

SECTION –12

STATUTORY AND PUBLIC DISCLOSURE COMPLAINTS

SECTION –12.1

GRIEVANCE REDRESSAL COMMITTEE



SITAM



SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

EAMCET CODE: **SGVP**

ACCREDITED BY NAAC, RECOGNISED UNDER 2(F) AND 12 (B) OF UGC
APPROVED BY AICTE, NEW DELHI,
(PERMANENTLY AFFILIATED TO JNTU-GV, RECOGNISED BY SBTET, GOVERNMENT OF A.P.)

JNTU - GV CODE: **B6**

FACULTY GRIEVANCE REDRESSAL COMMITTEE

As per AICTE Regulations 2021 VIDE FNO:1101/PGRC/AICTE /Regulation/2024 dated 20/8/2025 for the establishment of Faculty Grievance redressal mechanism for all AICTE approved technical institutions. The Faculty Grievance Redressal Committee is reconstituted with the following persons in SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

S.NO	NAME	DESIGNATION	REPRESENTATIVE	MOBILE NUMBER
1.	Dr. M.Sashibhushana Rao	DIRECTOR	CHAIRMAN	9885219988
2	Dr. G. Ravikishore,Asso	HOD, CIVIL	MEMBER	9703894030
3	Dr. Y. Narendra Kumar	Dean (Acad),& HOD,EEE	MEMBER	9441956143
4	Smt.Ch.V.Lakshmi,.	VP(Acad)&HOD,Mech	MEMBER	9912006991
5	Dr TDVA Naidu,	VP(Admin) & HOD ECE	MEMBER	9177912348
6	Dr. G.Venumadhava Rao	HOD, CSE	MEMBER	9177709179
7	Dr. D. Radha	HOD,AI&DS	MEMBER	8333026203
8	Dr. K.Sreelatha	HOD, HBS	MEMBER	9182648453
9	Dr. S. Varoodhini	HOD, DMS	MEMBER	7981444642

Principal

Dr.D.V.RAMAMURTHY
Principal
Satya Institute of Technology and Management
Vizianagaram

NEAR RTO OFFICE, GAJULAREGA, VIZIANAGARAM - 535003, ANDHRA PRADESH, INDIA

☎ 96767 88811/55, 08922-234775/9



SITAM



SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

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JNTU - GV CODE: B6

GRIEVANCE REDRESSAL COMMITTEE FOR STUDENTS

As per AICTE Regulations 2021 VIDE FNO:1101/PGRC/AICTE /Regulation/2024 dated 20/6/2025 for the establishment of Student Grievance redressal mechanism for all AICTE approved technical institutions. The Student Grievance Redressal Committee is reconstituted with the following persons in SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

S.NO	NAME	DESIGNATION	REPRESENTATIVE	MOBILE NUMBER
1	Dr. D.V. Ramamurthy	PRINCIPAL	CHAIRMAN	9676788855
2	Dr. V.G.Prasuna	Dean (R&D)	MEMBER	9885544492
3	Dr. G. Ravikishore	HOD, CIVIL	MEMBER	8670007806
4	Dr. Y. Narendra Kumar	Dean (Acad),& HOD EEE	MEMBER	9441956143
5	Smt.Ch.V.Lakshmi	VP(Acad)&.HOD, MECH	MEMBER	9912006991
6	Dr TDVA Naidu	VP(Admin) & HOD ECE	MEMBER	9177912348
7	Dr. G.Venumadhava Rao	HOD, CSE	MEMBER	9177709179
8	Dr. D. Radha	HOD,AI&DS	MEMBER	8333026203
9	Dr. K.Sreelatha	HOD, HBS	MEMBER	9182648453
10	Dr. S. Varoodhini	HOD, DMS	MEMBER	7981444642

Principal

Dr.D.V.RAMAMURTHY
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SECTION –12.2

INTERNAL COMPLAINTS COMMITTEE



SITAM



SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

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JNTU - GV CODE: B6

INTERNAL COMPLIANTS COMMITTEE

S.NO	NAME & DESIGNATION	DESIGNATION	DEPARTMENT	SIGNATURE
1	Smt.Ch.V.Lakshmi, VP(Acad)&HOD,MECH.	Presiding Officer	MEC	
2	Sri P.Adinarayana	Legal Advisor		
3	Smt K.Karuna Sri	Member	NGO	
4	Sri S.V.Satyanarayana	Counsellor	SITAM	
5	Sri P.Sarat	Faculty	CIVIL	
6	Smt R.Pavani	Faculty	EEE	
7	Dr K.Sambhasiva Rao	Faculty	MECH	
8	Smt V.N.Sireesha	Faculty	ECE	
9	Dr Y.Dinesh Kumar	Faculty	CSE	
10	Smt S.Ratna Kumari	Faculty	AIDS	
11	Smt M.Varalakshmi	Faculty Faculty	HBS	
12	Mrs B.Jyothi	Faculty Faculty	MBA	

Principal

Dr.D.V.RAMAMURTHY
Principal
Satya Institute of Technology and Management
Vizianagaram

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SECTION –12.3

**ANTIRAGGING
COMMITTEE**



SITAM



SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

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JNTU - GV CODE: B6

ANTI RAGGING COMMITTEE

Name of Faculty	Designation	Department
Dr.D.V Ramamurthy-Head	Principal	MEC
K.Prasad	Member	Police
M.Ramu	Member	NGO
P.Sekhar	Member	Media
Dr.K.Sreelatha	Staff Represent	HBS
Dr.Y.Narendra	Staff Represent	EEE
Smt Ch.Venkata Lakshmi	Staff Represent	ME
Smt M.Bhargavi	Staff Represent	CE
Dr.S.Varoodhini	Staff Represent	MS
Dr.G.Venumadhava Rao	Staff Represent	CSE
Dr.T.D.V.A Naidu	Staff Represent	ECE
Dr.D.Radha	Staff Represent	ADS
K.GOPI	Parent Represent	Parent
A.VAMSI	Parent Represent	Student

Principal

Dr.D.V.RAMAMURTHY
Principal
Satya Institute of Technology and Management
Vizianagaram

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SECTION –12.4

RTI INFORMATION



SITAM



SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

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JNTU - GV CODE: B6

RIGHT TO INFORMATION

SITAM follows all the mandates of Right to Information Act(2005) and complies with all the stipulations. The contact person for RTI is Principal

Principal

Dr.D.V.RAMAMURTHY
Principal
Satya Institute of Technology and Management
Vizianagaram

satya

NEAR RTO OFFICE, GAJULAREGA, VIZIANAGARAM - 535003, ANDHRA PRADESH, INDIA

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/sitamvzm

sitam@sitam.co.in, principal@sitam.co.in

www.sitam.co.in

SECTION –12.5

OMBUDSPERSON/ STUDENT GRIEVANCE PORTAL



Phone Off: 08922-294316
Mobile No: 9963001596
Email: registrar@jntugv.edu.in

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY- GURAJADA-VIZIANAGARAM
VIZIANAGARAM - 535 003, Andhra Pradesh (India)
(Established by Andhra Pradesh Act No.22 of 2021)

Lr.No.JNTUGV/Esst./Ombudsperson of the University/2023

Date: 11-09-2023

Dr. G. Jaya Suma
M.Tech, Ph.D.
Professor of Information Technology &
REGISTRAR

Sub: JNTUGV-DAA-Appointment of Prof. Hanumanthu Lajipathi Rai, Former Vice Chancellor, D.BR Ambedkar University, Srikakulam as Ombudsperson of JNTUGV, Vizianagaram - Orders -Issued.

Ref: 1. E-Mail Communication received from HEI-dated:15th May,2023
2.Note orders of the Hon'ble Vice-Chancellor, dt: 11-09-2023.

ORDER:

In pursuance of the reference cited (2), Prof. Hanumanthu Lajipathi Rai, Former Vice Chancellor of D.BR Ambedkar University, Srikakulam is appointed as Ombudsperson of this University.

The University will pay sitting fee for conducting the hearings/ meetings in addition to reimbursement of expenditure towards travel, conveyance & incidentals etc.

These orders shall come in to force with immediate effect.

G. Jayasuma
REGISTRAR
REGISTRAR
JNTU-GV

VIZIANAGARAM-535003

To

Prof. Hanumanthu Lajipathi Rai,D.No.5/19/10-63, Sundar Sai Arcade, Flat No: 503, Chandran Palen, NGO Colony, Post: Madhuravada, Visakhapatnam, State: Andhra Pradesh, Pincode: 530048

Copy to the Secretary to Hon'ble Vice-Chancellor, JNTUGV, Vizianagaram.

Copy to the PA to Registrar, JNTUGV, Vizianagaram.

Copy to the Account Section, JNTUGV, Vizianagaram.



SITAM



SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

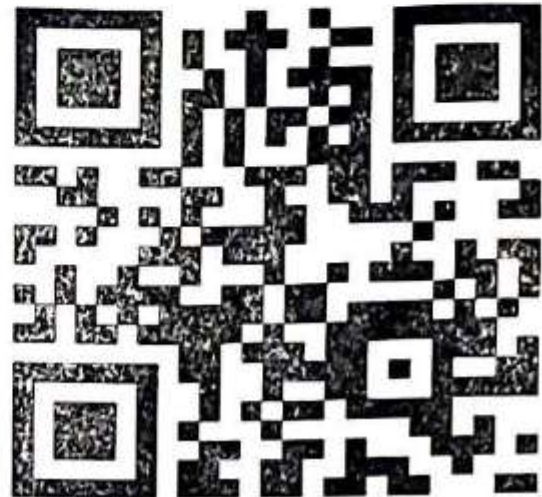
EAMCET CODE: SOVP

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JNTU - GV CODE: B6

Grievance Registration

Students and staff are hereby informed that an online Grievance Registration System is in place in SITAM. All the concerned are advised to use this to register Grievances and/or suggestions and/or constructive criticism.



The QR Code shown may be scanned to access the Grievance Registration Form or alternatively, the form available at

<http://bit.ly/SITAM-Grievances>

may be used to register their concerns. All the concerned are once again assured that their identity will be kept strictly confidential and the information will be used only for the purpose of improving the system and the ambience.


Principal
Satya Institute of Technology and Management
Vizianagaram

NEAR RTO OFFICE, GAJULAREGA, VIZIANAGARAM - 535003, ANDHRA PRADESH, INDIA

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🌐 www.sitam.co.in

SECTION –12.6

ANNUAL REPORTS



YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT
• Name of the Head of the institution	Dr. DWIVEDULA VENKATA RAMAMURTHY
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	09885219988
• Mobile No:	09676788855
• Registered e-mail	sitam.director@gmail.com
• Alternate e-mail	principal@sitam.co.in
• Address	Gajularega, Vizianagaram
• City/Town	vizianagaram
• State/UT	Andhra Pradesh
• Pin Code	535002
2.Institutional status	
• Affiliated / Constitution Colleges	AFFILIATED
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY, GURAJADA, VIZIANAGARAM				
• Name of the IQAC Coordinator	CH. VENKATA LAKSHMI				
• Phone No.	09885219988				
• Alternate phone No.	7013407385				
• Mobile	9177912348				
• IQAC e-mail address	sitamiqac@sitam.co.in				
• Alternate e-mail address	venkata.chelapaka@sitam.co.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://sitam.co.in/AQAR%202022-23.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://sitam.co.in/ACADEMIC%20CALENDAR%202023-24.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.64	2020	08/01/2020	07/01/2025
6.Date of Establishment of IQAC			17/02/2018		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	Nil	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1. Stakeholder Feedback Mechanism 2. Green Campus Initiatives 3. Student Support and Mentoring 4. Enhanced Accreditation and Ranking Efforts		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
Conduct workshops, FDPs, and seminars on advanced technologies, teaching methodologies, and accreditation processes.	Organized 12 events including workshops and FDPs, benefitting over 200 faculty members and improving the quality of academic delivery.	
Launch eco-friendly initiatives to move towards a green campus.	Implemented waste segregation, energy-saving measures, and tree plantation drives, reducing the carbon footprint of the campus.	
Strengthen industry-academia collaboration by signing Memorandums of Understanding (MOUs) with reputed industries.	Signed MOUs with 10 companies, resulting in internship opportunities and industrial training for students, as well as guest lectures by industry experts.	

