



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

SAGAR INSTITUTE OF SCIENCE AND TECHNOLOGY

- Name of the Head of the institution **Dr. Keshavendra Choudhary**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **7024368999**
- Mobile no **9179329323**
- Registered e-mail **naacgn@sistec.ac.in**
- Alternate e-mail **principal.sistec@sistec.ac.in**
- Address **Opposite International Airport,
Jaipur Road, Pipalner,
Gandhinagar, Bhopal**
- City/Town **Bhopal**
- State/UT **Madhya Pradesh**
- Pin Code **462036**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **Self-financing**
- Name of the Affiliating University **Rajeev Gandhi Prodyogiki Vishwavidyalaya**
- Name of the IQAC Coordinator **Dr. Swati Saxena**
- Phone No. **7024368999**
- Alternate phone No. **9977995985**
- Mobile **9424846699**
- IQAC e-mail address **iqacsistec@sistec.ac.in**
- Alternate Email address **naacgn@sistec.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)) [Not Applicable](#)

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: [Yes](#)

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.71	2021	01/03/2021	28/02/2026

6.Date of Establishment of IQAC **04/04/2014**

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
Department of Mechanical Engineering, SISTec Gandhi Nagar	TEQIP III	RGPV	20th June 2020	10000
Department of Mechanical Engineering, SISTec Gandhi Nagar	TEQIP III	RGPV	30th June 2020	21000
Department of Computer Science Engineering, SISTec Gandhi Nagar	TEQIP III	RGPV	12th September-15th September 20	25000
SISTec Gandhi Nagar	TEQIP III	RGPV	24th August - 1st September 2020	29000
Department of Computer Science Engineering, SISTec Gandhi Nagar	TEQIP III	RGPV	12th September-15th September 2020	24000
Department of Civil Engineering, SISTec Gandhi Nagar	TEQIP III	RGPV	21st September-25th September 2020	40000

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 02

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

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

- Shifting of teaching learning and all academics activities on online platforms.
- Monitors all the academic activities of institution.
- Collection and analyses of all Feedbacks and accordingly action taken for improvement.
- Faculty members and students are motivated for participation in NPTEL courses and research activities.
- Regulates the arrangements for holding Webinars, short term training programs, etc. by individual departments to upgrade the knowledge base of the students

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
Decision on mode of teaching as per Covid -19 guidelines of RGPV and MP Government.	Classes were conducted on online mode • Placement training activities were conducted. • International Conference was held in May, 2021. • Updation of NAAC work is going on. • Orientation program for batch 2020-21 was held on 27th September, 2020.
Placement Training Activities	Placement training activities were conducted
Conduction of International Conference.	International Conference was held on 10th-11th May, 2021.
Preparation for NAAC Peer team visit.	Updation of NAAC work was going on
Orientation program for new batch.	Orientation program for batch 2020-21 was held on 27th September, 2020

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

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• Name of the Head of the institution	Dr. Keshavendra Choudhary
• Designation	Principal
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• if yes, whether it is uploaded in the Institutional website Web link:	Yes				
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6.Date of Establishment of IQAC			04/04/2014		
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9. No. of IQAC meetings held during the year	02	
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<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> • Shifting of teaching learning and all academics activities on online platforms. • Monitors all the academic activities of institution. • Collection and analyses of all Feedbacks and accordingly action taken for improvement. • Faculty members and students are motivated for participation in NPTEL courses and research activities. • Regulates the arrangements for holding Webinars, short term training programs, etc. by individual departments to upgrade the knowledge base of the students 		
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2019-20	31/05/2020
15.Multidisciplinary / interdisciplinary	
16.Academic bank of credits (ABC):	

17.Skill development:**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):****20.Distance education/online education:****Extended Profile****1.Programme**

1.1 372

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

File Description	Documents
Data Template	View File

2.Student

2.1 1784

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 1021

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 458

Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	119
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	135
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	57
Total number of Classrooms and Seminar halls	
4.2	350.19
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	515
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

The College is affiliated to Rajiv Gandhi Proudyogiki Vishwavidyalaya (for Engineering) and Barkatullah University (for MBA), the curriculum and syllabi prescribed by the university are strictly adhered to. Apart from this prescribed curriculum, the

College has strategized ways and means to strengthen the teaching learning process in the following ways:

- Advance planning of Academic activities and calendar in alignment with the University issued Calendar of Events is planned and published in advance before the commencement of every semester.
- Formulation of objective driven teaching plan in the beginning of the semester by IQAC.
- Preparation of adequate learning materials (resources).
- Updated library facilities with ILMS and DelNet software.
- Maintenance of course files by all faculty members which contains lesson plan, notes of lesson, assignments, question bank and performance details of the students.
- Adopting new and innovative teaching techniques, in addition to the traditional lecture method to get the students actively involved in the teaching learning processes and employing learner centric techniques such as smart class, web related assignments, peer learning, group discussion, use of NPTEL lectures, case studies, projects, surveys, quiz etc., in the delivery of the academic courses.
- Institution organizes contemporary video discussion shows for each Engineering discipline, well planned PPT's helping students to understand the new trends through videos depicting the latest technologies.
- Entrusting the teaching faculty (Tutor Guardian Concept) with the task of mentoring 15 students on academic and personal issues.
- Organizing guest lectures by industry personnel and industrial visits to improve the effectiveness of implementation of the curriculum. Also, it bridges the gap between the industrial expectations and academic delivery.
- Course allotment based on competency matrix, experience and performance in previous years.
- Time table framed with provision for Value Added Programmes (VAP), seminars, motivational lectures, educational trips, sports and library hours with university norms.
- The Head of the department along with Principal and Vice Principal do a periodical review of the portions covered by the faculty members with class observation and monitoring of the students' attendance.
- Monitoring of course delivery and syllabus completion through formal and informal feedbacks both in written and oral forms.
- Systematic examination process, standard question papers, proper and prompt evaluation and dispatch of reports to

parents in the form of APR (Academic Performance Report) both in the form of hard and soft copy.

- Availability of customized software to monitor and aid students' performance, teaching and evaluation process in the name of ERP, the login and password of the student is intimated to the parent for close monitoring.
- Evening hours of library for long stretch of studies.
- Provision of infrastructure facility with all the tools and aids required for skill enhancement in class as well as lab.
- Encouraging and allowing students to do innovative project work of national interest through Nirmaan and Srijan.
- Providing opportunity and allowing students to work on live projects using institutes lab facilities.
- Remedial and extra classes are arranged for slow learners.
- Bridging Industry -Institution gap with suitable value added programmes (Placement Oriented Training)- an initiative of Training and Placement cell.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Academic Calendar:

A semester wise, institute academic calendar is prepared before the commencement of academic session. It consists of a detailed schedule for entire semester in area of curricular, co curricular, extracurricular activities and holidays in accordance with university. Each department follows college academic calendar along with schedules for industrial visits, field trips, internships, seminars, projects, co curricular and extracurricular activities, etc.

Contents in college academic calendar:

- Schedules for commencement and end of teaching,
- MSTs and ESE
- Number of working days
- Co -curricular and extracurricular activities

Teaching Plan:

- It is time bound practice adopted in teaching and learning based on syllabus.
- Entire syllabus content is planned for semester with dates and duration.
- The teaching plan enforces content delivery, preparations of subject notes and question banks for theory and practical.
- There is provision for extra lectures for subject to fill up curriculum coverage gap.

Academic record:

- Subject teachers maintain attendance records for theory and practical classes.
- Subject teacher maintain the record of MSTs and assignments marks.

Continuous Internal Evaluation (CIE) plans:

- The IQAC prepares time bound plan for CIE in academic time table.
- The examination section conducts MST, ESE, practical and online examinations.
- After every evaluation, departments analyze performance of students and categorize them as slow and advanced learners.
- The time bound action plan is implemented for students. The implementation of the same is ensured by IQAC.
- Remedial lectures are planned and executed twice in a semester.

Project work assessment:

Time bound reviews on project work are performed by a team of faculty and guides in final

year for continuous assessment with benchmark parameters such as suitability of project title, synopsis, literature survey, objectives, methodology, analysis or design, market survey, cost estimation, optimization, possible ways of solution to the problem, fabrication, testing, presentation, and model demonstration. Individual involvement of members of project team is assessed.

Co curricular and extracurricular events:

Institute supports and sponsors regional and national, cultural, sports events and university nodal. All the co-curricular and extracurricular events like SAGAR FIESTA , SAGAR MANTHAN etc form part of academic calendar.

Compliance of academic calendar for the conduct of CIE:

Strict adherence to schedules of academic calendar of CIE are viewed, monitored, controlled and directed by the concerned authority from time to time without deviations.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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 Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

D. Any 1 of the above

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

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

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)

16

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

Sagar Institute of Science and Technology is situated in an open area surrounded by scenic beauty.

Following are the measures taken at SISTec to ensure facilities to show gender sensitization: -

SISTec has a well-established Women Grievance Redressal Committee headed by a woman chairperson.

Fifty percent of the members of the committee are females. Committee consists of a chairperson, secretary, teacher representative, non-teaching staff & student representatives and persons with known contribution to women related issues. This committee regularly calls for a meeting and people discuss the issues and aims at solving the problems faced by students.

SISTec is a campus which provides an environment free from ragging, harassment or any type of

misconduct. Various awareness lectures and programme are conducted on women security, sexual harassment, hygiene and safety.

College has about thirty buses which are GPS enabled and equipped with camera facility. These buses ply around all corners of the Bhopal, and far off places like Mandideep, Vidisha, Ahmadpur, Sehore, Kurawar which ensure the pick and drop facility for girl student to the closest point of their residence. The organization has a permanent staff to take care of the transportation.

College has a separate hostel for girls inside the college premises under the supervision of a full time female warden. Hostels are provided with all the required facilities for girls. College also ensures the time limit for girls to go out of the campus. Their parents are required to seek permission from hostel warden if the student want to go to their local guardians or to their hometown.

24x7 transport facility is available in campus, in case of any emergency (medical or any other type).

Proper lighting arrangements are available in the areas like parking, laboratories, girls & boys hostel, and garden areas and at areas of less access to people.

Proper sanitation facility is available inside the campus. Separate washrooms for girls and female staff members are provided

in hostel as well as in college premises.

Campus also has staff quarters. Many of senior faculty members of the college and the Administrator live in the campus, who are always available for the students.

Complaints (if any) related to medical reasons, harassments are taken care at priority level.

Campus ensures strict security in its premises. Security guards are on duty 24 *7. Patrolling squad of the campus keeps vigilance in and around the campus.

Suggestion boxes are put in each building of the campus. Students and staff can place their suggestions and complaints without revealing their identity.

College hostels are Wi-Fi enabled which enables students to access internet at any point of time.

Counseling of the students is done by the faculty members who are also playing the roles of guardians to the students in campus. Counseling sessions are also organized on regular basis by expert counselors.

SISTec has Tutor guardian system called as TG who acts as mentor and counselor to the student.

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.	No File Uploaded

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

16

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

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

274

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

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	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	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://www.sistecgn.ac.in/Feedback.aspx

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 students admitted during the year

535

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	No File Uploaded

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

307

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	No File Uploaded

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

SISTec has structured various mechanisms for constant monitoring, evaluation and assessment of students. The understanding level of the student is being superintended to identify slow learners and advanced learners on the basis of interactive classrooms teaching, student performance in class and end semester exam result. Teacher Guardian (TG) system is also subjected in practice for welfare and overall escalation of students. The responsibilities of the TG are to advise, counsel, and guide and address their socioeconomic and educational issues. Institute organizes special programs for advanced learners and slow learners as follows:

Programs for Slow Learners:-

Remedial Classes: - Special efforts are taken for weak students or those who have failed in certain courses as the case may be. Extra Sessions are then conducted which helps in solving individual problems. We conduct remedial classes two times in a session.

Extra assistance: - Slow learners are given enough assistance in classes by clarifying their doubts and re-explaining the critical conceptual topics.

Model solution: - Faculty members prepare model solutions of the question papers of university exams and the same is uploaded on the website of the institution so that it can be accessed by the students. Also, students find it very helpful in designing their answers and hence preparing for their exams.

Notes availability:- Faculty prepare handwritten/printed notes/power point presentations from various sources keeping the syllabus and exam in their mind. The same is distributed to students to facilitate them for their exam preparation.

Programs for Advanced Learners:-

NPTEL Videos: - National Programme for Technologically Enhanced Learning (NPTEL) Courses is made available which are accessible through wi-fi connectivity from anywhere in the campus. NPTEL lectures are also arranged in the class if required.

GATE Crash course: - Departments conduct classes for GATE (Graduate Aptitude Test in Engineering) in semester break.

Technical event participation: - Students are constantly motivated to participate in different institutional and national technical events and competitions.

Student felicitation: - Meritorious students in the name of "Sagar Ratna" (Academic scholarship) are felicitated in the presence of the entire institute during the morning assembly with a cash award, certificate and memento. This motivates the students to excel their performance. It also acts as a motivating factor for other students to improve their performance.

Evening Library Facility: - Institutional library is open for students in evening time also. This facility enables students to read and refer different books. Also, this inculcates the habit of reading books and making notes from them. It also enhances self study amongst students.

Computer Lab: - Computer labs are accessible 24*7 for students. So extra timing is given for programming and other software learning. Various trainings like Python, R, C, C++, etc. Which are given to the students during the class room hours, can be practiced well, hands-on, by the students.

SISTecTEL: SISTecTEL provides an E-learning platform for the students in their curriculum enrichment.

File Description	Documents
Paste link for additional information	https://www.youtube.com/c/SagarInstituteofScienceTechnologyBhopal/channels
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
1784	119

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

Institute plan student centric academic processes to achieve course outcomes and maximum welfare of students. To ensure that students play an active role in the learning process, the IQAC prepare model for enhancing learning experience thereby facilitating effective learning. These are identified at the beginning of the semester itself based on inputs from IQAC.

Teaching Methodology:-Faculty uses conventional as well as modern methodologies like information and communication technology (ICT) enabled for teaching. Students are encouraged to use E-resources on our ERP system and website (Campus is Wi-Fi enabled).

Lab Experiments: Student performs lab experiments to practically test the concept which are theoretically learnt in the Classroom. Hands-on Workshops are also conducted by the various departments-like Automobile Engg., PCB Fabrication, VLSI, circuit designing etc. Field trips, internships, and expert talks are conducted for industrial exposure.

Participative learning: For enhancing Participative learning group discussions, debates and extempore are conducted by the departments. It allows students to share, discuss and debate ideas. Students are also allowed to participate different regional, national and university level activities. Students Activity Council (SAC) facilitates learning through various events, programs and thus thereby facilitate participative learning.

Problem Solving Methodology: - Students prepare minor and major projects to enhance problem solving skills. Final year projects of all branches are uploaded on the college website. SISTec has initiated to train the students for aptitude and communication skills. Institute schedules various training programs for students to prepare them for competitive exams, institute also conducts skill training programs to keep students abreast with the technological advancements. Various live projects in collaboration with industries develop problem solving skills amongst students.

Also, through NSS/NCC student participate in various activities which leads to the development of real world problem solving skills in them.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sistecgn.ac.in/Events.aspx

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

Institute provides complete support to the faculty members to use and apply various innovative teaching practices. Faculties adopt different teaching methodologies to deliver lecture. They are

ICT based teaching like moodle, an open source learning platform, SISTecTEL, NPTEL video, PPT etc. Hybrid classes which are conducted in AV (Audio video) halls for better understanding of concept.

- Virtual classes are conducted by all faculties on google meet platform.
- Virtual labs are conducted by faculties.
- Internships, field projects, industrial visits, field trips are organized to bridge gap between learning in class and industry practices.
- Expert lectures, conferences, exhibitions and workshops are arranged for students to have real world exposure.
- College level technical societies of different departments like SMEA (SISTec Mechanical Engineers Association), Electropulse, FACE (Federal Association of Civil Engineering) etc are created to enhance participative learning.
- Technical and cultural events like Sagar Fiesta, National level working model competition (like NIRMAAN).
- Short Term Training Programs (STTP) are conducted by various departments which are sponsored by TEQIP (Technical Education Quality Improvement Programme), MPCOST (Madhya Pradesh Council of Science and Technology) etc.
- Faculties are also encouraged to use videos, audios and other teaching techniques in their pedagogy.
- SISTecTEL: An asynchronous platform and a process for teaching through recorded lectures, which are usually

online.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

110

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
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

119

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
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

23

File Description	Documents
Any additional information	No File Uploaded
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

696

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.

Response: Institute strives to continuously improve the efficiency and effectiveness in assessment of Teaching/Learning and Evaluation Processes. However, to ensure that the quality of students improves, the Institute has introduced/taken initiative in carrying out the reforms/changes in CIE as follows:

1. Reforms in Internal Assessment Test: a) Multiple modes of notification: Internal Assessment Test schedule is notified through Academic Calendar which is communicated to the students through tutor guardian (TG)/mentor, website and notice board.

Impact: Faster dissemination of information.

b) Audit: Questions are set to evaluate the attainment of the desired Course Outcomes in the form of Subject Assignment and Mid

Semester Examination (MST). Test papers are prepared keeping the format same as End semester Examination (ESE). The quality of MST papers is audited by the respective IQAC (Internal Quality Assessment Cell).

Impact: Making the teaching-learning process more effective and improving the quality of the Question Paper.

c) Model Solution: Faculty prepare model solutions of University exam paper which is available in print form as well in the college website.

Impact: It leads to standardisation in evaluation and helps students to introspect, self-evaluate and prepare standard solutions for the ESE.

d) Centralised Assessment Process (CAP): The assessment of answer sheets is carried out Within three days from the date of the examination and then evaluated answer sheets is then showed to the students and scope of improvement explained.

Impact: Improving the efficiency and quality of assessment besides ensuring transparency, and timely declaration of results.

e) Attendance: - Minimum of 75% attendance is required for appearing in examinations

2) Reforms in Term Work:

1. For Course Experiments: Experiments are designed to evaluate the attainment of the desired Course Outcome and Problem Based Learning. Faculty takes the oral viva after performance of the each experiment. Impact: Enhancing the problem solving abilities of the students.
2. Project work assessment: Reviews on the project work are performed in different stages like feasibility of project title, synopsis and literature survey, objectives, methodology, analysis and design, market survey, cost estimation, optimization and possible ways of solution, fabrication, testing, presentation, model demonstration etc. Impact: Inculcating research culture among the students.
3. Result analysis and review meeting: Assessment and result analysis are carried out by class teachers and authorities time to time. Performances of students are monitored and feedbacks on teachers are collected for remedial measures. The authorities conduct review meetings time to time.

4. Other Reforms: Beyond syllabus multiple activities such as Module depending on the industry requirement from the department, Group Discussions, Debates, Mini Projects, Campus recruitment training.

On-line/Take-Home Assignment are all conducted to improve the effectiveness of learning.

Inter-Collegiate Project Exhibition (NIRMAAN) is arranged and evaluated for best projects.

Various newer and modern methods are also included as a part of continuous internal evaluation.

The other methods except pen - paper exam include moodle, group discussion, technical interviews, subject specific projects, technical assignments, projects, power point presentation etc.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Display of academic calendar: Academic calendar is displayed on the college website at the starting of academic session so the each activity of institute can be operated in planned manner. In academic calendar dates for commencement and end of teaching, MSTs schedule, co-curricular activities and holidays are mentioned

Exam Superintendent (ES) and Examination Committee (EC)

- Institute has appointed exam superintendent and examination committee for all examination related work, which is known as exam cell.
- Exam cell floats MSTs, ESE and Practical exams schedule separately other than academic calendar. Confidentiality of question papers are ensured by the exam cell.
- Centralised inter department seating plan is prepared by the EC.
- Students are educated on code of conduction for exam before commencement of examination.
- EC conducts training of invigilators before start of exam.

- EC prepares duty charts of all faculty members to have inter departmental invigilators in order to maintain discipline and fairness during examination.
- The exam cell is involved to address grievances of students during the conduction of MSTs, practical and ESE.
- Strictness in terms of timing of exam and seriousness amongst students is taken care of.
- Exam cell also resolve examination related issues after declaration of results.
- All examination halls are CCTV surveillance enabled.
- Visual view of all the operative cameras at each examination hall is accessible at exam cell for centralised observation.
- All minute things related to exam are taken into account for smooth conduction.
- All ESE are conducted under the supervision of observer appointed by university. Exam Cell appoints flying squad at institute level.

Redressal mechanism for grievances before Exam

For grievances in admit card/ correction in name/ mark sheet, the students can write application to the Principal. Subsequently, Principal forwards the applications to the Examination Cell. After verification, necessary corrections are done immediately and forwarded to the university and university issue revised document

Redressal mechanism for grievances during Exam

Any discrepancy/doubt in the question paper reported by student is cleared by the Faculty / Supervisor / EC immediately. All cases of unfair means are dealt with as per Ordinance of university.

Redressal mechanism for grievances after Exam

Evaluated answer sheets of MSTs are distributed to the students within one week from the date of the examination and their signature is taken on the evaluated answer sheets. If any grievance is raised by the student, it is resolved by the faculty and the necessary correction in marks is done immediately.

After declaration of ESE results, students can apply for a scan copy of his/her answer sheets and/or apply for revaluation within ten working days in the standard format prescribed by the University. After going through the scan copy, if there are grievances like 'totalling mistake' or 'question not assessed', the student can fill up a grievance form. After verification,

necessary corrections are done by the university and the revised document is issued to the student.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Program Outcomes (PO) are highlighted below.

PO1: Engineering and technological knowledge: Application of science, mathematics and engineering specialization to solve complex problems.

PO2: Problem analysis: Identify, define, formulate and analyze complex problems to accomplish conclusions by means of mathematics, natural science and engineering knowledge.

PO3: Design and development: Solutions to complex problems in design and development of components and assemblies.

PO4: Investigations on complex problems: Innovative techniques and research methods to analyze and interpret data.

PO5: Modern tool usage: Suitable techniques and tools for prediction and modeling of complex activities with limiting factors.

PO6: Engineer and society: Reasoning concerned with safety, health, legal and cultural issues and responsibilities.

PO7: Environment and sustainability: Apply engineering solutions for sustainable development and consequent impact on environment and society.

PO8: Ethics: Professional and social ethics. Commit to norms and responsibilities.

PO9: Individual and team work: Effective functioning as an individual, a member or a leader in heterogeneous teams in

multidisciplinary groups.

PO10: Communication: Effective communications with engineering community and society comprehension, reports, effective presentations, receive and dispatch instructions.

