



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)

Email: principal@sitam.co.in, Website: www.sitam.co.in, FaceBook: /Sitam.Sgvp, Instagram:/sitamvzm

Telephone No:9676788811, 8978812341/2

EAMCET CODE: **SGVP**

JNTU GV CODE: **B6**

SBTET CODE: **649**

Criterion VI-Governance, Leadership, and Management

Qualitative Metrics

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

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

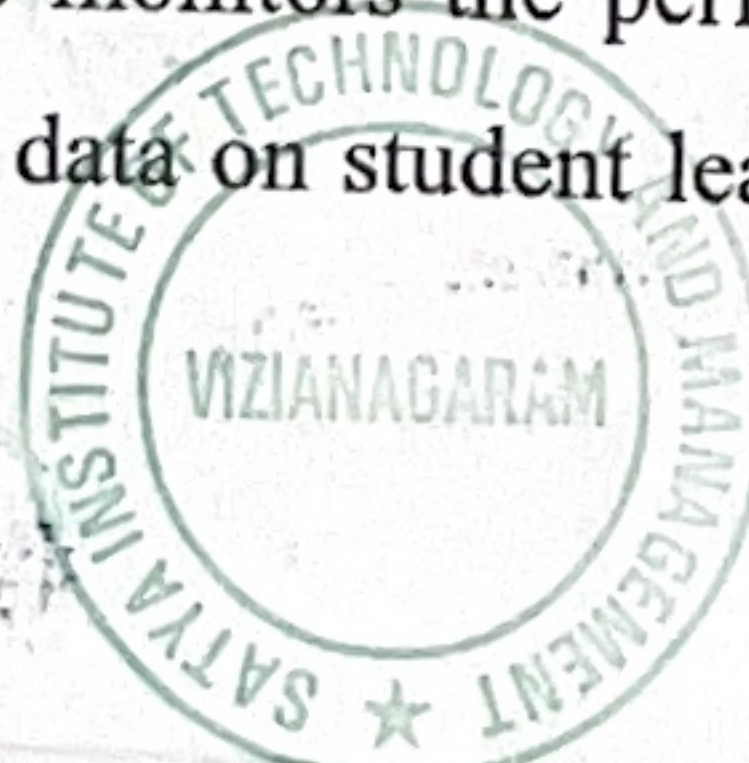
Preparation of lesson plan for each Semester: The lesson plan is prepared by the faculty members for all the subjects they teach in that particular semester. Enriching the curriculum with guest lectures, industrial visits, and Internships is also planned at this stage.

Daily lecture Record: Everyday faculty prepares and submits details of the lecture along with the topic covered on an online portal as well as Course Track Register (CTR).

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

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

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- Midterm and continuous evaluation comprising of internal tests, assignments, group discussions, and seminar presentations.
- Regular class tests and interactions
- Semester system of examination for all courses.
- Providing Lecture notes through an online portal
- Timely Redressal of student's grievances.
- Extra classes for challenged students to address their concerns.

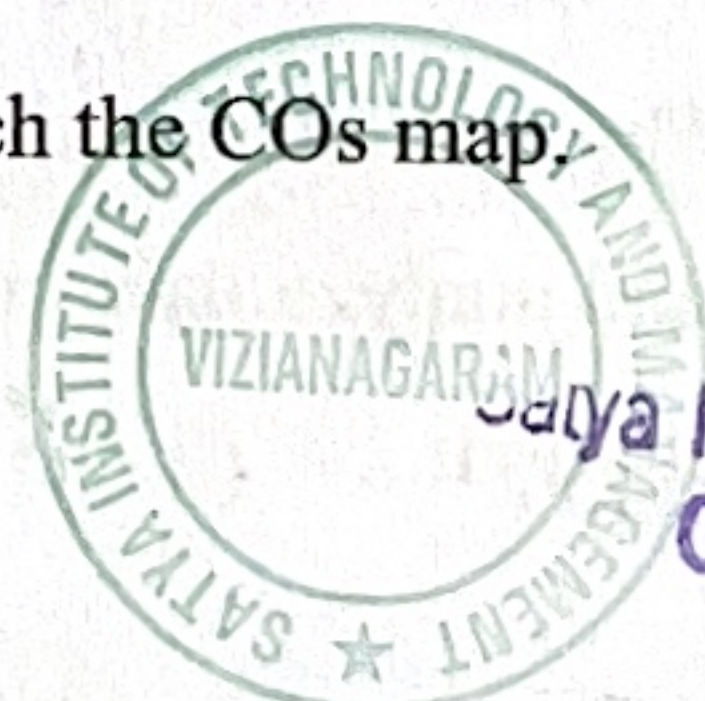
Effective internal examination and evaluation systems: Institute maintains an effective internal examination and evaluation system.