13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
IQAC	19/09/2024
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022-23	28/02/2024
15. Multidisciplinary / interdisciplinary	
<p>Integration of the knowledge domains to achieve synergistic solution for the real-life problems is an ongoing effort in SITAM. Computer Science is pervading all the classical branches of study such as Mechanical / Electrical/ Electronics/Civil Engineering. There are several overlapping areas across the traditional branches and the relatively newer branches of Computer Science, Data Sciences, Machine learning, etc. Project works form an important direction in achieving interdisciplinary interaction. Several projects span across Mechanical Engineering, Electrical Engineering, Computer Science and Engineering branches. Students are encouraged to foray into these overlapping areas with the idea that the problem does not know the problem-domain. An important area where Engineering Students often fumble is estimating the time needed for production and cost of production. Likewise, engineering students find it difficult to choose the popularising method and brand making strategy. These areas are relatively easily handled by the students of Business Administration. Now that Business Administration courses are introduced into the SITAM family, we will explore several such options where an optimum mix of business skills and engineering acumen result in meaningful and win-win solutions. Similarly the D-VOC students exhibit raw skill and miraculous hand-eye coordination for producing and maintaining equipment in excellent condition. Plans are on way into incorporate these skills along with business skills and engineering acumen in projects that span all the products from conception to the inception of the production. The Institute is affiliated to Jawaharlal Nehru Technological University, Gurajada, Vizianagaram. As per the guidelines of University, all lectures and practicals were conducted in physical mode. During pandemic, the</p>	

system has adopted the change from classroom teaching to blended learning. Google drive, Google classrooms are effectively used for course conduction and evaluation process. Each course contents are available on Google classroom includingsyllabus, PPTs and notes. The assessments of the courses are done through online assignments, quizzes. The MCQ tests are conducted using Ulektz platform. Online sessions are conducted and recorded on Google meet. Various student activities are conducted online using Google meet

16.Academic bank of credits (ABC):

The Academic Bank of Credits (ABC) is a pioneering initiative introduced under the National Education Policy (NEP) 2020, aimed at fostering flexibility and multidisciplinary learning from school children to PG. It facilitates students to digitally store and transfer earned credits from one institution to another, enabling seamless mobility across courses and disciplines. The ABC empowers learners to design personalized academic pathways, promoting lifelong learning and skill development. With the mandatory implementation, institutions are integrating ABC into their academic frameworks, ensuring adherence to quality standards while enhancing student-centric education. This initiative bridges traditional learning with a future-ready, flexible education ecosystem.

17.Skill development:

Skill is the dexterity one achieves by practicing a specific task or following a particular process with keen focus towards achieving a well-defined objective. Skill is often formed in an individual when the process or the task is repeated many times with concentration and commitment. For ages, skill development is a problem in "teaching institutions". A mid-way solution to imparting skill in ones domain is achieved through internships and practical project-works carried in industries that deal with the domain where skills is desired. Over the past few semesters, SITAM introduced the concepts of On- Job Training (OJT) and Community Service Projects (CSP). Students are continuously involved in "serving" in an appropriate industry in a suitable capacity to pick the parlance of the industry, working habits, knack of performing tricky operations, and hand-eye coordination required. Such skills are amply inculcated during the OJT. Diploma students routinely undergo a few weeks of OJT every semester and enjoy learning new skills. Community Service Projects (CSP) explore the problems faced by the citizens in the adjacent community and attempt to provide engineering solutions. Students often spend about a month in a semester in the adopted villages interacting with the local citizens and work with these citizens in coming up with a solution. CSP gives practical acumen as

well as empathy for the common populace and their problems

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Indian traditional knowledge system involves a mixture of a mood of curiosity, a mood of quest, a mood of determination, and a mood of humility towards elders. Involving all the stakeholders and making a synergistic ambience of Indian Traditional Knowledge system in the institute is indeed a herculean task. The internal framework of mind is a tough nut to crack in a relatively small period may not be possible. To foster the mood of curiosity and other attributes of the penchant of Indian Traditional learning system, constant exposure and regular practice are a must. To ensure that the student is involved in immersion learning as followed in Indian education system, various discussion sessions and symposia are arranged. Eminent philosophers and academicians are invited to the Institute and students are given ample opportunity to interact with these members. Also, the teachers are encouraged and empowered to nurture the curiosity, constant practice, and mood of humility by providing supportive environment of care, concern, love, and affection towards the students. In such supportive environments, students obviously flourish. It is a very herculean task to achieve such cosmic identity and oneness with the Indian Traditional Knowledge System. SITAM started its journey by following the courses on Indian Traditional Knowledge System intro

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome Based Education (OBE) is a student centric instruction model which focuses on measuring student performance continually and posing interventions at every stage to correct for deviations in learning outcomes. Broadly an outcome is an observable, measurable ability that a student acquires through the instruction in a part of the program. The idea is it is not what is taught that is important but what skill a student achieved and to what extent the student achieved the skill that is important according to the OBE philosophy. Efforts to enter OBE realm started in SITAM when the teachers are initiated into this philosophy just before the Corona regime. The course outcomes specified by the affiliating university are carefully mapped to the program outcomes and a "Program Signature" is developed to indicate the general pictorial representation of the program outcomes. Faculty are thoroughly sensitized about the precepts of OBE and the students in turn are educated about the same. The Program Outcomes are displayed at each department so that students understanding of the OBE terminology becomes deeply etched in the memory. The outcome attainment for each

course is carefully monitored through Faculty Course Attainment Report (FCAR) developed by the teachers immediately after the completion of the course and results are announced. FCAR lists the outcomes attained by a cross-section of the students for the course handled by the teacher. Along side the program outcomes, proper focus is given on Program Educational Objectives to foster long term memory items and lifelong learning attitude

20.Distance education/online education:

The Institute is affiliated to Jawaharlal Nehru Technological University, Gurajada, vizianagaram. As per the guidelines of University, all lectures and practicals were conducted in physical mode. During pandemic, the system has adopted the change from classroom teaching to blended learning. Google drive, Google classrooms are effectively used for course conduction and evaluation process. Each course contents are available on Google classroom including syllabus, PPTs and notes. The assessments of the courses are done through online assignments, quizzes. The MCQ tests are conducted using Ulektz platform. Online sessions are conducted and recorded on Google meet. Various student activities are conducted online using Google meet.

Extended Profile

1.Programme

1.1	451
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	382
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	382
Number of seats earmarked for reserved category as per GOI/ State	

Govt. rule during the year		
File Description	Documents	
Data Template	View File	
2.3		333
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1		82
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2		80
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1		43
Total number of Classrooms and Seminar halls		
4.2		510.015
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		502
Total number of computers on campus for academic purposes		

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

SITAM emphasizes continuous, incremental learning with meticulously planned curriculum delivery. Guided by JNTUGV regulations, the institute ensures effective realization of Program Outcomes (POs) and Course Outcomes (COs) through systematic planning, delivery, and monitoring.

Planning: Course preparation begins a month before the semester, with logical subject allotment ensuring teacher-class compatibility. Teachers develop lesson plans, prepare resources, and summarize them to peers for validation. Video content, quizzes, and diverse teaching aids are also pre-designed. Subject-teacher rotation every 3-4 years prevents stagnation.

Content Delivery: Engaging methods like one-minute recaps, 17-minute teaching intervals, Active Cooperative Learning, TEDx videos, and diverse instructional techniques (e.g., simulations, working models) cater to varied student backgrounds. Assignments and interactive activities ensure vibrant learning.

Monitoring: Tools like the Course Track Register (CTR), internal audits, and student feedback help monitor progress. Regular expert interactions guide teachers, while extracurricular activities like competitions, fine arts, and sports foster holistic development.

SITAM integrates academics and extracurriculars to nurture body, mind, and soul, preparing students for lifelong learning and societal contribution, making it uniquely positioned for comprehensive education.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sitam.co.in/criteria/criterion1/upload/1.1.1%20Proof_compressed(1)(2).pdf

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

SITAM (Satya Institute of Technology and Management) operates on a meticulously planned calendar that integrates academic, co-

curricular, and extracurricular activities. The affiliating university, JNTU-GV, Vizianagaram, provides a baseline academic calendar that serves as the foundation for all affiliated colleges, including SITAM. This calendar is then enriched by SITAM to incorporate a diverse range of events such as:

- Birthdays of national heroes and notable figures
- Significant national and international holidays
- Cross-cultural festivals and celebrations
- College festivals and events

Each department is entrusted with specific events, ensuring a varied and dynamic program execution. Students are encouraged to actively participate in organizing these events, developing essential skills like leadership, teamwork, and problem-solving, thereby preparing them for future challenges and responsibilities.

In adherence to the academic calendar, SITAM places significant emphasis on the conduct of Continuous Internal Evaluation (CIE). This process is meticulously planned and executed to assess student performance consistently throughout the semester. CIE includes regular assignments, quizzes, midterm examinations, and practical evaluations, ensuring comprehensive assessment aligned with Course Outcomes (COs). The results of CIE are monitored and analyzed to provide timely feedback, helping students improve and meet learning objectives effectively.

This comprehensive calendar fosters an inclusive learning environment, promoting both academic excellence and personal growth.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://sitam.co.in/criterions/creterion1/upload/1.1.2%20Proof_compressed(1).pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of

A. All of the above

Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

8

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

19

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1070

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

1070

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

JNTUGV specifies the curriculum, regulations, and course content for all programs in affiliated colleges. At SITAM, we go beyond the prescribed curriculum to promote excellence and social awareness through initiatives like expert talks, NSS activities, and celebration days. These complement courses such as Professional Ethics and Human Values, Environmental Sciences, and Socially Relevant Projects, instilling values of gender equality, sustainability, and social responsibility.

Women's Day celebrations inspire gender equality, while environmental initiatives, including industry visits and expert lectures, equip students to address ecological challenges. NSS activities in neighboring villages focus on environmental conservation, girl child education, and human values, fostering responsible citizenship. Yoga classes enhance physical and mental well-being, and expert lectures showcase exemplary human values.

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

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

3

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

995

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

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

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sitam.co.in/criteria/criterion1/criterialdisplay.php?year=2023-24

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

438

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

377

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

SITAM systematically assesses student learning levels from admission through a structured Induction Programme. Each year, newly enrolled engineering and management students participate in this programme, where they are briefed on the syllabus, class schedules, faculty coordinators, counselors, anti-ragging norms, code of conduct, and upcoming events.

For lateral entry students (diploma holders joining in the second year), peer guidance is provided to ease their transition and help them integrate with classmates.

Advanced Learners are encouraged to enhance their skills through paper presentations, GATE/competitive exam mentoring, experiential learning sessions, and career planning guidance.

Slow Learners are identified based on internal evaluation, assignments, and semester exams. To support them, remedial classes are conducted daily after regular lectures to improve subject performance.

The institution also organizes Campus Recruitment Training (CRT) for third-year students, focusing on aptitude preparation, resume writing, group discussions, and interview skills to enhance employability.

To boost student confidence, the college promotes participation in extracurricular activities like NSS, NCC, cultural events, and sports, fostering interpersonal and leadership skills. Through these initiatives, SITAM ensures holistic student development, catering to diverse learning needs and preparing them for future challenges,

File Description	Documents
Link for additional Information	https://sitam.co.in/criteria/criterion2/upload/Advanced%20Learner's.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1354	80

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

SITAM employs diverse teaching methods to cater to varying knowledge-transfer needs based on the topic, audience, and course outcomes. Recognizing the average attention span of students, teachers use engaging techniques, pausing every 12-15 minutes to review or interact.

Learner-Centric Methods:

1. **Flipped Classrooms:** Students review material (videos/readings) before class, enabling hands-on problem-solving during class, guided by teachers through recall, examples, and tips.
2. **Self-Organized Learning Environments:** Students tackle probing questions and problems independently, often in computer labs, fostering critical thinking.
3. **Active Learning:** Through debates, discussions, and intelligent question formulation, students achieve deeper understanding.
4. **Cooperative Learning:** Group tasks encourage synergy, divergent thinking, and practical knowledge application.
5. **Project-Based Learning:** Students address real-world challenges, developing critical thinking and interdisciplinary skills.
6. **Service Learning:** Combines academic instruction with community service, enhancing civic responsibility and teamwork.

Supplementary Methods: Industry visits, case studies, seminars, guest lectures, and workshops enrich the learning experience. Laboratories and ICT tools solidify concepts, making learning enduring.

During COVID-19, SITAM swiftly implemented online teaching using PPTs, video lectures, and digital resources like e-books and e-journals, ensuring uninterrupted education.

By integrating innovative and experiential learning approaches, SITAM fosters a holistic, practical, and community-oriented educational environment.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sitam.co.in/criteria/criterion2/upload/2.3.1%20Proof%20merged(1)(2)(3).pdf

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

At SITAM, our faculty combine modern methods with classical techniques of instruction by using Information and Communication Technology (ICT) to support, enhance, and improve the delivery of pedagogy. Information and Communication Technology (ICT) tools contribute to high quality lessons since they have potential to increase students' motivation, connect students to many information sources, support active in - class and out - class learning environment, etc.

In addition to the chalk - and - talk method of teaching, the faculty in our institute use ICT tools to communicate, create, propagate, store, and manage information. ICT enables students to access for different information sources to deal with on-going technological change in the community.

Each classroom is equipped with projector to facilitate the faculty to present the subject matter as PowerPoint presentations and video lectures, encouraging the students for active learning. The Teaching

- Learning process is equipped with Regular Practical Sessions and access to Digital Library, Online Courses (MOOCs), Online journals, E-books, etc. Seminar halls are digitally equipped where guest lectures, competitions and student interplay take place. Specialized computer laboratory with a cyberspace has been provided to promote independent learning.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://sitam.co.in/criteria/criterion2/upload/2.3.2%20Proof%20merged(1)(2).pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

75

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

82

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

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

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

16

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

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

2.4.3.1 - Total experience of full-time teachers

405

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

SITAM ensures a transparent and robust evaluation process communicated clearly to students. The Principal oversees its effective implementation through regular faculty meetings.

Continuous Evaluation Methods: Student performance is assessed through mid-examinations, assignments, fieldwork, seminars, group discussions, internships, community service projects, skill-oriented courses, and soft skills training. Mid-exams are conducted per the academic calendar of Jawaharlal Nehru Technological University Gurajada, Vizianagaram (JNTUGV), with weightage varying by

university regulations.