PO11: Project management and finance: Apply engineering knowledge and management techniques to administer projects in multidisciplinary environment.

PO12: Lifelong learning: Recognize essence of engineering and technology to cater needs of society and ability to engage in lifelong learning.

Program Specific Outcomes (PSO):

1. Apply standard Software Engineering practices in real-time software project development.

2. Design and develop computer programs in the areas related to algorithms, networking, web design, cloud computing, IoT, AI, ML and data analytics of varying complexity.

3. Utilize engineering knowledge to resolve social issues and challenges by professional attitude, effective communication skills and team work.

PO and PSO are displayed at following locations:

- Department files College website: www.sistecgn.ac.in
- Lab Manuals Laboratories
- HOD Cabin

PO and PSO communication to teachers by principal:

- Meeting with all teaching, non teaching and admin staff.
- First year students' induction program.

PO and PSO communication to students:

- Head of Department, class teachers and subject teachers during the beginning of every semester.
- During commencement of every new chapter Departments and college notice boards.
- Academic record, department reports, magazine, brochure, lab

manual, training and placement, etc

CO communication to students by subject teacher:

During commencement of every chapter and topic during lecture,
Class teachers and TG

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.sistecgn.ac.in/BtechMechanicalEngineering.aspx
Upload COs for all Programmes (exemplars from Glossary)	View File

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

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

Course outcomes for each course are defined referring to scheme and syllabus of the affiliating university (R.G.P.V Bhopal) and the requirement of the Program Outcomes. The threshold value and hence attainment levels for the course outcome are set on the basis of the average result of the University for that Course. On the completion of course at the end of the semester the COs are evaluated and assessed for the attainment against the set targets.

The COs of a course is evaluated on the basis of student's performance in internal and external assessments.

Internal assessment consists of Mid-semester examinations, Assignments/Quizzes. External assessment consists of End Semester University examination and external viva conducted by affiliating university. IQAC follows the university scheme to decide the weight age of internal and external evaluation in CO attainment.

Assessment Tools for CO attainment:

Various direct and indirect assessment tools can be employed in

evaluation of COs. Program uses only Direct Assessment tools in evaluation process of course outcomes. Direct attainment is a method of demonstrating a students' knowledge and abilities based on their performance. It may be determined based on the students performance in all relevant assessment instruments, such as mid semester test and assignments/quizzes.

For theory and lab course type, the following assessment processes are carried out:

- Mid semester examination
 - Assignment/ Quiz
 - Lab work and Internal Viva
 - End Semester Examination
 - Project Evaluation
 - External Viva
1. Internal Assessment

1. Theory

1. Mid Semester Tests

Two Mid Semester Tests are organized in a semester (i.e., MST-1 & MST-2). MST-1 is of 28 marks containing four questions and covering two units. MST-2 is of 42 marks containing six questions and covering three units. Question papers are prepared to target the COs of the subject. The first two COs are covered in MST-1 and the remaining three in MST-2. The sum of both the MST will be the final score of the student. Based on the assessment, we determine the attainment level of COs and compare it with the expected level that every subject faculty should achieve.

1. Assignments/Quiz

During the conduction of course, five assignments are given by the course instructor to students. The questions of the assignments are appropriately mapped to course outcomes of the course. The instructor grades every assignment and evaluates the attainment level of the CO's.

1. Lab

1. Lab work

The labs are scheduled according to the Lab credits assigned by the university in the curriculum. A class is divided into batches

for easy & thorough assessment of the lab work carried out by students. Lab sessions are conducted according to the schedule in the timetable. Time-to-time lab assignments are given to students. The respective subject faculty assesses the attainment based on the attendance, submission of lab assignments, and viva.

1. Projects (Minor Project & Major Projects)

The project is undertaken by the students of pre-final year and final-year students. Student presents the idea of their project before final selection and allocation of supervisor. The performance of student is assessed by supervisor at different stages of the project completion and considered to determine the attainment level of CO's.

1. External Assessment

1. Theory

1. End semester exam

A university examination is conducted at the end of the semester and the university evaluates the answer book. After declaration of result by affiliating university the attainment level of COs is determined for all theory & practical courses considering the marks obtained by students as a marker of their performance.

1. Lab

1. External Viva

An external viva is conducted at the end of the semester by the external invigilators appointed by the university. The CO's attainment level is determined on the basis of marks obtained by student in the external viva. External viva are conducted for lab subjects and projects (Major & Minor).

Evaluation process

Course Outcome evaluation process:

A1

Theory course

a)

External assessment

Steps

Process

1

End sem exam: A university examination is conducted at the end of the semester and the university evaluates the answer book. After declaration of result by affiliating university the attainment level of COs is determined for all theory courses considering the marks obtained by students as a marker of their performance.

b)

Internal Assessment

Steps

Process

1

Mid semester tests: Two mid semester exams are conducted in a semester. Both mid semester exam marks are taken into consideration. Each CO has equal weightage.

2

Assignments/Quiz: During the conduction of course, five assignments are given by course instructor to students. The questions of the assignments are appropriately mapped to course outcomes of the course. The instructor grades every assignment and evaluates the attainment level of the COs.

CO attainment process of Theory Courses

Steps

Process

1

The % Average mark is considered as the threshold value for each subject, calculated from the university end semester examination.

2

The percentage average value is calculated as follows:

3

The percentage number of students scoring equal or more than the set threshold is evaluated CO wise

4

Attainment rubrics is decided as follows:

Level 1: If %Number of students achieving the set target is equal to or greater than 35

Level 2: If % Number of students achieving the set target is equal to or greater than 45

Level 3: If % Number of students achieving the set target is equal to or greater than 55

5

Attainment level is assigned referring to above defined rubrics (Point 4)

6

The direct course outcome is calculated as the average of the attained individual CO's. University scheme is referred to assign the weight age in context to external and internal assessment to an individual CO.

A2

Laboratory course

a)

External assessment

Steps

Process

1

End sem exam: An external viva and practicals are conducted at the end of the semester by the external invigilators appointed by the university. The COs attainment level is determined on the basis of marks obtained by student in the exam.

b)

Internal Assessment

Steps

Process

1

Lab Work: The labs are scheduled according to the Lab credits assigned by the university in the curriculum. A class is divided into batches for easy & thorough assessment of the lab work carried out by students. Lab sessions are conducted according to the schedule in the timetable. Time-to-time lab assignments/lab record are given/evaluated. The respective subject faculty assess the attainment based on the attendance, lab. record writing and viva.

CO attainment process of Laboratory courses

Steps

Process

1

The threshold value is fixed as 60% of the maximum marks.

2

The percentage number of students scoring equal or more than the set threshold value is calculated CO wise

3

Attainment rubrics is decided as follows:

Level 1: If % Number of students achieving the target value is equal to or greater than 60

Level 2: If % Number of students achieving the target value is equal to or greater than 70

Level 3: If % Number of students achieving the target value is equal to or greater than 80

4

Attainment level is assigned referring to above defined rubrics (Point 3)

5

The direct Lab outcome is calculated as the average of the individual CO's. University scheme is referred to assign the weightage in context to external and internal assessment to an individual CO's.

Rubrics used for continuous evaluation in every lab session

S. No.

Parameters

Marks

Good

Satisfactory

1

Attendance

2

Present = 2

-

2

Conduction and lab record writing

4

Complete ideas of conduction with proper output/ expected value and submission of lab record on time = 4

Moderate ideas of conduction with proper output/ expected value and submission of lab record not on time or incomplete = 2

3

Viva-Voce

4

Able to answer all questions = 4

Able to answer few questions = 2

Record the attainment of Course Outcome of all courses with respect to set attainment levels

The Course outcome attainment levels are set on the basis of average marks of the individual subject. After evaluation of course attainment, if the set target is achieved for the course in particular academic year, the program sets the higher target for the next academic year as a part of continuous improvement. However, if the target is not achieved, IQAC analyses the reasons behind it and devises the necessary action plan to achieve the targets in subsequent years.

Measuring CO attainment through Cumulative Internal Assessments:

The internal evaluation is carried out during the conduction of course through following assessment tools:

Assessment tools

Assessment Tool

Frequency

Details

Mid Semester Examination

Twice in the semester

The questions asked in the examination are appropriately mapped to the course outcomes.

Assignment/Quiz/Tutorial

Completion of each Unit

The questions of Assignment/Quiz are relevantly mapped to the course outcomes.

Lab Work

Completion of each practical

The experiments are relevantly mapped to the defined course outcomes

Lab Assignment/Quiz

Completion of each practical

The viva conducted is related to the experiment performed which in turn is relevantly mapped to defined course outcomes

Project (Minor & Major)

III & IV year

Student presents the idea of project and shares the completion status of their project at various stages with their guide through presentation and finally demonstrate the working of their project on its completion. The internal viva is carried out to assess the knowledge and learning of the student in context to project completed by them.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

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

458

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	Nil

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://docs.google.com/spreadsheets/d/e/2PACX-1vSYoGljurWGg-JBNDnTRJqNzfIblmqUrsmc75wkch8Mq8yeL_vVNBHF9TnDDTsIxXwOztd_r66SrA58/pubhtml

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)

3250000

File Description	Documents
Any additional information	View File
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 teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

Nil

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

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

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

2019-20 =07 ,2020-21=nil

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	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Institute has initiated a Research and Development cell, which comprises faculty members from various departments and is headed by a senior faculty member who mentors and monitors the activity of the cell. This cell aims to promote research activities among faculties and students. The R&D cell ensures the availability of all resources essential for the research like computing power, internet, library, labs, journal access, etc. The salient features of facilities and support systems provided by the R&D cell are described below: -

- Encourage and motivate the staff to register for PhD at various Universities.
- Motivate students and faculty members to present their research work in peer-reviewed conferences/Journals (Scopus/SCI). A list of publications is available on the website.
- In order to promote the research activity in the College, the R&D cell constantly encourages the faculty to submit research proposals to various funding agencies like AICTE, DST, UGC, RGPV, private agencies etc. A list of various Completed/Ongoing projects funded by the government and non-government agencies are available on the website.
- Identify different organizations/ industries to undertake collaborative research on current topics of mutual interest. List of the various ongoing collaborative research projects are available on the college website.
- To identify the potential research areas in various disciplines of engineering then form various clusters based on their specialization to develop an interdisciplinary environment.
- Encourage faculties to take consultancy projects from the government and non-government agencies to provide exposure to the students to work on real-time projects.
- Monitor and propose funding from the college budget to promote research activities. Institute management sanction a research budget to promote research activities. Details of the approved budget are available on the college website.
- Encourage faculties to prepare digital content for their lectures. SISTec provides the platform (SISTecTEL) for the faculties to upload video lectures of various subjects that are open for anyone to access - at no cost.

- Encourage faculties to attend FDP workshops and conferences to familiarise them with the latest research/industry trends. Duty leave is sanctioned to the faculties for attending workshop/FDP/conference.
- Encourage faculties to organize STTP and FDP. It helps the faculties interact with the industry expert and faculties from renowned colleges like IIT, IIIT, NIT, etc. A list of various STTP and FDPs are available on the college website.
- Encourage students for starting their start-ups. A list of various start-ups s is available on the website.
- Established research lab like Machine Learning, IoT, Heat Exchange etc. for creating a research environment in the institute.
- SISTec's affiliating university RGPV, Bhopal, has established various research laboratories to provide facilities to students and faculties for research projects from different streams. These laboratories are situated within the RGPV campus.
- The Institution is situated very near Raja Bhoj airport Bhopal, which saves transport time. Moreover, the guests from a far distance feel very comfortable due to the vicinity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

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)	No File Uploaded

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

50

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

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

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

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

SISTec has NCC perceived units to make students aware about their societal roles and duties by advancing College-Neighbourhood-Community Network. Camps are organized in provincial zones to support socio instructive services.

SISTec students regularly participate in various extra-curricular activities to focus on social awareness and in their holistic development. NCC Students have actively participated in camping like 'Nadi-bachao-Abhiyan' and 'Gaon-Chale-hum' (a four days camp in Village Lanjhi) to safeguard our water resources and promote education and cleanliness activities in villages respectively. Students enthusiastically participated in Anti-drug rally', and 'Run Bhopal Run'.

On a regular basis various programs were organized under NCC by the students. Following are the regular programs organized by NCC to create awareness among the neighbouring people:-

Celebrations of 'Kargil Vijay Diwas' with Veterans & Indian Army Soldiers'

Health and Hygiene

Cleanliness Drive

Swachta Abhiyaan

Plastic free zone

Tree Plantation

Cleanliness Campaign

Model exhibition

Blood Donation Camp

Sadak-Suraksha Awareness

Nukkad-Natak

In order to have a healthy body and mind, Yoga Guidance Program was conducted for all students and faculties by NCC team. The students assisted as 'Police-Mitra' to support the police training during 'Singahst-Mela duty' to support and guide the worshippers without harming religious sentiments of other communities. The participation of students in such activities enhanced their life skills and develop their understanding on social issues. SISTec has a wonderful coordination with the students. To provide a platform for the students, Student activity council (SAC) was formed under which students organise various intra and inter college level events. Under SAC various activities are performed through the year. Some of the regular events/activities organized by SAC committee are:-

Cultural program cum technical festival named 'Tech-Fiesta', an annual college event- proliferates cultural -technical awareness and expertise with exposure to the culture.

National Level Technical Event named 'Nirmaan', for the young innovative engineers of our nation. It's a two days inter college competition for presenting different working models. The main objective of 'Nirmaan' is to bring new technocrats on a common platform to add various dimensions to the emerging technology in the field of engineering. Students participated in several programs like 'happiness by donation', in order to enhance their life skills and happiness. Several programs were conducted by our students on 'International Women Day', 'Women safety rally' and 'Self defence' where the women are acknowledged and appreciated for their contribution in the development of society.

Outcomes: The main emphasis was on students having social commitment to build right attitude for yeoman service. The communities are educated on social, professional and education delicate issues with good and moral qualities. The Students are developed as capable residents to face challenging careers.

To know more about various events, please visit the following web site.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - 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

3.4.3.1 - 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

1

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 during the year (Data Template)	No File Uploaded

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

10

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

25

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
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.

SISTec adheres to rules and regulations of AICTE, Director of Technical Education, Government of Madhya Pradesh, Rajiv Gandhi Proudyogiki Vishwavidyalaya University (RGPV) and Barkatullah Vishwavidyalaya (BU) for establishing, maintenance and up-gradation of its infrastructure and related amenities to facilitate teaching learning process to five UG and six PG programme. The institution is spread over an area of five acres against the minimum area requirement of 2.5 acres. Uniqueness of the institution lies in the availability of open areas including a playground. The college with Wi-Fi campus keeps vigil on IT resources, internet, sports, hostel, canteen, sanitation, power backup and library resources, etc. All facilities are monitored prior to the commencement of every academic session. The college upgrades the infrastructure in tune with updates of RGPV and BU curriculum and growing needs of students that arise out of the curriculum gap and industrial needs. Modern teaching and learning methodologies are adopted for problem based learning through power point presentation, experimentation and research, model display and mini-projects. The campus has adequate resources to conduct curricular, co-curricular and extracurricular activities. The campus is under CCTV surveillance with 24x7 security service.

Internet facility: SISTec has one leased line (1:1) of 125 Mbps Internet speed across the campus.

Classrooms: The College has an adequate number of well aerated, well equipped and spacious classrooms to conduct theory and tutorial classes. Each classroom is specifically designed with a comfortable seating arrangement for effective communication

between teachers and students. Institution has 47 classrooms to adopt appropriate teaching methodology. Area of the classroom is 3325 square meter against the required 2079 square meter. For conducting tutorials and academic counselling, the students are grouped and the activities are carried out in tutorial class.

Laboratories: SISTec has 33 laboratories which are well equipped and upgraded to carry out academic and research activities. Computer laboratories are equipped with required facilities to conduct online examinations.

Department library: Each department has a separate library equipped with books and study materials.

Seminar Halls: The College has seminar halls to conduct conferences, seminars and skill development workshops for faculty members and students. They are equipped with LCD projectors, white boards, a public addressing system with internet connectivity and multimedia facilities.

Central Library: The College has a spacious 580 sq. meters of well-equipped Central Library with references and text books, online and offline resources, magazines and newspapers, etc.

Language lab: It is used to enhance communication skills of students and facilitates them to prepare for TOEFL, IELTS and other competitive examinations.

E-learning facility: It is provided with computer based virtual learning, SISTecTEL, photocopy, educational CD, NPTEL online and offline video, mathematical and Interactive simulation softwares etc.

Workshop: The workshop of the Institution is equipped with lathe machines, horizontal milling machine, radial drilling machine, wood turning lathe and accessories etc. for hands-on experience for students. The students can avail the facility round the clock.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

Keeping in view, the overall development of the students, SISTec encourages them to participate in various tournaments at state level. The college also supports them to participate in various cultural activities and NCC, etc.

Sports and games: Sports is an important parts of a student's life at SISTec-ranging from playing for fun and exercise to peruse elite level challenges.

Numbers of sports activities are conducted to maintain physical fitness. Spacious playgrounds are provided for outdoor games such as cricket, basketball, volleyball and kabbadi etc. and indoor area for playing chess, table tennis and carrom etc. A swimming pool is also available in the campus so that one can rejuvenate by attempting the strokes in it.

Sports department solely works to bring about qualitative improvement in the performance of students by offering various facilities like training, environment, adequate infrastructure and many more skill development activities.

Sports facilities help the college to host various events like Inter College swimming competitions, Sports functions and fiesta, etc. These events attract the students to come to college. The events engage the students and help them to discover their talent in sports.

Cultural activities: To bring out the inherited and acquired potential of the students and to have remarkable exposure to interpersonal skills, team spirit and time management, the students are encouraged to participate in cultural activities at college level and intra and inter department level. Sagar Fiesta annual fest is conducted with various competitions such as singing, dancing and fashion show etc. The students bagged various prizes at state level cultural events as well. The college facilitates the students to celebrate Teachers day, Engineers day, Ganesh Puja, Vishwakarma Puja, and many other state and national festivals and events. The college has an open amphitheater.

SPORTS FACILITIES

TYPE

SPORTS/GAMES

SIZE

YEAR OF ESTABLISHMENT

USER RATE (PER DAY)

Outdoor Games

Cricket Net

150 m2

2018

NO activity due to covid-19

Cricket Ground

6560

Football

1500 m2

2018

Basket Ball

1308 m2

2018

Kabaddi

130 m2

2018

Volley Ball

360 m2

2018

Swimming Pool

325 m2

2018

Indoor Games

Chess

12 m2

2018

Gymnasium

170 m2

2018

Carrom Board

45 m2

2018

T.T Hall

170 m2

2018

The students engaged in sports have good academic performance in college. The students evolve the coordination and enthusiasm for the studies as well as the athletic program. The sports facilities will improve and develop the fitness and concentration level of the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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)**

9.22

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)	No File Uploaded

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Library plays a significant role in the educational process and it's the heart of institution. The library is the store house of knowledge that helps achieve the objective of education, conservation of knowledge and ideas as well as teaching and research programs. The library also helps the students and faculty with e-resources, textbooks, reference books, magazines and journals with respect to all subject areas.

SOUL 2.0 software (Since 2009)

SOUL 2.0 Library is partially automated and uses SOUL 2.0 (software for University Libraries) developed by INFLIBNET centre. SOUL software is used for circulation, procurement and book search through OPAC.

Modules / Features of SOUL 2.0 software

Acquisition

Catalogue

Circulation

Serials Control

OPAC (Online Public Access Catalogue)

Administration

DELNET (Since 2012)

DELNET has been established with the prime objective of promoting resource sharing among the students through the development of a network of libraries. It aims to collect, store, and disseminate information besides offering computerized services to users, to coordinate efforts for suitable collection development and also to reduce unnecessary duplication wherever possible.

The Library is member of the DELNET since last 07 years. It is used for resource sharing among their member institute.

Library has uninterrupted Internet facility to access various e-resource.

Library has also become the Institutional member of NDL (National Digital Library).

The institute has well equipped, spacious library with rich collection of engineering books including national and international e-Journals, periodicals, newspaper and magazines. The reading room is 200 sq. meters with a seating capacity of 150 students. It has about 5200 titles, 27452 volumes, 3300 e-Books Volumes, Delnet e- books, national journals and magazines along with newspapers.

All the books are bar-coded and the bar-code laser scanners are used in circulation counter for transaction of books. Direct accesses of online journals are made available for staff and students such as GALE with 404 titles. Library facility is open to all students and faculty members. It is continuously updated with latest books and journals. The institute always strives to provide latest and best collection of books and online sources to the students. The library has an advisory committee for decision making. The library members of advisory committee are Principal as a Chairman, library in-charge and librarian. The Library has titles and volumes of periodicals, journals and e-contents to cater needs of users. It has reading section, reference section, issue section, newspaper section and digital library. Meetings are held in a year to discuss the progress and procurement of books and journals. All the subject teachers, domain experts, PG students, UG students suggest their proposals for the purchase of books, journals and other required materials time to time.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

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)

0.85

File Description	Documents
Any additional information	No File Uploaded
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

66

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

SISTec provides cutting edge IT support facilities to its staff, students and research community for the various courses of domains through academic and industry driven computer laboratories.

In SISTec, laboratories are enabled with LAN facility with bandwidth of 125 Mbps leased line from Fibernet, campus enabled with Wi-Fi connection uses D-LINK, AIRPRO and TP-LINK access point. A few classrooms/AV Halls are equipped with Wi-Fi connection and LAN facility. The Wi-Fi and LAN facility are upgraded according to the requirements of AICTE. NPTEL links are accessed by departments for all students and staff with a shared link.

Key Facilities:

- Desktops from various brands like Dell, HCL, HP, and Wipro with adequate processor capacity.

- Compatible high end servers to meet up the IT specific tasks like file, database, virus and backup management.
- Adequate printers, copiers and scanners for document imaging.
- Healthy connected campus LAN and Wi-Fi via structured optic-fiber and cabling in the campus for data access.
- Specialized freeware for each department to meet the industry need for teaching.
- Standalone language lab with audio video gadgets and focused communication teaching learning tool.
- Secure IT infrastructure by the security product manufactures hardware kit and software suite.
- LCD projectors and CCTV surveillance at laboratories and key areas to ensure safety.
- Power backup facility through online UPS and standby generator for uninterrupted power supply.

The departments recommend deployment and up gradation of IT infrastructure with the objectives as highlighted below.

