Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT**
Name of the head of the Institution	**D.V.RAMAMURTHY**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**8922-234779**
Mobile no.	**9885219988**
Registered Email	**sitam.director@gmail.com**
Alternate Email	**principal@sitam.co.in**
Address	**GAJULAREGA, KONDAKARAM POST, VIZIANAGARAM**
City/Town	**VIZIANAGARAM**
State/UT	**Andhra Pradesh**
Pincode	**535001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**CH. VENKATA LAKSHMI**
Phone no/Alternate Phone no.	**09912006991**
Mobile no.	**9912006991**
Registered Email	**sitam.director@gmail.com**
Alternate Email	**principal@sitam.co.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	[https://sitam.co.in/images/AQAR%2020 18-20.pdf](https://sitam.co.in/images/AQAR%2020-18-20.pdf)

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	[https://sitam.co.in/index.php/naac/292% 292-%20academiccalender](https://sitam.co.in/index.php/naac/292%292-%20academiccalender)

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	**B+**	**2.64**	**2020**	**08-Jan-2020**	**07-Jan-2025**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**17-Feb-2018**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Implementation of Outcome	**15-Jul-2019**	**65**

Based Education	1	
Improvement in Mentoring and Counseling System	07-Nov-2019 1	65
Infinite Innovative Ideas Incorporated (I4) conference	17-Dec-2019 1	74
[View File](#)		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	nil	nil	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Department wise examination results are analyzed and reports are communicated to the principal

IQAC has suggested conducting seminars/workshops/conferences.

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Introducing New Programmes	New Programmes Diploma Vocational for Automobile Servicing, Mobile Communications, Refrigeration and Air Conditioning, and Electrical Appliances and Repair were introduced.

[View File](#)

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	14-Dec-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	31-Dec-2020
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

SITAM believes in continuous, persistent learning in small incremental knowledge-packs at properly predesigned intervals. Since the content of the course is already developed and is given to the institute by JNTUK in the form of Program Outcomes(POs), Course Structure, Course Content, Course Outcomes(COs), and regulations, the responsibly of the institute is to ensure curriculum delivery and realizationofspecified out comes. CO progress is meticulously planned, delivered, and closely monitored to ensure that the curriculum delivery goes in a smooth, seamless manner. The three aspects of (i)Planning,(ii)Content delivery, and(iii) Monitoring are briefly highlighted below. PLANNING for the course teaching at SITAM begins at least one month before the beginning of the Academic Semester. ? Subject allotment is made through a transparent, logical and structured way to ensure that Teacher-class-subject-interest compatibility is achieved in an optimum level. ? Once the subject allotment is done ,each teacher shall prepare a lesson plan listing the ? Sequence of topics ? Text books to refer with page numbers ? Additional resources ? Tutorials at proper places ? Competitive exam problems ? The teacher prepares lesson notes, problems to be solved, competitive exams' problems, tutorial sheets, and presentation slides required as the case may be

for about first ten classes ? The teacher then summarizes these to the teachers in the department in about Thirty minutes to ensure that everything is in order. ? Where possible, the teacher is encouraged to prepare video content for next two classes in advance so that students attend the classes well prepared. ? Appropriately designed on line quizzes are also prepared by the teacher in advance to the given to the class at appropriate course-instances. ? As for as possible, subject- teacher pair is changed once in three to four years to see that the subject does not become "stale" to the teacher. CONTENT DELIVERY forms core activity of teacher science the teacher needs to ensure that students with different backgrounds and capabilities attain the CO to satisfactory level. Certain standard practices are encouraged to make the classes lively: ? One-minute summary of previous class by one student followed by one- minute summary by the teacher at the beginning of class ensure continuity and churns the interest of class ? Teachers are encouraged to break the classes' duration in to alternate presentation teaching 17 minute duration and spend intervening time for discussions. This is done since span of attention in listening is 17 minutes ? Active Cooperative Learning (ACL) is encouraged as much as possible in all Theory/Laboratory courses to reinforce experiential learning ? TEDX shows are used extensively to motivate and judge students towards mastery of life skills. At the beginning of each semester about 15 TADX shows are chosen(form you tube) And these are shown to students ? Assignments are chosen very carefully and are given at regular intervals to challenge the students. At SITAM, teachers are encouraged to use all methods of student engagement: presentations, videos, working models; simulations and chalk-talk are possible modes of knowledge-transfer and knowledge-ignition.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
nil	nil	Nil	0	nil	nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BTech	CSE	10/06/2019
BTech	ECE	10/06/2019
BTech	MECHANICAL	10/06/2019
BTech	EEE	10/06/2019
BTech	CIVIL	10/06/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BTech	CIVIL	10/06/2019
BTech	EEE	10/06/2019
BTech	MECHANICAL	10/06/2019
BTech	ECE	10/06/2019
BTech	CSE	10/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year		
	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year		
Value Added Courses	Date of Introduction	Number of Students Enrolled
15	10/06/2019	453
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BTech	CIVIL	21
BTech	EEE	5
BTech	MECHANICAL	49
BTech	ECE	59
BTech	CSE	42
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Institution obtained feedback on the syllabus and its transaction at the institution from the following stakeholders. 1. Students 2. Teachers 3. Employers 4. Alumni 5. Parents After analyzing feedback from all the stockholders, the following questions are identified as the weak areas. So , some actions taken on the weak areas 1. Availability of adequate quantity of equipment for carrying out lab experiment Action Taken: a. Bought New Lab Equipments b. Designed new experiment with the existed equipment 2. How many preparatory classes did you spend to acquaint the students with the prerequisites? Action Taken: a. Taken Extra classes for courses b. Assigned quizzes on the basics in the Ulektz. 3. Are SITAM Students good in Technical Skills? Action Taken: a. Conducted More number of Technical events like seminars , webinars b. Conducted extra lab experiments beyond the curriculum. 4. Did you learn the concepts of designing systems under real-life constraints? Action Taken: a. Encouraged students to do mini projects. b. Assigned small projects to the students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BTech	CIVIL	60	15	15
BTech	ELECTRICAL AND ELECTRONICS	60	19	19
BTech	MECHANICAL	60	27	27
BTech	ELECTRONICS AND COMMUNICATIONS	60	32	32
BTech	COMPUTER SCIENCE AND ENGINEERING	60	57	57
Mtech	EMBEDDED SYSTEMS	18	Nill	Nill
[View File](#)				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	150	Nill	80	11	91