Faculty Course Assessment Report (FCAR): SITAM, under the aegis of affiliating university, JNTUK, follows Outcome Based Education (OBE) to meet the standards of NAAC. As a part of the OBE:

- ✓ Well laid Course Outcomes (CO) and Program Outcomes (PO) along with a careful mapping process completely define the capabilities that a student graduating out of the program must possess. These are carefully reviewed by the Board of Studies (BoS) at the university level and are provided by JNTUK to SITAM.
- ✓ SITAM, based on the requirements stipulated in the OBE framework provided by the JNTUK, prepares its lesson plans along with requisite interventions needed to meet all the specifications of the OBE percepts.
- ✓ Once these are prepared, the teachers prepare their lecture notes and any other tools needed for imparting the capability specified in the CO-PO framework. Formative Examinations (FE) and Summative Examinations (SE) carefully evaluate the depth of understanding and capability of students.
- ✓ The results of these FE and SE give a wealth of results for the overall measure of the Course Outcome Attainment (COA). The COA calculations are mandatorily performed by the teachers of SITAM and are presented in the form of FCAR. In essence, FCAR lists:

- The COs and the POs to which the COs map

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- List of questions/components in the examination/tool of assessment and the CO-PO underlying the questions.
 - Scores of all the students
 - Calculation of the CO and the PO giving the attainment values computed using standard procedures.
 - An analysis of the attainment values and indication of the future directions which maximize the attainment.
- ✓ A carefully prepared FCAR gives a vector direction for the improvement in future instances of the course and ensures the success of the students in attaining the specified outcomes.

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 counseled and motivated to work towards improvement.

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

Mentoring System: One of the first steps IQAC took up was to institute a mentoring system into place. Each teacher is assigned about 15 students as a 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 mentee.

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

- At the time of admission, provide a tool for the student to assess his strengths and seek appropriate help. Teachers also use this tool, usually an examination of sorts, to see what 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 today scholars as per their need and convenience. This may be termed as help for summative assessment.
- After the examinations, if a student finds it difficult to clear the examination remedial classes are arranged so that student can surmount the difficulty with expert help from the teacher. This teacher may be the mentor of the student or another teacher whose help is requested by the mentor.

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

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- A Sample Lesson Plan of odd semester for the academic year 2023-24 is attached below



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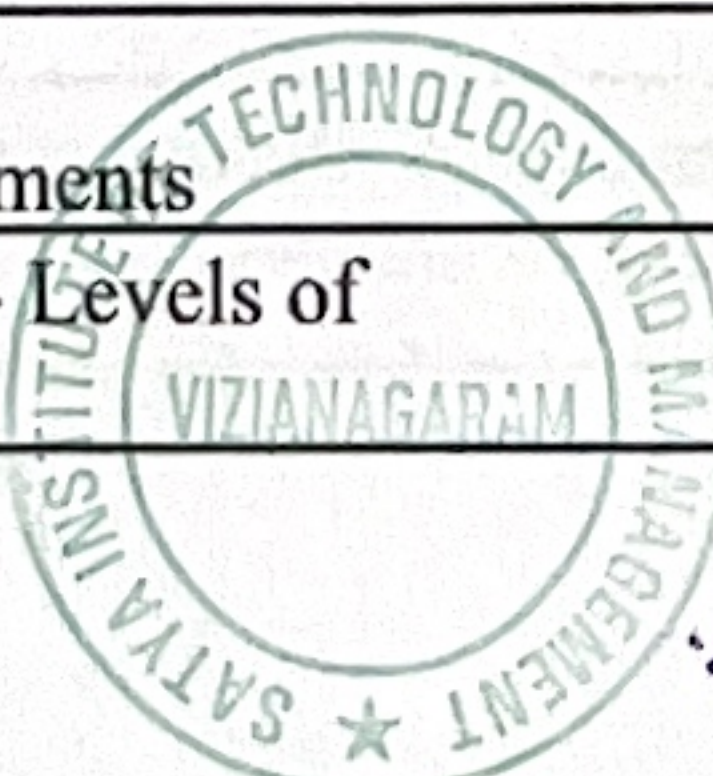
Program: MBA		Branch:MBA			
Year and Sem: I MBA I SEM		Subject: MANAGEMENT AND ORGANIZATIONAL BEHAVIOR			
Academic Year: 2023-2024		Faculty Name: Ms.M.PRASANNA			
LESSON PLAN					
Course Objectives: The Student will be known					
COURSE OBJECTIVES:					
CEO 1: To understand the major concepts and levels of management in organization					
CEO 2: To understand the role of power and politics in organization					
CEO 3: To understand organizational behavior linkages with other social sciences and achievement of organizational goals					
CEO:4 To assess leadership styles and their effectiveness on organizational performance					
CEO 5: To develop an understanding of organizational change and its challenges					
S.No	Proposed Date	Unit No& Topic to be Covered	Required No of Periods	Reference Text Books	Nature of Teaching
UNIT-I: INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR					
1	04/10/23	Definition, Nature	1	Harold Koontz	Chalk & Talk
2	06/10/23	Functions and Importance of Management	1	Harold Koontz	Chalk & Talk
3	09/10/23	Evolution of Management thought	1	Harold Koontz	Chalk & Talk
4	10/10/23	Scientific management, administrative management	1	Harold Koontz	Chalk & Talk
5	11/10/23	Haw throne experiments	1	Harold Koontz	Chalk & Talk
6	13/10/23	systems approach - Levels of Management	1	Harold Koontz	Chalk & Talk