- To upgrade or replace obsolete computer systems time to time
- To upgrade existing facilities with the latest version of hardware and software to cater the needs of users as per updating of curriculum in programs or courses.
- To upgrade resources from conventional and digital library, e-journals, internet and Wi-Fi facilities, CCTV etc.
- To procure additional servers, switches and UPS time to time as per the requirement
- To increase computer-student ratio

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

515

File Description	Documents
Upload any additional information	View File
List of Computers	No File Uploaded

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	No File Uploaded

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)

112.20701

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

As far as service maintenance is concerned, the college authorities monitor, control and direct the maintenance and utilization of facilities from time to time. The sufficient funds for regular maintenance of required facilities are allocated every year. The college reviews the financial requirements prior to the commencement of academic session for building, furniture, laboratory equipment and computer systems etc.

Maintenance of other support systems:

The college has enough housekeeping staff for regular cleanliness of corridors, washrooms, classrooms, laboratories, hostels and the college premises. The supervisors ensure the task to be done on regular basis. Electricians perform regular repair and maintenance of equipments, lights, fans and wires. Different lab assistants maintain their respective lab equipment. First aid box is regularly monitored and updated by administrative staff.

Classrooms, Seminar Halls:

The college has required classrooms, seminar halls and staff room with adequate seating capacity, LCD and Internet. They are maintained on regular basis before the starting of semester and during semester whenever required.

To promote a proper atmosphere for effective teaching and learning, the physical environment of the classroom and seminar halls must be harnessed. Maintenance of physical classroom environment which includes proper desks, chairs, tables, space, instructional materials, lighting and ventilation as well as latest communication technology is taken care. Others include chalk boards, projection screen, time table, power supply gadget which contributes in facilitating and engendering the teaching learning process.

Maintenance of library facilities:

The library has its own yearly maintenance schedule for books and journals against disfiguring. On yearly basis book binding is carried out for damaged books to protect further damage. In the end of session stock verification is performed as a part of regular monitoring and control. The College library committee is responsible for effective accessibility of learning resources to students and faculty.

The Library Committee is involved in the following activities:

- Procurement of new books and renewal of journals.
- Ensure library facility is available after college hours.
- Ensure optimum utilization of library resources and better services.
- Maintain and update of respective library records.
- To update and upgrade the library periodically as per updates in curriculum.

- To gather and analyze feedback of users.
- To demand for new titles from various vendors based on recommendation of faculty members.

Maintenance of computing facilities:

The system administrator and team are responsible for the maintenance of computing facility. IT teams perform two types of maintenance for computing resources, one is schedule maintenance two times in a year and second one is immediate maintenance when problem reported. The computers and ICT tools are monitored and maintained on regular basis by IT team. The Internet related problems are resolved by respective service providers.

Maintenance of computer laboratories is done and they are configured with well-established circuits, terminals and modern equipments.

Laboratories are regularly updated and upgraded to cater to the student's needs.

Bandwidth of Internet is timely checked and digitalized teaching is incorporated.

Maintenance of extracurricular facilities:

Common amenities such as sanitation, plantation, indoor and outdoor game facilities, and gymnasium are maintained on regular basis. Each of these facilities are maintained and managed in such a way that they are freely accessible to all the students, but strictly monitored by the respective in-charge.

Maintenance of drinking water facilities:

Clean and hygienic drinking water is available in campus. Overhead water tanks are cleaned periodically. Servicing of water coolers are done regularly. We provide sustainable, safe water supply points, hand washing stands, and sanitation facilities. We ensure that the students enhance their current hygiene behavior and continue better hygiene practices. A high level of maintenance attention and regular testing ensure the quality of water.

Generator facility:

The campus has power backup facilities and generator which are monitored on regular basis.

Cleaning:

Housekeeping staff performs dry and wet cleaning duties in the classrooms, seminar halls, laboratories, staffrooms, office, library, corridors and wash rooms on daily-basis. The housekeeping staff takes care of sweeping and mopping the floor and cleaning the walls, windows, and other surfaces of rooms and buildings throughout the campus. Vacuuming floors and carpets in administrative, classrooms and dormitory buildings are done. Maintaining hand soaps and toiletries in public washrooms are also taken care by the housekeeping staff members.

Hostel:

Hostel committees regularly monitor the maintenance and cleanliness of facilities in hostel which are performed by the housekeeping staff and supervised by the warden. They take care of repair and maintenance management which are pre-assigned and on request.

Canteen:

The canteen maintenance committee takes care of quality of food and other related issues.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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**

791

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1508

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

B. 3 of the above

File Description	Documents
Link to Institutional website	https://sistecgn.ac.in/Skill-Development.aspx
Any additional information	No File Uploaded
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

202

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

202

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted 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	View File
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

202

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	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

3

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

01

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	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.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
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)

Student Activity Council

"The achievements of an organization are the results of the combined efforts of each Individual "

Setting this very quote as one of the foundation stones of this Institution a council was desired in the blooming years. To provide a platform for active participation of students in academic and administrative bodies and involve them in curricular, co-curricular and extracurricular activities to enhance their interpersonal relations, leadership and managerial skills, individual and teamwork and overall personality development.

A body of able-minded Students who could help the Institute reflect the implications of any decisions on the student body acting as a link of communication between the management and Scholars of our college. Every year this committee is formulated under the guidance of a faculty coordinator for SAC, Principal and Vice-Principal, this SAC takes the responsibility for conducting various events starting right from its inception all the way to

the execution. SAC in SISTec Bhopal consists of 8 committees that cover a wide plethora of matters which needs the student's input governed by a Vice President, Deputy President and President all selected through a very rigorous process where academic, co-curricular and interpersonal prowess are the most desirable qualities. The current year is the 9th reformation of the SAC body with each successful year's team being even more diligent and focused towards the duties they're assigned to. SAC not only organises Techno-cultural Events and workshops but also plays a very vital role in reflecting the student's voice executed through a clearly defined vision and mission, based on transparency and constant communication.

SAC consists of the following committees consisting of a committee head and assisted by its members:

Training and Placement Committee: This committee caters to the need of the campus recruitment of the Placement Cell.

IT Committee: This committee is designed to assist the online college website and helps in adding to the beautification of the website by designing new posters and other required material for the website.

Editorial Committee: This committee helps in the college newsletter and bulletins.

Academic Affairs Committee: This committee benefits the students to bridge the gaps with the addition of day to day developments in the society in the form of GD, debate, extempore etc.

Photography and Digital Committee: This committee aims at collecting and capturing moments of the celebrations on the campus throughout the year.

Hostel and Mess Committee: This committee aims at the smooth functioning of the Hostel and Mess on the campus for both boys and girls.

Cultural Committee: This committee makes a group of talented students representing various dance forms and singing and this student group represents the college in various other college events.

Sports Committee: This committee selects a group of students based on the area of their sport to represent the college on the campus.

File Description	Documents
Paste link for additional information	https://www.sistecgn.ac.in/StudentActivityCouncil.aspx
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

9

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 Institute firmly believes in connecting with all alumni through alumni association and therefore, mechanisms like Alumni Association, Alumni Directory are maintained. SISTec has an online alumni association with more than five hundred registered members so far by the link available on the website.

- Alumni Committee is functional to bring the old students under one forum for the exchange of experience, dissemination of knowledge and talents. It also enhances the exchange of relationship building and teamwork. The strength of the team elaborates with each passing year.
- To enhance employment opportunities and to create a networking platform to share and influence the success

stories of alumni. The recitation of the stories of success from an integral part of the student's fraternity encourages the current students to witness a live example of success.

- The alumni visit our institute to guide the students for Sagar Fiesta, Go Kart, BAJA events and give suggestions for final year student projects. The visiting alumni are also considered a good resource for suggestions and criticism.
- The alumni interact with the students and share knowledge about recent technological developments in the industries and guide them for higher studies and job opportunities. They also try and advocate the relevance of the curriculum concerning the current professional scenario.
- Sharing their valuable experience and giving input on the current trends in the industry helps to bridge the academia-industry gap. Their words sharing new avenues opening in the industry also motivate the current students.
- Alumni contribute to curriculum improvement through their feedback to keep pace with the recent advancements in the industry. They help us to mitigate the identified gaps beyond syllabus activities like hands-on workshops, guest lectures and value-added courses.
- Alumni facilitate Institute for campus recruitment by suggesting to their companies. It is an extreme honour to the institute that the exemplary performance of the students has wide opened the gates of recruiters for successive students.
- Alumni are engaged in Invited Talks/ Guest Lectures.
- Alumni also form active members of IQAC at various levels. Their inputs are very significant in bringing developments and quality enhancements.
- Alumni are also engaged in various student-driven activities like clubs and committees as a facilitator and activities supporters.

So far we have not received any financial support from our alumni. Presently, a group of senior faculty members are coordinating the activities of alumni.

File Description	Documents
Paste link for additional information	https://sistecgn.ac.in/alumni.aspx
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs

(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

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

Vision: To emerge as one of the leading institute in the field of technical education to produce competent & committed professionals for the betterment of society.

Mission: To create SISTec, as a Centre of excellence for imparting technical & scientific knowledge through rigorous academic, technological interventions, skilled faculty, character building approach and entrepreneur mindset for the betterment of society.

In accordance with vision and mission, SISTec is committed to empower our student with strong personality and technical traits so that they are better equipped to take on challenges of today's dynamic corporate world. We aim to create professionals with distinct edge. An edge that will make them formidable future leaders.

Role of management in Design and Implementation of quality policy

Management is the key executor and source to foster new leaders and augment leadership skills in the existing polices.

Quality Teaching and Services

SISTec focuses on excellence in teaching through various services provided for students, faculty, administration and other staff members.

Board of Management

The board of management does strategic planning for the development of the institute and establish policies related to academics and matters related to stakeholders.

The team given below helps in execution of the Mission and Vision

by moulding the student as 'a value based, technically competent and socially responsible citizen'.

Statutory Body

Total strength

% Of faculty members

Board of Management

5

40%

Board of Governors

12

50%

Institute Academic Council (IAC)

5

100%

Student Welfare Committee

4

100%

Internal Complaint Committee

7

71%

Finance and Purchase Committee

3

67%

Grievance Redressal Committee for

staff (GAC)

9

89%

Grievance Redressal Committee for

students (GAC)

6

100%

Anti-Ragging Committee (ARC)

8

88%

SC ST Cell

6

33%

OBC Cell

4

50%

In addition to the committees or bodies presented above, the college has the following non-statutory committees (Cells)

S. No

Committee

Headed By

1

Exam Cell

Mr. Neelesh Shrivastava

2

Editorial Committee

Ms. Prachi Shrivastava

3 SAC Committee

Dr. Mythily Mahalingam

4

Research & Development(R & D) Committee

Dr. Rashmi Dwivedi

5

Appraisal, Promotion and Tenure Committee

Dr. Keshavendra Choudhary

6

Institute Innovation Council (IIC)

Ms. Prachi Shrivastava

7

Entrepreneurship Cell

Ms. Prachi Shrivastava

8

Alumni Committee

Mr. Sharad Mohan Shrivastava

9

Head Digital Cell

Mr. Gajendra Singh Gayakwad

10

RGPV/AICTE Coordinator

Mr. Deepak Sharma

11

Graphic Designer

Mr. Murli Manohar

12

Training & Placement

Ms. Prachi Shrivastava

13

Library Committee

Mr. Nargish Gupta

14

Hostel Committee

Mr. B.S Kushwah

15

Games & Sports Committee (GSC)

Mr. Neelesh Kumar Mishra

File Description	Documents
Paste link for additional information	https://sistecgn.ac.in/VisionMission.aspx
Upload any additional information	View File

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

We at SISTec follow all the basic values which reflect the growth of human in turn reflecting the growth in the society.

The college has decentralized governance system with a mechanism for delegating authority and responsibility. Management has a very graceful and participative approach. It has functioning sovereignty at different levels of execution in college. The various committees are in place to review the progress in various functions and accordingly take necessary timely action for ensuring excellence in respective areas of the institution. It shows that culture of participative management has been promoted by the college. Staff has the freedom to give suggestions wherever and whenever needed. The college has a well laid down structure supported by qualified and competent teams. The administrative and academic responsibilities are decentralized to provide effective educational leadership for an efficient implementation & monitoring of various policies, regulations & guidelines at various levels.

- A decentralized working environment is adopted in SISTec with Principal as the in charge for effective administration. Decentralization also improves the systems transparency.
- For smooth operation, Principal assigned powers to Vice principal, Administrator, Head HR & Admin, Heads of Departments and Heads of several committees.

Case study Title: - Recruitment Procedure

Recruitment of faculty is one of the important processes in the institute in which preferential treatment or biasness will sabotage the system with lasting adverse consequences. Therefore Institute has made a very transparent process fully carried out by the HoD's with the final approval given by the Principal and Vice principal for recruitment and discussion with HR team about financial affairs, Policies and perform Background Verification. For this purpose, an expert committee has been constituted within every department with HoD and 3-4 subject experts and Head HR. The process carried out by the expert committee is depicted below:

Requirement: Department wise requirement is called by HR from each department and units. Principal SISTec check and approves the requirement

Advertisement: Advertisement as per requirement is given in News Papers, SISTec website, social media and online job websites requesting the eligible candidates as per AICTE norms to apply within a given time to the principal.

Applications: The applications along with the Resume and supporting documents will be collected at the office of HR, SISTec GN.

Screening: Initial screening of received applications from potential candidates by HR team. HR team filters appropriate candidates as per the qualification, experience and other individual requirement of respective department.

Calling of candidates: Merit list is prepared as per the requirements of the individual department and candidates are called by HR team.

Interview: Personal interview of the shortlisted candidates taken by the expert Committee of respective department along with Principal and Vice principal. The expert committee is free to invite external members if needed depending on the specialization of the interviewee. Technical interviews are carried out by committee along with Principal and Vice Principal. The committee members are free to evaluate critically.

Demonstration: Evaluation and remarks by interview panel is consolidated and sent to the principal. HOD, Vice-Principal and Principal takes the demo of the shortlisted candidates on the given topic and assess the teaching aspects of the candidates.

Selection: Based on the performance and requirement, selection list in the order of merit will be prepared. HR discuss HR policies and financial affair with candidate. And at later stage perform Background Verification.

Meeting with HR: HR discuss HR policies and financial affair with candidate.

Meeting with Management: At last, discussion/meeting with management happens to know about recruited candidate. The process depicted above ensures that only meritorious faculty are recruited and hence students' interests are well protected.

Orders: Appointment orders are issued to selected candidates.

Joining: Selected Candidates should join on or before the given time.

Buddy System: Each new joinee shall be provided one buddy from his department. Buddy shall carry out following duties for the new joinee:

- Introduction with Principal, Vice-Principal, HODs etc.
- Visit and introduction to various departments: administration, accounts, IT, housekeeping, pantry and reception.
- Tour of the campus, including mess, canteen, creations, auditorium, hostels etc.
- Provide useful contacts for various services (Reception, Transport, Principal, Admin Manager, IT)
- New joinee shall submit a 'Buddy Report' to the HR Department within 2 days of joining.

Induction program:

The institute organizes Staff Induction Program to welcome the new joinees of SISTec and generate in them a feeling of belongingness for the organization.

Promotion policy

The rules, procedures and policies regarding promotion and services of all faculty and staff are well defined by the SISTec following the norms of AICTE & RGPV time to time. A faculty appraisal procedure has been implemented to evaluate the performance of the faculty to encourage the faculty.

The process depicted above ensures that only meritorious faculty are recruited and hence students' interests are well protected.

The rules, procedures and policies regarding recruitment, promotion and services of all faculty and staff are well defined as per AICTE and SISTec internal Policies time to time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

SISTec believes in hard work and excellence in all dimensions in the way in which the faculty and the students gets opportunity to learn new skills to meet the global changes happening in day-to-day life. Higher level academic committees consisting of Principal and senior professors after in-depth discussions and by considering vision, mission, quality policy, core values, social factor and SWOC (Strengths, Weakness, Opportunities and Challenges) analysis, established a strategic plan with well-defined objectives and mechanism for its effective implementation and monitoring. The Institution successfully implemented strategic measures for improving academic performance through training. The college conducted Skill Based Training program with the main objective to focus on the development of skills among students. All faculties have taken responsibility to design and implement the specific Programme's on specific strategic dates. The calendar of events is prepared at the beginning of each semester. The institution functions according to its vision and mission.

Industry Interaction / Collaboration

- The college has an active placement cell which acts interface between college Industries.
- Departments encouraged to make their courses of study relevant industry.
- Guest lectures and industrial visits are or every academic year.
- MOU'S with industries and Research institutions.

- Training & Placement team emphasize on multi-dimensional evaluation of student learning and to enable that student learning outcomes match with their employers' expectations.
- Training & Placement team organized a 15 days event in which 15 speakers from various companies delivered what is the hiring pattern and how technology is playing its role.
- Training & Placement team also organized a mega recruitment fair named "Corporate Engagements"

Library, ICT and Physical Infrastructure

The college library is well equipped with an adequate number of books, journals for the BTech, MTech and MBA. program. We have a good collection of electronic study materials accessible with digital infrastructure in E zone of the library. In E Zone the internet facility is also provided on separate computers for the students in the library. Students can access and download information about their topic or interest subject. Institute Library provides the e-resources, e-book for the students.

Teachers were encouraged to be technologically sound and use techno pedagogy in their classrooms. The institute have ICT classroom to make the teaching more effective and Interesting. The college has created adequate physical infrastructure including Computer labs, Labs, AV halls etc. Different kinds of indoor sports equipment like chess, Badminton, Carom Board, Table Tennis etc. are made available as well as equipment required for outdoor games like Cricket, Football, Volleyball are also available for the use of students. Various cultural activities, indoor games, outdoor games important day celebrations, and other recreational activities are held in AV Hall Each department has their separate AV hall.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
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.

The management and faculty work in a team for the design and implementation of quality policy for the institute.

Functions of the Governing Body (BOG):

The Governing Authority, i.e., the Board of Governor, is established in accordance with AICTE guidelines and serves as the institution's top administrative body. Following are the main functions of BOG.

- Participate and endorse the Institute's vision and strategic mission statements.
- Develop the institution's policies regarding academics and other development activities.
- Manage regulate, and govern the revenue, the Finance, accounts, investments, properties, business and all other administrative affairs of the Institute.
- Evaluate the Institute's academic and other relevant activities.
- Approve the important decisions and amendments as required by the Institute.
- Review the implementation of the policies of the Institution.
- Create academic & administrative posts as per the requirement of institution.
- Approve Staff recruitment as justified by Appointment, Promotion and Tenure (APT) cell.

Functions of the Key Administrative Positions

Chairman

- To give final approval to all important policy decisions involving expansions, collaborations, financial outlays, budgetary allocations, and major administrative decisions.
- To provide encouragement and support to the administration in transforming our institute into an outcome-oriented organization.
- To decide on the plans for the Institute's overall expansion.
- To instill a sense of trust and dedication in each member of the Institute.
- To oversee the accounts and finance functions.

Principal

Supports and develop the quality of teaching-learning process and evaluation system.

Assures the execution of duties and responsibilities led down by the University Act and government regulations.

Defines and delegates responsibilities to the staff depending on their capabilities.

Develops and defines the organizations' structure.

Defines and allocates the responsibilities of distinct organizational positions.

Ensures that numerous processes and sub-processes are monitored and evaluated on a regular basis.

Ensures that the account process is efficient.

Defines quality policy and goals.

Makes an annual budget.

Plans and organizes regular meetings of various committees, such as theBOG, IQAC etc.

Performance Evaluation and Appraisal.

Employee recruitment process. Manages Office Administration. Compliance with AICTE, DTE & RGPV.

Monitors Admission process. Generates resources, monitors exams both internal and external.

Vice- Principal & IQAC Coordinator

Discharge routine duty of Principal during absence of Principal.

Manage meetings of Internal Quality Assessment Cell (IQAC) Biannually.

Regulate publications of Annual Magazine, College brochure and

Newsletters.

Prepare and execute academic calendar.

Oversee the teaching-learning process.

Carry out result analysis and submit corrective measures to Principal.

Initiate supplementary teaching measures.

Processes all Co-curricular activities and Cultural activities.

Formation of student council.

Monitor Student discipline.

Monitor Student health care.

Coordinate in admission process.

Coordinate and Monitor Internal Exams.

Coordinate Student orientation and Induction program.

Administrator

- Works as a team head with other administrative personnel of the college in the development of administrative practices and regulations.
- Assists the Principal in administering and leading the college within the policy framework developed by the key Administrative.
- Supervises at the direction of the principal and assists in the completion of administrative details and tasks required to maintain an efficient operational pattern for the college.
- Manage and monitor the student admission process of all programs of the college.
- Assists the Principal in improving quality of working of faculty, staff, and students by:
 1. Ensuring effective utilization of transportation services to students, staff, and faculty
 2. Ensuring safety and security to all in the college supervising and evaluating administrative personnel.

- In collaboration with the University Officers, putting in place College level administrative supports and committees compatible with university structures and policies, to allow the College to function effectively by providing adequate support to the academic and research units.
- Promoting the development of internal structures within the College that allow for the evolution and development of the College and its various academic disciplines.
- Manage college Hostels and Mess.
- Liaisoning with AICTE, DTE and RGPV.
- Manage Accounts Team.
- Propose admission policy and execute the admission process.
- Monitor Design and printing of admission brochure.
- Arrange campaign.

Dean student welfare

- Responsible for betterment of the students through various student activities and student events.
- Renders necessary assistance for redressal of grievances of the students.
- Formation of Student Council (SAC).
- Arrange periodic meetings of SAC.
- Ensure alumni registration.
- Prepare alumni newsletter.
- Arrange Alumni meet.

Dean Research & Development

- Proposing annual budget of R&D.
- Motivates and mend the faculty & students in developing research culture and Research laboratories.
- Guide the faculty & students in publishing articles in Journals.
- Assist in writing project proposals for grant of funds.

HODs

- Overall, in-charge of department. Required to ensure smooth functioning of the department in addition to teaching load.
- Plan and execute academic activities of the department.
- Ensure the quality project work and seminar topic of the students in consultation with other faculty.
- Arrange meetings of Departmental Program Quality Improvement Committee (DPQIC).

- Monitor and take necessary action for processing of activities in the department as per academic process plan and calendar of events.
- Maintain discipline and culture in the department.
- Maintain the department neat and clean.
- Pick and promote strengths of students / faculty / staff.
- Monitor academic activities of the department.
- Propose Department Budget.
- Arrange DPQIC meetings.
- Maintain records of departmental activities and achievements.
- Identify training needs of students and take necessary actions.
- Interact with all domain heads.
- Students' trainings and placement.