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
75	65	2	17	5	2
[View File of ICT Tools and resources](#)					
[View File of E-resources and techniques used](#)					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring is more than the transfer of advice, knowledge and insights. The relationship offers reciprocal benefits for mentors willing to invest their time in developing another professional. As well as the personal satisfaction of sharing their skills and experience with a willing learner, being involved in mentoring also provides some tangible benefits that can reward mentors professionally. Some key benefits for mentors include: Recognition as a subject matter expert and leader Exposure to fresh perspectives, ideas and approaches Extension of their professional development record Opportunity to reflect on their own goals and practices Development of their personal leadership and coaching styles. With clear understanding of the student's capabilities, challenging assignments are designed for groups of students in "advanced" stages and higher rungs Bloom's Taxonomy. Similarly appropriate reinforcement programs and relatively "easier" assignments are planned for students in lower rungs of Bloom's Pyramid. The quizzes and other tools of assessment for polarising are chosen carefully and students are sensitized to be honest far their own sake. The "measuring" forms are chosen to be online as for as possible to let the students attempt them in the comfort and privacy location of his choice. All students will be mentored by the respective mentors after every Internal Assessment Tests and after every end semester examination results.

This enables the mentors to monitor the progress of each student.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
541	91	1:6

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
75	75	Nill	10	6

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	DR. M. SASHI BHUSHANA RAO	Director	Junior and youth red cross state award
2020	DR.D.V. RAMAMURTHY	Principal	WALL OF FRAME
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
Nill	CSE	II SEM/2019-20	18/04/2020	23/11/2020
Nill	ECE	II SEM/2019-20	18/04/2020	23/11/2020
Nill	MECHANICAL	II SEM/2019-20	18/04/2020	23/11/2020
BTech	EEE	II SEM/2019-20	18/04/2020	23/11/2020
BTech	CIVIL	II SEM/2019-20	18/04/2020	23/11/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution follows the evaluation procedure prescribed by the affiliating University. Distribution and Weightage of Marks 1.The performance of a student in each semester shall be evaluated subject – wise with a maximum of 100 marks for theory subject and 75 marks for practical subject. The project work shall be evaluated for 200 marks 2.For theory subjects the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End - Examinations. 3.For theory subjects, during the semester there shall be 2 tests. The weightage of

Internal marks for 30 consists of Descriptive – 15, Assignment - 05 , Objective -10 (Conducted at College level with 20 Multiple choice question with a weightage of ½ Mark each). The objective examination is for 20 minutes duration. The subjective examination is for 90 minutes duration conducted for 15 marks. Each subjective type test question paper shall contain 3 questions and all questions need to be answered. The Objective examination ,subjective examination and the assignment marks are considered for finalizing internal marks,.Internal Marks can be calculated with 80 weightage for best of the two Mids and 20 weightage for other Mid Exam. As the syllabus is framed for 6 units, the 1st mid examination is conducted in 1-3 units and second test in 4-6 units of each subject in a semester. 4.The end semester examination is conducted covering the topics of all Units for 70 marks. 5.For practical subjects there shall be continuous evaluation during the semester for 25 internal marks and 50 end examination marks. The internal 25 marks shall be awarded as follows: day to day work - 10 marks, Record-5 marks and the remaining 10 marks to be awarded by conducting an internal laboratory test. The end examination shall be conducted by the teacher concerned and external examiner. 6.For the subject having design and / or drawing, and estimation, the distribution shall be 30 marks for internal evaluation (20 marks for day – to – day work, and 10 marks for internal tests) and 70 marks for end examination. There shall be two internal tests in a Semester and the Marks for 10 can be calculated with 80 weightage for best of the two tests and 20 weightage for other test and these are to be added to the marks obtained in day to day work. 7.For the seminar, Each student has to be evaluated based on the presentation of any latest topic with report of 10-15 pages and a ppt of min 10 slides for internal evaluation of 50 marks. 8.Out of a total of 200 marks for the project work, 60 marks shall be for Internal Evaluation and 140 marks for the End Semester Examination. The End Semester Examination (Viva – Voce) shall be conducted by the committee. comprising of an external examiner, Head of the Department and Supervisor. The Internal Evaluation shall be on the basis of two seminars given by each student and evaluated by an internal committe.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Institution adheres to the academic calendar for the conduction of continuous internal examination. The academic calendar of the Institution prepared by the Principal in consultation with HODs before commencement of every semester , consists of Holidays Schedule for internal exams Last working day Date of practical University examination Institutional level functions viz college day, sports day etc.Based on the Institution academic calendar, department academic calendar is prepared by the HOD inconsultation with faculty members. The department academic calendar consists of Schedule of internal exams Seminars/ workshops Value added courses Conferences Revision The academic calendar is displayed on departmental notice boards. Based on the academic calendar each faculty member prepares teaching plan for theory and lab subjects. Subject loads are allocated to faculty members well before advance so that they could make the plans. The teaching plan includes: Study material including question bank for students Syllabus and lesson plan Teaching pedagogy to be used for each content delivery Assignments to be given Slow learners classes Plan of Continuous Internal Exam Each continuous internal exam is well planned by the exam cell of each department governed by the examcell of the institution. two internal exams are conducted per semester. Syllabus for each internal exam is clearly defined at the beginning of the semester..The answer papers are given to the students and any changes will be addressed.The internal marks are entered in the University web portal as specified by the university.Internal marks are displayed in the notice board for the benefit of students. Following preparation are carried by the exam cell for the conduction of internal exam Exam coordinator of the department collects the stationery from the store based