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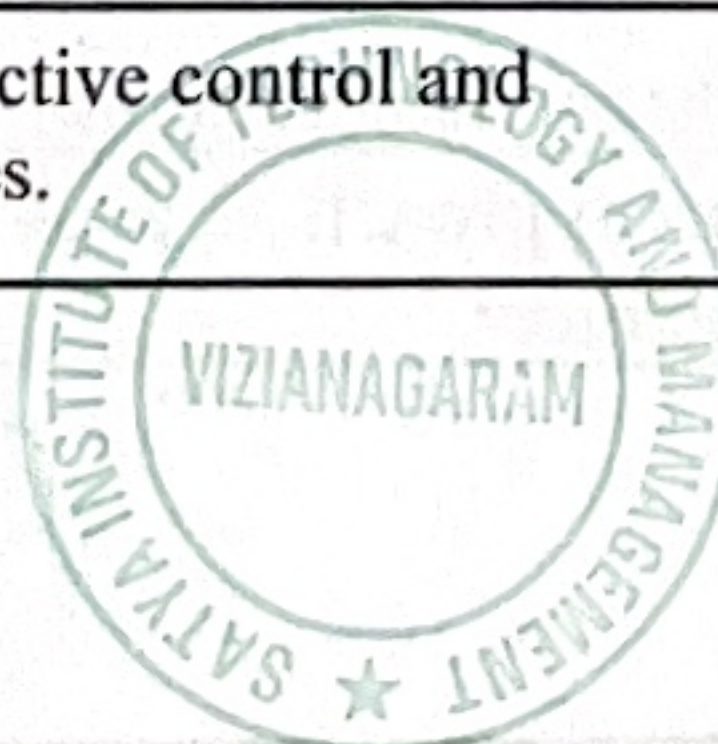
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7	16/10/23	Managerial Skills - Planning	1	Harold Koontz	Chalk & Talk
8	17/10/23	Steps in Planning Process – importance and Limitations	1	Harold Koontz	Chalk & Talk
9	18/10/23	Types of Plans - Characteristics of a sound Plan	1	Harold Koontz	Chalk & Talk
10	19/10/23	Management By Objectives (MBO) -	1	Harold Koontz	Chalk & Talk
11	20/10/23	Techniques and Processes of Decision Making	1	Harold Koontz	Chalk & Talk
12	02/11/23	Social Responsibilities of Business	1	Harold Koontz	Chalk & Talk
13	03/11/23	CASE STUDY ANALYSIS	1		
Total No of Classes			13		

UNIT-II: ORGANIZING

1	07/11/23	Organizing – Principles of organizing	2	Harold Koontz	Chalk & Talk
2	09/11/23	Organization Structure and Design	2	Harold Koontz	Chalk & Talk
3	10/11/23	Types of power	1	Harold Koontz	Chalk & Talk
4	13/11/23	Delegation of Authority and factors affecting delegation	1	Harold Koontz	Chalk & Talk
5	13/11/23	Span of control	1	Harold Koontz	Chalk & Talk
6	14/11/23	Decentralization – Line and staff structure conflicts	1	Harold Koontz	Chalk & Talk
7	15/11/23	Coordination definition and principles	1	Harold Koontz	Chalk & Talk
8	16/11/23	Emerging Trends in Corporate Structure	1	Harold Koontz	Chalk & Talk
9	20/11/23	Formal and Informal Organization	1	Harold Koontz	Chalk & Talk
10	20/11/23	Nature and importance of Controlling,	1	Harold Koontz	Chalk & Talk
11	21/11/23	process of Controlling,	1	Harold Koontz	Chalk & Talk
12	22/11/23	Requirements of effective control and controlling techniques.	1	Harold Koontz	Chalk & Talk

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13	23/11/23	CASE STUDY ANALYSIS	1		
Total No of Classes			15		