Evaluation Transparency: Results are displayed on notice boards and shared with students and parents. Personal guidance and remedial classes support academically weaker students. Faculty members encourage skill-building by assigning topics for PowerPoint presentations, enhancing students' communication and soft skills.

Mechanisms for Assessment:

1. Internal Examination Committee
2. Question Paper Setting
3. Examination Conduct
4. Result Display
5. Student Interaction on Assessment

This structured evaluation process motivates students to engage actively in academics and co-curricular activities, enhancing their overall development. Seminars, in particular, improve communication skills essential for interviews and career readiness. Through continuous assessment, SITAM fosters a culture of learning and self-improvement, ensuring academic excellence.

File Description	Documents
Any additional information	View File
Link for additional information	https://sitam.co.in/criteria/criterion2/upload/2.5.1%20Regulation%20Countersigned.pdf

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

SITAM has a structured mechanism for addressing examination-related grievances at both the institute and university levels.

Institute Level: Students are informed about evaluation procedures, internal and external weightage, and university regulations. After internal tests, answer scripts are distributed, allowing students to clarify marks with faculty. Unresolved issues are escalated to higher authorities. Class committee meetings are held post-internals, involving HoDs, mentors, and diverse student groups, to address grievances related to question papers or syllabus coverage.

At semester-end, finalized internal marks are displayed on notice boards for verification. These are uploaded to the university portal

by faculty and approved by the Principal or HoD after confirmation.

University Level: A jumbling system is implemented for theory end-semester exams to ensure fairness and control. Queries related to results, mark sheets, or certificates are forwarded to the JNTUGV examination section via the college examination cell.

Students dissatisfied with semester results can apply for revaluation or recounting. Challenge evaluation is available within a week of revaluation results, involving two subject experts. Refunds are provided if the student clears the paper. The process is transparent, time-bound, and ensures grievances are resolved before the next examination cycle.

File Description	Documents
Any additional information	View File
Link for additional information	https://sitam.co.in/criteria/criterion2/upload/2.5.2%20Regulation%20Countersignedff.pdf

2.6 - Student Performance and Learning Outcomes

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

Under the affiliation to JNTU-GV, Course Outcomes (COs) are defined in the syllabus and published in the Academic Regulations, Curriculum Book, and departmental website, ensuring accessibility to all stakeholders. They are disseminated through educational initiatives, faculty workshops, student induction programs, and meetings.

Program Outcomes (POs) and Program Specific Outcomes (PSOs) are clearly defined by each department, considering stakeholder input. These are displayed on notice boards, shared in classrooms, and included in laboratory manuals and course files maintained by faculty. POs and PSOs align with the institute's vision and mission, with each CO linked to a PO and measured quantitatively for achievement.

Program Outcomes (POs):

1. Apply knowledge of mathematics, science, and engineering to solve complex problems.
2. Analyze and solve engineering problems using foundational principles.
3. Design solutions with considerations for health, safety, and the environment.
4. Use research methods for valid conclusions.
5. Apply modern tools to engineering activities with awareness of their limitations.
6. Address societal, health, safety, and cultural issues in engineering practices.
7. Promote sustainable development.
8. Uphold ethical principles and professional responsibilities.
9. Work effectively as an individual or in teams.
10. Communicate effectively in engineering contexts.
11. Apply engineering and management principles in project management.
12. Pursue lifelong learning amidst technological advancements.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sitam.co.in/criteria/criterion2/upload/2.6.1-SUPPORTING%20DOCUMENT%20SIGNED.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The institute periodically assesses the student performance using a variety of tools to determine whether each of the Program Outcomes, Program Specific Outcomes and Course Outcomes are met with the requirements. Direct evaluation processes like University end exams, Internal and External assessment, class tests, seminars, project work, Internships; etc helps to assess the Program Outcomes and Program Specific Outcomes by using Course Outcomes of the relevant program.

In addition, remedial classes are conducted for slow learners to improve the performance of students in their academics by providing

study materials, reference books, E-books, etc. The Institute also evaluates the Course Outcomes by Indirect assessment methods which comprise feedback from students every semester. Apart from this, Placement also serves as a measure of Program Outcomes. Employment of students upon the completion of course in various branches plays a lead role in Indirect assessment of Program Outcomes.

Further the measure of Program Outcomes, Program Specific Outcomes and Course Outcomes can also be evaluated on the basis of higher studies by the students in various Government institutions and Organizations, etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sitam.co.in/criteria/criterion2/upload/2.6.2-SUPPORTING%20DOCUMENT%20SIGNED.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

277

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://sitam.co.in/criteria/criterion2/upload/2.6.3-SUPPORTING%20DOCUMENT%20SIGNED.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://sitam.co.in/criteria/criterion2/upload/2.7.1.A\)SUPPORTING%20DOCUMENT%20SIGNED.pdf](https://sitam.co.in/criteria/criterion2/upload/2.7.1.A)SUPPORTING%20DOCUMENT%20SIGNED.pdf)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	https://sitam.co.in/criteria/criterion3/upload/3.1.2%20Percentage%20of%20departments%20having%20Research%20project,%20Endowments%20in%20the%20institution%20during%20the%20year.pdf

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

21

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

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

46

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

11

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

3.3 - Extension Activities

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

Extension activities in neighborhood communities significantly impact both the served communities and the students, fostering holistic development and social awareness. Through the Integrated Rural People's Welfare Association (IRPWA), students from various engineering disciplines engage in meaningful social initiatives, gaining personal growth while contributing to societal welfare.

Electrical and Electronics Engineering students participate in activities such as tree plantation, supporting orphanages and old age homes, and conducting health and hygiene awareness programs in rural areas. These efforts cultivate empathy and social responsibility, teaching students the importance of community service.

CSE students bridge the digital divide through digital literacy programs, teaching basic computer skills and internet usage in rural areas. These efforts empower communities with educational and economic tools, enhancing their quality of life.

Civil Engineering students address critical infrastructure needs, such as rural water supply. In Parvathipuram village, they designed a pumping-based water distribution system, improving access to clean water and public health while gaining practical skills in infrastructure development.

These activities create a dual impact: they improve community welfare while equipping students with real-world experience, leadership, and teamwork skills. Students develop a lifelong commitment to public service, enhancing both their professional competencies and dedication to making a positive societal impact.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion3/upload/3.3.1%20Extension%20activities%20carried%20out%20in%20neighborhood%20community,%20sensitizing%20students%20to%20social%20issues,%20for%20their%20holistic%20development%20and%20impact.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

17

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

960

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

18

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

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

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

8

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

SITAM's self-contained campus spans 5.12 acres with a built-up area of 20,747.13 sq. meters, offering state-of-the-art infrastructure that complies with AICTE norms. Its modern facilities include academic wings, laboratories, workshops, a computer center, a library, seminar halls, a sports ground, and a medical center, creating a vibrant learning atmosphere. Classrooms are equipped with advanced teaching aids, and 34 well-equipped labs bridge the gap between theory and practice.

The central library, fully computerized with a barcode system, houses 3,752 titles and 21,372 volumes, along with a digital library of e-journals, e-books, and CDs. Robotics and Tesla Innovation Labs encourage creativity and hands-on learning, emphasizing problem-solving and conceptual understanding. Facilities like an incubation center, CAD/CAM lab, and Entrepreneurship Development Cell foster technical and entrepreneurial skills.

The campus features a 310 Mbps internet-enabled computer center, landscaped gardens, CCTV surveillance, uninterrupted power supply, RO water systems, and a canteen. Hostel amenities include Wi-Fi, generator backup, a gymnasium, and medical care. Regular maintenance, safety measures, and feedback systems ensure an optimal learning environment. SITAM provides a comprehensive platform for academic excellence, innovation, and personal growth.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criteria/criterion4/upload/4.1.1%20proof(1)(2)(3)(4)(5).pdf

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

SITAM prioritizes the holistic development of students through robust co-curricular and extracurricular activities. The institute offers comprehensive infrastructure for sports, cultural activities, yoga, and fitness to instill qualities like leadership, teamwork, and competitiveness.

Sports and Games: A dedicated sports in-charge identifies and trains talented students for university and national-level events. Facilities include indoor games like table tennis, chess, and carrom, and outdoor sports such as cricket, football, volleyball, basketball, badminton, kabaddi, and athletics. Individual sports like swimming are also encouraged.

Yoga and Gymnasium: A designated yoga and meditation space supports mental and physical wellness for students and faculty. The gymnasium is equipped with treadmills, weights, and benches for recreational fitness.

Cultural Activities: Events like Freshers' Day, Farewell, and annual fests showcase students' talents through Singing, Dance, and Photography Clubs. Programs are held in seminar halls, an indoor auditorium, and an open-air amphitheater.

Technical Clubs: Robotics, Coding, and App Development Clubs encourage innovation and skill-building. Managed by the student council, these activities foster creativity, organizational skills, and personality development.

Notable participations include the All India Inter-University Taekwondo and Cross Country Championships. SITAM emphasizes physical fitness and cultural awareness, preparing students for life beyond academics.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criteria/criterion4/upload/4.1.2%20proof%20(2023-24).pdf

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

38

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

38

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criteria/criterion4/upload/4.1.3%20(2023-24)%20PROOF.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

510.015

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The SITAM library spans two floors with a total carpet area of 1,000 m². The first floor houses the circulation area, loan book section, and a 150-seat reading capacity, while the second floor features a digital library with 75 internet-enabled computers, a newspaper section, periodicals, reference books, and special collections. Facilities include restrooms, a direct entry point, and small-group discussion areas for student collaboration.

The library supports six B.Tech. programs, three Diploma Vocational Courses, and two PG programs (M.Tech in CSE and MBA). Its collection includes 21,372 books and 10,664 e-books, managed using ECAP (Engineering College Automation Package) software. ECAP facilitates book transactions, availability checks, and recalls via ILMS software.

The library holds memberships in prestigious repositories like J-Gate, DELNET, NDLI, Academia, SCRIBD, and MAT, providing access to e-journals, e-books, and video lectures. Additional learning resources are available through Ulektz, the ILMS partner. Remote access to e-resources is provided across the campus and hostels, with full Wi-Fi coverage ensuring seamless connectivity. SITAM's library is a hub of knowledge, fostering academic growth and innovation for students and faculty alike.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sitam.co.in/criterions/criterion4/upload/4.2.1%20proof(1).pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

7.74

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

36

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

SITAM provides state-of-the-art IT infrastructure with the latest computer hardware and software to enhance teaching, learning, and research. An IT team, including a technician and an external expert, assesses system gaps and recommends upgrades, which are approved by the College Development Committee. Regular upgrades ensure optimal

use of resources, with staff training provided as needed.

The institution uses ERP software for office administration and student management, ensuring seamless communication through email and online platforms. Uninterrupted internet connectivity is available throughout the campus, supporting blended learning and innovative pedagogy. ICT facilities are periodically reviewed to meet evolving digital needs.

During the COVID-19 pandemic, the college utilized Google's Learning Management System (G-Suite) for online education. The institute now boasts 502 LAN-connected computers, including 120 high-end systems with dual-core/i3/i5 processors, 8GB/16GB RAM, and 2GB graphics cards. MSDN applications and software are fully integrated, offering comprehensive digital support.

Advanced tools like LCDs and smart boards enhance interactive learning, allowing annotation, editing, and device connectivity. Networking devices, including IBM servers, D-Link routers, and Cisco Gigabit Ethernet switches, ensure robust connectivity. SITAM remains committed to providing cutting-edge IT facilities to foster academic and technological excellence.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criteria/criterion4/upload/4.3.1%20%20Proof.pdf

4.3.2 - Number of Computers

502

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

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

510.015

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

SITAM ensures the maintenance of equipment and physical assets through various committees like the Institute Maintenance Committee, Library Advisory Committee, and Purchase Committee. These committees oversee the upkeep and utilization of facilities.

General civil maintenance is managed by the campus committee, while laboratory equipment repairs and calibrations are handled by the Purchase Committee based on requests from lab in-charges. Classrooms, labs, seminar halls, and libraries are maintained by external housekeeping and non-teaching staff. Security is managed by an external agency, and fumigation is done regularly.

The institute maintains a well-equipped library with e-journal access and dedicated computers. IT facilities, including computers, peripherals, and networks, are maintained in-house with regular antivirus updates. Electrical and furniture repairs are handled by

designated teams.

Sports facilities include an open ground for various games, a gymnasium, and a new sports complex. Monthly inspections ensure equipment functionality, while power needs are met by a substation and generator. Two elevators and water supply systems are regularly maintained.

Recent additions include two seminar halls, a robotics lab, a drone center, and CCTV cameras for security and monitoring. These facilities enhance academic and extracurricular activities, supporting holistic development and preparing students for advanced careers.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criteria/criterion4/upload/4.4.2%20(2023-24).pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

960

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

31

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://sitam.co.in/criteria/criterion5/upload/5.1.3%20Proofs(1).pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

135

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

135

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

135

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

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

1

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

1

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The growth of any academic institution hinges on the energy, enthusiasm, and commitment of its primary stakeholders—students. Opportunities for students to enhance academic quality, realize their innate talents, achieve their potential, and take ownership of their academics significantly contribute to an institution's credibility. SITAM, from its inception, has recognized the value of student involvement and leadership in academics, culture, sports, and social activities. Students actively participate in various committees operating at class, department, and college levels.