Head HR & Admin

- Establish, implement and maintain quality management system.
- Providing and maintaining funds and facilities by:

Determining the need and planning for facility maintenance, and renovation expansion.

Determining specifications for supplies and equipment.

Inventorying and distributing supplies and equipment.

- Preparing reports/grant applications for AICTE, RGPV, DTE, etc.
- Coordinate for implementation of all management functions through updation of website and ticket generation.
- Arranging internal audits.
- Arrange Recruitment Process.
- Monitors Annual College budget.
- Maintains the monthly attendance report.
- Maintaining updated building plans and monitoring overall campus with Estate Manager.
- Manages College roster and Service Books.
- Manages Faculty personal files.
- Redressal of grievances of employee.
- Performance evaluation and faculty development and appraisal of faculty.
- Maintains minutes of meeting (all).
- Co - ordinate day to day activities of office.
- Makes logistic arrangements for College Day, Sagar Fiesta,

Sports Day, FDPs, placements, conferences, Governing Body meetings, Academic meetings, faculty selection interviews, Industrial visits, and such other events.

- Co-ordinate's provision of, and maintains, the campus infrastructure, installations, office equipment etc.

Exam Cell In charge

- Floats Mid Semester Tests, End Semester Exams and Practical exams schedule.
- Ensures confidentiality of question papers.
- Centralized inter department seating plan.
- Prepares code of conduction for exam before commencement of examination for Students.
- Conducts training of invigilators before start of exam.
- Prepares duty charts of all faculty members to have inter departmental invigilators in order to maintain discipline and fairness during examination.
- Resolves examination related issues after declaration of results.
- Appoints flying squad at institute level.
- Issue Marksheets to students.
- Accounts Head
- Maintains the accounts, cash books / ledgers.
- Prepares monthly accounts including writing of cash books, journals, Supervision of challan writing and remittance to bank.
- Verified cheques and bills.
- Prepares and consolidate budgets pertaining to all departments/sections/centers.
- Cash collection & writing daily collection register for college accounts.
- Prepares audit reports and replies.
- Responsible of keeping the following in safe custody Bill books / receipt books.
- Files pertaining to accounts/purchases.
- Maintains Registers, Cash books, Ledgers, Vouchers, Cheque books / pass books, Bank challans etc.
- Other important office documents.
- Prepares salary reports.

- Prepares acquittance register and obtaining signatures of all employees.
- Attending to the subject of income tax, and performing TDS at source for all payment transactions.
- Any other accounts related function assigned from time to time.

Training Head

- Notify the students about various trainings.
- Arrange technical and placement related Trainings for students
- Maintain training records.

Placement Head

- Facilitates career guidance to students.
- Motivates students to excel in their technical studies and solving their personal problems.
- Maintains record of counseling activities.
- Collaboration with industry.
- Student Training and Placement.
- Identifies and provide for training needs of students.
- Arranges campus interviews.
- Proposes annual T & P budget.

IT Cell Head

- Fulfills all hardware and software requirements in coordination with Head HR and Admin.
- Coordinates and supervise the installation, maintenance, and support of existing and new servers, systems and networks.
- Configures, installs, and maintain the network hardware and software of the institute.
- Creates and maintains a system for backing up data and program files.
- Ensures integrity of the network by continually updating network system security to provide for latest protection against viruses and other types of network vulnerabilities.
- Keeps an inventory of equipment, computers, software licenses, and others.
- Manages the institute's hardware and software.
- Assists faculty and staff with professional technology-based

computer hardware and software inquiries.

- Provides preventive and corrective maintenance to equipment.

Head Digital Cell

- Leads the Outreach Digital Marketing Team.
- Plans digital marketing campaigns.
- Designs, builds and maintains social media presence across all digital channels.
- Measures and reports performance of various digital marketing campaigns; and assess effectiveness against goals.
- Identifies trends, and optimize performance based on insights.
- Brainstorms new and creative strategies.
- Collaborates with internal department teams to achieve objectives.
- Handles all enquires received on college website.

Faculty

Deliver subject matter to students based on the curriculum of the University.

- Arrange special classes for the slow learners.
- Prepare Assignments and Tutorial Questions.
- Prepare course file of the assigned subjects for effective teaching.
- Deliver subject matter according to lesson plan.
- Develops Mid Sem test questions in consultation with the course coordinator.
- Evaluates Mid Sem answer sheets.
- Evaluate assignments and tutorials.
- Prepare question bank for students.
- Perform all assigned departmental responsibilities.
- Conducting labs in the proper manner.
- Mentoring students through the TG process, providing instructions, and evaluating students as teacher.
- University Examination Invigilation.
- Guide students for major and minor projects.
- Serving as an academic mentor.
- Develop specialized outputs in research.
- Enhance further knowledge, attend workshops, conferences, seminars and training programs.
- Participate in activities related to consultancy developed through industry link.
- Conduction of expert lectures, training programs etc.

Library In charge

- Plans and execute modus operandi of routine activity of the library.
- Plans and propose expansion / development.
- Maintains library discipline and culture.
- Prepare annual budget for library.

Sports In charge

Ensures smooth conduct of sports.

- Ensures proper use of gym, Tennis court and other sports amenities.
- Purchasing of sport items.
- Encourages students to participate in zonal tournaments.
- Manages sports facilities.
- Proposes Sports annual budget.

Estate officer

- Meeting with the Head HR and Admin to discuss plans and general estate requirements.
- Manages the daily operations of the estate including staff schedules, upkeep, and bookings.
- Supervises all ground and house staff and providing training, day-to-day feedback, and performance reviews.
- Manages all maintenance, repairs, and renovations to buildings and estate grounds.

Technical Staff

- Maintaining labs equipment, Labelling and arranging in proper manner.
- Ensuring cleanliness in the labs.
- Maintaining and updating the all-labs stock register.
- Manage Lab Audits.
- Keep records, e.g., for students' practical sessions, tracking methods and results.
- Ensure that equipment is properly cleaned and that

chemicals, drugs and other materials are appropriately stored.

- Support the work of teachers in laboratory sessions and give technical advice to staff and students.
- Work with individual students and support them for lab work of Major/Minor projects.
- Ensure that all health and safety procedures are understood and followed correctly.

Admin Officer

- Maintain all records related with RGPV and AICTE affiliation.
- Fill data of RGPV, AICTE, AFRCor and other government approvals in coordination with Head HR and Admin and submit
- Manage data of new admissions.
- Perform all works related with RGPV and AICTE.

Hostel Warden(s)

- Works under Administrator.
- Gives daily report to Administrator.
- Responsible for allotment of rooms to the students.
- Responsible for maintenance of the hostels.
- Looks after the quality of food served in the hostels.
- Keeps strict discipline among students of the hostels.
- Reports to the Administrator and Principal in case of any indiscipline or misbehavior by the students.
- Looks into the grievances/complaints of the students if found genuine.
- Arranges for first-aid in case of any emergency and arrange for hospitalization of student/staff, if required.

Transport In charge

- Responsible for the transportation of institute and monitor that the day-to-day operations are going on without any problems.
- Performing road checks during inclement weather.
- Holds the complete responsibility of overseeing the timely maintenance checks of all the buses.
- Facilitates staff meetings in this connection and also

provides direction to the bus maintenance staff.

- Inspects the buses frequently to ensure that all the buses are in tip-top condition and safe enough to transport the students to and from the school.
 - Sets the routes for the buses, dispatch of the buses, working out their schedule, and managing the driver.
 - Coordinates with the specific district representative for the transportation of student with special needs.
 - Prepare and submit all the related reports in a timely manner.
 - Responsible for the purchase of any equipment for the college bus fleet in compliance with all the existing policies and procedures.
 - Responsible for the conduct and behavior of the bus drivers and attendants.
 - Responsible for the recruitment of the said personnel.
-
- Conducts the bus driver performance evaluations in a timely manner

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
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	No File Uploaded
Screen shots of user inter faces	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

SISTec provides following welfare schemes for teaching and non-teaching staff members.

- Employee Provident fund and Employee Insurance Scheme facility is provided to all eligible staff members of the institute.

- Loan facility provided to teaching and non-teaching staff through Bank. The institute has tie-up with different banks to provide financial support through loan facility to all faculty members.

- Sponsorship for attending academic programs is provided to all staff members to attend the various conference, workshop, STTPs programs etc.

- Free residential facility is provided in college premises for teaching and non-teaching employees.

- Free mobile facility to selective staff.

- Free Bus facility to all teaching and non-teaching staff.

- Sponsorship facility for Research.

- Special workshops on recreational facilities in Yoga & Stress Management are conducted for all staff members once in the year through Yoga Expert.

- Ambulance facility to all staff (24*7) in case of emergency.

- SISTec has tied up with Dr. Avinash Agrawal's Clinic to offer Medical Treatment to students, teaching and non-teaching staff.
- Free Medical Health Check-up camp is organized for teaching and non-teaching staff members in college campus.
- Gym facility is available for all students and staff members of the SISTec.
- Study leaves for higher education.
- Sport facilities provided to teaching and non-teaching staff.
- Concession in fees to wards of teaching and non-teaching staff in college and school of Sagar group
- 10 days annual break for teaching staff and 7days annual break for non-teaching staff. Swimming facility to all staff.
- Bereavement Leave for 7 days with Pay
- Diwali and Teacher's Day gift distribution to all staff.
- Discount in house or flat purchase from 'Agrawal Builders' (Real estate firm of Sagar Group).

A faculty appraisal procedure has been implemented to evaluate the performance of the faculty to encourage the faculty. The staff welfare schemes are formed and defined in SISTec Staff Hand book. The Staff Handbook contains general information about SISTec and is revised as needed by the Key representatives of the College. The Handbook contains the policies and procedures that guide Staff in the conduct of its work. The Handbook is accompanied by the By-Laws of the College and Faculty Regulations generated by Governing Council of college.

Year of Publication: Staff handbook is revised in 2020. Points on Online working are added in it.

SISTec provides following welfare schemes for teaching and non-teaching staff members.

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- Sponsorship for attending academic programs is provided to all staff members to attend the various conference, workshop, STTPs programs etc.
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- Free mobile facility to selective staff.
- Free Bus facility to all teaching and non-teaching staff.
- Sponsorship facility for Research.
- Special workshops on recreational facilities in Yoga & Stress Management are conducted for all staff members once in the year through Yoga Expert.
- Ambulance facility to all staff (24*7) in case of emergency.
- SISTec has tied up with Dr. Avinash Agrawal's Clinic to offer Medical Treatment to students, teaching and non-teaching staff.
- Free Medical Health Check-up camp is organized for teaching and non-teaching staff members in college campus.
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Year of Publication: Staff handbook is revised in 2020. Points on Online working are added in it.

Number of beneficiaries in teaching and non-teaching faculty for the year

S. No.

Name of welfare

schemes

2020-2021

1

Provident fund

101

2

Group medical insurance

policy

0

3

Free hosteland boarding

facility

25

4

Sponsorship to participate

in Research project programs

0

5

Free recreational facilities like Yoga and meditation center

85

6

Ambulance facility

As & when need

7

Free Bus Facility

110

8

Free Medical Health Check up

53

9

Bereavement Leave

5

File Description	Documents
Paste link for additional information	Nil
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

6

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

31

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
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

182

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
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

SISTec has performance appraisal system for assessing the performance and progress of the faculty on a given job and his potential for future development. It consists of all formal procedures used in the working organizations to evaluate

personalities, contributions and potentials of teaching staff. The system is adopted for overall growth and development of all concerned whereby an employee is assessed by the entire APT cell during the appraisal process. The APT Cell evaluates the performance of the faculty based on teaching, research, participation in teamwork, arranging co-curricular and extracurricular activities and publication works. The process is designed to foster individual development and identify opportunities for additional support. Performance Appraisal System is implemented for both teaching and non-teaching staff.

Objectives:

The performance appraisal system intends to identify strength and weakness of faculty members and consecutively plan various development programs for their skill enrichment.

Appraisal System for Teaching Staff

The performance appraisal system for teaching staff consists of 20 evaluation factors for assessment. For each of this factor, criteria are defined, and it is mapped with the number of points. The weightage for each performance factor is 5 grade points. At the end of semester, faculty are evaluated for their performance. Faculty submits duly filled in form with relevant documents and evidences. Self-appraisal score is further verified by the Heads of the departments and finalized by the institution heads.

- Academic Involvement of faculty is evaluated based on the courses taught and their difficulty level, conduct of Beyond Syllabus Activities, innovation in teaching, Contribution towards Learning Resources Development at Institute, UG/PG projects guided, Efforts for Lab Work/Tutorials and University related work.
- Course results, average student attendance, student feedback, co-curricular activities conducted for students, mentoring and placement of students in the preceding year.
- Institutional Development component takes care of faculty

efforts for the overall development of the Institute. It includes points for organization and participation in conferences, STTPs, FDPs etc., participation in departmental and institute committee activities, research activities, service to community or product development and faculty interaction with outside world.

- Professional Development is evaluated based on performance parameters such as publications, patents, qualification upgradation, special honors/awards, fellowship received, and books published.
- Competency mapping assessment is done based on academic results and the overall attitude towards profession.

Analysis is rigorously carried out at the Department / Institute level and also with respect to different components and accordingly appreciation letters and letters for improvement are given to the respective faculty

Appraisal System for Non-Teaching Staff

Design of Performance Appraisal system for non-Teaching staff is based on the qualitative and quantitative responses towards performance factor. Total of 10 parameters are defined for assessment. The performance factors for evaluation are different for both technical staff and administrative staff. The factor is mapped with the number of points i.e., score. The weightage for each performance factor is ten grade points. At the end of session, staffs are evaluated for their performance. Wherever, there is scope for improvement, it is communicated to the concerned staff.

File Description	Documents
Paste link for additional information	Nil
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

SISTec is committed to the objective of maintaining professional and qualitative Financial Management Systems with high standards of accountability and transparency.

Books of account are maintained following the rules of Double Entry Book Keeping System & accepted accounting practices prevailing in India. Account department maintains proper books of account.

Types of vouchers

- Receipt Voucher
- Payment Voucher
- Journal Voucher

Moreover, following registers and other records are also maintained.

- Fees received from students (in respect of admission fee, tuition fee, bus fee, library fee, examination fee, etc.).
- Grants-in-aid received from various sources. Scholarship and special stipends.
- Funds such as building, library, laboratory, sports, furniture, equipment's, endowment, provident fund etc.
- Immovable properties and other fixed assets. Investments.
- Minutes of the meetings of the Managing Committee of the educational institution. Stock (for books, stationery, uniform, etc.)
- Salary sheets of all the respective staff members and maintained.
- Staff leave and Benefit Records (Individual staff members and their entitlements are maintained systematically).

- Uniforms are provided to Security Guard, Driver & Office Assistant. Caution money received from students.

All the above statements are thoroughly maintained and revised periodically by the accounts department.

The Institute practices the following schedule of Audit to achieve precision and accuracy in accounting.

- Internal Audit conducted by Society / College management on Monthly Basis.
- Internal Audit by Chartered Accounting firms on quarterly basis.
- Annual external audit is done.

The following statements form a part of General-Purpose Financial Statements of an educational institution:

- Balance Sheet
- Income and Expenditure Account
- Cash Flow Statement
- Notes forming part of financial statements
- Utilization Certificate for Grants -in - aid.

File Description	Documents
Paste link for additional information	SISTec-GN Best Engineering College of MP (sistecgn.ac.in)
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)

Nil

File Description	Documents
Annual statements of accounts	No File Uploaded
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

SISTec has a finance committee consisting of Board Members and purchase committee for monitoring, controlling and directing mobilization of funds and optimum utilization of resources. SISTec is a self- financed and hence major source of fund is student's tuition. The income thus generated and expenditures are certified by the Chartered Accountant regularly.

1. Mobilization of Funds

• Fees Collections

Students are admitted as per the guidelines of Department of Technical Education and AICTE. The Institution is affiliated to RGPV and BU Bhopal and hence their guidelines regarding enrollment of students are followed. The fees of the students are decided by the AFRC (Annual Fees Regulatory Committee).

• Research Grants

The institution has received the grants from various bodies like ACE Engineering, MPCOST, and RGPV (TEQIP) etc. These grants are specific grants received for specific purposes and have been utilized as per the guidelines of the sanctioning body.

• Non-Government Bodies and Sponsorship Receipts

The grants have been received from various non-Government bodies for special purpose like various events (Nirmaan). The grant has also been utilized as per guidelines of the grants.

• Corpus Donation of Trust /Society

The College is functioning under the Shri Agrawal Education & Welfare Society (SAEWS). The Trust /Society gets corpus donations from well-wishers, corporate and philanthropists.

2. Optimal Utilization of Resources

• Recurring Expenses

Salary to staff, academic activities and payment of bank interest

• Infrastructural development facilities and Building construction works

Management allocates budget to create and upgrade the infrastructural facilities in tune with the modern trends and for construction works. Bank loans and corpus donations received from well-wishers and philanthropist are judiciously utilized for the same. College purchases new vehicles as per student strength, through loans from banks and loans are repaid with reduced rates of interest from the reasonable transport charges.

• Academic Infrastructure

Time to Time as per need of academic's college purchases new books, journals, smart class and lab equipment's.

• Research and project activities

Knowledge is generated and applied in new innovations and technologies which in turn shall be utilized to enhance the quality of socio-economic and environmental conditions of society. The institute is committed to provide excellence in research. The institute has executed many Research and Development projects. Grant from government and non-government bodies, institutions, industries, firms, well-wishers and philanthropists are used for R&D.

• Seminars, Conferences and Faculty Development Programme's and other co-curricular

The institute conducts the above said regularly and religiously

matching with the latest technology, innovations, research, changes and needs for the society

- **Extra-curricular activities**

Modern sports facilities have been created to provide ample opportunities for conduct of sports and enabling student participation.

- **Green Atmosphere**

Enough care is taken to maintain cleanliness in the campus which coexists with godliness and fund is judiciously utilized.

- **Events and Students Welfare Activities**

The events and students' welfare activities are organized on regular basis like NIRMAAN, Sagar Fiesta, Sagar Manthan, Sagar Samvaad, Sagar Samarthaetc for the holistic development of students from the fees and other grants received from the Management and related parties.

File Description	Documents
Paste link for additional information	<u>SISTec-GN Best Engineering College of MP (sistecgn.ac.in)</u>
Upload any additional information	<u>View File</u>

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 IQAC is constituted at two levels:

- Department Level
- Institution Level.

IQAC cells insured quality assurance in departments as well as in the institute.

Best Practice 1

Title of the Practice Career Guidance Training

Objective of the Practice

In today's ever-changing dynamism, Career Guidance to the students is the most vital aspect of college education so that the students can serve the needs of the ever-changing and dynamic market needs. To choose the right career path based on the interest of the students, institute offers education beyond the curriculum and provides career guidance to the students in the following aspects.

- Exploring various career options
- Developing self-confidence and self-reliance
- Creating interest for higher studies
- Promoting entrepreneurship
- Promoting a culture among students for lifelong learning
- Helping students to learn beyond the curriculum

The Context
In today's competitive markets, the right path of career choice matching with the potential and the interest is not an easy task for the students. To keep the student's career-focused and make them aware of the industry and social needs, career guidance through different training processes beyond the curriculum is most essential. The need of the hour is also to induce a habit among the students for lifelong learning to progress in the career. The challenge is changing the mindset of students to become skilled at how to learn new things and adapt themselves to the latest knowledge and techniques. Finding the correct resource person for effective guidance (external or in-house) having competencies become more and more important in designing and implementation of this practice.

The Practice

These goals are achieved through the following activities of the Training and Placement Department as well as the individual departments of specialization in the Institute:

- Students are trained on Communication & Presentation Skills

(using language lab) imparted by the faculty members of English Department - will have a great advantage in the job market and more choice in the profession.

- Specific training on technical skills like Aptitude test, Programming skills, etc. is provided to the students. The students' aptitudes and abilities measured by verbal and numeric reasoning tests can easily be related to real world tasks and jobs, as many jobs require some degree of skill with words and numbers.
- At the individual department level, Career Guidance is provided to the students to help them explore various career options. Each department conduct classes for AMCAT, COCUBE preparation to maximize the placements from the institute.
- Mock Tests, Mock Interviews and Personality Development training program by the Campus T&P team members are held on continuous basis to achieve higher rate of placement.
- To create awareness about the opportunities / challenges in various engineering / application / management sectors, resource persons from industries are invited to deliver technical talks and to impart knowledge on the current trends and latest technologies. This helps students to provide industry insights making the success rate higher.
- To make student more enthusiastic and boost their self-confidence, alumni are also invited to address them and guide them through the career options.
- Guidance on competitive examinations e.g., GATE and different public service commission examinations is also given at the department level.
- Students are encouraged to participate in technical contests, carry out project work, undergo internships and also organize various technical fests and social activities to enhance their knowledge through experience.
- Seminars/Workshops are organized by individual department/students' chapters in collaboration with renowned industries highlighting the importance of education in the industry are conducted.

Constraints faced during students' career guidance:

There is a serious lack of awareness amongst students, their parents, and even teachers which creates difficulty while giving career guidance. There is a serious mis-match between skill building and available jobs. Awareness of career counseling is really low among the students; this leads to hesitation among the

students to venture for career counseling in the first place.

Evidence of Success

The career guidance training has augmented the awareness among the students about the importance of effective communication and has helped them to understand about the need for development of other skills other than the technical knowledge they acquire through the regular classes/ labs and continuous assessments.

The performance of the practice is reflected in the campus placement of the students. The total placement scenario has been changed and the placement percentage has taken an upward trend in this year.

Moreover, students started understanding that they are to be industry-ready as per the market need and it will create their demand. In the process, a larger section of the students gets inclined to jobs of different flavor other than the jobs related to their specific technical skill sets. This is evident from the fact that several students are qualifying for the decent positions in private and government sectors.

Problems Encountered and Resources Required

The problems encountered in implementing the practice are as follows:

- Difficulty in motivating students about different flavors of jobs available as per industry demands.
- Finding out right type of professional agencies who can provide training and skill sets to the students as per market demand.
- Difficulty in convincing students for regularly attending the training programs by the professional agencies for facing tests/interviews.
- Difficulty in motivating students for higher studies and public service examinations for which attending classes beyond the regular class hours is a requirement.

- Making the faculty members convinced to deliver beyond the curriculum to prepare the students for competitive examinations.
- Difficulty in making student understand about the fact the instead of short-term goals, long term goals are more effective.

Although there are various problems, the institute has been able to implement the practice effectively through decentralizing the training and placement activities and mobilizing its technical and non-technical resources in an efficient manner.