UNIT-III: Organizational behaviour

1	24/11/23	Nature and scope	1	Harold Koontz	Chalk & Talk
2	30/11/23	Linkages with other social sciences	1	Harold Koontz	Chalk & Talk
3	01/12/23	Individual roles and organizational goals	1	Harold Koontz	Chalk & Talk
4	04/12/23	perspectives of human behaviour	1	Harold Koontz	Chalk & Talk
5	05/12/23	Perception- perceptual process	1	Harold Koontz	Chalk & Talk
6	06/12/23	Learning - Learning Process-	1	Harold Koontz	Chalk & Talk
7	07/12/23	Theories - Personality and Individual Differences	1	Harold Koontz	Chalk & Talk
8	08/12/23	Determinants of Personality	1	Harold Koontz	Chalk & Talk
9	11/12/23	Values, Attitudes	1	Harold Koontz	Chalk & Talk
10	12/12/23	Beliefs - Creativity	1	Harold Koontz	Chalk & Talk
11	12/12/23	Creative thinking.	1	Harold Koontz	Chalk & Talk
12	13/12/23	CASE STUDY ANALYSIS	1		
Total No of Classes			12		

UNIT-IV: Motivation and Job Performance

1	13/12/23	Content and process	1	K.Aswathappa	Chalk & Talk
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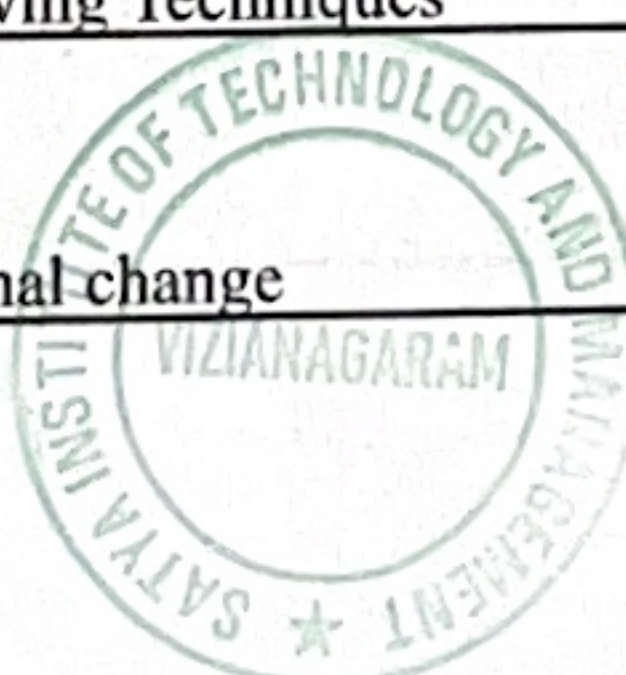
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2	14/12/23	Theories of Motivation	1	K.Aswathappa	Chalk & Talk
3	15/12/23	Leadership - Styles	1	K.Aswathappa	Chalk & Talk
4	18/12/23	Approaches – Challenges of leaders in globalized era	1	K.Aswathappa	Chalk & Talk
5	19/12/23	Groups – stages formation of groups	1	K.Aswathappa	Chalk & Talk
6	19/12/23	Group Dynamics	1	K.Aswathappa	Chalk & Talk
7	20/12/23	Collaborative Processes in Work Groups	1	K.Aswathappa	Chalk & Talk
8	21/12/23	Johari Window	1	K.Aswathappa	Chalk & Talk
9	22/12/23	Transactional Analysis.	1	K.Aswathappa	Chalk & Talk
10	25/12/23	CASE STUDY ANALYSIS	1		
Total No of Classes			10		

UNIT-V: Organizational conflict

1	26/12/23	Organizational conflict	1	K.Aswathappa	Chalk & Talk
2	28/12/23	causes and consequences	1	K.Aswathappa	Chalk & Talk
3	29/12/23	conflict and Negotiation	1	K.Aswathappa	Chalk & Talk
4	02/01/24	Team Building	1	K.Aswathappa	Chalk & Talk
5	03/01/24	Conflict Resolution in Groups	1	K.Aswathappa	Chalk & Talk
6	04/01/24	problem solving Techniques	1	K.Aswathappa	Chalk & Talk
		Organizational change	1	K.Aswathappa	Chalk & Talk

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8	22/01/24	change process	1	K.Aswathappa	Chalk & Talk
9	23/01/24	resistance to change	1	K.Aswathappa	Chalk & Talk
10	26/01/24	Creating an Ethical Organization.	1	K.Aswathappa	Chalk & Talk
11	29/01/24	CASE STUDY ANALYSIS	1	K.Aswathappa	Chalk & Talk
Total No of Classes			11	K.Aswathappa	Chalk & Talk
Total No of Classes(All Units)			62	K.Aswathappa	Chalk & Talk

Text Books: .

1. Harold Koontz, Heinz Weihrich, A.R.Aryasri, Principles of Management, TMH, 2010.
2. Dilip Kumar Battacharya, Principles of Management, Pearson, 2012.
3. Kumar, Rao, Chhaalill —Introduction to Management Science| Cengage Publications, New Delhi
4. V.S.P.Rao, Management Text and Cases, Excel, Second Edition, 2012.
5. K.Anbuvelan, Principles of Management, University Science Press, 2013.
6. K.Aswathappa — Organizational Behaviour-Text, Cases and Games|, Himalaya Publishing House, New Delhi, 2008.