Student representation is included in key bodies such as the Internal Quality Assurance Cell (IQAC), Women's Empowerment Committee, Grievance Redressal Committee, Anti-Ragging Committee, and Discipline Committee. They also contribute to departmental clubs, Training and Placement, NSS, NCC, and institutional events.

The IQAC ensures and enhances the quality of education and institutional functioning through robust mechanisms for assessment, feedback, and continuous improvement. It drives SITAM's pursuit of academic excellence and institutional advancement.

The Anti-Sexual Harassment/Women Grievance/Internal Complaint Committee safeguards against harassment and discrimination, ensuring a safe and respectful campus environment. By addressing complaints impartially and fostering awareness, it promotes equality and inclusivity. These measures collectively empower students to take active roles in shaping their educational and social experiences.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion5/upload/5.3.2%20PDF.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

135

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The SITAM Alumni Association, administered by an active Alumni Committee, fosters strong connections among alumni, current students, faculty, and management. The association facilitates communication, reconnects alumni with their alma mater, and adds value to the student community. Alumni contribute significantly by assisting with placements, project work, and Industry-Institution interactions, while mentoring students in academics and projects.

Alumni meets foster a sense of community and connectedness, allowing professionals to share experiences, exchange career advice, and network for hiring, referrals, or job opportunities. Interaction with alumni enables young students to plan their careers with insights and guidance.

Many alumni participate in SITAM's development activities, guiding students on impactful projects and organizing scholarships or funds for deserving students. They also sponsor awards for outstanding projects, research, or community service by students, teachers, and alumni.

Beyond financial assistance, alumni contribute warmth, appreciation, and time to enhance academic and social life on campus. Senior alumni organize specialized training sessions to expose students and faculty to contemporary technologies and skills. Their support in providing employment-related information and facilitating job mobility is invaluable, strengthening the SITAM network for mutual growth and success.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion5/upload/5.4.1%20PDF.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

SITAM's vision is to evolve into a Centre of Excellence in Technological Education and Research, focusing on holistic development. Its mission is to produce high-quality engineering graduates with both theoretical and practical knowledge, promoting societal progress.

The governance structure is led by the Governing Body (GB), which ensures transparent and effective leadership aligned with AICTE norms. The GB, through the Director and Principal, monitors the institution's academic and administrative practices. The strategic plan includes goals like enhancing teaching-learning through ICT,

collaborating with research institutes, securing external grants, and partnering with industry for value-added programs. The institute also aims to offer online and offline courses and encourage alumni involvement in projects and funding.

Teachers play an essential role in decision-making bodies like the GB, Anti-Ragging Committee, Women Empowerment Cell, IQAC, and others, where they hold leadership positions such as Heads of Departments and Committee Chairs.

The institution fosters faculty and student engagement with professional societies, social service activities through NSS, leadership development via SITAM CLDC, and various online certifications like NPTEL and MOOC. Additionally, the focus on industry interaction, green campus initiatives, and research development enhances the academic environment, supporting both student and faculty growth.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion6/upload/6.1.1%20The%20governance%20of%20the%20institution%20is%20reflective%20of%20an%20effective%20leadership%20in%20tune%20with%20the%20vision%20and%20mission%20of%20the%20institution.pdf
Upload any additional information	View File

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

SITAM encourages decentralization in academic planning, administration, and departmental management. Department heads are empowered to manage internal assessments, leave monitoring, and laboratory management, while the Principal provides overall guidance. The management supports this decentralized system with timely assistance, purchases through the Purchase Committee, and recruitment via the Recruitment Committee.

The Governing Body (GB), led by the Principal as Member Secretary, meets bi-annually to align objectives with the institution's vision and mission. It approves faculty hiring, infrastructure provisions, and supports academic and administrative activities. The Principal plays a key role in setting quality policies, ensuring the

implementation of the OBE scheme, maintaining discipline, and overseeing the development of infrastructure and research facilities. The Principal also collaborates with industry and manages examinations as per university guidelines.

Department heads oversee weekly departmental administration and report to the Principal, ensuring smooth operations. Faculty members are responsible for executing policies, maintaining ethical standards, and fostering a positive relationship with students and the community. Students are encouraged to provide feedback through formal and informal channels, with suggestion boxes available in every department for continuous improvement.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion6/upload/6.1.2%20The%20effective%20leadership%20is%20visible%20in%20various%20institutional%20practices%20such%20as%20decentralization%20and%20participative%20management..pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

SITAM Engineering College follows a dynamic strategic planning process to achieve its mission and vision, ensuring adaptability and responsiveness to changes in the educational landscape. Key strategies include:

1. **Understanding Demographics:** SITAM surveys students to tailor services and programs to their needs.
2. **Forecasting Enrollment:** Local data is analyzed to attract qualified students through outreach.
3. **Support for Working Students:** Job placement and part-time opportunities are provided.
4. **Industry Alignment:** Market research ensures programs meet industry demands.
5. **Postgraduate Programs:** SITAM offers MBA and MCA to meet industry needs.
6. **Career-Oriented Programs:** Encourages research and collaboration with companies for career growth.
7. **Competitive Analysis:** Regular assessments improve recruitment and academic offerings.

8. **Faculty Recruitment and Development:** Focus on qualified faculty and continuous professional development.
9. **Operational Plans:** Short-term and operational plans are aligned with strategic goals and measurable targets.
10. **Accountability:** Clear responsibilities ensure effective implementation of plans.

Key features of SITAM's strategic plan include a guiding vision, evolving academic focus, institutional growth, and a dedicated leadership team. The college aims for autonomy and NAAC/NBA accreditation. It offers a wide range of academic opportunities, fosters innovative teaching methods, and provides a green campus environment. With strong commitment to quality education, SITAM ensures a conducive atmosphere for personal and professional growth.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sitam.co.in/criteria/criterion6/upload/6.2.1%20Perspective_Strategic%20plan%20and%20Development%20documents%20are%20available%20in%20the%20institution.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

SITAM maintains a transparent and well-structured organizational setup to ensure smooth functioning and accountability across all levels. The institution's organogram is clearly defined, ensuring that all stakeholders, including faculty, staff, and students, are aware of their roles and responsibilities. This organizational framework helps establish clarity in decision-making processes and enhances operational efficiency.

Various bodies, such as the Governing Body (GB), Management Review Committee (MRC), Internal Quality Assurance Cell (IQAC), and other academic and administrative committees, play a crucial role in shaping the college's policies and procedures. These bodies ensure that the institution's activities align with its vision and mission and adhere to regulatory norms set by affiliating bodies like AICTE and JNTU-GV.

The service rules at SITAM are well-defined and ensure that faculty and staff members are aware of their rights, responsibilities, and entitlements. The recruitment and promotional policies are designed to attract qualified individuals and encourage professional development. Faculty recruitment is based on merit, with emphasis on qualifications and experience, while promotional opportunities are linked to performance and contributions to academic and administrative duties.

SITAM also has a robust grievance redressal mechanism, where faculty, staff, and students can raise concerns through formal channels. These grievances are addressed promptly.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://sitam.co.in/images/organogram.jpeg
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

SITAM recognizes the importance of employees as key stakeholders and implements various welfare measures to ensure their well-being and professional growth. Monetary welfare schemes include Provident

Fund, salary advances in emergencies, medical and maternity/paternity leave, fee concessions for employees' children, leave for higher education, subsidized canteen food, and free Wi-Fi on campus. The institution also celebrates multicultural festivals together, provides lodging and boarding facilities when needed, and offers free transport. A summer vacation for staff is also part of the welfare initiatives.

In addition to monetary benefits, SITAM emphasizes non-monetary welfare schemes for employees' professional development. Faculty members are granted immediate increments after earning a Ph.D., and study leave is provided for Ph.D. or higher education. Technical workshops and faculty development programs are conducted to keep faculty updated with new technologies. Staff members are encouraged to attend seminars and conferences, and are motivated to arrange or participate in industrial training programs and visits. Non-teaching staff also receives training programs to enhance their skills. Furthermore, faculty members are supported in qualification improvement programs, especially for Ph.D. studies, with adequate time given for coursework and research. SITAM strives to create a supportive environment for staff to grow personally and professionally.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion6/upload/6.3.1%20The%20institution%20has%20effective%20welfare%20measures%20for%20teaching%20and%20non-teaching%20staff..pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

66

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

SITAM implements a performance-based appraisal system for both teaching and non-teaching staff, assessing their contributions and professional growth.

For teaching staff, performance is appraised through various factors such as classroom methodologies, seminars, tutorials, course delivery, question paper setting, and evaluations. Student feedback and pass percentages are also considered. Additional contributions to academics, short-term training courses, NPTEL courses, invigilation duties, and involvement in college administrative bodies (e.g., IQAC, R&D Cell, NAAC) are evaluated. Financial support is provided for faculty participation in conferences, workshops, and research activities, including publications and consultancy work. The appraisal form, completed by the faculty, is reviewed by the Head of Department (HOD), who assesses the professional, behavioral, and attitudinal aspects.

For non-teaching staff, performance is evaluated based on technical skills, knowledge, productivity, innovation, and willingness to learn. Behavioral aspects such as punctuality, group behavior, and adaptability are also considered. Both teaching and non-teaching staff are encouraged to contribute effectively to the institution's growth, and their performance is regularly assessed to ensure continuous improvement and professional development.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion6/upload/6.3.5%20Institution%20Performance%20Appraisal%20System%20for%20teaching%20and%20non%20-teaching%20staff.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

SITAM ensures financial transparency through a robust auditing process. The College Finance Committee conducts monthly internal audits to monitor income and expenditure, in compliance with UGC and AICTE guidelines. The budget allocates funds for various activities, including infrastructure development, staff salaries, research, faculty development, library resources, utilities, equipment, and college events.

The internal audit process involves the review of vouchers and bills by the financial committee every six months. Discrepancies are flagged and reported to the principal for corrective actions. The external audit is carried out regularly by a chartered accountant as per government rules, ensuring all payments are authorized. The audit report is reviewed by the management, and any queries are addressed promptly with supporting documents.

There have been no major audit objections in recent years; minor issues identified by the audit team are swiftly rectified, and precautionary measures are implemented to prevent recurrence. These audits highlight the institution's commitment to financial discipline and transparency, ensuring proper utilization of funds and safeguarding institutional assets. The audited financial statement is signed by both the management and the chartered accountant.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion6/upload/6.4.1%20Institution%20conducts%20internal%20and%20external%20financial%20audits%20regularly%20(2)(1).pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

186.96

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

SITAM aims to become self-sufficient by implementing incremental strategies to generate revenue and promote sustainability. Key initiatives include developing creative products and patenting them, offering consultancy services to local industries, and establishing testing services across various engineering domains. The college also focuses on identifying innovative final-year student projects that could be converted into patentable ideas.

Fees are charged according to university and government norms for both granted and self-financed courses. Additionally, SITAM receives a salary grant from the Botcha Gurunaidu Memorial Educational Society, which is used to cover the salaries of full-time permanent and part-time teachers. SITAM is also eligible for grants from the UGC under sections 2(F) and 12(B) of the UGC Act, 1956, supporting infrastructure development, learning resources, and research, including minor and major research projects.

While some strategies may take years to fully realize, the institution believes that small, sustained efforts will lead to significant achievements. The management, faculty, staff, and students are committed to driving these initiatives forward, fostering an environment of innovation and growth. SITAM remains optimistic about achieving its goal of self-sufficiency in the coming years.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion6/upload/6.4.3%20Institutional%20strategies%20for%20mobilization%20of%20funds%20and%20the%20optimal%20utilization%20of%20resources..pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) at SITAM plays a pivotal role in fostering quality development across all aspects of the institution. Its main objectives are to enhance academic and administrative performance through conscious, consistent efforts and to internalize a quality culture by institutionalizing best practices. The IQAC ensures that all procedures are streamlined and followed consistently, with a focus on improving performance in academic, administrative, and financial tasks.

IQAC is responsible for optimizing teaching methods, ensuring the relevance of academic and research programs, maintaining integrity in evaluation processes, and collecting stakeholder feedback. It organizes workshops and seminars to promote quality enhancement and monitors support structures to ensure adequate resources. The cell also focuses on the overall development of students by aligning activities with industry and societal needs, promoting research collaboration, and conducting internal audits.

Additionally, SITAM has implemented a mentoring system where each teacher is assigned 15 students as mentees. Mentors provide academic and moral support, maintaining a record of student progress, engaging with parents, and coordinating with placement officers to ensure the mentees' success. This system helps in fostering holistic student development and provides personalized guidance for their

academic and professional growth.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion6/upload/6.5.1%20internal%20quality%20assurance%20cell%20(iqac).pdf
Upload any additional information	View File

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

SITAM's IQAC systematically reviews the teaching-learning process, operational structures, and learning outcomes to maintain quality education. The institute follows established teaching methods, including preparing lesson plans for each semester, which integrate guest lectures, industrial visits, and internships. Faculty submit daily lecture records on an online portal and through the Course Track Register (CTR).

To assess teaching quality, SITAM implements a student feedback system, where students evaluate teachers on various parameters like course delivery and teaching methods. The feedback helps identify challenges faced by students and corrective actions are taken accordingly. The institution also monitors student learning outcomes through midterm and continuous evaluations, regular tests, and interactive sessions.