on the number of students and subjects. Hall plan is displayed by the exam coordinator Hall invigilators list is prepared Students and faculty members are given appropriate instruction on the procedure, do's and don'ts Two sets of internal examination question papers are collected from the subject teacher Hall invigilator collects the answer script from the department exam cell and returns the same upon the completion of each exam.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://sitam.co.in/criterion2/upload/2.6.1%20Programme%20and%20course%20outcomes.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
01	BTech	CIVIL	21	20	95.23
02	BTech	ELECTRICAL AND ELECTRONICS	5	2	40
03	BTech	MECHANICAL	48	35	72.91
04	BTech	ELECTRONICS AND COMMUNICATIONS	56	45	80.35
05	BTech	COMPUTER SCIENCE AND ENGINEERING	42	30	71.42
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://sitam.co.in/criterion2/upload/2.7.1%20Student%20Satisfaction%20Survey-Overall%20institutional%20performanc.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	8	MUNCIPAL SCHOOL	0.92	0.92
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
TWO DAY WOKSHOP -HANDS ON EXPERIENCE ON MAINTENANCE AND TROUBLESHOOTING OF "REFRIGERATION AND AIR CONITIONING SYSTEMS"	MECHANICAL	05/02/2020
ONE WEEK WORKHOP ON "SKILL ENHANCE MENT ON SOLID EDGE"	MECHANICAL	10/02/2020
A Three day workshop on Embedded Systems Fundamentals (Embedded C, 8051)	ELECTRONICS AND COMMUNICATIONS	24/02/2020
A one week workshop on Revit Structure	CIVIL	24/02/2020
PCB FUNDAMENTALS	ELECTRONICS AND COMMUNICATIONS	05/03/2020
ONE WEEK WORKHOP ON "CLOUD COMPUTING	COMPUTER SCIENCE AND ENGINEERING	05/03/2020
Online Quiz on "Fundamentals in Mechanical Engineering"	MECHANICAL	28/05/2020
PHILOSOPHY FOR HAPPY LIFE	HBS	12/06/2020
One Day Online Webinar "Engineering Design Services and Manufacturing Career Opportunities"in collaboration with CEMS	MECHANICAL	06/11/2020
One Week OnlineWebinarInnovation Creativity and Entrepreneurship – ICE 2020	MECHANICAL	06/07/2020
Five day online FDP on Water and Environmental Modelling using MIKE, Remote Sensing GIS Applications	CIVIL	13/07/2020
ANALOG COMMUNICATIONS	ELECTRONICS AND COMMUNICATIONS	22/07/2020
Five Day Online WebinarFrontiers of Research in Mechanical Engineering – FORME- 2020	MECHANICAL	22/07/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
WALL OF FRAME	DR.D.V. RAMA MURTHY	ULEKTZ	30/10/2019	HIGHER EDUCATION ACROSS INDIA

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year					
Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	10000	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
HUMANITIES AND BASIC SCIENCES	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	MECHANICAL	2	Nill
International	ELECTRONICS AND COMMUNICATIONS	14	Nill
International	CIVIL	2	Nill
International	BSH	1	Nill
International	ELECTRICAL AND ELECTRONICS	1	Nill

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
MECHANICAL	1

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nill	0	0	Nill
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication

NIL	NIL	NIL	Nill	Nill	Nill	0

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	13	15	45
Presented papers	20	Nill	Nill	Nill

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
FOOD DISTRIBUTIONFOR THE POOR PEOPLE WHO SUFFERED IN COVID-19 PANDEMIC (5DAYS)	2(A) grls bn,vizianagaram	10	30

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Indian Red Cross Society	Junior and youth red cross state award	J/YRC STATE AWARDS	523
TOP 50 DISTINGUISHED EDUCATORS IN HIGHER EDUCATION ACROSS INDIA	WALL OF FRAME	ULEKTZ	701

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NCC, VZM	2(A) grls bn,vizianagaram	FOOD DISTRIBUTIONFOR THE POOR PEOPLE WHO SUFFERED IN COVID-19 PANDEMIC (5DAYS)	10	30

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
6-Day FDP Program	Dr.M.SASHIBHUSHAN RAO	GATES INSTITUTE OF TECHNOLOGY,ANANT HAPURAMU,AP.	2
6-Day FDP Program	Dr.D.V.RAMAMURTHY	GATES INSTITUTE OF TECHNOLOGY,ANANT HAPURAMU,AP.	2
5-Day FDP Program	Dr.D.V.RAMAMURTHY	GEETHANJALI COLLEGE OF ENGINEERING TECHNOLOGY	2
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
INTERNSHIP	MOBILE APPLICATION DEVELOPMENT	SEERA SOFT SOLUTIONS PVT LTD	04/05/2020	23/05/2020	38
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NCC Limited Corporate Office : Survey No. 64, Inorbit Mall Road, Madhapur, Hyderabad -500081, Telangana.	17/06/2020	Internships, entrepreneurial training related to specialized areas of construction industry such as QS Planning, Designs	35
Megha Engineering Infrastructures limited Regd. Office : S-2,Technocrats Industrial Estate (T.l.E.),Balanagar,H yderabad 500037,Tel angana,INDIA	02/06/2020	Internships, entrepreneurial training related to specialized areas of construction industry and job assistance	60
Vijay Nirman Company Pvt Ltd	19/03/2020	Organizing add-on programs in emerging areas such	22

	as Pre-engineered structures, Pre-stressed and precast structures etc., providing assistance for improving employability including internships, entrepreneurial training, specialized skill training req	