COURSE OUTCOMES:

CO1: Develop an understanding of major concepts and levels of management in organization

CO2: Develop an understanding of power and politics and its impact on organizational behavior

CO3: Creative thinking by establishing linkages with other social sciences and organizational goals

CO4: Develop leadership skills and approaches that align with the needs of organization

CO5: Develop an understanding of organizational change and change management

M.PRASANNA
Signature of the Faculty
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Dr.S.Varoodhini
Signature of the HOD

- A glimpse of Course Track Register is enclosed below,

Universal Human values 2: Faculty name: Ch. Gayatri
 Understanding Harmony. Sub code: R2041011
 Class: AIESDS - IV
 Academic year: 2023-24

SNO	Date	Unit	Syllabus covered	Sign of Faculty	Comments
<u>UNIT-1</u>					
1.	24/7/23	I.	Introduction to the course - UHV	G	
2.	25/7/23	I.	values, value Education, Need for value Education	G	
3.	21/8/23	I.	SWOT Analysis, Activity on SWOT Analysis	G	
4.	22/8/23	I.	Personality traits, Activity on Personality traits.		
5.	23/8/23	I.	Introduction to Self Exploration, process, content.	G	
6.	28/8/23	I.	Self exploration Activity "What are your problems?"	G	UNIT-1 complete
<u>UNIT-2</u>					
7.	04/9/23	Q II	Understanding "body" & "I". Human Beings - 'I' as a seer, doer, enjoyer.	G	
8.	12/9/23	Q II	Understanding "Trust" & "Respect"	G	
9.	13/9/23		Activity - Debate - Happiness Vs physical facilities		
10.	13/9/23 (Extra)	Q II	Understanding the Harmony Health and physical needs.	G	

SNO	Date	unit	Syllabus covered	Sign of Faculty	Comments
11	19/9/23	II	Health, personal hygiene and handling stress.	G	UNIT-2 completed
UNIT-3					
12	20/9/23	III	Self Regulation, Relationship & foundational values of relationships	G	
13	03/10/23	III	Salient values in a relationship (Friends & Foes, Empathy, False prestige)	G	
14	04/10/23	III	Concept of Ideal family - understanding Harmony in society, Universal Human order.	G	
15	09/10/23	III	Undivided Society	G	UNIT-3 completed
UNIT-4					
16	10/10/23	IV	Understanding Harmony in Nature - Nature as a teacher	G	
17	11/10/23	IV	Recyclability in Nature	G	
18	16/10/23	IV	Holistic perception of Harmony at all levels	G	

SNO	Date	Unit	Syllabus Covered	Signature of Faculty	Comments
19	12/10/23	IV	Discussion on Human Being as cause of imbalance in Nature	G	
20	18/10/23	IV	Pollution, Role of technology in disrupting nature.	G	UNIT-4 completed
UNIT-5					
21	1/11/23	V	Ethical Human conduct	G	
22	6/11/23		Ecofriendly production systems - scope.	G	
23	7/11/23	V	CHV for Entrepreneur	G	
24	8/11/23		Typical Holistic technology		
24	14/11/23	V	Universal Human Order (4 order)	G	
25	17/11/23	V	Professional ethics Case study of typical Holistic technology	G	UNIT-5 completed
26	17/11/23 (2 hrs)	V	TUTORIAL (2 hours) UNIT-1 & UNIT-2	G	
27	21/11/23 (4 hrs)	V	TUTORIAL (4 hours) UNIT-3, 4, 5	G	Revision completed
CHV syllabus completed					

- A sample Remedial Class Time table is attached here under,

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LATERAL ENTRY STUDENTS TIME TABLE

ACADEMIC YEAR: 2023-24

	9:20A.M-10:10A.M	10:10A.M-11:00A.M	11:00A.M-11:50A.M	11:50A.M-12:40P.M	12:40P.M-01:30P.M	01:30P.M-02:20P.M	02:20P.M-03:10P.M	03:10P.M-04:00P.M	04:00P.M-04:50P.M
MON					LUNCH				MAT
TUE									EM
WED									TD
THU									MAT
FRI									EM
SAT									TD

SUBJECT CODE	SUBJECT NAME	FACULTY CODE	FACULTY NAME
MAT	Engineering Maths	GSC	Mrs.G.SRI CHANDANA
EM	Engineering Mechanics	CVMP	Mrs CH. VENKATA LAKSHMI
TD	Thermodynamics	DC	Mr.G. SURYA CHANDRA SWAMY

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- Promoting access to learning environment to teachers to enhance their knowledge and teaching capabilities and here are the proofs attached below