SITAM follows Outcome-Based Education (OBE) as prescribed by JNTUK, where Course Outcomes (CO) and Program Outcomes (PO) are mapped. Teachers prepare lessons and interventions to meet these outcomes. Faculty Course Assessment Reports (FCAR) are prepared to evaluate and improve student learning based on Formative and Summative Examinations.

Additionally, SITAM has introduced remedial classes, mentoring systems, and regular parent-teacher meetings to ensure the holistic development of students. Peer learning among faculty is also encouraged through feedback on teaching effectiveness. These efforts aim to continuously enhance both academic and personal growth of students.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion6/criteria6display.php?year=2023-24
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sitam.co.in/criteria/criterion6/upload/6.5.3%20Average%20number%20of%20quality%20initiatives%20by%20IQAC%20per%20year%20for%20promoting%20quality%20culture%20(3).pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

SITAM's tenets are always clear and stream lined about safety and security of all employees through awareness and counselling. All issues are related amicably with firmness of justice and yet

Safety and Security

To maintain safety and security on the campus the use of identity

cards is mandatory for students as well as faculty. A visitor can enter the campus only by taking a gate pass. An adequate number of security guards are placed at different places in the campus. Security guards keep a watch on the entire area with the view to maintain discipline in the campus and monitors parking area and other common areas of the campus. CCTV cameras are mounted on all public areas within the campus and within the building are continuously monitored. Mentors and their teams monitor security at the hostel. Anti-ragging notices are prominently displayed. Any report in this regard is taken up by the Anti Ragging committee of the institute. A Grievance cell addresses all problems faced by students. A fire extinguisher is provided in every wing of all buildings. Emergency needs like ambulance and doctor are made available as and when required immediately.

File Description	Documents
Annual gender sensitization action plan	https://sitam.co.in/criteria/criterion7/upload/7.1.1(1)(2)(3)(4)(5).pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sitam.co.in/criteria/criterion7/upload/7.1.1(1)(2)(3)(4)(5).pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

SITAM considers itself an integral part of the surrounding ecology, working to minimize its impact on the environment. The institution

adopts sustainable practices in waste management to reduce harmful effects on both human life and local ecosystems. Thoughtfully designed architecture, landscaping, and support systems ensure a harmonious balance with the environment.

1. Solid Waste Management:

- Organic waste from gardens and nurseries, along with paper waste, is composted in a manure pit. The resulting vermicompost is used in the garden.
- Human waste is safely decomposed from septic tanks.
- Cow dung is used in garden beds, and some food waste is processed in manure pits, while the rest is disposed of in landfills. Plans are in place to create a biogas system from food waste, which could power up to 20% of cooking needs.
- Plastic waste is separated and sent for proper disposal by the Municipal Corporation.

2. Liquid Waste Management:

- Effluent from septic tanks and canteen wastewater is used for gardening and tree watering.
- Wastewater from latrines and bathrooms is safely treated in septic tanks.
- RO plant wastewater is directed to a designated area for groundwater recharge.
- Kitchen wastewater is transferred to the manure pit for further processing.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://sitam.co.in/criteria/criterion7/upload/7.1.3(1)(2)(3)(4).pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore A. Any 4 or all of the above

well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

- 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**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

5.

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

SITAM promotes an inclusive environment that encourages tolerance and harmony across cultural, regional, linguistic, communal, and socio-economic diversities. The institution fosters an atmosphere where individuals are urged to manage anger and hatred in all situations.

Recognizing the importance of national and cultural unity, SITAM organizes celebrations for national festivals and the birth and death anniversaries of great Indian personalities. Key events include Independence Day, Republic Day, Yoga Day, Makar Sankranti, and Diwali. These occasions are marked with motivational speeches, cultural programs, and community-building activities.

Festivals at SITAM reflect India's pluralism and diversity. Diwali is celebrated with the distribution of sweets and exchange of well wishes. Yoga Day features yoga sessions open to all faculty and students. Religious and regional festivals are celebrated with enthusiasm, involving students in various activities. Regular discourses by eminent philosophers are held to enrich students with Indian cultural heritage, fostering a sense of responsibility toward the nation.

On festive occasions, top officials from industries and government offices are invited to address students, offering them valuable insights into India's diverse culture, official protocols, and procedures, ensuring a holistic educational experience.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

SITAM emphasizes the importance of India's diverse cultural, social, and economic fabric, uniting individuals under the guiding principles of the Constitution. The institution educates both staff and students on constitutional values, rights, duties, and responsibilities, fostering a sense of responsible citizenship.

SITAM provides a supportive, safe, and accessible learning environment, equipping students with the knowledge, skills, and values necessary to balance livelihood with life. This ethos is reinforced through participation in cultural, traditional, and value-driven programs with distinguished speakers. Awareness campaigns on issues such as plastic use, cleanliness, and Swachh Bharat engage students in societal matters.

Institutional policies reflect these core values, and the university curriculum includes courses on Professional Ethics, the Constitution of India, and Indian Traditional Knowledge, promoting a sense of constitutional duty. SITAM also focuses on sanitation, quality of life, and self-awareness, with active contributions from its NSS and NCC units in community service.

Ethical values are emphasized in extracurricular activities like debates, elocution, and presentations. SITAM celebrates Constitution Day by administering the preamble as an oath to all members, reaffirming their commitment to upholding constitutional principles.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff **A. All of the above**

4. Annual awareness programmes on Code of Conduct are organized

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

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

SITAM fosters an inclusive environment that promotes tolerance and harmony across cultural, regional, linguistic, communal, and socio-economic diversities. The institution encourages individuals to refrain from anger and hatred, reminding them of its motto, Panditaha samadrsinaha.

SITAM observes various national festivals, birth and death anniversaries of great Indian personalities, and other significant days with cultural and educational importance. These include Independence Day, Teacher's Day, National Education Day, National Sports Day, Republic Day, National Science Day, and Yoga Day, among others. The celebrations are marked by motivational speeches, cultural events like plays, and activities that reflect India's pluralism and diversity.

Festivals like Diwali are celebrated with the distribution of sweets and exchange of wishes, while Yoga Day includes sessions open to all faculty and students. The institute emphasizes the importance of these days in nurturing a sense of national pride and unity.

Additionally, top officials from industries or government offices are often invited to address students on festive occasions, providing them with valuable insights into India's social, political, and official protocols. This helps students gain a broader understanding of the country and its governance.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

SITAM promotes student participation in quality improvement processes to enhance the student-teacher relationship and gather valuable feedback for institutional progress. The institution actively involves students in identifying educational and infrastructure gaps, strengthening collaboration between students and teachers for quality enhancement. The Internal Quality

Assessment Cell (IQAC) organizes events like Open Houses and engages the Student Council in decision-making. SITAM also includes alumni representatives in the Board of Studies, ensuring diverse perspectives.

SITAM's remedial courses, such as Bridge Courses, address the needs of slow learners, particularly those struggling with foundational subjects like Mathematics. These courses, held before the regular academic sessions, have proven successful in improving students' academic performance and confidence. The Bridge program helps students meet the required academic standards, with a focus on personalized support.

However, challenges include identifying students needing remedial support, motivating them, and developing an effective curriculum. The institution invests in diagnostic assessments, specialized instructors, and personalized support services. Infrastructure improvements, technology access, and collaboration with community organizations are essential to enhance these programs. SITAM is committed to continuous quality improvement, ensuring students receive the necessary resources and support for academic success.

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

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

SITAM has established a Local Chapter of NPTEL (National Programme on Technology Enhanced Learning), offering both faculty and students the opportunity to enhance their learning. This initiative aims to adapt to the evolving world of online education and technological advancements by integrating online courses into the curriculum. Faculty members are encouraged to guide and monitor student progress in NPTEL courses, ensuring improved understanding and performance.

SITAM has also adopted open online courses listed by the UGC under its MOOCs program, available on the SWAYAM platform, to enrich the existing curriculum and foster self-learning among students. The institution encourages students to take these online courses, particularly from NPTEL, to acquire new technological knowledge and improve employability skills through skill-oriented training.

The success of SITAM's efforts is reflected in the achievements of its alumni, many of whom have launched ventures, secured funding, and contributed significantly to the entrepreneurial ecosystem. Through this commitment to innovation, SITAM continues to inspire and empower future leaders and entrepreneurs, making a lasting impact on the next generation of change-makers.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

SITAM emphasizes continuous, incremental learning with meticulously planned curriculum delivery. Guided by JNTUGV regulations, the institute ensures effective realization of Program Outcomes (POs) and Course Outcomes (COs) through systematic planning, delivery, and monitoring.

Planning: Course preparation begins a month before the semester, with logical subject allotment ensuring teacher-class compatibility. Teachers develop lesson plans, prepare resources, and summarize them to peers for validation. Video content, quizzes, and diverse teaching aids are also pre-designed. Subject-teacher rotation every 3-4 years prevents stagnation.

Content Delivery: Engaging methods like one-minute recaps, 17-minute teaching intervals, Active Cooperative Learning, TEDx videos, and diverse instructional techniques (e.g., simulations, working models) cater to varied student backgrounds. Assignments and interactive activities ensure vibrant learning.

Monitoring: Tools like the Course Track Register (CTR), internal audits, and student feedback help monitor progress. Regular expert interactions guide teachers, while extracurricular activities like competitions, fine arts, and sports foster holistic development.

SITAM integrates academics and extracurriculars to nurture body, mind, and soul, preparing students for lifelong learning and societal contribution, making it uniquely positioned for comprehensive education.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sitam.co.in/criteria/criterion1/upload/1.1.1%20Proof_compressed(1)(2).pdf

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

SITAM (Satya Institute of Technology and Management) operates on a meticulously planned calendar that integrates academic, co-curricular, and extracurricular activities. The affiliating university, JNTU-GV, Vizianagaram, provides a baseline academic calendar that serves as the foundation for all affiliated colleges, including SITAM. This calendar is then enriched by SITAM to incorporate a diverse range of events such as:

- Birthdays of national heroes and notable figures
- Significant national and international holidays
- Cross-cultural festivals and celebrations
- College festivals and events

Each department is entrusted with specific events, ensuring a varied and dynamic program execution. Students are encouraged to actively participate in organizing these events, developing essential skills like leadership, teamwork, and problem-solving, thereby preparing them for future challenges and responsibilities.

In adherence to the academic calendar, SITAM places significant emphasis on the conduct of Continuous Internal Evaluation (CIE). This process is meticulously planned and executed to assess student performance consistently throughout the semester. CIE includes regular assignments, quizzes, midterm examinations, and practical evaluations, ensuring comprehensive assessment aligned with Course Outcomes (COs). The results of CIE are monitored and analyzed to provide timely feedback, helping students improve and meet learning objectives effectively.

This comprehensive calendar fosters an inclusive learning environment, promoting both academic excellence and personal growth.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://sitam.co.in/criteria/creterion1/upload/1.1.2%20Proof_compressed(1).pdf

1.1.3 - Teachers of the Institution participate

A. All of the above

in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

8

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

19

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1070

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

1070

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

JNTUGV specifies the curriculum, regulations, and course content for all programs in affiliated colleges. At SITAM, we go beyond the prescribed curriculum to promote excellence and social awareness through initiatives like expert talks, NSS activities, and celebration days. These complement courses such as Professional Ethics and Human Values, Environmental Sciences, and Socially Relevant Projects, instilling values of gender equality, sustainability, and social responsibility.

Women's Day celebrations inspire gender equality, while environmental initiatives, including industry visits and expert lectures, equip students to address ecological challenges. NSS activities in neighboring villages focus on environmental conservation, girl child education, and human values, fostering responsible citizenship. Yoga classes enhance physical and mental well-being, and expert lectures showcase exemplary human values.

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

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

3

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

995

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sitam.co.in/criteria/criteria1/criteria1display.php?year=2023-24
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
438	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of	

supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

377

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

SITAM systematically assesses student learning levels from admission through a structured Induction Programme. Each year, newly enrolled engineering and management students participate in this programme, where they are briefed on the syllabus, class schedules, faculty coordinators, counselors, anti-ragging norms, code of conduct, and upcoming events.

For lateral entry students (diploma holders joining in the second year), peer guidance is provided to ease their transition and help them integrate with classmates.

Advanced Learners are encouraged to enhance their skills through paper presentations, GATE/competitive exam mentoring, experiential learning sessions, and career planning guidance.

Slow Learners are identified based on internal evaluation, assignments, and semester exams. To support them, remedial classes are conducted daily after regular lectures to improve subject performance.

The institution also organizes Campus Recruitment Training (CRT) for third-year students, focusing on aptitude preparation, resume writing, group discussions, and interview skills to enhance employability.

To boost student confidence, the college promotes participation in extracurricular activities like NSS, NCC, cultural events, and sports, fostering interpersonal and leadership skills. Through these initiatives, SITAM ensures holistic student development, catering to diverse learning needs and preparing them for future

challenges ,

File Description	Documents
Link for additional Information	https://sitam.co.in/criteria/criterion2/upload/Advanced%20Learner's.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1354	80

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

SITAM employs diverse teaching methods to cater to varying knowledge-transfer needs based on the topic, audience, and course outcomes. Recognizing the average attention span of students, teachers use engaging techniques, pausing every 12-15 minutes to review or interact.