Best Practice 2

Title of the Practice: Services for welfare of students, staff and society during pandemic.

Objective of the Practice

The Covid-19 impact was everywhere, which resulted in the closure of education institutions. Though institutions were closed, students are attending their classes through online platforms like Google classroom, google meet etc. Technology paves the way for education, thus helping the students and teachers to connect virtually through online classrooms, webinars, online exams, and so on.

The Practice

Sagar Institute of Science and Technology is one of those institute who was always with the society and always ready to support and serve our Stake holders. We were serving the society which mentioned below to name a few as our best practice:

- Institute formed a team of faculty and students for the regular distribution of food packet, food grain kits, medicines, masks, clothes to the people who are really in need for such things during pandemic.
- Institute provided medical facilities by using the college space as 300 bed hospital during COVID emergency.

- Institute also conducted vaccination drive for faculty & staff to make it 100% vaccinated campus. Also, efforts are made in following all COVID protocols to create better environment in the campus for work without any health risk.

Evidence Of Success

Institute became 100% vaccinated campus. Around 200 persons treated and cured by the facilities given in the hospital. Faculty and student were becoming familiar of online platforms, evident from university result.

File Description	Documents
Paste link for additional information	https://sistecgn.ac.in/IQAC.aspx
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

Institute has well planned teaching learning process and has robust methodology for rolling out the process. At the same time there is well planned structure, as per the guidelines of IQAC, to review the Teaching Learning Process. There are various teaching learning processes like subject allocation, preparation of academic administration plan, cluster mentor meetings, student mentoring etc. Each of these activities are planned by the faculty and are reviewed thoroughly before rolling. Once the activities are rolled out, their progress is monitored as per the type of activity. The outcomes are analyzed and discussed with concerned faculty for further improvements.

The IQAC cell of the institution has developed well-structured mechanism to review its teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals.

ACADEMICS :

- Faculty members prepared presentation and video lectures of assigned subjects since the classes were conducted in online mode due to COVID-19 Protocols even doubt classes were also conducted so that students can clear all the doubts related to subject.
- Internal examinations like MST were carried out on online mode
- Faculty members were encouraged to attend webinarstoget the experience of learning through online mode.Faculty members attended webinars conducted by differentorganizations, for their professional development.

STUDENT WELFARE:

- Students were encouraged to attend webinarsand other skill development courses.
- Enrollment in Online NPTEL courses for the up-gradation of bothstudents and faculty members.
- Online Technical talk series was planned in collaboration with TEQIP III.
- Knowledge series on various topics was organized by MBA department
- Orientation Program, freshers party and farewell party were planned on online mode

FEEDBACK

As per institute's norms two-faculty feedbackwas taken, first one before MST1 and second during mid-session

will be taken.

The major tasks set up by the IQAC in the last year was to take care of the mental health issues of students during the pandemic times, overall development of student during the pandemic situation by encouraging them to attend webinars, enroll in various courses like NPTEL etc.

File Description	Documents
Paste link for additional information	https://sistecgn.ac.in/IQAC.aspx
Upload any additional information	No File Uploaded

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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sistecgn.ac.in/IQAC.aspx
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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

Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Sagar Institute of Science and Technology is situated in an open area surrounded by scenic beauty. Following are the measures taken at SISTec to ensure facilities to show gender sensitization: -

1. Safety and Security

SISTec has a well-established Women Grievance Redressal Committee headed by a women chairperson. 50% of the members of the committee are females. Committee consists of a chairperson, secretary, teacher representative, non-teaching staff representatives, student representatives and persons with known contribution to women related issues. This committee regularly calls for a meeting and meets the members and discusses issues faced by student and aim at solving the problems faced by students.

The Women Grievance Redressal Committee works in the under mentioned guidelines

- Admission Committee: It monitors and controls discrimination against female students during admission process. They are engaged in counselling and guiding them and their parents. SC/ST female students are given guidelines regarding academic, administrative and social anxieties.
- Anti-ragging committee: It prohibits/prevents and eliminates ragging in spoken or written act, teasing, treating with rudeness, indiscipline activities and embarrassment to students. Victimized female students' cases are referred to internal complaints committee if any.
- Discipline Committee: It enforces discipline, nurture ethos, instil good character and conduct, professional and social values among students in gender sensitive issues.
- Internal Complaint Committee: The committee is framed to play a critical role in prohibition, prevention and redress sexual persecution cases of female students and faculty members in the college. It vigils against misconduct, malpractice, ragging, indiscipline, sexual harassment, assessment, victimization, bias, exploitation and security. The college arranges transportation facility to students and staff.
- SISTec is a campus which provides an environment free of ragging, harassment or any type of misconduct. Regular lectures on women security, sexual harassment, hygiene and safety are imparted to students for their safety and security.
- College has about 30 buses fully owned which are GPS enabled and equipped with camera facility. These buses ply around all corners of the Bhopal, and far off places like Mandideep, Vidisha, Ahmadpur, Sehore, Kurawar which ensure the pick and drop facility for girl student to the closest point of their residence. The organization has a permanent

staff to take care of the transportation.

- College has a separate hostel for girls inside the college premises under the supervision of a full time female warden. Hostels are provided with all the required facility for the girls. College also ensures the time limit for girls to go out of the campus for their necessary work. Parents of girls are required to seek permission if girls want to go to their local guardians or to hometown.
- 24×7 transport facility is available in campus, in case of any emergency (medical or any other type) Campus is sufficiently lit. Proper lighting arrangements are done in the areas like parking, laboratories, girls & boys hostel, and garden areas and at areas of less access to people.
- Proper sanitation facility is available inside the campus. Separate washrooms for girls and female staff members are provided both in hostel as well as college premises; the college has a spacious and comfortable common room with washroom, facility for recreation, study and discussion during their leisure time. They can relax, socialize and interact with one another. The room is equipped with newspapers, comfortable sitting space and a bed to rest.
- Campus also has staff quarters and its mandatory for a required percent of staff to avail the facility aiming at the well being of students. Many of senior faculty members of the college and the Administrator live in the campus who are always available for the students.
- Complaints (if any) related to any type of medical reason, harassments are taken care at priority level.
- Campus ensures strict security in its premises. Security guards are on duty 24 *7. Patrolling squad of the campus keeps vigilance in and around the campus. No entry without the entry at college gate is allowed.
- Suggestion boxes are put in each building of the campus. Students and staff can place their suggestions and complaints without revealing their identity.
- College hostels are Wi-Fi enabled which enables students to access internet in house at any point of time.

2. Counselling

- Counseling of the students is done by the faculty members who are also playing the roles of guardians to the students in campus. Session on counseling are organized on regular basis by expert counselors. The TG and faculty monitor counsel students in individual level or in a group to deal with their social concerns. All faculty members take care of

welfare of students for their holistic development. Every TG is assigned with a group of 15-20 students, who conducts periodic meetings to analyze their grievances and address them. Students have the liberty to discuss any issue they face for help with the TG.

- Women's day is celebrated to make an environment that has ample of air and space to women to work and execute.
- Program from active members of societies working in areas of women safety are arranged, also portraying the video clips relevant to the topics.
- Sagarika an event organized exclusively for the female students to encourage their participation in institute's events and showcase their achievements on a common platform.

3. Common Room

The institute has a well designed and equipped Girls Common Room (GCR) for the females to retire in any case of medical emergency or otherwise. Proper hygienic conditions are maintained in GCR.

International Women's Day

The International Women's Day celebration was held at the Sagar Group of Institutions, SISTec, Gandhi Nagar campus on 10th March 2021 with a felicitation ceremony in order to acknowledge the economic, political, social and cultural achievements of women from all walks of life and to reward them with immense love, respect and pride.

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures **A. 4 or All of the above**
Solar energy
Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Solid waste management

- The institute has an effective mechanism for waste management by segregating waste into biodegradable and non-biodegradable waste.
- The pantry waste and the leftover food from the hostel mess are used to prepare compost. This is in turn used as manure for the plants in the campus.
- To meet waste management the college also sells scrap and waste material for recycling and reuse of the product.
- Materials that can be used to design new projects are preserved for the future to enable the students to create a new model using that material.
- The campus is a plastic-free zone to prevent the use of plastic as an environmental pollutant.

Liquid waste management

- College is designed in such a way that the wasted water for tap directly enters the garden area, directly and indirectly, watering the plants.
- Our campus footpaths and pathways are made up of paver blocks to ensure maximum underground water recharge during monsoon.
- Nano sprinkles are used for irrigation to prevent any under flooding of water
- An effective sewage treatment plant (STP) functions inside the college.

E-waste management

The e-waste generated in the Institute are collected together from the departments and handed

over to an external e-waste recycling agency.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

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**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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	No File Uploaded
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

facilities for persons with disabilities

(Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information :

Human assistance, reader, scribe, soft copies of reading material, screen reading

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	No File Uploaded

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).

- Institute is undertaking several efforts and initiatives to provide an inclusive environment to students, teaching and non-teaching staff by organising several cultural events, activities and celebration of regional festivals.
- Orientation programme is organised for every new batch of students to familiarize them with the culture of the institute.
- Linguistic differences are assimilated by ensuring a common professional language like English during working hours.
- National festivals like Independence Day and Republic Day were celebrated with full vigor.
- Institute celebrated Teachers' day in the college campus to show their gratitude towards teachers.
- Various other activities like Diwali celebrations, Uttarayan festival, Ethnic day were also celebrated in the institute.
- Unnat Bharat Abhiyan and Swachh Bharat Abhiyan are an important initiative taken up by the college this year.
- Workshop was also conducted on youth empowerment and skills to motivate the students to enhance their confidence.

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	No File Uploaded

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

- The institution has unique daily morning assembly culture where the students, faculty and staff members compulsorily join for the prayer followed by the "thought of the day" and "National Anthem", which certainly instills positive vibes within the campus. The "Thought of the Day" instills positive feelings and the chanting of "National Anthem" promotes the feeling of patriotism and nationalism amongst participants.
- Institute focuses on developing a sense of responsibility in its students towards the Constitution regularly. Independence Day and Republic Day were celebrated this year with full enthusiasm and patriotism.
- As part of the curriculum a non-credit course- Indian Constitution studied by all the UG programmes in the third semester to create awareness and sensitize the students to constitutional obligation and to strengthen the democratic values.
- As part of the curriculum non-credit courses - Cyber Security and Indian Knowledge System studied by all the UG programs in the fourth semester to give an insight of valuing human dignity and to save the rights of the people against discrimination. The course also gives insights into Internet Law, Cyber Crimes and Cyber Laws.
- Institute conducted Swachh Bharat and Swasth Bharat Abhiyaans.,

- World Environment Day is celebrated with great enthusiasm by planting trees on campus.
- Vaccination drive for COVID-19 was organized in the campus.

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

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

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

- The institute celebrated national and international commemorative days, events and festivals with full vigor. SISTec organized national festivals like Independence Day, Republic day, Labours day and birth anniversaries of

personalities like Dr. Sarvepalli Radhakrishnan as teachers day, Sir M Visvesvaraya as Engineers day, Swami Vivekananda as Youth day, Dr. Babasaheb Ambedkar, Mahatma Gandhi, World Yoga day, etc.

- All these national festivals are celebrated with enthusiasm and with the utmost sincere participation of the students, as today's youth is on a mission towards a better India, breaking all the boundaries of religion and caste.
- Independence Day and Republic day are celebrated with pride to salute the glory of our nation and contribute to national integrity. The leaders of the institute deliver their views in favor of national interest followed by the students' chapter as the active participants.

The entire ambiance is enlightened on the tune of national integration. The staff and students perform skits, speeches, dancing and singing on patriotic themes.

- International Yoga Day is celebrated to strengthen the physical and spiritual health of all. On International Yoga Day (21st June 2021) SISTec organized a session on Immunity Boosting and Kundalini with Sahaj Yoga by H.H Shri Mataji Nirmala Devi- founder of Sahaja Yoga. The session was marked to raise awareness about yoga and its benefits, in our day-to-day lives for well-being.
- Similarly, the institute celebrated all the national festivals and birth/death anniversaries of the great Indian personalities. Two minutes of silence is offered to commemorate the scarifies of martyrs.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
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.

Best Practice 1: Career Guidance Training Objectives of the Practice

In today's ever-changing dynamism, Career Guidance to the students is the most vital aspect of college education so that the students can serve the needs of the ever-changing and dynamic market needs. To choose the right career path based on the interest of the students, institute offers education beyond the curriculum and provides career guidance to the students in the following aspects.

Exploring various career options

Developing self-confidence and self-reliance

Creating interest for higher studies

Promoting entrepreneurship

Promoting a culture among students for lifelong learning

Helping students to learn beyond the curriculum The Context

In today's competitive markets, the right path of career choice matching with the potential and the interest is not an easy task for the students. To keep the students career-focused and make them aware of the industry and social needs, career guidance through different training processes beyond the curriculum is most essential. The need of the hour is also to induce a habit among the students for lifelong learning to progress in the career. The challenge is changing the mindset of students to become skilled at how to learn new things and adapt themselves to the latest knowledge and techniques. Finding the correct resource person for effective guidance (external or in-house) having competencies become more and more important in designing and implementation of this practice.

The Practice

These goals are achieved through the following activities of the Training and Placement Department as well as the individual

departments of specialization in the Institute:

1. Students are trained on Communication & Presentation Skills (using language lab) imparted by the faculty members of English Department - will have a great advantage in the job market and more choice in the profession.
2. Specific training on technical skills like Aptitude test, Programming skills, etc. is provided to the students .The students' aptitudes and abilities measured by verbal and numeric reasoning tests can easily be related to real world tasks and jobs, as many jobs require some degree of skill with words and numbers.
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4. Mock Tests, Mock Interviews and Personality Development training program by the Campus T&P team members are held on continuous basis to achieve higher rate of placement.
5. To create awareness about the opportunities / challenges in various engineering / application / management sectors, resource persons from industries are invited to deliver technical talks and to impart knowledge on the current trends and latest technologies. This helps students to provide industry insights making the success rate higher.
6. To make student more enthusiastic and boost their self confidence, alumni are also invited to address them and guide them through the career options.
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really low among the students, this leads to hesitation among the students to venture for career counseling in the first place.

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Problems Encountered and Resources Required

The problems encountered in implementing the practice are as follows:

1. Difficulty in motivating students about different flavours of jobs available as per industry demands.
2. Finding out right type of professional agencies who can provide training and skill sets to the students as per market demand.
3. Difficulty in convincing students for regularly attending the training programs by the professional agencies for facing tests/interviews.
4. Difficulty in motivating students for higher studies and public service examinations for which attending classes beyond the regular class hours is a requirement.
5. Making the faculty members convinced to deliver beyond the curriculum to prepare the students for competitive examinations.
6. Difficulty in making student understand about the fact the instead of short term goals, long term goals are more

effective.

Although there are various problems, the institute has been able to implement the practice effectively through decentralizing the training and placement activities and mobilising its technical and non-technical resources in an efficient manner.

Best Practice 2: Services for welfare of students, staff and society during pandemic

The Covid-19 impact was everywhere, which resulted in the closure of educational institutions. Though institutions were closed, students were attending their classes through online platforms like Google classroom, Google meet etc.

Technology paves the way for education, thus helping the students and teachers to connect virtually through online classrooms, webinars, online exams, and so on.

Sagar Institute of Science and Technology is one of those institutes that was always with the society during this pandemic and always ready to support and serve our stakeholders. We were serving the society as mentioned below to name a few of our best practice:

-Institute formed a team of faculty and students for the regular distribution of food packets, food grain kits, medicines, masks, clothes to the people who were really in need of such things during the pandemic.

-Institute provided medical facilities by setting up of approx.300-bed hospital during COVID emergency in the college premise.

- Institute also conducted a vaccination drive for faculty & staff to make it a 100% vaccinated campus. Also, efforts were made in following all COVID protocols to create a better environment in the campus for work without any health risks.

Evidence of Success

Institute became a 100% vaccinated campus. Around 200 persons were treated and cured by the facilities given in the hospital. Faculty and student became familiar with online platforms as evident from university results.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

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

SISTec has lush green campus full of greenery and natural beauty. All efforts have been made to make the campus environment friendly and self sustainable in character.

The complete campus is declared forbidden for any type of malpractice, drug abuse, tobacco and alcohol.

The institute has exclusive parking zone outside the campus for the college buses and visitors. Hence, it leads to the safety of the students inside the campus. None of the students are allowed to enter the campus without helmets or seat belts to promote general traffic awareness/discipline.

The institution has unique daily morning assembly culture where the students, faculty and staff members compulsorily join for the prayer followed by the "thought of the day" and "National Anthem", which certainly instills the positive vibes within the campus. The "Thought of the Day" instills positive feeling and the chanting of "National Anthem" promotes the feeling of patriotism and nationalism amongst participants.

Immediately after the morning assembly, a round table HoD's meeting is held, whereby important day long activities are discussed and the decisions are taken.

The college has battery operated "No Pollution" vehicle for intra-campus movement of people.

The institution has separate hostel for boys and girls with mess facility. Not only the students, but the staff members of SISTec can also opt the in- campus residence and enjoy all the maintenance and facilities. The institution has provided "No Rent" family accommodations to staff and faculty members thereby making the campus more secured and lively. The hostel mess is in the complete administrative custody of SISTec to ensure the quality of food and services.

Basketball, cricket, football , equipped gymnasium, well maintained swimming pool allow each and every person to exercise all the nerves of their body.

The Institution is under CCTV surveillance with security guards on duty at each entrance making the campus safe and secured.

To conclude, the institution pays prime importance to the discipline, safety, hygiene, health, cleanliness and greenery in the campus. The Institution is determined to extent all possible means and measures for the betterment of the students and staff/faculty members. The institute always welcomes the suggestions from various stakeholders to take all necessary measures for the maintenance of excellent teaching-learning environment.

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

The College is affiliated to Rajiv Gandhi Proudhyogiki Vishwavidyalaya (for Engineering) and Barkatullah University (for MBA), the curriculum and syllabi prescribed by the university are strictly adhered to. Apart from this prescribed curriculum, the College has strategized ways and means to strengthen the teaching learning process in the following ways:

- Advance planning of Academic activities and calendar in alignment with the University issued Calendar of Events is planned and published in advance before the commencement of every semester.
- Formulation of objective driven teaching plan in the beginning of the semester by IQAC.
- Preparation of adequate learning materials (resources).
- Updated library facilities with ILMS and DelNet software.
- Maintenance of course files by all faculty members which contains lesson plan, notes of lesson, assignments, question bank and performance details of the students.
- Adopting new and innovative teaching techniques, in addition to the traditional lecture method to get the students actively involved in the teaching learning processes and employing learner centric techniques such as smart class, web related assignments, peer learning, group discussion, use of NPTEL lectures, case studies, projects, surveys, quiz etc., in the delivery of the academic courses.
- Institution organizes contemporary video discussion shows for each Engineering discipline, well planned PPT's helping students to understand the new trends through videos depicting the latest technologies.
- Entrusting the teaching faculty (Tutor Guardian Concept) with the task of mentoring 15 students on academic and personal issues.
- Organizing guest lectures by industry personnel and industrial visits to improve the effectiveness of implementation of the curriculum. Also, it bridges the gap between the industrial expectations and academic delivery.

- Course allotment based on competency matrix, experience and performance in previous years.
- Time table framed with provision for Value Added Programmes (VAP), seminars, motivational lectures, educational trips, sports and library hours with university norms.
- The Head of the department along with Principal and Vice Principal do a periodical review of the portions covered by the faculty members with class observation and monitoring of the students' attendance.
- Monitoring of course delivery and syllabus completion through formal and informal feedbacks both in written and oral forms.
- Systematic examination process, standard question papers, proper and prompt evaluation and dispatch of reports to parents in the form of APR (Academic Performance Report) both in the form of hard and soft copy.
- Availability of customized software to monitor and aid students' performance, teaching and evaluation process in the name of ERP, the login and password of the student is intimated to the parent for close monitoring.
- Evening hours of library for long stretch of studies.
- Provision of infrastructure facility with all the tools and aids required for skill enhancement in class as well as lab.
- Encouraging and allowing students to do innovative project work of national interest through Nirmaan and Srijan.
- Providing opportunity and allowing students to work on live projects using institutes lab facilities.
- Remedial and extra classes are arranged for slow learners.
- Bridging Industry -Institution gap with suitable value added programmes (Placement Oriented Training)- an initiative of Training and Placement cell.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Academic Calendar:

A semester wise, institute academic calendar is prepared before the commencement of academic session. It consists of a detailed schedule for entire semester in area of curricular, co curricular, extracurricular activities and holidays in accordance with university. Each department follows college academic calendar along with schedules for industrial visits, field trips, internships, seminars, projects, co curricular and extracurricular activities, etc.

Contents in college academic calendar:

- Schedules for commencement and end of teaching,
- MSTs and ESE
- Number of working days
- Co -curricular and extracurricular activities

Teaching Plan:

- It is time bound practice adopted in teaching and learning based on syllabus.
- Entire syllabus content is planned for semester with dates and duration.
- The teaching plan enforces content delivery, preparations of subject notes and question banks for theory and practical.
- There is provision for extra lectures for subject to fill up curriculum coverage gap.

Academic record:

- Subject teachers maintain attendance records for theory and practical classes.
- Subject teacher maintain the record of MSTs and assignments marks.

Continuous Internal Evaluation (CIE) plans:

- The IQAC prepares time bound plan for CIE in academic time table.
- The examination section conducts MST, ESE, practical and online examinations.
- After every evaluation, departments analyze performance of students and categorize them as slow and advanced

learners.

- The time bound action plan is implemented for students. The implementation of the same is ensured by IQAC.
- Remedial lectures are planned and executed twice in a semester.

Project work assessment:

Time bound reviews on project work are performed by a team of faculty and guides in final

year for continuous assessment with benchmark parameters such as suitability of project title, synopsis, literature survey, objectives, methodology, analysis or design, market survey, cost estimation, optimization, possible ways of solution to the problem, fabrication, testing, presentation, and model demonstration. Individual involvement of members of project team is assessed.

Co curricular and extracurricular events:

Institute supports and sponsors regional and national, cultural, sports events and university nodal. All the co-curricular and extracurricular events like SAGAR FIESTA , SAGAR MANTHAN etc form part of academic calendar.

Compliance of academic calendar for the conduct of CIE:

Strict adherence to schedules of academic calendar of CIE are viewed, monitored, controlled and directed by the concerned authority from time to time without deviations.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

D. Any 1 of the above

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

33

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

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)

16

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

Sagar Institute of Science and Technology is situated in an open area surrounded by scenic beauty.