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Certificate of Membership

This certifies that

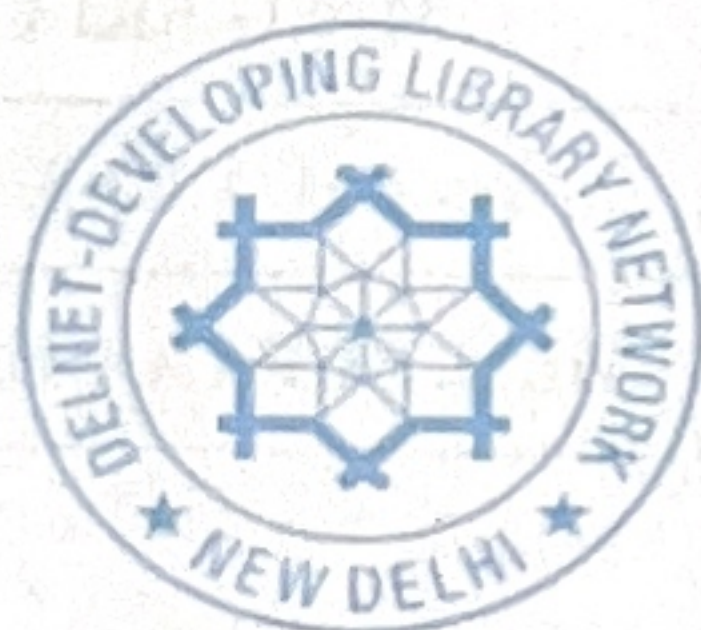
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Membership Number ***IM – 6719*** has been renewed and next
renewal is due on February 17, 2024



Date of Issue: February 16, 2023

Dr. Sangeeta Kaul
Director
DELNET, New Delhi

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Dr. Sangeeta Kaul
Director



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sangskaul2003@yahoo.co.in
Web: www.delnet.in

DELNET/Mem/Best Practices/2023

January 5, 2023

Sub : DELNET Best Practices for Data Sharing and Accessibility among Member-Libraries
— Request to Contribute Library Records for DELNET Discovery Portal

Dear Sir/Madam,

I take pleasure in informing you that DELNET has recently launched an initiative "DELNET Best Practices for Data Sharing and Accessibility" among the member-libraries. It will significantly contribute in enhancing information sharing and accessibility of library resources among the users of the member-institutions and would further promote the contributions of libraries for making a Digital India. Data Sharing is one of the most important ways to promote equitable access to information by the students, faculty, researchers and scholarly community. It also leads to an extensive and optimum use of library resources for the benefit of users for their academic, research and reference purposes.

We are very much thankful and appreciative of your institutions being one of our esteemed member institution. I would like to request you kindly send us the records created in machine readable form in your Library for merging into the DELNET Discovery portal which is accessible 24/7 by member institutions. You will appreciate that the level of resource sharing can enhance only if the records of all libraries are merged regularly from time to time. I request you to kindly send us: 1. Database of Books, 2. List of Current Journals, 3. List of CD's Audio/Video, 4. List of Online Databases, 5. Any other Database which has been compiled. Please mention the details in the enclosed form. We request you to kindly send us your library records now and also quarterly updates (incremental backups).

I would like to reiterate the fact that by sharing your library records with DELNET, your institutional library will derive the following benefits:-

1. Your Library resources will become accessible to users and researchers worldwide among the member-libraries of DELNET. Your institutional library will get more visibility and recognition and it will empower your library.
2. Your own users can access your library records through the Web apart from accessing more than 3.5 crore records of other member-libraries. This is beneficial as it enables the users to browse through their own library resources present in DELNET Discovery Portal as the data of each library is assigned a specific location code.
3. A backup copy of contributed records of your library becomes available with DELNET. In case of any crisis like software failure, at your end the backup copy of records can always be taken by your Institution from DELNET.
4. DELNET will be glad to provide "Certificate of Appreciation" for promoting "DELNET Best Practices - Data Sharing and Accessibility" to Member-Libraries for their contributions from time to time. Also Annual Awards will be given to the Best Data Contributing Member-Libraries for their active participation in knowledge sharing activities.
5. The accreditation bodies like NAAC also recommends the Institutions to adopt Best Practices in their Institutions. By participating in this initiative, the libraries will help their Institutions in achieving the desired outcomes in teaching, learning, research activities, etc. by providing access to vast information resources. It will immensely contribute in fulfilling the needs and requirements of the Users' Community.

Please send us your library records (in excel or MARC format) to sangskaul2003@yahoo.co.in. Please mark a Cc to sksinha@delnet.in and khushal@delnet.in For any technical assistance for data sharing, please contact Mr. Sanjeev Kumar Sinha, Associate Technical Services, Mob: 9810533743 and Mr. Khushal Giri Goswami, Network Assistant, Mob: 9717734478.