Learner-Centric Methods:

1. **Flipped Classrooms:** Students review material (videos/readings) before class, enabling hands-on problem-solving during class, guided by teachers through recall, examples, and tips.
2. **Self-Organized Learning Environments:** Students tackle probing questions and problems independently, often in computer labs, fostering critical thinking.
3. **Active Learning:** Through debates, discussions, and intelligent question formulation, students achieve deeper understanding.
4. **Cooperative Learning:** Group tasks encourage synergy, divergent thinking, and practical knowledge application.
5. **Project-Based Learning:** Students address real-world challenges, developing critical thinking and

interdisciplinary skills.

6. **Service Learning:** Combines academic instruction with community service, enhancing civic responsibility and teamwork.

Supplementary Methods: Industry visits, case studies, seminars, guest lectures, and workshops enrich the learning experience. Laboratories and ICT tools solidify concepts, making learning enduring.

During COVID-19, SITAM swiftly implemented online teaching using PPTs, video lectures, and digital resources like e-books and e-journals, ensuring uninterrupted education.

By integrating innovative and experiential learning approaches, SITAM fosters a holistic, practical, and community-oriented educational environment.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sitam.co.in/criteria/criterion2/upload/2.3.1%20Proof%20merged(1)(2)(3).pdf

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

At SITAM, our faculty combine modern methods with classical techniques of instruction by using Information and Communication Technology (ICT) to support, enhance, and improve the delivery of pedagogy. Information and Communication Technology (ICT) tools contribute to high quality lessons since they have potential to increase students' motivation, connect students to many information sources, support active in - class and out - class learning environment, etc.

In addition to the chalk - and - talk method of teaching, the faculty in our institute use ICT tools to communicate, create, propagate, store, and manage information. ICT enables students to access for different information sources to deal with on-going technological change in the community.

Each classroom is equipped with projector to facilitate the faculty to present the subject matter as PowerPoint presentations and video lectures, encouraging the students for active learning. The Teaching - Learning process is equipped with Regular Practical Sessions and access to Digital Library, Online Courses (MOOCS), Online journals, E-books, etc. Seminar halls are digitally equipped where guest lectures, competitions and student interplay take place. Specialized computer laboratory with a cyberspace has been provided to promote independent learning.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://sitam.co.in/criteria/criterion2/upload/2.3.2%20Proof%20merged(1)(2).pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

75

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

82

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

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

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

16

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

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

2.4.3.1 - Total experience of full-time teachers

405

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

SITAM ensures a transparent and robust evaluation process communicated clearly to students. The Principal oversees its effective implementation through regular faculty meetings.

Continuous Evaluation Methods: Student performance is assessed through mid-examinations, assignments, fieldwork, seminars, group discussions, internships, community service projects, skill-oriented courses, and soft skills training. Mid-exams are conducted per the academic calendar of Jawaharlal Nehru Technological University Gurajada, Vizianagaram (JNTUGV), with weightage varying by university regulations.

Evaluation Transparency: Results are displayed on notice boards and shared with students and parents. Personal guidance and remedial classes support academically weaker students. Faculty members encourage skill-building by assigning topics for PowerPoint presentations, enhancing students' communication and soft skills.

Mechanisms for Assessment:

1. Internal Examination Committee
2. Question Paper Setting
3. Examination Conduct
4. Result Display
5. Student Interaction on Assessment

This structured evaluation process motivates students to engage actively in academics and co-curricular activities, enhancing their overall development. Seminars, in particular, improve communication skills essential for interviews and career readiness. Through continuous assessment, SITAM fosters a culture of learning and self-improvement, ensuring academic excellence.

File Description	Documents
Any additional information	View File
Link for additional information	https://sitam.co.in/criteria/criterion2/upload/2.5.1%20Regulation%20Countersigned.pdf

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

SITAM has a structured mechanism for addressing examination-

related grievances at both the institute and university levels.

Institute Level: Students are informed about evaluation procedures, internal and external weightage, and university regulations. After internal tests, answer scripts are distributed, allowing students to clarify marks with faculty. Unresolved issues are escalated to higher authorities. Class committee meetings are held post-internals, involving HoDs, mentors, and diverse student groups, to address grievances related to question papers or syllabus coverage.

At semester-end, finalized internal marks are displayed on notice boards for verification. These are uploaded to the university portal by faculty and approved by the Principal or HoD after confirmation.

University Level: A jumbling system is implemented for theory end-semester exams to ensure fairness and control. Queries related to results, mark sheets, or certificates are forwarded to the JNTUGV examination section via the college examination cell.

Students dissatisfied with semester results can apply for revaluation or recounting. Challenge evaluation is available within a week of revaluation results, involving two subject experts. Refunds are provided if the student clears the paper. The process is transparent, time-bound, and ensures grievances are resolved before the next examination cycle.

File Description	Documents
Any additional information	View File
Link for additional information	https://sitam.co.in/criteria/criterion2/upload/2.5.2%20Regulation%20Countersignedf.pdf

2.6 - Student Performance and Learning Outcomes

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

Under the affiliation to JNTU-GV, Course Outcomes (COs) are defined in the syllabus and published in the Academic Regulations, Curriculum Book, and departmental website, ensuring

accessibility to all stakeholders. They are disseminated through educational initiatives, faculty workshops, student induction programs, and meetings.

Program Outcomes (POs) and Program Specific Outcomes (PSOs) are clearly defined by each department, considering stakeholder input. These are displayed on notice boards, shared in classrooms, and included in laboratory manuals and course files maintained by faculty. POs and PSOs align with the institute's vision and mission, with each CO linked to a PO and measured quantitatively for achievement.

Program Outcomes (POs):

1. Apply knowledge of mathematics, science, and engineering to solve complex problems.
2. Analyze and solve engineering problems using foundational principles.
3. Design solutions with considerations for health, safety, and the environment.
4. Use research methods for valid conclusions.
5. Apply modern tools to engineering activities with awareness of their limitations.
6. Address societal, health, safety, and cultural issues in engineering practices.
7. Promote sustainable development.
8. Uphold ethical principles and professional responsibilities.
9. Work effectively as an individual or in teams.
10. Communicate effectively in engineering contexts.
11. Apply engineering and management principles in project management.
12. Pursue lifelong learning amidst technological advancements.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sitam.co.in/criteria/criterion2/upload/2.6.1-SUPPORTING%20DOCUMENT%20SIGNATURE.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The institute periodically assesses the student performance using a variety of tools to determine whether each of the Program Outcomes, Program Specific Outcomes and Course Outcomes are met with the requirements. Direct evaluation processes like University end exams, Internal and External assessment, class tests, seminars, project work, Internships; etc helps to assess the Program Outcomes and Program Specific Outcomes by using Course Outcomes of the relevant program.

In addition, remedial classes are conducted for slow learners to improve the performance of students in their academics by providing study materials, reference books, E-books, etc. The Institute also evaluates the Course Outcomes by Indirect assessment methods which comprise feedback from students every semester. Apart from this, Placement also serves as a measure of Program Outcomes. Employment of students upon the completion of course in various branches plays a lead role in Indirect assessment of Program Outcomes.

Further the measure of Program Outcomes, Program Specific Outcomes and Course Outcomes can also be evaluated on the basis of higher studies by the students in various Government institutions and Organizations, etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sitam.co.in/criteria/criterion2/upload/2.6.2-SUPPORTING%20DOCUMENT%20SIGNATURE.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

277

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://sitam.co.in/criteria/criterion2/upload/2.6.3-SUPPORTING%20DOCUMENT%20SIGNATURE.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://sitam.co.in/criteria/criterion2/upload/2.7.1.A\)SUPPORTING%20DOCUMENT%20SIGNED.pdf](https://sitam.co.in/criteria/criterion2/upload/2.7.1.A)SUPPORTING%20DOCUMENT%20SIGNED.pdf)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	https://sitam.co.in/criteria/criterion3/upload/3.1.2%20Percentage%20of%20departments%20having%20Research%20project,%20Endowments%20in%20the%20institution%20during%20the%20year.pdf

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

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

21

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

46

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

11

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

3.3 - Extension Activities

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

Extension activities in neighborhood communities significantly impact both the served communities and the students, fostering

holistic development and social awareness. Through the Integrated Rural People's Welfare Association (IRPWA), students from various engineering disciplines engage in meaningful social initiatives, gaining personal growth while contributing to societal welfare.

Electrical and Electronics Engineering students participate in activities such as tree plantation, supporting orphanages and old age homes, and conducting health and hygiene awareness programs in rural areas. These efforts cultivate empathy and social responsibility, teaching students the importance of community service.

CSE students bridge the digital divide through digital literacy programs, teaching basic computer skills and internet usage in rural areas. These efforts empower communities with educational and economic tools, enhancing their quality of life.

Civil Engineering students address critical infrastructure needs, such as rural water supply. In Parvathipuram village, they designed a pumping-based water distribution system, improving access to clean water and public health while gaining practical skills in infrastructure development.

These activities create a dual impact: they improve community welfare while equipping students with real-world experience, leadership, and teamwork skills. Students develop a lifelong commitment to public service, enhancing both their professional competencies and dedication to making a positive societal impact.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion3/upload/3.3.1%20Extension%20activities%20carried%20out%20in%20neighborhood%20community,%20sensitizing%20students%20to%20social%20issues,%20for%20their%20holistic%20development%20and%20impact.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

17

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

960

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

18

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

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

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

8

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

SITAM's self-contained campus spans 5.12 acres with a built-up area of 20,747.13 sq. meters, offering state-of-the-art infrastructure that complies with AICTE norms. Its modern facilities include academic wings, laboratories, workshops, a computer center, a library, seminar halls, a sports ground, and a medical center, creating a vibrant learning atmosphere. Classrooms are equipped with advanced teaching aids, and 34 well-equipped labs bridge the gap between theory and practice.

The central library, fully computerized with a barcode system, houses 3,752 titles and 21,372 volumes, along with a digital library of e-journals, e-books, and CDs. Robotics and Tesla Innovation Labs encourage creativity and hands-on learning, emphasizing problem-solving and conceptual understanding. Facilities like an incubation center, CAD/CAM lab, and Entrepreneurship Development Cell foster technical and entrepreneurial skills.

The campus features a 310 Mbps internet-enabled computer center, landscaped gardens, CCTV surveillance, uninterrupted power supply, RO water systems, and a canteen. Hostel amenities include Wi-Fi, generator backup, a gymnasium, and medical care. Regular maintenance, safety measures, and feedback systems ensure an optimal learning environment. SITAM provides a comprehensive platform for academic excellence, innovation, and personal growth.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criteria/criterion4/upload/4.1.1%20proof(1)(2)(3)(4)(5).pdf

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

SITAM prioritizes the holistic development of students through robust co-curricular and extracurricular activities. The institute offers comprehensive infrastructure for sports, cultural activities, yoga, and fitness to instill qualities like leadership, teamwork, and competitiveness.

Sports and Games: A dedicated sports in-charge identifies and trains talented students for university and national-level events. Facilities include indoor games like table tennis, chess, and carrom, and outdoor sports such as cricket, football, volleyball, basketball, badminton, kabaddi, and athletics. Individual sports like swimming are also encouraged.

Yoga and Gymnasium: A designated yoga and meditation space supports mental and physical wellness for students and faculty. The gymnasium is equipped with treadmills, weights, and benches for recreational fitness.

Cultural Activities: Events like Freshers' Day, Farewell, and annual fests showcase students' talents through Singing, Dance, and Photography Clubs. Programs are held in seminar halls, an indoor auditorium, and an open-air amphitheater.

Technical Clubs: Robotics, Coding, and App Development Clubs encourage innovation and skill-building. Managed by the student council, these activities foster creativity, organizational skills, and personality development.

Notable participations include the All India Inter-University Taekwondo and Cross Country Championships. SITAM emphasizes physical fitness and cultural awareness, preparing students for life beyond academics.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criteria/criterion4/upload/4.1.2%20proof%20(2023-24).pdf

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

38

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

38

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criteria/criterion4/upload/4.1.3%20(2023-24)%20PROOF.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

510.015

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The SITAM library spans two floors with a total carpet area of 1,000 m². The first floor houses the circulation area, loan book section, and a 150-seat reading capacity, while the second floor features a digital library with 75 internet-enabled computers, a newspaper section, periodicals, reference books, and special collections. Facilities include restrooms, a direct entry point, and small-group discussion areas for student collaboration.

The library supports six B.Tech. programs, three Diploma Vocational Courses, and two PG programs (M.Tech in CSE and MBA). Its collection includes 21,372 books and 10,664 e-books, managed

using ECAP (Engineering College Automation Package) software. ECAP facilitates book transactions, availability checks, and recalls via ILMs software.

The library holds memberships in prestigious repositories like J-Gate, DELNET, NDLI, Academia, SCRIBD, and MAT, providing access to e-journals, e-books, and video lectures. Additional learning resources are available through Ulektz, the ILMs partner. Remote access to e-resources is provided across the campus and hostels, with full Wi-Fi coverage ensuring seamless connectivity. SITAM's library is a hub of knowledge, fostering academic growth and innovation for students and faculty alike.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sitam.co.in/criteria/criterion4/upload/4.2.1%20proof(1).pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

7.74

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

36

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

SITAM provides state-of-the-art IT infrastructure with the latest computer hardware and software to enhance teaching, learning, and research. An IT team, including a technician and an external expert, assesses system gaps and recommends upgrades, which are approved by the College Development Committee. Regular upgrades ensure optimal use of resources, with staff training provided as needed.