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
60	32.55

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Classrooms with Wi-Fi OR LAN	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
DELNET	Fully	Nill	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13100	624035	3491	270173	16591	894208
e-Journals	1293	141116	Nill	Nill	1293	141116
e-Books	10001	12450	900	5120	10901	17570

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. D.V. RAMA MURTHY	C PROGRAMMING	YOUTUBE	18/08/2020

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	349	5	0	0	1	0	0	155	0
Added	60	0	0	0	0	0	0	0	0
Total	409	5	0	0	1	0	0	155	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

155 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Audio visual system, camera,computers etc.	http://bit.ly/SITAM-EM-LINKS
Audio visual system, camera,computers etc.	http://bit.ly/SITAM-Words
Audio visual system, camera,computers etc.	https://www.ieee.org/profile/myprofile/myprofile.html
Audio visual system, camera,computers etc.	https://swayam.gov.in/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
250	234.58	200	186.82

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

SITAM is particular about the maintenance of the equipment and other physical assets provided by the Sponsoring Society for the sake of educating the local

people. There are college level committees that look after the various aspects of the utilization and maintenance of the physical, academic, and support facilities. The role and responsibilities of committees are given below. General civil maintenance and upkeep of civil infrastructure are carried out by the institute level canteen and campus committee. Repair and Maintenance of laboratory equipment/instruments are initiated by the respective Laboratory In-charge as and when required. The purchase committee handles the repair/maintenance/calibration request appropriately by placing an order to the respective equipment experts. History cards of the equipment are maintained, which indicate the maintenance/repair/calibration of the respective equipment. As a precautionary measure, laboratory in-charge, along with laboratory assistant, ensures proper working of all equipment at the beginning of each semester. The classrooms, laboratories, seminar halls, and library facilities are utilized regularly by the students for the learning process and timetables/logbooks indicate the regular utilization of the respective facilities. The maintenance and housekeeping of the classrooms, laboratories, library, and the institute as a whole are taken care by external agency and non-teaching staff. Security of the institute is assigned to an external agency.

https://sites.google.com/a/sitam.co.in/criterion-4/home/442policydetailsonproceduresystemonmaintenance/4.4.2-Policy%20Maintainance%20Detailsx.docx

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	JAGANANNA VIDYA DEEVENA	576	28459800
Financial Support from Other Sources			
a) National	BOTCHA GURUNAIDU MEMORIAL TRUST	13	65000
b)International	Nill	Nill	Nill
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
LANGUAGE LAB TRANING PROGRAM	17/08/2019	273	Conduira
YOGA AND MEDITATION	21/07/2019	354	SHRI SESHADRI
SOFT SKILLS DEVELOPMENT PROGRAM	03/07/2019	241	Conduira
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive	Number of benefited students by career	Number of students who have passedin the comp. exam	Number of studentsp placed

| 2019 | TRAINING AND PLACEMENT | 241 | 260 | 6 | 89 |

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
20	215	60	5	155	29

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	B.TECH	CSE	UNIVERSITY OF BOLONGA	MS

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	6

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
KHO -KHO	INTER UNIVERSITY LEVEL	13
KABADDI	INTER UNIVERSITY LEVEL	14
HAND BALL	INTER UNIVERSITY LEVEL	2
KICK BOXING	INTER UNIVERSITY LEVEL	4
HAND BALL	INSTITUTION LEVEL	4
REPUBLIC DAY	INSTITUTION LEVEL	20
INDEPENDENCE DAY	INSTITUTION LEVEL	18

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Bronze medal in 75 kg Full contact event	National	1	Nill	16B61A0523	V. Leela Santhi Priya

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The growth and development of any academic institution depends on the energy, enthusiasm andcommitment of the primary stakeholders namely the students. The opportunities that are made availablefor the young to apply themselves for enhancing the quality of their academic life, realization of the innate talents, the achievement of human potential, ownership of one's own academics are importantaspects that determine the credibility of the Institution.From its inception GVP-SITAM realized that almost anything is possible with the wholehearted involvement and participation of the students. Therefore, the importance of students leadership can never beoverstated. Hence, the HEI involves students in all activities such as academics, cultural activities,entertainment, sports, social activities of the college, etc. SITAMencourages the students to be members for various committees that operate at three levels namely class, year, Department and finally at theCollege level. Students' role in Academic and Administrative bodies Following Statutory and professional bodies have student representatives on them : • IQAC • Women's Empowerment Committee • Grievance Redressal Committee • Anti-ragging Committee • Departmental student clubs • Training and Placement • NSS • NCC • Institute Events • Discipline Committee IQAC Student members of IQAC help to propagate quality policies adopted by the institution among the studentfraternity and also help in projecting the student view point while taking any quality policy decision. Department Student Club Operations of these societies are managed primarily by the students under the guidance of faculty mentor. Training and Placement Cell The student representatives help Training Placement Officer (TPO) to organize various placement activities. Anti-Ragging Cell Student members assist the institution in implementing rigid anti-ragging measures to make ragging freecampus. Grievance Redressal Cell The matters of harassment and suppression of any single individual are handled by grievance redressal cell.Student members can help other students to present the grievance in case the sufferers want their presentation in absentia. Institute Events All the cultural sports activities and national level technical events are Meticulously planned, coordinated and executed by this committee under the guidance of faculty in-charge. Discipline Committee:To maintain discipline across the campus National Service Scheme (NSS) To inculcate awareness of social problems among the students, NSS activities are coordinated andconducted by the students every year. (NCC) To be collected from NCC in charge Apart from this for every class two class representatives (One boy, one girl) are selected based on their merit and active involvement in academic activities. The involvement of students in various committees develops leadership qualities among the students and provides every student a platform to enhance his/her skills. Student involvement in various Cells, Events Committees illuminates their profile and gives them an experience for lifetime.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?
Yes