I shall be most grateful to you for your kind cooperation.

Thanking you,

Yours faithfully,

Sangeeta Kaul

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SO No : IPL-SO-2024-01767	SO Date : 12-02-2024
Place of Supply : 37-Andhra Pradesh	Payment Terms: Received
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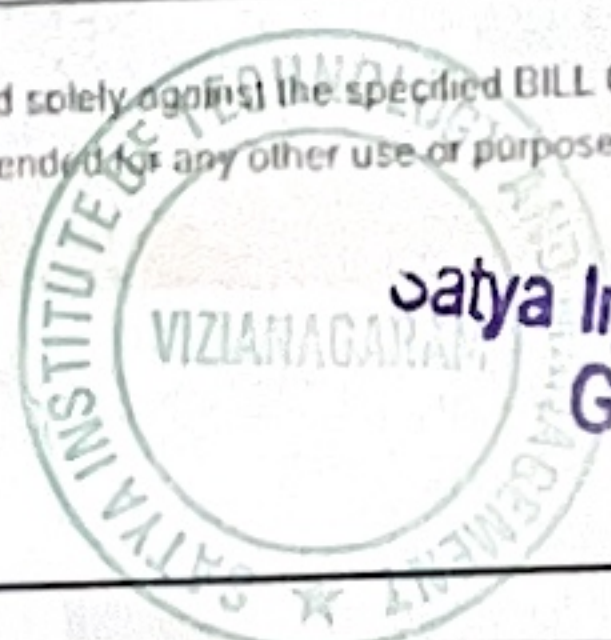
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- Access to Digital library to teachers in order to promote teaching excellence and here is the proof attached below:

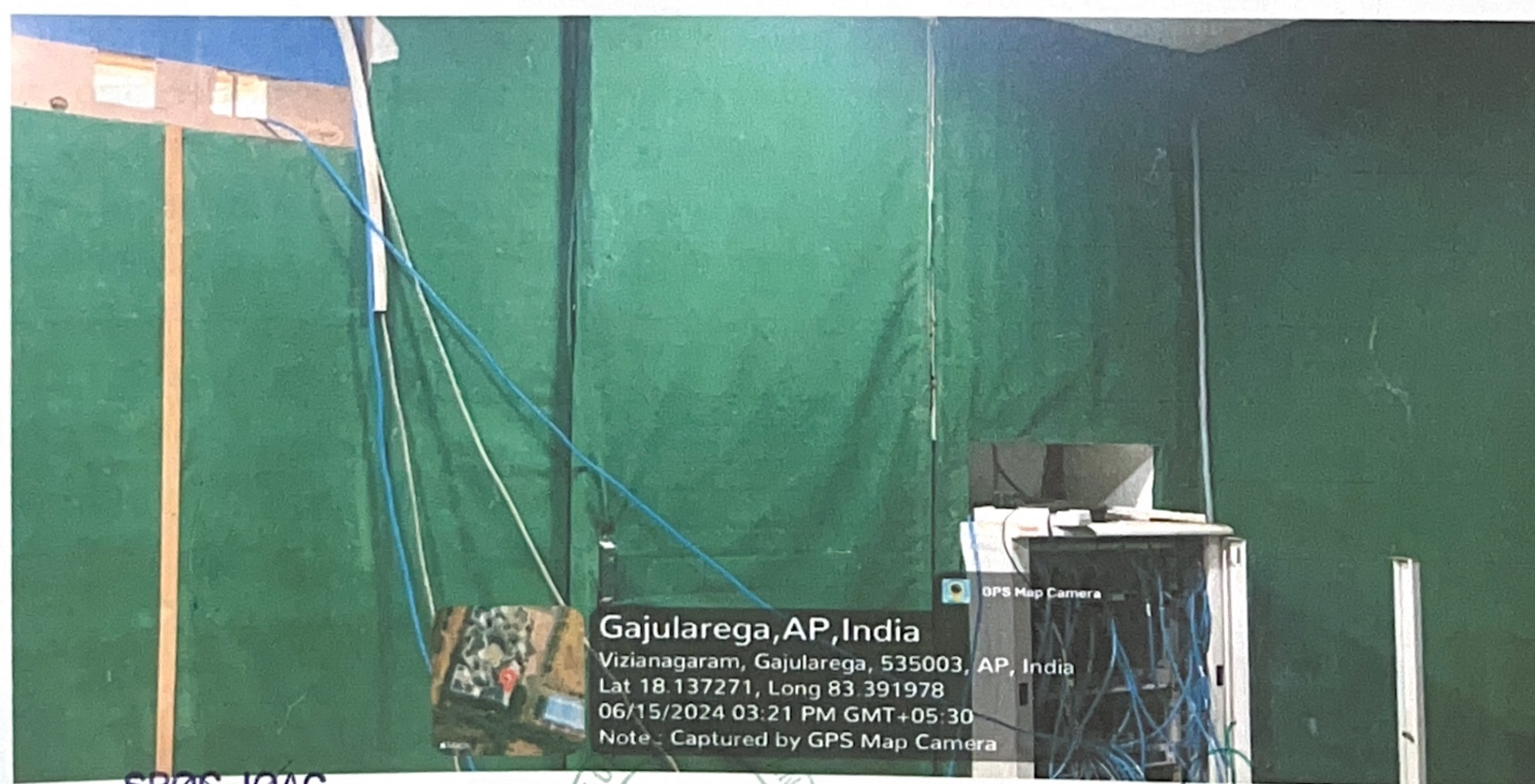
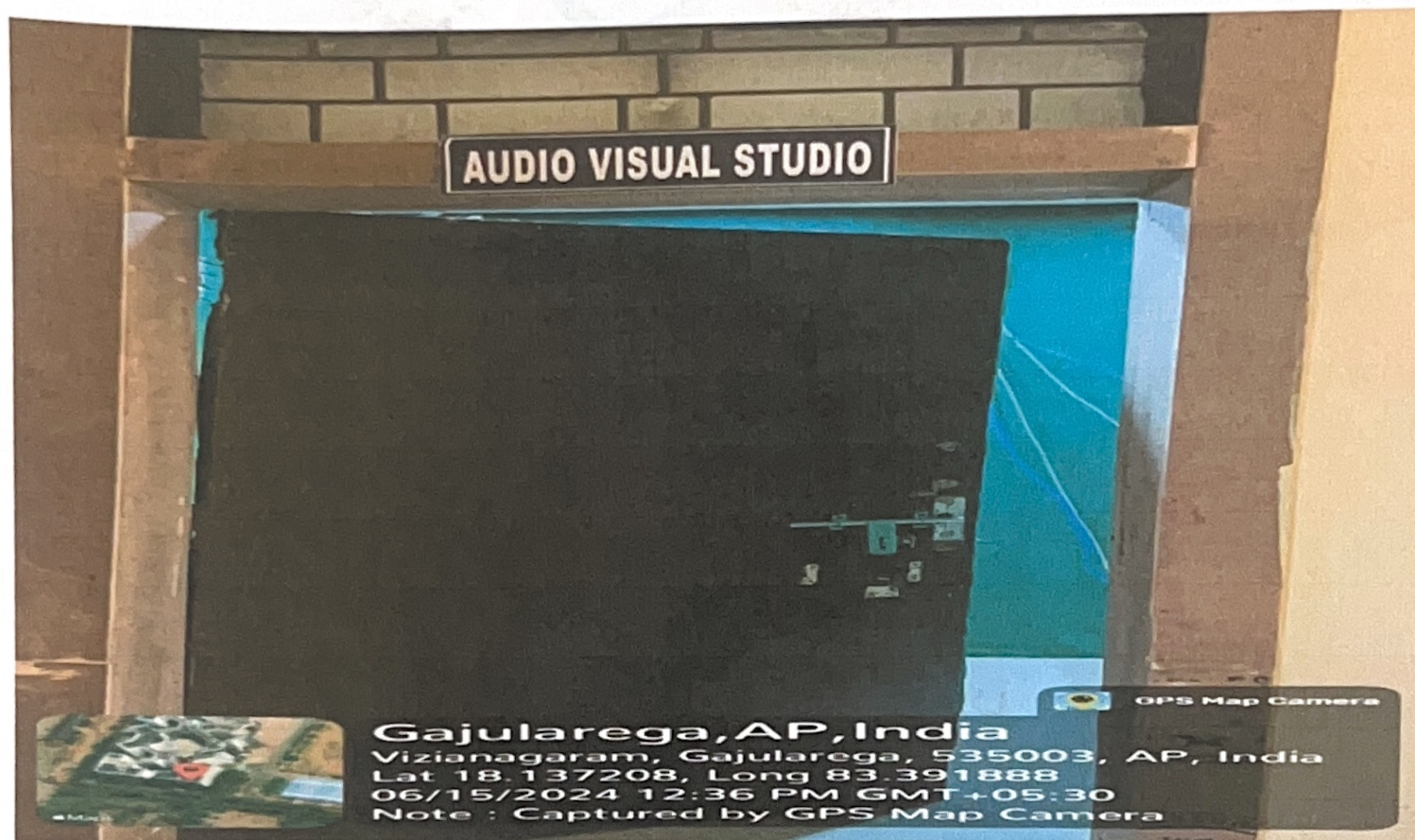


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- The campus has a recording studio (Lecture capturing system) placing the lessons of subject experts and senior faculty on youtube for use 24/7, here is the proof attached below



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- The college initiated teaching excellence awards for promoting remarkable improvements and here is the proof attached below



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