The institution uses ERP software for office administration and student management, ensuring seamless communication through email and online platforms. Uninterrupted internet connectivity is available throughout the campus, supporting blended learning and innovative pedagogy. ICT facilities are periodically reviewed to meet evolving digital needs.

During the COVID-19 pandemic, the college utilized Google's Learning Management System (G-Suite) for online education. The institute now boasts 502 LAN-connected computers, including 120 high-end systems with dual-core/i3/i5 processors, 8GB/16GB RAM, and 2GB graphics cards. MSDN applications and software are fully integrated, offering comprehensive digital support.

Advanced tools like LCDs and smart boards enhance interactive learning, allowing annotation, editing, and device connectivity. Networking devices, including IBM servers, D-Link routers, and Cisco Gigabit Ethernet switches, ensure robust connectivity. SITAM remains committed to providing cutting-edge IT facilities to foster academic and technological excellence.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criteria/criterion4/upload/4.3.1%20%20Proof.pdf

4.3.2 - Number of Computers

502

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

510.015

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

SITAM ensures the maintenance of equipment and physical assets through various committees like the Institute Maintenance Committee, Library Advisory Committee, and Purchase Committee. These committees oversee the upkeep and utilization of facilities.

General civil maintenance is managed by the campus committee, while laboratory equipment repairs and calibrations are handled by the Purchase Committee based on requests from lab in-charges. Classrooms, labs, seminar halls, and libraries are maintained by external housekeeping and non-teaching staff. Security is managed by an external agency, and fumigation is done regularly.

The institute maintains a well-equipped library with e-journal access and dedicated computers. IT facilities, including computers, peripherals, and networks, are maintained in-house with regular antivirus updates. Electrical and furniture repairs are handled by designated teams.

Sports facilities include an open ground for various games, a gymnasium, and a new sports complex. Monthly inspections ensure equipment functionality, while power needs are met by a substation and generator. Two elevators and water supply systems are regularly maintained.

Recent additions include two seminar halls, a robotics lab, a drone center, and CCTV cameras for security and monitoring. These facilities enhance academic and extracurricular activities, supporting holistic development and preparing students for advanced careers.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sitam.co.in/criteria/criterion4/upload/4.4.2%20(2023-24).pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

960

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

31

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to institutional website	https://sitam.co.in/criteria/criterion5/upload/5.1.3%20Proofs(1).pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
135	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
135	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent	A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

135

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

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

5.2.2.1 - Number of outgoing student progression to higher education

1

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

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

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The growth of any academic institution hinges on the energy, enthusiasm, and commitment of its primary stakeholders—students. Opportunities for students to enhance academic quality, realize their innate talents, achieve their potential, and take ownership of their academics significantly contribute to an institution's credibility. SITAM, from its inception, has recognized the value of student involvement and leadership in academics, culture, sports, and social activities. Students actively participate in various committees operating at class, department, and college levels.

Student representation is included in key bodies such as the Internal Quality Assurance Cell (IQAC), Women's Empowerment Committee, Grievance Redressal Committee, Anti-Ragging Committee, and Discipline Committee. They also contribute to departmental clubs, Training and Placement, NSS, NCC, and institutional events.

The IQAC ensures and enhances the quality of education and institutional functioning through robust mechanisms for assessment, feedback, and continuous improvement. It drives SITAM's pursuit of academic excellence and institutional advancement.

The Anti-Sexual Harassment/Women Grievance/Internal Complaint Committee safeguards against harassment and discrimination, ensuring a safe and respectful campus environment. By addressing complaints impartially and fostering awareness, it promotes equality and inclusivity. These measures collectively empower students to take active roles in shaping their educational and social experiences.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion5/upload/5.3.2%20PDF.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

135

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The SITAM Alumni Association, administered by an active Alumni Committee, fosters strong connections among alumni, current students, faculty, and management. The association facilitates communication, reconnects alumni with their alma mater, and adds value to the student community. Alumni contribute significantly by assisting with placements, project work, and Industry-Institution interactions, while mentoring students in academics and projects.

Alumni meets foster a sense of community and connectedness, allowing professionals to share experiences, exchange career advice, and network for hiring, referrals, or job opportunities. Interaction with alumni enables young students to plan their careers with insights and guidance.

Many alumni participate in SITAM's development activities, guiding students on impactful projects and organizing scholarships or funds for deserving students. They also sponsor awards for outstanding projects, research, or community service by students, teachers, and alumni.

Beyond financial assistance, alumni contribute warmth, appreciation, and time to enhance academic and social life on campus. Senior alumni organize specialized training sessions to

expose students and faculty to contemporary technologies and skills. Their support in providing employment-related information and facilitating job mobility is invaluable, strengthening the SITAM network for mutual growth and success.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion5/upload/5.4.1%20PDF.pdf
Upload any additional information	View File

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

A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

SITAM's vision is to evolve into a Centre of Excellence in Technological Education and Research, focusing on holistic development. Its mission is to produce high-quality engineering graduates with both theoretical and practical knowledge, promoting societal progress.

The governance structure is led by the Governing Body (GB), which ensures transparent and effective leadership aligned with AICTE norms. The GB, through the Director and Principal, monitors the institution's academic and administrative practices. The strategic plan includes goals like enhancing teaching-learning through ICT, collaborating with research institutes, securing external grants, and partnering with industry for value-added programs. The institute also aims to offer online and offline courses and encourage alumni involvement in projects and funding.

Teachers play an essential role in decision-making bodies like the GB, Anti-Ragging Committee, Women Empowerment Cell, IQAC, and others, where they hold leadership positions such as Heads of Departments and Committee Chairs.

The institution fosters faculty and student engagement with professional societies, social service activities through NSS, leadership development via SITAM CLDC, and various online certifications like NPTEL and MOOC. Additionally, the focus on industry interaction, green campus initiatives, and research development enhances the academic environment, supporting both student and faculty growth.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion6/upload/6.1.1%20The%20governance%20of%20the%20institution%20is%20reflective%20of%20an%20effective%20leadership%20in%20tune%20with%20the%20vision%20and%20mission%20of%20the%20institution.pdf
Upload any additional information	View File

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

SITAM encourages decentralization in academic planning, administration, and departmental management. Department heads are empowered to manage internal assessments, leave monitoring, and laboratory management, while the Principal provides overall guidance. The management supports this decentralized system with timely assistance, purchases through the Purchase Committee, and recruitment via the Recruitment Committee.

The Governing Body (GB), led by the Principal as Member Secretary, meets bi-annually to align objectives with the institution's vision and mission. It approves faculty hiring, infrastructure provisions, and supports academic and administrative activities. The Principal plays a key role in setting quality policies, ensuring the implementation of the OBE scheme, maintaining discipline, and overseeing the development of infrastructure and research facilities. The Principal also collaborates with industry and manages examinations as per university guidelines.

Department heads oversee weekly departmental administration and report to the Principal, ensuring smooth operations. Faculty members are responsible for executing policies, maintaining ethical standards, and fostering a positive relationship with

students and the community. Students are encouraged to provide feedback through formal and informal channels, with suggestion boxes available in every department for continuous improvement.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion6/upload/6.1.2%20The%20effective%20leadership%20is%20visible%20in%20various%20institutional%20practices%20such%20as%20decentralization%20and%20participative%20management.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

SITAM Engineering College follows a dynamic strategic planning process to achieve its mission and vision, ensuring adaptability and responsiveness to changes in the educational landscape. Key strategies include:

1. Understanding Demographics: SITAM surveys students to tailor services and programs to their needs.
2. Forecasting Enrollment: Local data is analyzed to attract qualified students through outreach.
3. Support for Working Students: Job placement and part-time opportunities are provided.
4. Industry Alignment: Market research ensures programs meet industry demands.
5. Postgraduate Programs: SITAM offers MBA and MCA to meet industry needs.
6. Career-Oriented Programs: Encourages research and collaboration with companies for career growth.
7. Competitive Analysis: Regular assessments improve recruitment and academic offerings.
8. Faculty Recruitment and Development: Focus on qualified faculty and continuous professional development.
9. Operational Plans: Short-term and operational plans are aligned with strategic goals and measurable targets.
10. Accountability: Clear responsibilities ensure effective implementation of plans.

Key features of SITAM's strategic plan include a guiding vision,

evolving academic focus, institutional growth, and a dedicated leadership team. The college aims for autonomy and NAAC/NBA accreditation. It offers a wide range of academic opportunities, fosters innovative teaching methods, and provides a green campus environment. With strong commitment to quality education, SITAM ensures a conducive atmosphere for personal and professional growth.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sitam.co.in/criteria/criterion6/upload/6.2.1%20Perspective%20Strategic%20Plan%20and%20Development%20documents%20are%20available%20in%20the%20institution.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

SITAM maintains a transparent and well-structured organizational setup to ensure smooth functioning and accountability across all levels. The institution's organogram is clearly defined, ensuring that all stakeholders, including faculty, staff, and students, are aware of their roles and responsibilities. This organizational framework helps establish clarity in decision-making processes and enhances operational efficiency.

Various bodies, such as the Governing Body (GB), Management Review Committee (MRC), Internal Quality Assurance Cell (IQAC), and other academic and administrative committees, play a crucial role in shaping the college's policies and procedures. These bodies ensure that the institution's activities align with its vision and mission and adhere to regulatory norms set by affiliating bodies like AICTE and JNTU-GV.

The service rules at SITAM are well-defined and ensure that faculty and staff members are aware of their rights, responsibilities, and entitlements. The recruitment and promotional policies are designed to attract qualified individuals and encourage professional development. Faculty recruitment is based on merit, with emphasis on qualifications and experience, while promotional opportunities are linked to

performance and contributions to academic and administrative duties.

SITAM also has a robust grievance redressal mechanism, where faculty, staff, and students can raise concerns through formal channels. These grievances are addressed promptly.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://sitam.co.in/images/organogram.jpeg
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

SITAM recognizes the importance of employees as key stakeholders and implements various welfare measures to ensure their well-being and professional growth. Monetary welfare schemes include Provident Fund, salary advances in emergencies, medical and maternity/paternity leave, fee concessions for employees' children, leave for higher education, subsidized canteen food, and free Wi-Fi on campus. The institution also celebrates multicultural festivals together, provides lodging and boarding facilities when needed, and offers free transport. A summer

vacation for staff is also part of the welfare initiatives.

In addition to monetary benefits, SITAM emphasizes non-monetary welfare schemes for employees' professional development. Faculty members are granted immediate increments after earning a Ph.D., and study leave is provided for Ph.D. or higher education. Technical workshops and faculty development programs are conducted to keep faculty updated with new technologies. Staff members are encouraged to attend seminars and conferences, and are motivated to arrange or participate in industrial training programs and visits. Non-teaching staff also receives training programs to enhance their skills. Furthermore, faculty members are supported in qualification improvement programs, especially for Ph.D. studies, with adequate time given for coursework and research. SITAM strives to create a supportive environment for staff to grow personally and professionally.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion6/upload/6.3.1%20The%20institution%20has%20effective%20welfare%20measures%20for%20teaching%20and%20non-teaching%20staff..pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

27

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

66

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

SITAM implements a performance-based appraisal system for both teaching and non-teaching staff, assessing their contributions and professional growth.

For teaching staff, performance is appraised through various factors such as classroom methodologies, seminars, tutorials, course delivery, question paper setting, and evaluations. Student feedback and pass percentages are also considered. Additional contributions to academics, short-term training courses, NPTEL courses, invigilation duties, and involvement in college administrative bodies (e.g., IQAC, R&D Cell, NAAC) are evaluated. Financial support is provided for faculty participation in conferences, workshops, and research activities, including publications and consultancy work. The appraisal form, completed by the faculty, is reviewed by the Head of Department (HOD), who assesses the professional, behavioral, and attitudinal aspects.

For non-teaching staff, performance is evaluated based on technical skills, knowledge, productivity, innovation, and willingness to learn. Behavioral aspects such as punctuality, group behavior, and adaptability are also considered. Both teaching and non-teaching staff are encouraged to contribute effectively to the institution's growth, and their performance is regularly assessed to ensure continuous improvement and professional development.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion6/upload/6.3.5%20Institution%20Performance%20Appraisal%20System%20for%20teaching%20and%20non%20-teaching%20staff.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

SITAM ensures financial transparency through a robust auditing process. The College Finance Committee conducts monthly internal audits to monitor income and expenditure, in compliance with UGC and AICTE guidelines. The budget allocates funds for various

activities, including infrastructure development, staff salaries, research, faculty development, library resources, utilities, equipment, and college events.

The internal audit process involves the review of vouchers and bills by the financial committee every six months. Discrepancies are flagged and reported to the principal for corrective actions. The external audit is carried out regularly by a chartered accountant as per government rules, ensuring all payments are authorized. The audit report is reviewed by the management, and any queries are addressed promptly with supporting documents.