Following are the measures taken at SISTec to ensure facilities to show gender sensitization: -

SISTec has a well-established Women Grievance Redressal Committee headed by a woman chairperson.

Fifty percent of the members of the committee are females. Committee consists of a chairperson, secretary, teacher representative, non-teaching staff & student representatives and persons with known contribution to women related issues. This committee regularly calls for a meeting and people discuss the issues and aims at solving the problems faced by students.

SISTec is a campus which provides an environment free from ragging, harassment or any type of

misconduct. Various awareness lectures and programme are conducted on women security, sexual harassment, hygiene and safety.

College has about thirty buses which are GPS enabled and equipped with camera facility. These buses ply around all corners of the Bhopal, and far off places like Mandideep, Vidisha, Ahmadpur, Sehore, Kurawar which ensure the pick and

drop facility for girl student to the closest point of their residence. The organization has a permanent staff to take care of the transportation.

College has a separate hostel for girls inside the college premises under the supervision of a full time female warden. Hostels are provided with all the required facilities for girls. College also ensures the time limit for girls to go out of the campus. Their parents are required to seek permission from hostel warden if the student want to go to their local guardians or to their hometown.

24x7 transport facility is available in campus, in case of any emergency (medical or any other type).

Proper lighting arrangements are available in the areas like parking, laboratories, girls & boys hostel, and garden areas and at areas of less access to people.

Proper sanitation facility is available inside the campus. Separate washrooms for girls and female staff members are provided in hostel as well as in college premises.

Campus also has staff quarters. Many of senior faculty members of the college and the Administrator live in the campus, who are always available for the students.

Complaints (if any) related to medical reasons, harassments are taken care at priority level.

Campus ensures strict security in its premises. Security guards are on duty 24 *7. Patrolling squad of the campus keeps vigilance in and around the campus.

Suggestion boxes are put in each building of the campus. Students and staff can place their suggestions and complaints without revealing their identity.

College hostels are Wi-Fi enabled which enables students to access internet at any point of time.

Counseling of the students is done by the faculty members who are also playing the roles of guardians to the students in campus. Counseling sessions are also organized on regular basis by expert counselors.

SISTec has Tutor guardian system called as TG who acts as mentor and counselor to the student.

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.	No File Uploaded

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

16

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

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

274

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

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	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	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://www.sistecqn.ac.in/Feedback.aspx

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 students admitted during the year

535

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	No File Uploaded

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

307

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	No File Uploaded

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

SISTec has structured various mechanisms for constant monitoring, evaluation and assessment of students. The understanding level of the student is being superintended to identify slow learners and advanced learners on the basis of interactive classrooms teaching, student performance in class and end semester exam result. Teacher Guardian (TG) system is also subjected in practice for welfare and overall escalation of students. The responsibilities of the TG are to advise, counsel, and guide and address their socioeconomic and educational issues. Institute organizes special programs for advanced learners and slow learners as follows:

Programs for Slow Learners:-

Remedial Classes: - Special efforts are taken for weak students or those who have failed in certain courses as the case may be. Extra Sessions are then conducted which helps in solving individual problems. We conduct remedial classes two times in a session.

Extra assistance: - Slow learners are given enough assistance in classes by clarifying their doubts and re-explaining the

critical conceptual topics.

Model solution: - Faculty members prepare model solutions of the question papers of university exams and the same is uploaded on the website of the institution so that it can be accessed by the students. Also, students find it very helpful in designing their answers and hence preparing for their exams.

Notes availability:-Faculty prepare handwritten/printed notes/power point presentations from various sources keeping the syllabus and exam in their mind. The same is distributed to students to facilitate them for their exam preparation.

Programs for Advanced Learners:-

NPTEL Videos: - National Programme for Technologically Enhanced Learning (NPTEL) Courses is made available which are accessible through wi-fi connectivity from anywhere in the campus. NPTEL lectures are also arranged in the class if required.

GATE Crash course: - Departments conduct classes for GATE (Graduate Aptitude Test in Engineering) in semester break.

Technical event participation: - Students are constantly motivated to participate in different institutional and national technical events and competitions.

Student felicitation: - Meritorious students in the name of "Sagar Ratna" (Academic scholarship) are felicitated in the presence of the entire institute during the morning assembly with a cash award, certificate and memento. This motivates the students to excel their performance. It also acts as a motivating factor for other students to improve their performance.

Evening Library Facility: - Institutional library is open for students in evening time also. This facility enables students to read and refer different books. Also, this inculcates the habit of reading books and making notes from them. It also enhances self study amongst students.

Computer Lab: - Computer labs are accessible 24*7 for students. So extra timing is given for programming and other software learning. Various trainings like Python, R, C, C++, etc. Which are given to the students during the class room hours, can be practiced well, hands-on, by the students.

SISTecTEL: SISTecTEL provides an E-learning platform for the

students in their curriculum enrichment.

File Description	Documents
Paste link for additional information	https://www.youtube.com/c/SagarInstituteofScienceTechnologyBhopal/channels
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
1784	119

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

Institute plan student centric academic processes to achieve course outcomes and maximum welfare of students. To ensure that students play an active role in the learning process, the IQAC prepare model for enhancing learning experience thereby facilitating effective learning. These are identified at the beginning of the semester itself based on inputs from IQAC.

Teaching Methodology:- Faculty uses conventional as well as modern methodologies like information and communication technology (ICT) enabled for teaching. Students are encouraged to use E-resources on our ERP system and website (Campus is Wi-Fi enabled).

Lab Experiments: Student performs lab experiments to practically test the concept which are theoretically learnt in the Classroom. Hands-on Workshops are also conducted by the various departments- like Automobile Engg., PCB Fabrication, VLSI, circuit designing etc. Field trips, internships, and expert talks are conducted for industrial exposure.

Participative learning: For enhancing Participative learning group discussions, debates and extempore are conducted by the

departments. It allows students to share, discuss and debate ideas. Students are also allowed to participate different regional, national and university level activities. Students Activity Council (SAC) facilitates learning through various events, programs and thus thereby facilitate participative learning.

Problem Solving Methodology: - Students prepare minor and major projects to enhance problem solving skills. Final year projects of all branches are uploaded on the college website. SISTec has initiated to train the students for aptitude and communication skills. Institute schedules various training programs for students to prepare them for competitive exams, institute also conducts skill training programs to keep students abreast with the technological advancements. Various live projects in collaboration with industries develop problem solving skills amongst students. Also, through NSS/NCC student participate in various activities which leads to the development of real world problem solving skills in them.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sistecgn.ac.in/Events.aspx

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

Institute provides complete support to the faculty members to use and apply various innovative teaching practices. Faculties adopt different teaching methodologies to deliver lecture. They are

ICT based teaching like moodle, an open source learning platform, SISTecTEL, NPTEL video, PPT etc. Hybrid classes which are conducted in AV (Audio video) halls for better understanding of concept.

- Virtual classes are conducted by all faculties on google meet platform.
- Virtual labs are conducted by faculties.
- Internships, field projects, industrial visits, field trips are organized to bridge gap between learning in class and industry practices.

- Expert lectures, conferences, exhibitions and workshops are arranged for students to have real world exposure.
- College level technical societies of different departments like SMEA (SISTec Mechanical Engineers Association), Electropulse, FACE (Federal Association of Civil Engineering) etc are created to enhance participative learning.
- Technical and cultural events like Sagar Fiesta, National level working model competition (like NIRMAAN).
- Short Term Training Programs (STTP) are conducted by various departments which are sponsored by TEQIP (Technical Education Quality Improvement Programme), MPCOST (Madhya Pradesh Council of Science and Technology) etc.
- Faculties are also encouraged to use videos, audios and other teaching techniques in their pedagogy.
- SISTecTEL: An asynchronous platform and a process for teaching through recorded lectures, which are usually online.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

110

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
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**119**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
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****23**

File Description	Documents
Any additional information	No File Uploaded
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****696**

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.

Response: Institute strives to continuously improve the efficiency and effectiveness in assessment of Teaching/Learning and Evaluation Processes. However, to ensure that the quality of students improves, the Institute has introduced/taken initiative in carrying out the reforms/changes in CIE as follows:

1. Reforms in Internal Assessment Test: a) Multiple modes of notification: Internal Assessment Test schedule is notified through Academic Calendar which is communicated to the students through tutor guardian (TG)/mentor, website and notice board.

Impact: Faster dissemination of information.

b) Audit: Questions are set to evaluate the attainment of the desired Course Outcomes in the form of Subject Assignment and Mid Semester Examination (MST). Test papers are prepared keeping the format same as End semester Examination (ESE). The quality of MST papers is audited by the respective IQAC (Internal Quality Assessment Cell).

Impact: Making the teaching-learning process more effective and improving the quality of the Question Paper.

c) Model Solution: Faculty prepare model solutions of University exam paper which is available in print form as well in the college website.

Impact: It leads to standardisation in evaluation and helps students to introspect, self-evaluate and prepare standard solutions for the ESE.

d) Centralised Assessment Process (CAP): The assessment of answer sheets is carried out With-in three days from the date of the examination and then evaluated answer sheets is then showed to the students and scope of improvement explained.

Impact: Improving the efficiency and quality of assessment besides ensuring transparency, and timely declaration of results.

e) Attendance: - Minimum of 75% attendance is required for

appearing in examinations

2) Reforms in Term Work:

1. **For Course Experiments:** Experiments are designed to evaluate the attainment of the desired Course Outcome and Problem Based Learning. Faculty takes the oral viva after performance of the each experiment. Impact: Enhancing the problem solving abilities of the students.
2. **Project work assessment:** Reviews on the project work are performed in different stages like feasibility of project title, synopsis and literature survey, objectives, methodology, analysis and design, market survey, cost estimation, optimization and possible ways of solution, fabrication, testing, presentation, model demonstration etc. Impact: Inculcating research culture among the students.
3. **Result analysis and review meeting:** Assessment and result analysis are carried out by class teachers and authorities time to time. Performances of students are monitored and feedbacks on teachers are collected for remedial measures. The authorities conduct review meetings time to time.
4. **Other Reforms:** Beyond syllabus multiple activities such as Module depending on the industry requirement from the department, Group Discussions, Debates, Mini Projects, Campus recruitment training.

On-line/Take-Home Assignment are all conducted to improve the effectiveness of learning.

Inter-Collegiate Project Exhibition (NIRMAAN) is arranged and evaluated for best projects.

Various newer and modern methods are also included as a part of continuous internal evaluation.

The other methods except pen - paper exam include moodle, group discussion, technical interviews, subject specific projects, technical assignments, projects, power point presentation etc.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Display of academic calendar: Academic calendar is displayed on the college website at the starting of academic session so the each activity of institute can be operated in planned manner. In academic calendar dates for commencement and end of teaching, MSTs schedule, co-curricular activities and holidays are mentioned

Exam Superintendent (ES) and Examination Committee (EC)

- Institute has appointed exam superintendent and examination committee for all examination related work, which is known as exam cell.
- Exam cell floats MSTs, ESE and Practical exams schedule separately other than academic calendar. Confidentiality of question papers are ensured by the exam cell.
- Centralised inter department seating plan is prepared by the EC.
- Students are educated on code of conduction for exam before commencement of examination.
- EC conducts training of invigilators before start of exam.
- EC prepares duty charts of all faculty members to have inter departmental invigilators in order to maintain discipline and fairness during examination.
- The exam cell is involved to address grievances of students during the conduction of MSTs, practical and ESE.
- Strictness in terms of timing of exam and seriousness amongst students is taken care of.
- Exam cell also resolve examination related issues after declaration of results.
- All examination halls are CCTV surveillance enabled.
- Visual view of all the operative cameras at each examination hall is accessible at exam cell for centralised observation.
- All minute things related to exam are taken into account for smooth conduction.
- All ESE are conducted under the supervision of observer appointed by university. Exam Cell appoints flying squad at institute level.

Redressal mechanism for grievances before Exam

For grievances in admit card/ correction in name/ mark sheet, the students can write application to the Principal. Subsequently, Principal forwards the applications to the Examination Cell. After verification, necessary corrections are done immediately and forwarded to the university and university issue revised document

Redressal mechanism for grievances during Exam

Any discrepancy/doubt in the question paper reported by student is cleared by the Faculty / Supervisor / EC immediately. All cases of unfair means are dealt with as per Ordinance of university.

Redressal mechanism for grievances after Exam

Evaluated answer sheets of MSTs are distributed to the students within one week from the date of the examination and their signature is taken on the evaluated answer sheets. If any grievance is raised by the student, it is resolved by the faculty and the necessary correction in marks is done immediately.

After declaration of ESE results, students can apply for a scan copy of his/her answer sheets and/or apply for revaluation within ten working days in the standard format prescribed by the University. After going through the scan copy, if there are grievances like 'totalling mistake' or 'question not assessed', the student can fill up a grievance form. After verification, necessary corrections are done by the university and the revised document is issued to the student.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Program Outcomes (PO) are highlighted below.

PO1: Engineering and technological knowledge: Application of

science, mathematics and engineering specialization to solve complex problems.

PO2: Problem analysis: Identify, define, formulate and analyze complex problems to accomplish conclusions by means of mathematics, natural science and engineering knowledge.

PO3: Design and development: Solutions to complex problems in design and development of components and assemblies.

PO4: Investigations on complex problems: Innovative techniques and research methods to analyze and interpret data.

PO5: Modern tool usage: Suitable techniques and tools for prediction and modeling of complex activities with limiting factors.

PO6: Engineer and society: Reasoning concerned with safety, health, legal and cultural issues and responsibilities.

PO7: Environment and sustainability: Apply engineering solutions for sustainable development and consequent impact on environment and society.

PO8: Ethics: Professional and social ethics. Commit to norms and responsibilities.

PO9: Individual and team work: Effective functioning as an individual, a member or a leader in heterogeneous teams in multidisciplinary groups.

PO10: Communication: Effective communications with engineering community and society comprehension, reports, effective presentations, receive and dispatch instructions.

PO11: Project management and finance: Apply engineering knowledge and management techniques to administer projects in multidisciplinary environment.

PO12: Lifelong learning: Recognize essence of engineering and technology to cater needs of society and ability to engage in lifelong learning.

Program Specific Outcomes (PSO):

1. Apply standard Software Engineering practices in real-time

software project development.

2.Design and develop computer programs in the areas related to algorithms, networking, web design, cloud computing, IoT, AI, ML and data analytics of varying complexity.

3.Utilize engineering knowledge to resolve social issues and challenges by professional attitude, effective communication skills and team work.

PO and PSO are displayed at following locations:

- Department files College website: www.sistecgn.ac.in
- Lab Manuals Laboratories
- HOD Cabin

PO and PSO communication to teachers by principal:

- Meeting with all teaching, non teaching and admin staff.
- First year students' induction program.

PO and PSO communication to students:

- Head of Department, class teachers and subject teachers during the beginning of every semester.
- During commencement of every new chapter Departments and college notice boards.
- Academic record, department reports, magazine, brochure, lab manual, training and placement, etc

CO communication to students by subject teacher:

During commencement of every chapter and topic during lecture, Class teachers and TG

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.sistecgn.ac.in/BtechMechanicalEngineering.aspx
Upload COs for all Programmes (exemplars from Glossary)	View File

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

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

Course outcomes for each course are defined referring to scheme and syllabus of the affiliating university (R.G.P.V Bhopal) and the requirement of the Program Outcomes. The threshold value and hence attainment levels for the course outcome are set on the basis of the average result of the University for that Course. On the completion of course at the end of the semester the COs are evaluated and assessed for the attainment against the set targets.

The COs of a course is evaluated on the basis of student's performance in internal and external assessments.

Internal assessment consists of Mid-semester examinations, Assignments/Quizzes. External assessment consists of End Semester University examination and external viva conducted by affiliating university. IQAC follows the university scheme to decide the weight age of internal and external evaluation in CO attainment.

Assessment Tools for CO attainment:

Various direct and indirect assessment tools can be employed in evaluation of COs. Program uses only Direct Assessment tools in evaluation process of course outcomes. Direct attainment is a method of demonstrating a students' knowledge and abilities based on their performance. It may be determined based on the students performance in all relevant assessment instruments, such as mid semester test and assignments/quizzes.

For theory and lab course type, the following assessment processes are carried out:

- Mid semester examination
- Assignment/ Quiz
- Lab work and Internal Viva
- End Semester Examination

- Project Evaluation
- External Viva
 - 1. Internal Assessment

1. Theory

1. Mid Semester Tests

Two Mid Semester Tests are organized in a semester (i.e., MST-1 & MST-2). MST-1 is of 28 marks containing four questions and covering two units. MST-2 is of 42 marks containing six questions and covering three units. Question papers are prepared to target the COs of the subject. The first two COs are covered in MST-1 and the remaining three in MST-2. The sum of both the MST will be the final score of the student. Based on the assessment, we determine the attainment level of COs and compare it with the expected level that every subject faculty should achieve.

1. Assignments/Quiz

During the conduction of course, five assignments are given by the course instructor to students. The questions of the assignments are appropriately mapped to course outcomes of the course. The instructor grades every assignment and evaluates the attainment level of the CO's.

1. Lab

1. Lab work

The labs are scheduled according to the Lab credits assigned by the university in the curriculum. A class is divided into batches for easy & thorough assessment of the lab work carried out by students. Lab sessions are conducted according to the schedule in the timetable. Time-to-time lab assignments are given to students. The respective subject faculty assesses the attainment based on the attendance, submission of lab assignments, and viva.

1. Projects (Minor Project & Major Projects)

The project is undertaken by the students of pre-final year and final-year students. Student presents the idea of their project before final selection and allocation of supervisor. The performance of student is assessed by supervisor at different

stages of the project completion and considered to determine the attainment level of CO's.

1. External Assessment

1. Theory

1. End semester exam

A university examination is conducted at the end of the semester and the university evaluates the answer book. After declaration of result by affiliating university the attainment level of COs is determined for all theory & practical courses considering the marks obtained by students as a marker of their performance.

1. Lab

1. External Viva

An external viva is conducted at the end of the semester by the external invigilators appointed by the university. The CO's attainment level is determined on the basis of marks obtained by student in the external viva. External viva are conducted for lab subjects and projects (Major & Minor).

Evaluation process

Course Outcome evaluation process:

A1

Theory course

a)

External assessment

Steps

Process

1

End sem exam: A university examination is conducted at the end of the semester and the university evaluates the answer book. After declaration of result by affiliating university the attainment level of COs is determined for all theory courses considering the marks obtained by students as a marker of their performance.

b)

Internal Assessment

Steps

Process

1

Mid semester tests: Two mid semester exams are conducted in a semester. Both mid semester exam marks are taken into consideration. Each CO has equal weightage.

2

Assignments/Quiz: During the conduction of course, five assignments are given by course instructor to students. The questions of the assignments are appropriately mapped to course outcomes of the course. The instructor grades every assignment and evaluates the attainment level of the COs.

CO attainment process of Theory Courses

Steps

Process

1

The % Average mark is considered as the threshold value for each subject, calculated from the university end semester examination.

2

The percentage average value is calculated as follows:

3

The percentage number of students scoring equal or more than the set threshold is evaluated CO wise

4

Attainment rubrics is decided as follows:

Level 1: If %Number of students achieving the set target is equal to or greater than 35

Level 2: If % Number of students achieving the set target is equal to or greater than 45

Level 3: If % Number of students achieving the set target is equal to or greater than 55

5

Attainment level is assigned referring to above defined rubrics (Point 4)

6

The direct course outcome is calculated as the average of the attained individual CO's. University scheme is referred to assign the weight age in context to external and internal assessment to an individual CO.

A2

Laboratory course

a)

External assessment

Steps

Process

1

End sem exam: An external viva and practicals are conducted at the end of the semester by the external invigilators appointed by the university. The COs attainment level is determined on the basis of marks obtained by student in the exam.

b)

Internal Assessment

Steps

Process

1

Lab Work: The labs are scheduled according to the Lab credits assigned by the university in the curriculum. A class is divided into batches for easy & thorough assessment of the lab work carried out by students. Lab sessions are conducted according to the schedule in the timetable. Time-to-time lab assignments/lab record are given/evaluated. The respective subject faculty assess the attainment based on the attendance, lab. record writing and viva.

CO attainment process of Laboratory courses

Steps

Process

1

The threshold value is fixed as 60% of the maximum marks.

2

The percentage number of students scoring equal or more than the set threshold value is calculated CO wise

3

Attainment rubrics is decided as follows:

Level 1: If % Number of students achieving the target value is

equal to or greater than 60

Level 2: If % Number of students achieving the target value is equal to or greater than 70

Level 3: If % Number of students achieving the target value is equal to or greater than 80

4

Attainment level is assigned referring to above defined rubrics (Point 3)

5

The direct Lab outcome is calculated as the average of the individual CO's. University scheme is referred to assign the weightage in context to external and internal assessment to an individual CO's.

Rubrics used for continuous evaluation in every lab session

S. No.

Parameters

Marks

Good

Satisfactory

1

Attendance

2

Present = 2

-

2

Conduction and lab record writing

4

Complete ideas of conduction with proper output/ expected value and submission of lab record on time = 4

Moderate ideas of conduction with proper output/ expected value and submission of lab record not on time or incomplete = 2

3

Viva-Voce

4

Able to answer all questions = 4

Able to answer few questions = 2

Record the attainment of Course Outcome of all courses with respect to set attainment levels

The Course outcome attainment levels are set on the basis of average marks of the individual subject. After evaluation of course attainment, if the set target is achieved for the course in particular academic year, the program sets the higher target for the next academic year as a part of continuous improvement. However, if the target is not achieved, IQAC analyses the reasons behind it and devises the necessary action plan to achieve the targets in subsequent years.

Measuring CO attainment through Cumulative Internal Assessments:

The internal evaluation is carried out during the conduction of course through following assessment tools:

Assessment tools

Assessment Tool

Frequency

Details

Mid Semester Examination

Twice in the semester

The questions asked in the examination are appropriately mapped to the course outcomes.

Assignment/Quiz/Tutorial

Completion of each Unit

The questions of Assignment/Quiz are relevantly mapped to the course outcomes.