Alumni Association, administered by an Alumni Committee is very active in promoting interactions and camaraderie among the current students, faculty and the management. SITAM takes great effort in maintaining an active Alumni Network. The aim of this platform is to facilitate easy communication amongst the alumni, reconnect with their Alma-Mater and to add value to current student community. This association helps in placement, project work and Industry-Institution interaction. Further, some of the alumni mentor our students both for academics and project work. The alumni meets aim to foster a sense of community among alumni and gives a sense of connectedness to SITAM. The professionals exchange information about their work, share experience and help each other for networking needs, hiring, referrals for specific expertise, or looking for a new job, etc. Young students meet with alumni of their department and that enables them to plan their career with new social connections. Some of the alumni participate in the developmental activities of SITAM during their time off to guide the students with their projects that are of great significance. As they become more and more successful and wealthy, many more alumni may come forward to institute and organize scholarships and funds to help the needy and deserving students. This could also include prizes and awards for outstanding project work, research papers or other professional activities by the teachers, alumni and the students and to suitably recognize outstanding social and community services rendered. It is not always financial assistance that one looks from alumni. Their warmth, appreciation for what they have received from the Institution and their time to participate in the academic and social life and the involvement and guidance for their juniors are most respected. Senior alumni help in organizing specialized training sessions for students and faculty members to expose them to contemporary technologies and skills. Employment and placement related support and information about available opportunities are great input and contributions from alumni. Alumni network enables them for changing jobs and make upward mobility easier. Alumni database is created and updated meticulously to have latest information of all alumni.

5.4.2 – No. of enrolled Alumni:
280

5.4.3 – Alumni contribution during the year (in Rupees) :
0

5.4.4 – Meetings/activities organized by Alumni Association :
5

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Management members are highly qualified with keen interest in corporate social responsibility, effective administration through establishing accountability, as well as promoting research base. Functional Job Descriptions (FJD) and roles to be played by various bodies/persons are clearly laid for accountability and transparency. Role of Top Management The Governing Body (GB), with the Principal as Member Secretary, meets at least twice in a year to discuss and implement action items: The Institute supports a trend of decentralized governance system with proper well defined inter-relationships ? Sets

objectives in consonance with the vision and mission if the Institute and shares its inputs through periodic Governing Body (GB), Management Review Committee (MRC), Internal Quality Assurance Committee (IQAC) and Local Management Committee (LMC) meetings ? Approves hiring competent, dedicated individuals to implement teaching-learning process effectively to realize the vision and mission of the institute ? Makes financial provision to provide infrastructure and facilities suitable for effective services and to cater to further requirements as per growing needs of decentralization in administration with various heads for academic monitoring, promotional activities, student co-curricular extra-curricular activities, consultancy etc. ? Encourages innovation and excellence in all departments of the Institute. ? Provides Institutional benefits to the faculty and staff involved in preparation and implementation of OBE schemes. ? Provides research facilities for the benefit of staff and students. ? Provides necessary manpower and infrastructure for the scrupulous implementation of Quality Policy and plans. ? Extends authority, support and freedom to all the staff engaged in implementation of Quality Plans. ? The management of the institute has main two basic committees, governing body (GB), Local Management Committee (LMC) and chairman, principal and HOD. ? Regular meetings of these committees are held for the effective and smooth functioning of the institute. There are three levels of administrative structure under which all the activities of the institute are carried out. ? Institute level - All the main decisions related to the institute are taken by the Principal in consultations with the Head of departments. Principal is the academic and administrative Head of the Institute and the Member of the Governing Body. Some financial power is given to principal for the development of the institution. Role of Principal: ? To determine the quality policy, educational character and mission of the institute and for oversight of its activities. ? To ensure maintenance of quality in all areas of the institute as per the Institute's Policy and guidelines from NBA, NAAC, AICTE, and affiliating University. ? To prepare infrastructure development plans, budget requirements and obtain approval, keeping in mind the Quality maintenance aspects. ? To maintain and enforce strict discipline in the campus. ? To collaborate with industry and undertake developmental activities that are mutually beneficial. ? To conduct internal and external examinations as per the Quality guide lines and academic calendar of the affiliating university. Create a climate conducive for faculty to absorb the spirit of the institute's values and sustain it.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	The college has a resourceful central library. The library has 13100 text books and 10901 reference books. The library has access to the DELNET which is available both for teachers and students. Besides, every department also has a departmental library with a number of text books, reference books, e books. The College has 13 ICT class rooms.
Admission of Students	At the beginning of every academic session an admission committee is