There have been no major audit objections in recent years; minor issues identified by the audit team are swiftly rectified, and precautionary measures are implemented to prevent recurrence. These audits highlight the institution's commitment to financial discipline and transparency, ensuring proper utilization of funds and safeguarding institutional assets. The audited financial statement is signed by both the management and the chartered accountant.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criterions/criterion6/upload/6.4.1%20Institution%20conducts%20internal%20and%20external%20financial%20audits%20regularly%20(2)(1).pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

186.96

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

SITAM aims to become self-sufficient by implementing incremental strategies to generate revenue and promote sustainability. Key initiatives include developing creative products and patenting them, offering consultancy services to local industries, and establishing testing services across various engineering domains. The college also focuses on identifying innovative final-year student projects that could be converted into patentable ideas.

Fees are charged according to university and government norms for both granted and self-financed courses. Additionally, SITAM receives a salary grant from the Botcha Gurunaidu Memorial Educational Society, which is used to cover the salaries of full-time permanent and part-time teachers. SITAM is also eligible for grants from the UGC under sections 2(F) and 12(B) of the UGC Act, 1956, supporting infrastructure development, learning resources, and research, including minor and major research projects.

While some strategies may take years to fully realize, the institution believes that small, sustained efforts will lead to significant achievements. The management, faculty, staff, and students are committed to driving these initiatives forward, fostering an environment of innovation and growth. SITAM remains optimistic about achieving its goal of self-sufficiency in the coming years.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion6/upload/6.4.3%20Institutional%20strategies%20for%20mobilization%20of%20funds%20and%20the%20optimal%20utilization%20of%20resources..pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) at SITAM plays a pivotal role in fostering quality development across all aspects of the institution. Its main objectives are to enhance academic and administrative performance through conscious, consistent efforts and to internalize a quality culture by institutionalizing best practices. The IQAC ensures that all procedures are streamlined and followed consistently, with a focus on improving performance in academic, administrative, and financial tasks.

IQAC is responsible for optimizing teaching methods, ensuring the relevance of academic and research programs, maintaining integrity in evaluation processes, and collecting stakeholder feedback. It organizes workshops and seminars to promote quality enhancement and monitors support structures to ensure adequate resources. The cell also focuses on the overall development of students by aligning activities with industry and societal needs, promoting research collaboration, and conducting internal audits.

Additionally, SITAM has implemented a mentoring system where each teacher is assigned 15 students as mentees. Mentors provide academic and moral support, maintaining a record of student progress, engaging with parents, and coordinating with placement officers to ensure the mentees' success. This system helps in fostering holistic student development and provides personalized guidance for their academic and professional growth.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion6/upload/6.5.1%20internal%20quality%20assurance%20cell%20(iqac).pdf
Upload any additional information	View File

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

SITAM's IQAC systematically reviews the teaching-learning process, operational structures, and learning outcomes to maintain quality education. The institute follows established teaching methods, including preparing lesson plans for each semester, which integrate guest lectures, industrial visits, and internships. Faculty submit daily lecture records on an online portal and through the Course Track Register (CTR).

To assess teaching quality, SITAM implements a student feedback system, where students evaluate teachers on various parameters like course delivery and teaching methods. The feedback helps identify challenges faced by students and corrective actions are taken accordingly. The institution also monitors student learning outcomes through midterm and continuous evaluations, regular tests, and interactive sessions.

SITAM follows Outcome-Based Education (OBE) as prescribed by JNTUK, where Course Outcomes (CO) and Program Outcomes (PO) are mapped. Teachers prepare lessons and interventions to meet these outcomes. Faculty Course Assessment Reports (FCAR) are prepared to evaluate and improve student learning based on Formative and Summative Examinations.

Additionally, SITAM has introduced remedial classes, mentoring systems, and regular parent-teacher meetings to ensure the holistic development of students. Peer learning among faculty is also encouraged through feedback on teaching effectiveness. These efforts aim to continuously enhance both academic and personal growth of students.

File Description	Documents
Paste link for additional information	https://sitam.co.in/criteria/criterion6/creteria6display.php?year=2023-24
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sitam.co.in/criteria/criterion6/upload/6.5.3%20Average%20number%20of%20quality%20initiatives%20by%20IQAC%20per%20year%20for%20promoting%20quality%20culture%20(3).pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

SITAM's tenets he always clear and stream lined about safety and security of all employs trough awareness and counselling. All issues are related amiably with firmness of justice and yet

Safety and Security

To maintain safety and security on the campus the use of identity cards is mandatory for students as well as faculty. A visitor can enter the campus only by taking a gate pass. An adequate number of security guards are placed at different places in the campus. Security guards keep a watch on the entire area with the view to maintain discipline in the campus and monitors parking area and other common areas of the campus. CCTV cameras are mounted on all public areas within the campus and within the building are continuously monitored. Mentors and their teams monitor security at the hostel. Anti-ragging notices are prominently displayed. Any report in this regard is taken up by the Anti Ragging committee of the institute. A Grievance cell addresses all problems faced by students. A fire extinguisher is provided in every wing of all buildings. Emergency needs like ambulance and doctor are made available as and when required immediately.

File Description	Documents
Annual gender sensitization action plan	https://sitam.co.in/criteria/criterion7/upload/7.1.1(1)(2)(3)(4)(5).pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sitam.co.in/criteria/criterion7/upload/7.1.1(1)(2)(3)(4)(5).pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

SITAM considers itself an integral part of the surrounding

ecology, working to minimize its impact on the environment. The institution adopts sustainable practices in waste management to reduce harmful effects on both human life and local ecosystems. Thoughtfully designed architecture, landscaping, and support systems ensure a harmonious balance with the environment.

1. Solid Waste Management:

- Organic waste from gardens and nurseries, along with paper waste, is composted in a manure pit. The resulting vermicompost is used in the garden.
- Human waste is safely decomposed from septic tanks.
- Cow dung is used in garden beds, and some food waste is processed in manure pits, while the rest is disposed of in landfills. Plans are in place to create a biogas system from food waste, which could power up to 20% of cooking needs.
- Plastic waste is separated and sent for proper disposal by the Municipal Corporation.

2. Liquid Waste Management:

- Effluent from septic tanks and canteen wastewater is used for gardening and tree watering.
- Wastewater from latrines and bathrooms is safely treated in septic tanks.
- RO plant wastewater is directed to a designated area for groundwater recharge.
- Kitchen wastewater is transferred to the manure pit for further processing.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://sitam.co.in/criteria/criterion7/upload/7.1.3(1)(2)(3)(4).pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 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 	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>A. Any 4 or all of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

SITAM promotes an inclusive environment that encourages tolerance and harmony across cultural, regional, linguistic, communal, and socio-economic diversities. The institution fosters an atmosphere where individuals are urged to manage anger and hatred in all situations.

Recognizing the importance of national and cultural unity, SITAM organizes celebrations for national festivals and the birth and death anniversaries of great Indian personalities. Key events include Independence Day, Republic Day, Yoga Day, Makar Sankranti, and Diwali. These occasions are marked with motivational speeches, cultural programs, and community-building activities.

Festivals at SITAM reflect India's pluralism and diversity. Diwali is celebrated with the distribution of sweets and exchange of well wishes. Yoga Day features yoga sessions open to all faculty and students. Religious and regional festivals are celebrated with enthusiasm, involving students in various activities. Regular discourses by eminent philosophers are held to enrich students with Indian cultural heritage, fostering a sense of responsibility toward the nation.

On festive occasions, top officials from industries and government offices are invited to address students, offering them valuable insights into India's diverse culture, official protocols, and procedures, ensuring a holistic educational experience.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

SITAM emphasizes the importance of India's diverse cultural, social, and economic fabric, uniting individuals under the guiding principles of the Constitution. The institution educates both staff and students on constitutional values, rights, duties, and responsibilities, fostering a sense of responsible citizenship.

SITAM provides a supportive, safe, and accessible learning environment, equipping students with the knowledge, skills, and values necessary to balance livelihood with life. This ethos is reinforced through participation in cultural, traditional, and value-driven programs with distinguished speakers. Awareness

campaigns on issues such as plastic use, cleanliness, and Swachh Bharat engage students in societal matters.

Institutional policies reflect these core values, and the university curriculum includes courses on Professional Ethics, the Constitution of India, and Indian Traditional Knowledge, promoting a sense of constitutional duty. SITAM also focuses on sanitation, quality of life, and self-awareness, with active contributions from its NSS and NCC units in community service.

Ethical values are emphasized in extracurricular activities like debates, elocution, and presentations. SITAM celebrates Constitution Day by administering the preamble as an oath to all members, reaffirming their commitment to upholding constitutional principles.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

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

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

SITAM fosters an inclusive environment that promotes tolerance and harmony across cultural, regional, linguistic, communal, and socio-economic diversities. The institution encourages individuals to refrain from anger and hatred, reminding them of its motto, Panditaha samadrsinaha.

SITAM observes various national festivals, birth and death anniversaries of great Indian personalities, and other significant days with cultural and educational importance. These include Independence Day, Teacher's Day, National Education Day, National Sports Day, Republic Day, National Science Day, and Yoga Day, among others. The celebrations are marked by motivational speeches, cultural events like plays, and activities that reflect India's pluralism and diversity.

Festivals like Diwali are celebrated with the distribution of sweets and exchange of wishes, while Yoga Day includes sessions open to all faculty and students. The institute emphasizes the importance of these days in nurturing a sense of national pride and unity.

Additionally, top officials from industries or government offices are often invited to address students on festive occasions, providing them with valuable insights into India's social, political, and official protocols. This helps students gain a broader understanding of the country and its governance.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

SITAM promotes student participation in quality improvement processes to enhance the student-teacher relationship and gather valuable feedback for institutional progress. The institution actively involves students in identifying educational and infrastructure gaps, strengthening collaboration between students and teachers for quality enhancement. The Internal Quality Assessment Cell (IQAC) organizes events like Open Houses and engages the Student Council in decision-making. SITAM also includes alumni representatives in the Board of Studies, ensuring diverse perspectives.

SITAM's remedial courses, such as Bridge Courses, address the needs of slow learners, particularly those struggling with foundational subjects like Mathematics. These courses, held before the regular academic sessions, have proven successful in improving students' academic performance and confidence. The Bridge program helps students meet the required academic standards, with a focus on personalized support.

However, challenges include identifying students needing remedial support, motivating them, and developing an effective curriculum. The institution invests in diagnostic assessments, specialized instructors, and personalized support services. Infrastructure improvements, technology access, and collaboration with community organizations are essential to enhance these programs. SITAM is committed to continuous quality improvement, ensuring students receive the necessary resources and support for academic success.

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

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

SITAM has established a Local Chapter of NPTEL (National Programme on Technology Enhanced Learning), offering both faculty and students the opportunity to enhance their learning. This initiative aims to adapt to the evolving world of online education and technological advancements by integrating online courses into the curriculum. Faculty members are encouraged to guide and monitor student progress in NPTEL courses, ensuring improved understanding and performance.

SITAM has also adopted open online courses listed by the UGC under its MOOCs program, available on the SWAYAM platform, to enrich the existing curriculum and foster self-learning among students. The institution encourages students to take these online courses, particularly from NPTEL, to acquire new technological knowledge and improve employability skills through skill-oriented training.

The success of SITAM's efforts is reflected in the achievements of its alumni, many of whom have launched ventures, secured funding, and contributed significantly to the entrepreneurial ecosystem. Through this commitment to innovation, SITAM continues to inspire and empower future leaders and entrepreneurs, making a lasting impact on the next generation of change-makers.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

SITAM has achieved remarkable progress since its NAAC accreditation, leveraging confidence and awareness to pursue excellence through various best practices. Key initiatives include:

1. **Curriculum Enhancement:** Regular curriculum updates incorporate industry trends and technological advancements. Interdisciplinary projects and practical sessions foster hands-on learning, while new electives align with industry demands.
2. **Faculty Development:** Workshops, training, and research activities help faculty stay updated, enhancing academic growth.
3. **Infrastructure Development:** Modern facilities, upgraded labs, and online learning resources create a conducive learning environment.
4. **Student Support:** Counseling, mentoring, and peer tutoring systems strengthen academic guidance. Career services offer internships and recruitment drives.
5. **Research & Innovation:** Research grants, industry collaboration, and innovation centers promote cutting-edge research.
6. **Quality Assurance:** Continuous feedback and assessments ensure teaching and learning excellence. Accreditation and certifications are pursued actively.
7. **Community Engagement:** Social initiatives and knowledge-sharing events strengthen industry and community connections.
8. **Health & Safety:** Comprehensive protocols ensure safety and emergency preparedness.
9. **Financial Planning:** Budgeting for infrastructure, scholarships, and partnerships supports institutional goals.
10. **Communication:** Open feedback channels foster inclusivity and address concerns.

SITAM aims for further accreditations, including NBA and autonomy, while improving results and NIRF rankings. By recruiting motivated faculty, enhancing amenities, and providing holistic, value-based education.

SECTION –12.7

DISCLOSURE

UPDATE

PROTOCOL



SITAM



SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

EAMCET CODE: SGVP

ACCREDITED BY NAAC, RECOGNISED UNDER 2(F) AND 12 (B) OF UGC
APPROVED BY AICTE, NEW DELHI,
(PERMANENTLY AFFILIATED TO JNTU-GV, RECOGNISED BY SBTET, GOVERNMENT OF A.P.)

JNTU - GV CODE: B6

DISCLOSURE UPDATE PROTOCOL

SITAM has a policy of maintaining dynamic website all the disclosures will be updated periodically to reflect all the mandatory disclosures

Principal

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