Lab Work

Completion of each practical

The experiments are relevantly mapped to the defined course outcomes

Lab Assignment/Quiz

Completion of each practical

The viva conducted is related to the experiment performed which in turn is relevantly mapped to defined course outcomes

Project (Minor & Major)

III & IV year

Student presents the idea of project and shares the completion status of their project at various stages with their guide through presentation and finally demonstrate the working of their project on its completion. The internal viva is carried out to assess the knowledge and learning of the student in context to project completed by them.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

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

458

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	Nil

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://docs.google.com/spreadsheets/d/e/2PACX-1vSYoGljurWGg-JBNDnTRJqNzfIblmqUrsmc75wkch8Mq8yeL_vVNBHF9TnDDTslxXwQztd_r66SrA58/pubhtml

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)

3250000

File Description	Documents
Any additional information	View File
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 teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

Nil

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

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

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

2019-20 =07 ,2020-21=nil

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	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Institute has initiated a Research and Development cell, which comprises faculty members from various departments and is headed by a senior faculty member who mentors and monitors the activity of the cell. This cell aims to promote research activities among faculties and students. The R&D cell ensures the availability of all resources essential for the research like computing power, internet, library, labs, journal access, etc. The salient features of facilities and support systems provided by the R&D cell are described below: -

- Encourage and motivate the staff to register for PhD at various Universities.
- Motivate students and faculty members to present their research work in peer-reviewed conferences/Journals (Scopus/SCI). A list of publications is available on the website.
- In order to promote the research activity in the College, the R&D cell constantly encourages the faculty to submit research proposals to various funding agencies like AICTE, DST, UGC, RGPV, private agencies etc. A list of various Completed/Ongoing projects funded by the government and non-government agencies are available on the website.
- Identify different organizations/ industries to undertake collaborative research on current topics of mutual interest. List of the various ongoing collaborative research projects are available on the college website.
- To identify the potential research areas in various disciplines of engineering then form various clusters based on their specialization to develop an interdisciplinary environment.
- Encourage faculties to take consultancy projects from the government and non-government agencies to provide exposure to the students to work on real-time projects.
- Monitor and propose funding from the college budget to promote research activities. Institute management sanction a research budget to promote research activities. Details of the approved budget are available on the college website.
- Encourage faculties to prepare digital content for their lectures. SISTec provides the platform (SISTecTEL) for the faculties to upload video lectures of various subjects that are open for anyone to access - at no cost.
- Encourage faculties to attend FDP workshops and conferences to familiarise them with the latest

research/industry trends. Duty leave is sanctioned to the faculties for attending workshop/FDP/conference.

- Encourage faculties to organize STTP and FDP. It helps the faculties interact with the industry expert and faculties from renowned colleges like IIT, IIIT, NIT, etc. A list of various STTP and FDPs are available on the college website.
- Encourage students for starting their start-ups. A list of various start-ups is available on the website.
- Established research lab like Machine Learning, IoT, Heat Exchange etc. for creating a research environment in the institute.
- SISTec's affiliating university RGPV, Bhopal, has established various research laboratories to provide facilities to students and faculties for research projects from different streams. These laboratories are situated within the RGPV campus.
- The Institution is situated very near Raja Bhoj airport Bhopal, which saves transport time. Moreover, the guests from a far distance feel very comfortable due to the vicinity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

25

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)	No File Uploaded

3.3 - Research Publications and Awards**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

50

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

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

10

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

SISTec has NCC perceived units to make students aware about their societal roles and duties by advancing College-Neighbourhood-Community Network. Camps are organized in provincial zones to support socio instructive services.

SISTec students regularly participate in various extra-curricular activities to focus on social awareness and in their holistic development. NCC Students have actively participated in camping like 'Nadi-bachao-Abhiyan' and 'Gaon-Chale-hum' (a four days camp in Village Lanjhi) to safeguard our water resources and promote education and cleanliness activities in villages respectively. Students enthusiastically participated in Anti-drug rally', and 'Run Bhopal Run'.

On a regular basis various programs were organized under NCC by the students. Following are the regular programs organized by NCC to create awareness among the neighbouring people:-

Celebrations of 'Kargil Vijay Diwas' with Veterans & Indian Army Soldiers'

Health and Hygiene

Cleanliness Drive

Swachta Abhiyaan

Plastic free zone

Tree Plantation

Cleanliness Campaign

Model exhibition

Blood Donation Camp

Sadak-Suraksha Awareness

Nukkad-Natak

In order to have a healthy body and mind, Yoga Guidance Program was conducted for all students and faculties by NCC team. The students assisted as 'Police-Mitra' to support the police training during 'Singahst-Mela duty' to support and guide the worshippers without harming religious sentiments of other communities. The participation of students in such activities enhanced their life skills and develop their understanding on social issues. SISTec has a wonderful coordination with the students. To provide a platform for the students, Student activity council (SAC) was formed under which students organise various intra and inter college level events. Under SAC various activities are performed through the year. Some of the regular events/activities organized by SAC committee are:-

Cultural program cum technical festival named 'Tech-Fiesta', an annual college event- proliferates cultural -technical awareness and expertise with exposure to the culture.

National Level Technical Event named 'Nirmaan', for the young innovative engineers of our nation. It's a two days inter college competition for presenting different working models. The main objective of 'Nirmaan' is to bring new technocrats on a common platform to add various dimensions to the emerging technology in the field of engineering. Students participated in several programs like 'happiness by donation', in order to enhance their life skills and happiness. Several programs were conducted by our students on 'International Women Day', 'Women safety rally' and 'Self defence' where the women are acknowledged and appreciated for their contribution in the development of society.

Outcomes: The main emphasis was on students having social commitment to build right attitude for yeoman service. The communities are educated on social, professional and education delicate issues with good and moral qualities. The Students are developed as capable residents to face challenging careers.

To know more about various events, please visit the following web site.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - 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

3.4.3.1 - 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

1

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 during the year (Data Template)	No File Uploaded

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

10

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

25

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
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.

SISTec adheres to rules and regulations of AICTE, Director of Technical Education, Government of Madhya Pradesh, Rajiv Gandhi Proudyogiki Vishwavidyalaya University (RGPV) and Barkatullah Vishwavidyalaya (BU) for establishing, maintenance and up-gradation of its infrastructure and related amenities to facilitate teaching learning process to five UG and six PG programme. The institution is spread over an area of five acres against the minimum area requirement of 2.5 acres. Uniqueness of the institution lies in the availability of open areas including a playground. The college with Wi-Fi campus keeps vigil on IT resources, internet, sports, hostel, canteen, sanitation, power backup and library resources, etc. All facilities are monitored prior to the commencement of every academic session. The college upgrades the infrastructure in tune with updates of RGPV and BU curriculum and growing needs of students that arise out of the curriculum gap and industrial needs. Modern teaching and learning methodologies are adopted for problem based learning through power point presentation, experimentation and research, model display and mini-projects. The campus has adequate resources to conduct curricular, co-curricular and extracurricular activities. The campus is under CCTV surveillance with 24x7 security service.

Internet facility: SISTec has one leased line (1:1) of 125 Mbps Internet speed across the campus.

Classrooms: The College has an adequate number of well aerated, well equipped and spacious classrooms to conduct theory and tutorial classes. Each classroom is specifically designed with a comfortable seating arrangement for effective communication between teachers and students. Institution has 47 classrooms to adopt appropriate teaching methodology. Area of the classroom is 3325 square meter against the required 2079 square meter. For conducting tutorials and academic counselling, the students are grouped and the activities are carried out in tutorial class.

Laboratories: SISTec has 33 laboratories which are well equipped and upgraded to carry out academic and research activities. Computer laboratories are equipped with required

facilities to conduct online examinations.

Department library: Each department has a separate library equipped with books and study materials.

Seminar Halls: The College has seminar halls to conduct conferences, seminars and skill development workshops for faculty members and students. They are equipped with LCD projectors, white boards, a public addressing system with internet connectivity and multimedia facilities.

Central Library: The College has a spacious 580 sq. meters of well-equipped Central Library with references and text books, online and offline resources, magazines and newspapers, etc.

Language lab: It is used to enhance communication skills of students and facilitates them to prepare for TOEFL, IELTS and other competitive examinations.

E-learning facility: It is provided with computer based virtual learning, SISTecTEL, photocopy, educational CD, NPTEL online and offline video, mathematical and Interactive simulation softwares etc.

Workshop: The workshop of the Institution is equipped with lathe machines, horizontal milling machine, radial drilling machine, wood turning lathe and accessories etc. for hands-on experience for students. The students can avail the facility round the clock.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

Keeping in view, the overall development of the students, SISTec encourages them to participate in various tournaments at state level. The college also supports them to participate in various cultural activities and NCC, etc.

Sports and games: Sports is an important parts of a student's life at SISTec-ranging from playing for fun and exercise to peruse elite level challenges.

Numbers of sports activities are conducted to maintain physical fitness. Spacious playgrounds are provided for outdoor games such as cricket, basketball, volleyball and kabbadi etc. and indoor area for playing chess, table tennis and carrom etc. A swimming pool is also available in the campus so that one can rejuvenate by attempting the strokes in it.

Sports department solely works to bring about qualitative improvement in the performance of students by offering various facilities like training, environment, adequate infrastructure and many more skill development activities.

Sports facilities help the college to host various events like Inter College swimming competitions, Sports functions and fiesta, etc. These events attract the students to come to college. The events engage the students and help them to discover their talent in sports.

Cultural activities: To bring out the inherited and acquired potential of the students and to have remarkable exposure to interpersonal skills, team spirit and time management, the students are encouraged to participate in cultural activities at college level and intra and inter department level. Sagar Fiesta annual fest is conducted with various competitions such as singing, dancing and fashion show etc. The students bagged various prizes at state level cultural events as well. The college facilitates the students to celebrate Teachers day, Engineers day, Ganesh Puja, Vishwakarma Puja, and many other state and national festivals and events. The college has an open amphitheater.

SPORTS FACILITIES

TYPE

SPORTS/GAMES

SIZE

YEAR OF ESTABLISHMENT

USER RATE (PER DAY)**Outdoor Games****Cricket Net**

150 m2

2018

NO activity due to covid-19

Cricket Ground

6560

Football

1500 m2

2018

Basket Ball

1308 m2

2018

Kabaddi

130 m2

2018

Volley Ball

360 m2

2018

Swimming Pool

325 m2

2018

Indoor Games**Chess**

12 m2

2018

Gymnasium

170 m2

2018

Carrom Board

45 m2

2018

T.T Hall

170 m2

2018

The students engaged in sports have good academic performance in college. The students evolve the coordination and enthusiasm for the studies as well as the athletic program. The sports facilities will improve and develop the fitness and concentration level of the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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)

9.22

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)	No File Uploaded

4.2 - Library as a Learning Resource

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

Library plays a significant role in the educational process and it's the heart of institution. The library is the store house of knowledge that helps achieve the objective of education, conservation of knowledge and ideas as well as teaching and research programs. The library also helps the students and faculty with e-resources, textbooks, reference books, magazines and journals with respect to all subject areas.

SOUL 2.0 software (Since 2009)

SOUL 2.0 Library is partially automated and uses SOUL 2.0 (software for University Libraries) developed by INFLIBNET centre. SOUL software is used for circulation, procurement and book search through OPAC.

Modules / Features of SOUL 2.0 software

Acquisition

Catalogue

Circulation

Serials Control

OPAC (Online Public Access Catalogue)

Administration

DELNET (Since 2012)

DELNET has been established with the prime objective of promoting resource sharing among the students through the development of a network of libraries. It aims to collect, store, and disseminate information besides offering computerized services to users, to coordinate efforts for suitable collection development and also to reduce unnecessary duplication wherever possible.

The Library is member of the DELNET since last 07 years. It is used for resource sharing among their member institute.

Library has uninterrupted Internet facility to access various e-resource.

Library has also become the Institutional member of NDL (National Digital Library).

The institute has well equipped, spacious library with rich collection of engineering books including national and international e-Journals, periodicals, newspaper and magazines. The reading room is 200 sq. meters with a seating capacity of 150 students. It has about 5200 titles, 27452 volumes, 3300 e-Books Volumes, Delnet e- books, national journals and magazines along with newspapers.

All the books are bar-coded and the bar-code laser scanners are used in circulation counter for transaction of books. Direct accesses of online journals are made available for staff and students such as GALE with 404 titles. Library facility is open

to all students and faculty members. It is continuously updated with latest books and journals. The institute always strives to provide latest and best collection of books and online sources to the students. The library has an advisory committee for decision making. The library members of advisory committee are Principal as a Chairman, library in-charge and librarian. The Library has titles and volumes of periodicals, journals and e-contents to cater needs of users. It has reading section, reference section, issue section, newspaper section and digital library. Meetings are held in a year to discuss the progress and procurement of books and journals. All the subject teachers, domain experts, PG students, UG students suggest their proposals for the purchase of books, journals and other required materials time to time.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

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)

0.85

File Description	Documents
Any additional information	No File Uploaded
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

66

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

SISTec provides cutting edge IT support facilities to its staff, students and research community for the various courses of domains through academic and industry driven computer laboratories.

In SISTec, laboratories are enabled with LAN facility with bandwidth of 125 Mbps leased line from Fibernet, campus enabled with Wi-Fi connection uses D-LINK, AIRPRO and TP-LINK access point. A few classrooms/AV Halls are equipped with Wi-Fi connection and LAN facility. The Wi-Fi and LAN facility are upgraded according to the requirements of AICTE. NPTEL links are accessed by departments for all students and staff with a shared link.

Key Facilities:

- Desktops from various brands like Dell, HCL, HP, and Wipro with adequate processor capacity.

- Compatible high end servers to meet up the IT specific tasks like file, database, virus and backup management.
- Adequate printers, copiers and scanners for document imaging.
- Healthy connected campus LAN and Wi-Fi via structured optic-fiber and cabling in the campus for data access.
- Specialized freeware for each department to meet the industry need for teaching.
- Standalone language lab with audio video gadgets and focused communication teaching learning tool.
- Secure IT infrastructure by the security product manufactures hardware kit and software suite.
- LCD projectors and CCTV surveillance at laboratories and key areas to ensure safety.
- Power backup facility through online UPS and standby generator for uninterrupted power supply.

The departments recommend deployment and up gradation of IT infrastructure with the objectives as highlighted below.

- To upgrade or replace obsolete computer systems time to time
- To upgrade existing facilities with the latest version of hardware and software to cater the needs of users as per updating of curriculum in programs or courses.
- To upgrade resources from conventional and digital library, e-journals, internet and Wi-Fi facilities, CCTV etc.
- To procure additional servers, switches and UPS time to time as per the requirement
- To increase computer-student ratio

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

515

File Description	Documents
Upload any additional information	View File
List of Computers	No File Uploaded

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	No File Uploaded

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)****112.20701**

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

As far as service maintenance is concerned, the college authorities monitor, control and direct the maintenance and utilization of facilities from time to time. The sufficient funds for regular maintenance of required facilities are allocated every year. The college reviews the financial requirements prior to the commencement of academic session for

building, furniture, laboratory equipment and computer systems etc.

Maintenance of other support systems:

The college has enough housekeeping staff for regular cleanliness of corridors, washrooms, classrooms, laboratories, hostels and the college premises. The supervisors ensure the task to be done on regular basis. Electricians perform regular repair and maintenance of equipments, lights, fans and wires. Different lab assistants maintain their respective lab equipment. First aid box is regularly monitored and updated by administrative staff.

Classrooms, Seminar Halls:

The college has required classrooms, seminar halls and staff room with adequate seating capacity, LCD and Internet. They are maintained on regular basis before the starting of semester and during semester whenever required.

To promote a proper atmosphere for effective teaching and learning, the physical environment of the classroom and seminar halls must be harnessed. Maintenance of physical classroom environment which includes proper desks, chairs, tables, space, instructional materials, lighting and ventilation as well as latest communication technology is taken care. Others include chalk boards, projection screen, time table, power supply gadget which contributes in facilitating and engendering the teaching learning process.

Maintenance of library facilities:

The library has its own yearly maintenance schedule for books and journals against disfiguring. On yearly basis book binding is carried out for damaged books to protect further damage. In the end of session stock verification is performed as a part of regular monitoring and control. The College library committee is responsible for effective accessibility of learning resources to students and faculty.

The Library Committee is involved in the following activities:

- Procurement of new books and renewal of journals.
- Ensure library facility is available after college hours.
- Ensure optimum utilization of library resources and

better services.

- Maintain and update of respective library records.
- To update and upgrade the library periodically as per updates in curriculum.
- To gather and analyze feedback of users.
- To demand for new titles from various vendors based on recommendation of faculty members.

Maintenance of computing facilities:

The system administrator and team are responsible for the maintenance of computing facility. IT teams perform two types of maintenance for computing resources, one is schedule maintenance two times in a year and second one is immediate maintenance when problem reported. The computers and ICT tools are monitored and maintained on regular basis by IT team. The Internet related problems are resolved by respective service providers.

Maintenance of computer laboratories is done and they are configured with well-established circuits, terminals and modern equipments.

Laboratories are regularly updated and upgraded to cater to the student's needs.

Bandwidth of Internet is timely checked and digitalized teaching is incorporated.

Maintenance of extracurricular facilities:

Common amenities such as sanitation, plantation, indoor and outdoor game facilities, and gymnasium are maintained on regular basis. Each of these facilities are maintained and managed in such a way that they are freely accessible to all the students, but strictly monitored by the respective in-charge.

Maintenance of drinking water facilities:

Clean and hygienic drinking water is available in campus. Overhead water tanks are cleaned periodically. Servicing of water coolers are done regularly. We provide sustainable, safe water supply points, hand washing stands, and sanitation facilities. We ensure that the students enhance their current hygiene behavior and continue better hygiene practices. A high

level of maintenance attention and regular testing ensure the quality of water.

Generator facility:

The campus has power backup facilities and generator which are monitored on regular basis.

Cleaning:

Housekeeping staff performs dry and wet cleaning duties in the classrooms, seminar halls, laboratories, staffrooms, office, library, corridors and wash rooms on daily-basis. The housekeeping staff takes care of sweeping and mopping the floor and cleaning the walls, windows, and other surfaces of rooms and buildings throughout the campus. Vacuuming floors and carpets in administrative, classrooms and dormitory buildings are done. Maintaining hand soaps and toiletries in public washrooms are also taken care by the housekeeping staff members.

Hostel:

Hostel committees regularly monitor the maintenance and cleanliness of facilities in hostel which are performed by the housekeeping staff and supervised by the warden. They take care of repair and maintenance management which are pre-assigned and on request.

Canteen:

The canteen maintenance committee takes care of quality of food and other related issues.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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**791**

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****1508**

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

B. 3 of the above

File Description	Documents
Link to Institutional website	https://sistecgn.ac.in/Skill-Development.aspx
Any additional information	No File Uploaded
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

202

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

202

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted 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	View File
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

202

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	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

3

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**

01

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	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.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
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)**Student Activity Council**

"The achievements of an organization are the results of the combined efforts of each Individual "

Setting this very quote as one of the foundation stones of this Institution a council was desired in the blooming years. To provide a platform for active participation of students in academic and administrative bodies and involve them in curricular, co-curricular and extracurricular activities to enhance their interpersonal relations, leadership and managerial skills, individual and teamwork and overall personality development.

A body of able-minded Students who could help the Institute reflect the implications of any decisions on the student body acting as a link of communication between the management and Scholars of our college. Every year this committee is formulated under the guidance of a faculty coordinator for SAC, Principal and Vice-Principal, this SAC takes the responsibility for conducting various events starting right from its inception all the way to the execution. SAC in SISTec Bhopal consists of 8 committees that cover a wide plethora of matters which needs the student's input governed by a Vice President, Deputy President and President all selected through a very rigorous process where academic, co-curricular and interpersonal prowess are the most desirable qualities. The current year is the 9th reformation of the SAC body with each successful year's team being even more diligent and focused towards the duties they're assigned to. SAC not only organises Techno-cultural Events and workshops but also plays a very vital role in reflecting the student's voice executed through a clearly defined vision and mission, based on transparency and constant communication.

SAC consists of the following committees consisting of a committee head and assisted by its members:

Training and Placement Committee: This committee caters to the need of the campus recruitment of the Placement Cell.

IT Committee: This committee is designed to assist the online college website and helps in adding to the beautification of the website by designing new posters and other required material for the website.

Editorial Committee: This committee helps in the college newsletter and bulletins.

Academic Affairs Committee: This committee benefits the students to bridge the gaps with the addition of day to day developments in the society in the form of GD, debate, extempore etc.

Photography and Digital Committee: This committee aims at collecting and capturing moments of the celebrations on the campus throughout the year.

Hostel and Mess Committee: This committee aims at the smooth functioning of the Hostel and Mess on the campus for both boys and girls.

Cultural Committee: This committee makes a group of talented students representing various dance forms and singing and this student group represents the college in various other college events.

Sports Committee: This committee selects a group of students based on the area of their sport to represent the college on the campus.

File Description	Documents
Paste link for additional information	https://www.sistecgn.ac.in/StudentActivityCouncil.aspx
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

9

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 Institute firmly believes in connecting with all alumni through alumni association and therefore, mechanisms like Alumni Association, Alumni Directory are maintained. SISTec has an online alumni association with more than five hundred registered members so far by the link available on the website.

- Alumni Committee is functional to bring the old students under one forum for the exchange of experience, dissemination of knowledge and talents. It also enhances the exchange of relationship building and teamwork. The strength of the team elaborates with each passing year.
- To enhance employment opportunities and to create a networking platform to share and influence the success stories of alumni. The recitation of the stories of success from an integral part of the student's fraternity encourages the current students to witness a live example of success.
- The alumni visit our institute to guide the students for Sagar Fiesta, Go Kart, BAJA events and give suggestions for final year student projects. The visiting alumni are also considered a good resource for suggestions and criticism.
- The alumni interact with the students and share knowledge about recent technological developments in the industries and guide them for higher studies and job opportunities. They also try and advocate the relevance of the curriculum concerning the current professional scenario.
- Sharing their valuable experience and giving input on the

current trends in the industry helps to bridge the academia-industry gap. Their words sharing new avenues opening in the industry also motivate the current students.

- Alumni contribute to curriculum improvement through their feedback to keep pace with the recent advancements in the industry. They help us to mitigate the identified gaps beyond syllabus activities like hands-on workshops, guest lectures and value-added courses.
- Alumni facilitate Institute for campus recruitment by suggesting to their companies. It is an extreme honour to the institute that the exemplary performance of the students has wide opened the gates of recruiters for successive students.
- Alumni are engaged in Invited Talks/ Guest Lectures.
- Alumni also form active members of IQAC at various levels. Their inputs are very significant in bringing developments and quality enhancements.
- Alumni are also engaged in various student-driven activities like clubs and committees as a facilitator and activities supporters.