	formed to carry out the admission process. A detailed prospectus is prepared where admission related information is given. The admission related information is notified in local newspapers and the College Website The admission is done following government norms and regulations.
Research and Development	The teachers are actively involved in various research works that include publication, seminar presentation and research projects at national and international level. The College has initiated an Research and Development to facilitate faculty members towards research activities.
Examination and Evaluation	To assess the continuous progress of the students, examinations are conducted both during and at the end of every semester. The semester end examinations are conducted by the JNTUK. Internal Assessments are conducted by the college as per the prescribed norms. All the teachers are involved in the process of conducting examinations and evaluation. Evaluation includes checking of internal assessments, assignments, practicals etc.
Teaching and Learning	The college prepares a broad academic calendar taking into consideration the university calendar and plan to execute the curriculum in an effective manner. The academic calendar is published in the college website. The time table outlays all aspects of curriculum, viz theory, practical and tutorial classes. All the departments are instructed to conduct remedial classes whenever required. As part of teaching learning process, records of assignments, seminars, tutorials, tests and remedial classes are maintained by the concerned departments. Departments also take students for field trips and projects as per the requirement of the curriculum.
Curriculum Development	SITAM Institution is affiliated to JNTUK. JNTUK itself prepares the curriculum for both post graduate and under graduate courses. Being an affiliated college SITAM follows the curriculum designed by the University in letter and spirit.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Administration	ECAP-Web Pros Solutions Pvt.Ltd,Vishakapatnam, PH.No:8341682599
Finance and Accounts	Tally-SS Computers,Vizianagaram, PH.No:9963595051
Student Admission and Support	ECAP-Web Pros Solutions Pvt.Ltd,Vishakapatnam, PH.No:8341682599
Examination	JNTUK,Kakinada, PH.No:0884-2300907, 0884-2300909

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	T.D.V.A.Naidu	Inculcating Universal Human Values in Technical Education	Nill	200
2019	Dr. G Ravi Kishore	online Webinar on "CHALLENGES OF ENGINEERS AFTER COVID-19"	Nill	100
2020	CH. VENKATA LAKSHMI	"Machinability studies of difficult to cut materials under sustainable cooling environment(TAGUCHI Method)"	Nill	100
2020	M. MADHU BABU	Oppurtunities and challeneges in Industry 4.0	Nill	100
		[View File](#)		

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	PRACTICAL	nil	14/05/2020	23/05/2020	67	Nill

2020	ENGLISH: TENSES						
2020	WATER AND ENVIRONMENTAL MODELLING USING MIKE, REMOTE SENSING AND GIS APPLICATIONS	nil	13/07/2020	14/07/2020		250	Nill
2020	FRONTIERS OF RESEARCH IN MECHANICAL ENGINEERING-FORME2020	nil	22/07/2020	26/07/2020		206	Nill
2020	NIL	Microsoft Excel Training Programme	16/07/2020	16/07/2020		Nill	21

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
INNOVATION, CREATIVITY AND ENTREPRENEURSHIP	45	07/07/2020	10/07/2020	2
Online FDP on Recent Advances in Civil Engineering - 2020	6	20/05/2020	22/05/2020	2
Internet of Things	1	18/05/2020	30/05/2020	3

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
75	75	21	21

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
MEDICAL LEAVE , MATERNITY OR PATERNITY LEAVE, LEAVE FOR HIGHER EDUCATION	BUS FACILITY, SUBSIDIZED FOOD IN THE CANTEEN	INTERNENT AND FREE WIFI FACILITIES, GYM

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through principal. External audit is conducted once in every year by an external agency. The mechanisms used to monitor effective and efficient use of financial resources are as below: ? Before the commencement of every financial year, principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management. ? College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non – recurring expenses like lab equipment purchases, furniture and other development expenses. ? The expenses will be monitored by the accounts department as per the budget allocated by the management. ? The depreciation costs of various things purchased in the preceding years are also worked out. Process of the internal audit: All vouchers are audited by an internal financial committee on half yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal. Process of the external audit: The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objections during the preceding years. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the management and chartered accountant. .

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
TCS ION	9600000	ONLINE EXAMINATION CENTER
No file uploaded.		

6.4.3 – Total corpus fund generated

9600000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External	Internal

	Yes/No	Agency	Yes/No	Authority
Academic	Yes	POOSARLA SATYA NARAYANA	Yes	VICE PRINCIPAL ACADEMICS
Administrative	Yes	POOSARLA SATYA NARAYANA	Yes	VICE PRINCIPAL ADMINISTRATION

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The college does not have Parent Teacher Association. All the departments hold PTM regularly through online mode everyday with atleast parents of two students

6.5.3 – Development programmes for support staff (at least three)

1) MICROSOFT EXCEL TRAINING PROGRAM 2) philosophy for happy life

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) NEW PG PROGRAM 2) PERMANENT AFFILIATION

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Implementation of Outcome Based Education	15/07/2019	14/07/2019	15/07/2019	65
2019	Improvement in Mentoring and Counseling System	07/11/2019	07/11/2019	07/11/2019	65
2020	Infinite Innovative Ideas Incorporated (I4) conference	17/12/2020	17/12/2020	17/12/2020	74
2020	ICT enabled Teaching-Learning Process	25/03/2020	25/03/2020	25/03/2020	75
2020	Skill developments for Non-	01/04/2020	01/04/2020	01/04/2020	16

| 2020 | One day Webinar on Online Feedback collection System | 06/04/2020 | 06/04/2020 | 06/04/2020 | 80 |
| 2020 | Gate and Competitive Exams Awareness Program | 28/09/2020 | 28/09/2020 | 28/09/2020 | 72 |

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
WORKSHOP ON SELF DEFENCE	29/02/2020	29/02/2020	140	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
80

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	3
Provision for lift	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	18/10/2019	2	BLOOD DONATION CAMP	CREATING AWARENESS ABOUT HEALTH	45
2020	1	1	07/03/2020	2	DISTRIBUTION OF SANITARY NAPKINS	CREATING AWARENESS ABOUT	30

| | | | | FOR GOVT SCHOOL GIRLS | HYGIENE | |

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
CODE OF CONDUCT HAND BOOK FOR STUDENTS AND STAFF	17/06/2020	HAND BOOK INITIALLY PUBLISHED ON 14-08-2019 AND THEN AFTER HAND BOOK WAS PERIODICALLY UPDATED

