	DICD LAB							10		A	
	AC LAB							14		A	

Attendence Particulars	Month	Feb	Mar	Apr	May		
	No Of Hours Conducted	82	127	132	55		396
	No Of Hours Attended	75	113	122	46		356
	Percentage	91%	89%	93%	84%		90%

Particulars of Awards/ Disciplinary action, if any : —

Name of the Counselor : V. N. Sireesha

Counselor's Remarks : Overall performance is Satisfactory

SI No	DATE	POINTS OF COUNSELLING
1.	17/2/23	Following all the subjects without any issues.
2.	7/3/23	performance in mid-1 exams is good.
3.	28/4/23	Do well in external exams & try to secure better

Signature of Student
A. Manasa

Signature of Counselor
V.N. Sireesha

Signature of HOD

Dr.O.V.Ratna Murthy
Principal
Satya Institute of Technology and Management (SITAM)
Gajularega, Vizianagaram
Signature of Principal

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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 area. It is the duty of the institute to provide help to such students and ensure their success. IQAC initiated this activity by planning and preemptive approaches. In specific, IQAC set the following plan in motion:

- At the time of admission, provide a tool for the student to assess his strengths and seek appropriate help. Teachers also use this tool, usually an examination of sorts, to see what 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 student can surmount the difficulty with expert help from the teacher. This teacher may be the mentor of the student or another teacher whose help is requested by the mentor.

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 theoretical question or the problem-based question.
- This outline process may take 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.