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence day celebrations	15/08/2019	15/08/2019	140
Teachers day	05/09/2019	05/09/2019	245
Engineer's day	15/09/2019	15/09/2019	150
Diwali	27/10/2019	27/10/2019	120
Constitution Day	26/11/2019	26/11/2019	230
National Mathematics Day	22/12/2019	22/12/2019	80
Makar Sankranti	11/01/2020	11/01/2020	350

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

All of the features listed in the headings are available in SITAM,Vizianagaram. :(Option A) 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Integrating ICT in Teaching Learning Process for better Academic Standards Broadly ICT tools help to open up opportunities for learning by enabling four major key processes in transforming teaching and learning as follows: Access ideas and information from diverse sources through searching, locating, selecting, and authenticating material in a wide range of multimedia forms Extend ideas and information through processing, manipulating, analyzing publishing material in different multimedia forms Transform ideas and information into new or different forms through synthesizing, modeling, simulating and creating material in many multimedia styles and formats and Share ideas and information across local, national and international networks by interacting electronically with others in actual and/or delayed time. Access, extend, transform and share represent key processes by which students learn and become independent learners and self-starters. Through the processes learners express their creativity and imagination. These processes can be applied in all areas of learning During the last three decades, the changes in educational environment have been phenomenal. The model, focus, role of the learner and technology has been changed drastically from traditional instruction to virtual learning environment. Shifting the emphasis from teaching to learning can create a more interactive and engaging learning

environment for teachers and learners. This new environment also involves a change in roles of both teachers and learners. The role of the teachers will change from knowledge transmitter to that of facilitator, knowledge navigator and sometime as co-learner. The new role of teachers demands a new way of thinking and understanding of the new vision of learning process. Learners will have more responsibilities of their own learning as they seek out, find, synthesize, and share their knowledge with others. ICT provides powerful tools to support the shift from teacher centred to learner centred paradigm and new roles of teacher, learner, curricula and new media. Typically, teaching is undertaken in class-room and students practice on problems and go through experiential learning phase when they are out of classroom. Flipped class-room practice involves assigning study material, typically in the form of a video or detailed reading material, a few days ahead of the class. Thus, the student comes to the class equipped with the necessary knowledge and gainfully engages in experiential learning by solving problems. Several interventions may be offered by the teacher during this process such as: (i) helping the student recall fundamental knowledge, (ii) providing easiest line of though for complex problems, (iii) show parallel examples to encourage inductive learning, and (iv)provide tips and tricks that the teacher accrued over a period of time. Since this learning is occurring in the presence of the teacher, it is guaranteed to be complete. In SITAMS more than 80 faculties are using ICT tools to make teaching effective. The Institute encourages all faculty to get certification from NPTEL for their specialized courses. The integration of ICT with teaching and learning has produced some of the significant positive gains in learners' knowledge, skills and attitudes by providing the following key advantages: Explore and represent information dynamically and in many forms Become more confident Increase motivation Communicate effectively about complex processes Develop better understanding and broader view of processes and systems Better understanding of the subject, Greater problem solving and critical thinking skills. Faculty and students are certified by NPTEL Mind set of students is the biggest problem arised. Through counselling and personal attention the problems has been resolved. Implementation of Faculty Course Assessment Report • The FCAR is an effective reporting tool that is used to collect all relevant course related information into a single document • An effective documentation tool for the purpose of both course learning outcomes (CLO) and student outcomes (SO) • Continuous improvement at the course level. This process begins with the development of Course Objectives and Course Outcomes. Course Objectives are general statements about the content of the course. Course Outcomes are statements relating to what the students should know at the end of the course. At the completion of the course, each instructor completes an assessment report for each Engineering course they taught. The report includes the following sections Heading, Catalog Description, Grade Distribution, Modifications Made to Course, Course Outcomes Assessment, Student Feedback, Reflection, Proposed Actions for Course Improvement. Other sections may be included as each instructor or the Department wishes. These extra sections may be used to assess the "soft" skills required by ABET(Accreditation Board for Engineering and Technology) such as written and oral communications, engineering ethics, etc. and should reflect your institution's Program Outcomes and Objectives. The Course Outcomes Assessment is the main section of the report and should include a quantitative evaluation of each stated course outcome. These evaluations should include examples of how the outcome was taught and evaluated. Finally, the extent to which the class satisfied the outcome should be stated numerically 1. Header – FCAR consists of both the subject code and course number, followed by course title. Each faculty should submit an FCAR that summarizes the assessment of all sections for which he/she is responsible. Indicate the section(s) within parentheses that the Report is covering. Also provide the academic term and the Instructor's name for the reporting period. 2. Current Catalog Description – Give the exact catalog

description under which this course was taught. Providing this information will, over time, document changes made to the catalog description and why it was changed, indicating the feedback elements of the assessment process which led to the change. The FCAR documents this activity (change) in the "Course Modifications" section. 3. Grade Distribution – List the distribution of grades for the course, including withdrawals. By actively engaging in this computation, the instructor can better reflect upon the results. 4. Improvements/Modifications Made to Course – This section mentions the course improvements made based on recommendations coming from previous assessments. Please list any substantive changes made to the current offering of the course, and cite the source of the improvement (e.g. a previous FCAR, an action plan, minutes of a committee meeting, etc.), especially if it has been documented. These references are necessary so that each modification can be traced back to its source and to demonstrate how the loop was closed for any particular modification. When the continuous quality improvement process is working, changes are fed back into the program, which is often referred to as "closing the loop" on the assessment process. 5. Course Learning Outcomes (CLOs)/Assessment Tools – List and address course learning outcomes (from Course Syllabus) separately. Appropriate documentation stating what items are used for the assessment. There is no need to assess every question on every assignment keep your workload manageable by picking an appropriate selection of items (e.g. specific exam questions, noteworthy assignments) and use those for your assessment. 6. Student Outcomes (SOs) Assessment (by Components) – Start by pasting here a copy of the applicable (a-d) Student Outcomes (SOs) for the course (right from the Course Syllabus). The assessment of course outcomes is, by itself, insufficient to meet the student outcomes and assessment. The data presented for satisfying the requirements for Criteria have to be relative to the adopted (a-d) Student Outcomes (SOs). This section of the Report is organized into "components" that roughly correspond to the individual items listed. 7. Student Feedback – When performing assessment, input should be obtained from all of the appropriate constituents accordingly, student feedback is of utmost importance. Please provide a synopsis of the course evaluation form student feedback as it relates to the course. While some of the comments received from students are of dubious quality, or are of constructive criticism toward the instructor, there are other comments regarding course content and organization that are worthy of being shared. Sharing this information increases the likelihood that these comments will find their way into an action plan for improving the content of the course. 8. Reflection – The primary purpose of this section is to promote self-awareness on the part of the instructor. It is imperative to keep an open mind while looking at the results so that shortcomings can be identified and corrected. This allows for documenting impressions regarding the effectiveness of instruction, extenuating circumstances that might have affected student performance or items that fall outside the scope of the current set of course and student outcomes. It also allows for the documentation of those things that are not easily measurable and of things that are measurable but not encapsulated into the current set of course or student outcomes. 9. Proposed Actions for Course Improvement – The specification of proposed actions for course improvement begins the closing the loop process, as these items constitute the result of the instructors evaluation of the course via assessment, student feedback, and reflection. There are no restrictions as to what can be proposed it could be as simple as a note to include material on a certain subject in an assignment, or a recommendation to the curriculum committee to modify or create a course to better deal with some of the subject material. Whatever suggestions are recorded by the instructor,

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Faculty and Student Involvement in Tesla Innovation and Research Center SITAM being a research and innovation driven institute, encourages students towards research and innovation practices. Apart from teachers and students are also encouraged and given opportunity to get involved in research efforts. Non-teaching credit courses like B.Tech Major Projects and M.Tech Dissertation are made research driven and a number of scientific papers and patents have come out of this work as an outcome. College Director, Principal and faculty are given a research problem to students on which they work for one to two semesters with the possibility of a publication, patent, design or technology. The student is required to present the body of work in an objective report and demonstration thereby enabling their critical thinking abilities in problem solving. Student are nudged to: ? Develop a research proposal ? Carry out a literature search and write a critical state-of-art review ? Select suitable research methods and integrate them within a research methodology ? Carry out the research processes ? Analyze results critically ? Write-up the body of work as a technical report With this board objective, the activities mentioned above are under taken so that a student is able to: ? Investigate in depth a problem of scientific relevance ? Survey recent research in a chosen topic ? Acquaint with research methods applicable to the topic ? Organize and carry out an independent study ? Develop writing and presentation skills for scientific communication In the last few semesters that we had introduced this course to our UG and PG student, the outcomes of were significant and a good number of indexed research papers, patents and new technologies evolved from this course. It was also found that student who took this course had published good scientific papers which helped them to get RD jobs, MS and PhD admission with scholarship in prestigious universities. UG and PG students have published SCOPUS indexed publications and filed patents from these efforts. The College has taken initiative for conducting ? Motivational/Inspirational Lectures from Reputed Industry and Organizations. ? Video Lectures from IITs, NPTEL and reputed International Universities for advanced courses to explore latest technologies. ? PROFESSIONAL SKILL DEVELOPMENT INITIATIVES : To give very focused trainers and practice in problem- solving, ? Specific training partner are chosen and students are enhanced to undergo training from these: ? AMCAT Training partners ? CoCubes Training partners ? Soft Skills and Technological Skills Training for Employability. ? Career guidance and counseling for higher education in India and abroad.

Provide the weblink of the institution
https://sitam.co.in/criterion7/upload/7.3.1.pdf

8.Future Plans of Actions for Next Academic Year

SITAM is all set to roar to new heights in the coming decade. Academics plans are on way to achieve the program outcomes of each program and instill sense of society, patriotism, ethical values and human dignity. A few specific objectives and plans to achieve this vector description are listed below to delineate our approaches as far as academics are concerned. HUMAN VALUES: There are a couple of courses in JNTUK curriculum to achieve Human Values and Ethics. Special training programs on traditional values, cultural harmony, Indian ethics, and honesty. With these values inculcated, students become not only engineers but good citizens Alongside the Academies development, SITAM plans to grow in terms of its variety, academic autonomy, and research sent of mind. Three specific items are terms planned for the upcoming year. RESEARCH BENT OF MIND: Active Research

projects augment the teaching in terms of keeping it relevant in contemporary technological environment and nudging the students towards real life problems. Towards this end, the institute is trying to get it noted under section 12 (B) of UGC. Once the institute is listed under Section 12(B) of UGC, research activity is expected to grow exponentially since the teachers can apply for finding for research projects. With this kind of vision and planning from the management the coming years face lot of challenges we are optimistic that we will breeze through all these and emerge victorious. Introducing the new programme B.Tech- Artificial Intelligence and Data Science (AIDS) • Establishment of Industry Incubation Centres • Endeavouring better placements with higher packages • Encouraging faculty towards research work, Patent publications and community service by apportioning more funds and incentives • Encouraging more number of students to National/ International Industry driven competitions and conferences • Planning for the best utilization of physical and online Library resources by students and faculty • Motivating engineering students to become entrepreneurs • Improving the overall social betterment of nearby villages by organizing Exchange of knowledge/ awareness programs.