So far we have not received any financial support from our alumni. Presently, a group of senior faculty members are coordinating the activities of alumni.

File Description	Documents
Paste link for additional information	https://sistecgn.ac.in/alumni.aspx
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) **E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

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

Vision: To emerge as one of the leading institute in the field of technical education to produce competent & committed professionals for the betterment of society.

Mission: To create SISTec, as a Centre of excellence for imparting technical & scientific knowledge through rigorous academic, technological interventions, skilled faculty, character building approach and entrepreneur mindset for the betterment of society.

In accordance with vision and mission, SISTec is committed to empower our student with strong personality and technical traits so that they are better equipped to take on challenges of today's dynamic corporate world. We aim to create professionals with distinct edge. An edge that will make them formidable future leaders.

Role of management in Design and Implementation of quality policy

Management is the key executor and source to foster new leaders and augment leadership skills in the existing polices.

Quality Teaching and Services

SISTec focuses on excellence in teaching through various services provided for students, faculty, administration and other staff members.

Board of Management

The board of management does strategic planning for the development of the institute and establish policies related to academics and matters related to stakeholders.

The team given below helps in execution of the Mission and Vision by moulding the student as 'a value based, technically competent and socially responsible citizen'.

Statutory Body

Total strength

% Of faculty members

Board of Management

5

40%

Board of Governors

12

50%

Institute Academic Council (IAC)

5

100%

Student Welfare Committee

4

100%

Internal Complaint Committee

7

71%

Finance and Purchase Committee

3

67%

**Grievance Redressal Committee for
staff (GAC)**

9

89%

Grievance Redressal Committee for

students (GAC)

6

100%

Anti-Ragging Committee (ARC)

8

88%

SC ST Cell

6

33%

OBC Cell

4

50%

In addition to the committees or bodies presented above, the college has the following non-statutory committees (Cells)

S. No

Committee

Headed By

1

Exam Cell

Mr. Neelesh Shrivastava

2

Editorial Committee

Ms. Prachi Shrivastava

3 SAC Committee

Dr. Mythily Mahalingam

4

Research & Development(R & D) Committee

Dr. Rashmi Dwivedi

5

Appraisal, Promotion and Tenure Committee

Dr. Keshavendra Choudhary

6

Institute Innovation Council (IIC)

Ms. Prachi Shrivastava

7

Entrepreneurship Cell

Ms. Prachi Shrivastava

8

Alumni Committee

Mr. Sharad Mohan Shrivastava

9

Head Digital Cell

Mr. Gajendra Singh Gayakwad

10

RGPV/AICTE Coordinator

Mr. Deepak Sharma

11

Graphic Designer**Mr. Murli Manohar****12****Training & Placement****Ms. Prachi Shrivastava****13****Library Committee****Mr. Nargish Gupta****14****Hostel Committee****Mr. B.S Kushwah****15****Games & Sports Committee (GSC)****Mr. Neelesh Kumar Mishra**

File Description	Documents
Paste link for additional information	https://sistecgn.ac.in/VisionMission.aspx
Upload any additional information	View File

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

We at SISTec follow all the basic values which reflect the growth of human in turn reflecting the growth in the society.

The college has decentralized governance system with a

mechanism for delegating authority and responsibility. Management has a very graceful and participative approach. It has functioning sovereignty at different levels of execution in college. The various committees are in place to review the progress in various functions and accordingly take necessary timely action for ensuring excellence in respective areas of the institution. It shows that culture of participative management has been promoted by the college. Staff has the freedom to give suggestions wherever and whenever needed. The college has a well laid down structure supported by qualified and competent teams. The administrative and academic responsibilities are decentralized to provide effective educational leadership for an efficient implementation & monitoring of various policies, regulations & guidelines at various levels.

- A decentralized working environment is adopted in SISTec with Principal as the in charge for effective administration. Decentralization also improves the systems transparency.
- For smooth operation, Principal assigned powers to Vice principal, Administrator, Head HR & Admin, Heads of Departments and Heads of several committees.

Case study Title: - Recruitment Procedure

Recruitment of faculty is one of the important processes in the institute in which preferential treatment or biasness will sabotage the system with lasting adverse consequences. Therefore Institute has made a very transparent process fully carried out by the HoD's with the final approval given by the Principal and Vice principal for recruitment and discussion with HR team about financial affairs, Policies and perform Background Verification. For this purpose, an expert committee has been constituted within every department with HoD and 3-4 subject experts and Head HR. The process carried out by the expert committee is depicted below:

Requirement: Department wise requirement is called by HR from each department and units. Principal SISTec check and approves the requirement

Advertisement: Advertisement as per requirement is given in News Papers, SISTec website, social media and online job websites requesting the eligible candidates as per AICTE norms to apply within a given time to the principal.

Applications: The applications along with the Resume and supporting documents will be collected at the office of HR, SISTec GN.

Screening: Initial screening of received applications from potential candidates by HR team. HR team filters appropriate candidates as per the qualification, experience and other individual requirement of respective department.

Calling of candidates: Merit list is prepared as per the requirements of the individual department and candidates are called by HR team.

Interview: Personal interview of the shortlisted candidates taken by the expert Committee of respective department along with Principal and Vice principal. The expert committee is free to invite external members if needed depending on the specialization of the interviewee. Technical interviews are carried out by committee along with Principal and Vice Principal. The committee members are free to evaluate critically.

Demonstration: Evaluation and remarks by interview panel is consolidated and sent to the principal. HOD, Vice-Principal and Principal takes the demo of the shortlisted candidates on the given topic and assess the teaching aspects of the candidates.

Selection: Based on the performance and requirement, selection list in the order of merit will be prepared. HR discuss HR policies and financial affair with candidate. And at later stage perform Background Verification.

Meeting with HR: HR discuss HR policies and financial affair with candidate.

Meeting with Management: At last, discussion/meeting with management happens to know about recruited candidate. The process depicted above ensures that only meritorious faculty are recruited and hence students' interests are well protected.

Orders: Appointment orders are issued to selected candidates.

Joining: Selected Candidates should join on or before the given time.

Buddy System: Each new joiner shall be provided one buddy from his department. Buddy shall carry out following duties for the new joiner:

- Introduction with Principal, Vice-Principal, HODs etc.
- Visit and introduction to various departments: administration, accounts, IT, housekeeping, pantry and reception.
- Tour of the campus, including mess, canteen, creations, auditorium, hostels etc.
- Provide useful contacts for various services (Reception, Transport, Principal, Admin Manager, IT)
- New joiner shall submit a 'Buddy Report' to the HR Department within 2 days of joining.

Induction program:

The institute organizes Staff Induction Program to welcome the new joiners of SISTec and generate in them a feeling of belongingness for the organization.

Promotion policy

The rules, procedures and policies regarding promotion and services of all faculty and staff are well defined by the SISTec following the norms of AICTE & RGPV time to time. A faculty appraisal procedure has been implemented to evaluate the performance of the faculty to encourage the faculty.

The process depicted above ensures that only meritorious faculty are recruited and hence students' interests are well

protected.

The rules, procedures and policies regarding recruitment, promotion and services of all faculty and staff are well defined as per AICTE and SISTec internal Policies time to time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

SISTec believes in hard work and excellence in all dimensions in the way in which the faculty and the students gets opportunity to learn new skills to meet the global changes happening in day-to-day life. Higher level academic committees consisting of Principal and senior professors after in-depth discussions and by considering vision, mission, quality policy, core values, social factor and SWOC (Strengths, Weakness, Opportunities and Challenges) analysis, established a strategic plan with well-defined objectives and mechanism for its effective implementation and monitoring. The Institution successfully implemented strategic measures for improving academic performance through training. The college conducted Skill Based Training program with the main objective to focus on the development of skills among students. All faculties have taken responsibility to design and implement the specific Programme's on specific strategic dates. The calendar of events is prepared at the beginning of each semester. The institution functions according to its vision and mission.

Industry Interaction / Collaboration

- The college has an active placement cell which acts interface between college Industries.
- Departments encouraged to make their courses of study relevant industry.
- Guest lectures and industrial visits are or every academic year.
- MOU'S with industries and Research institutions.
- Training & Placement team emphasize on multi-dimensional

evaluation of student learning and to enable that student learning outcomes match with their employers' expectations.

- Training & Placement team organized a 15 days event in which 15 speakers from various companies delivered what is the hiring pattern and how technology is playing its role.
- Training & Placement team also organized a mega recruitment fair named "Corporate Engagements"

Library, ICT and Physical Infrastructure

The college library is well equipped with an adequate number of books, journals for the BTech, MTech and MBA. program. We have a good collection of electronic study materials accessible with digital infrastructure in E zone of the library. In E Zone the internet facility is also provided on separate computers for the students in the library. Students can access and download information about their topic or interest subject. Institute Library provides the e-resources, e-book for the students.

Teachers were encouraged to be technologically sound and use techno pedagogy in their classrooms. The institute have ICT classroom to make the teaching more effective and Interesting. The college has created adequate physical infrastructure including Computer labs, Labs, AV halls etc. Different kinds of indoor sports equipment like chess, Badminton, Carom Board, Table Tennis etc. are made available as well as equipment required for outdoor games like Cricket, Football, Volleyball are also available for the use of students. Various cultural activities, indoor games, outdoor games important day celebrations, and other recreational activities are held in AV Hall Each department has their separate AV hall.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
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.

The management and faculty work in a team for the design and implementation of quality policy for the institute.

Functions of the Governing Body (BOG):

The Governing Authority, i.e., the Board of Governor, is established in accordance with AICTE guidelines and serves as the institution's top administrative body. Following are the main functions of BOG.

- Participate and endorse the Institute's vision and strategic mission statements.
- Develop the institution's policies regarding academics and other development activities.
- Manage regulate, and govern the revenue, the Finance, accounts, investments, properties, business and all other administrative affairs of the Institute.
- Evaluate the Institute's academic and other relevant activities.
- Approve the important decisions and amendments as required by the Institute.
- Review the implementation of the policies of the Institution.
- Create academic & administrative posts as per the requirement of institution.
- Approve Staff recruitment as justified by Appointment, Promotion and Tenure (APT) cell.

Functions of the Key Administrative Positions

Chairman

- To give final approval to all important policy decisions involving expansions, collaborations, financial outlays, budgetary allocations, and major administrative decisions.
- To provide encouragement and support to the administration in transforming our institute into an outcome-oriented organization.
- To decide on the plans for the Institute's overall expansion.
- To instill a sense of trust and dedication in each member of the Institute.

- To oversee the accounts and finance functions.

Principal

Supports and develop the quality of teaching-learning process and evaluation system.

Assures the execution of duties and responsibilities led down by the University Act and government regulations.

Defines and delegates responsibilities to the staff depending on their capabilities.

Develops and defines the organizations' structure.

Defines and allocates the responsibilities of distinct organizational positions.

Ensures that numerous processes and sub-processes are monitored and evaluated on a regular basis.

Ensures that the account process is efficient.

Defines quality policy and goals.

Makes an annual budget.

Plans and organizes regular meetings of various committees, such as theBOG, IQAC etc.

Performance Evaluation and Appraisal.

Employee recruitment process. Manages Office Administration. Compliance with AICTE, DTE & RGPV.

Monitors Admission process. Generates resources, monitors exams both internal and external.

Vice- Principal & IQAC Coordinator

Discharge routine duty of Principal during absence of Principal.

Manage meetings of Internal Quality Assessment Cell (IQAC)

Biannually.

Regulate publications of Annual Magazine, College brochure and Newsletters.

Prepare and execute academic calendar.

Oversee the teaching-learning process.

Carry out result analysis and submit corrective measures to Principal.

Initiate supplementary teaching measures.

Processes all Co-curricular activities and Cultural activities.

Formation of student council.

Monitor Student discipline.

Monitor Student health care.

Coordinate in admission process.

Coordinate and Monitor Internal Exams.

Coordinate Student orientation and Induction program.

Administrator

- Works as a team head with other administrative personnel of the college in the development of administrative practices and regulations.
- Assists the Principal in administering and leading the college within the policy framework developed by the key Administrative.
- Supervises at the direction of the principal and assists in the completion of administrative details and tasks required to maintain an efficient operational pattern for the college.
- Manage and monitor the student admission process of all programs of the college.
- Assists the Principal in improving quality of working of faculty, staff, and students by:

1. Ensuring effective utilization of transportation services

to students, staff, and faculty

2. Ensuring safety and security to all in the college supervising and evaluating administrative personnel.
- In collaboration with the University Officers, putting in place College level administrative supports and committees compatible with university structures and policies, to allow the College to function effectively by providing adequate support to the academic and research units.
 - Promoting the development of internal structures within the College that allow for the evolution and development of the College and its various academic disciplines.
 - Manage college Hostels and Mess.
 - Liaisoning with AICTE, DTE and RGPV.
 - Manage Accounts Team.
 - Propose admission policy and execute the admission process.
 - Monitor Design and printing of admission brochure.
 - Arrange campaign.

Dean student welfare

- Responsible for betterment of the students through various student activities and student events.
- Renders necessary assistance for redressal of grievances of the students.
- Formation of Student Council (SAC).
- Arrange periodic meetings of SAC.
- Ensure alumni registration.
- Prepare alumni newsletter.
- Arrange Alumni meet.

Dean Research & Development

- Proposing annual budget of R&D.
- Motivates and mend the faculty & students in developing research culture and Research laboratories.
- Guide the faculty & students in publishing articles in Journals.
- Assist in writing project proposals for grant of funds.

HODs

- Overall, in-charge of department. Required to ensure

smooth functioning of the department in addition to teaching load.

- Plan and execute academic activities of the department.
- Ensure the quality project work and seminar topic of the students in consultation with other faculty.
- Arrange meetings of Departmental Program Quality Improvement Committee (DPQIC).
- Monitor and take necessary action for processing of activities in the department as per academic process plan and calendar of events.
- Maintain discipline and culture in the department.
- Maintain the department neat and clean.
- Pick and promote strengths of students / faculty / staff.
- Monitor academic activities of the department.
- Propose Department Budget.
- Arrange DPQIC meetings.
- Maintain records of departmental activities and achievements.
- Identify training needs of students and take necessary actions.
- Interact with all domain heads.
- Students' trainings and placement.

Head HR & Admin

- Establish, implement and maintain quality management system.
- Providing and maintaining funds and facilities by:

Determining the need and planning for facility maintenance, and renovation expansion.

Determining specifications for supplies and equipment.

Inventorying and distributing supplies and equipment.

- Preparing reports/grant applications for AICTE, RGPV, DTE, etc.
- Coordinate for implementation of all management functions through updation of website and ticket generation.
- Arranging internal audits.
- Arrange Recruitment Process.
- Monitors Annual College budget.
- Maintains the monthly attendance report.
- Maintaining updated building plans and monitoring overall campus with Estate Manager.

- Manages College roster and Service Books.
- Manages Faculty personal files.
- Redressal of grievances of employee.
- Performance evaluation and faculty development and appraisal of faculty.
- Maintains minutes of meeting (all).
- Co - ordinate day to day activities of office.
- Makes logistic arrangements for College Day, Sagar Fiesta, Sports Day, FDPs, placements, conferences, Governing Body meetings, Academic meetings, faculty selection interviews, Industrial visits, and such other events.
- Co-ordinate's provision of, and maintains, the campus infrastructure, installations, office equipment etc.

Exam Cell In charge

- Floats Mid Semester Tests, End Semester Exams and Practical exams schedule.
 - Ensures confidentiality of question papers.
 - Centralized inter department seating plan.
 - Prepares code of conduction for exam before commencement of examination for Students.
 - Conducts training of invigilators before start of exam.
 - Prepares duty charts of all faculty members to have inter departmental invigilators in order to maintain discipline and fairness during examination.
 - Resolves examination related issues after declaration of results.
 - Appoints flying squad at institute level.
 - Issue Marksheets to students.
-
- Accounts Head
 - Maintains the accounts, cash books / ledgers.
 - Prepares monthly accounts including writing of cash books, journals, Supervision of challan writing and remittance to bank.
 - Verified cheques and bills.
 - Prepares and consolidate budgets pertaining to all departments/sections/centers.
 - Cash collection & writing daily collection register for

college accounts.

- Prepares audit reports and replies.
- Responsible of keeping the following in safe custody Bill books / receipt books.
- Files pertaining to accounts/purchases.
- Maintains Registers, Cash books, Ledgers, Vouchers, Cheque books / pass books, Bank challans etc.
- Other important office documents.
- Prepares salary reports.
- Prepares acquittance register and obtaining signatures of all employees.
- Attending to the subject of income tax, and performing TDS at source for all payment transactions.
- Any other accounts related function assigned from time to time.

Training Head

- Notify the students about various trainings.
- Arrange technical and placement related Trainings for students
- Maintain training records.

Placement Head

- Facilitates career guidance to students.
- Motivates students to excel in their technical studies and solving their personal problems.
- Maintains record of counseling activities.
- Collaboration with industry.
- Student Training and Placement.
- Identifies and provide for training needs of students.
- Arranges campus interviews.
- Proposes annual T & P budget.

IT Cell Head

- Fulfills all hardware and software requirements in coordination with Head HR and Admin.
- Coordinates and supervise the installation, maintenance, and support of existing and new servers, systems and networks.
- Configures, installs, and maintain the network hardware

and software of the institute.

- Creates and maintains a system for backing up data and program files.
- Ensures integrity of the network by continually updating network system security to provide for latest protection against viruses and other types of network vulnerabilities.
- Keeps an inventory of equipment, computers, software licenses, and others.
- Manages the institute's hardware and software.
- Assists faculty and staff with professional technology-based computer hardware and software inquiries.
- Provides preventive and corrective maintenance to equipment.

Head Digital Cell

- Leads the Outreach Digital Marketing Team.
- Plans digital marketing campaigns.
- Designs, builds and maintains social media presence across all digital channels.
- Measures and reports performance of various digital marketing campaigns; and assess effectiveness against goals.
- Identifies trends, and optimize performance based on insights.
- Brainstorms new and creative strategies.
- Collaborates with internal department teams to achieve objectives.
- Handles all enquires received on college website.

Faculty

Deliver subject matter to students based on the curriculum of the University.

- Arrange special classes for the slow learners.
- Prepare Assignments and Tutorial Questions.
- Prepare course file of the assigned subjects for effective teaching.
- Deliver subject matter according to lesson plan.
- Develops Mid Sem test questions in consultation with the course coordinator.
- Evaluates Mid Sem answer sheets.
- Evaluate assignments and tutorials.
- Prepare question bank for students.

- Perform all assigned departmental responsibilities.
- Conducting labs in the proper manner.
- Mentoring students through the TG process, providing instructions, and evaluating students as teacher.
- University Examination Invigilation.
- Guide students for major and minor projects.
- Serving as an academic mentor.
- Develop specialized outputs in research.
- Enhance further knowledge, attend workshops, conferences, seminars and training programs.
- Participate in activities related to consultancy developed through industry link.
- Conduction of expert lectures, training programs etc.

Library In charge

- Plans and execute modus operandi of routine activity of the library.
- Plans and propose expansion / development.
- Maintains library discipline and culture.
- Prepare annual budget for library.

Sports In charge

Ensures smooth conduct of sports.

- Ensures proper use of gym, Tennis court and other sports amenities.
- Purchasing of sport items.
- Encourages students to participate in zonal tournaments.
- Manages sports facilities.
- Proposes Sports annual budget.

Estate officer

- Meeting with the Head HR and Admin to discuss plans and general estate requirements.
- Manages the daily operations of the estate including staff schedules, upkeep, and bookings.
- Supervises all ground and house staff and providing training, day-to-day feedback, and performance reviews.

- Manages all maintenance, repairs, and renovations to buildings and estate grounds.

Technical Staff

- Maintaining labs equipment, Labelling and arranging in proper manner.
- Ensuring cleanliness in the labs.
- Maintaining and updating the all-labs stock register.
- Manage Lab Audits.
- Keep records, e.g., for students' practical sessions, tracking methods and results.
- Ensure that equipment is properly cleaned and that chemicals, drugs and other materials are appropriately stored.
- Support the work of teachers in laboratory sessions and give technical advice to staff and students.
- Work with individual students and support them for lab work of Major/Minor projects.
- Ensure that all health and safety procedures are understood and followed correctly.

Admin Officer

- Maintain all records related with RGPV and AICTE affiliation.
- Fill data of RGPV, AICTE, AFRCor and other government approvals in coordination with Head HR and Admin and submit
- Manage data of new admissions.
- Perform all works related with RGPV and AICTE.

Hostel Warden(s)

- Works under Administrator.
- Gives daily report to Administrator.
- Responsible for allotment of rooms to the students.
- Responsible for maintenance of the hostels.
- Looks after the quality of food served in the hostels.
- Keeps strict discipline among students of the hostels.
- Reports to the Administrator and Principal in case of any indiscipline or misbehavior by the students.

- Looks into the grievances/complaints of the students if found genuine.
- Arranges for first-aid in case of any emergency and arrange for hospitalization of student/staff, if required.

Transport In charge

- Responsible for the transportation of institute and monitor that the day-to-day operations are going on without any problems.
 - Performing road checks during inclement weather.
 - Holds the complete responsibility of overseeing the timely maintenance checks of all the buses.
 - Facilitates staff meetings in this connection and also provides direction to the bus maintenance staff.
 - Inspects the buses frequently to ensure that all the buses are in tip-top condition and safe enough to transport the students to and from the school.
 - Sets the routes for the buses, dispatch of the buses, working out their schedule, and managing the driver.
 - Coordinates with the specific district representative for the transportation of student with special needs.
 - Prepare and submit all the related reports in a timely manner.
 - Responsible for the purchase of any equipment for the college bus fleet in compliance with all the existing policies and procedures.
 - Responsible for the conduct and behavior of the bus drivers and attendants.
 - Responsible for the recruitment of the said personnel.
-
- Conducts the bus driver performance evaluations in a timely manner

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
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	No File Uploaded
Screen shots of user inter faces	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

SISTec provides following welfare schemes for teaching and non-teaching staff members.

- Employee Provident fund and Employee Insurance Scheme facility is provided to all eligible staff members of the institute.
- Loan facility provided to teaching and non-teaching staff through Bank. The institute has tie-up with different banks to provide financial support through loan facility to all faculty members.
- Sponsorship for attending academic programs is provided to all staff members to attend the various conference, workshop, STTPs programs etc.

- Free residential facility is provided in college premises for teaching and non-teaching employees.
- Free mobile facility to selective staff.
- Free Bus facility to all teaching and non-teaching staff.
- Sponsorship facility for Research.
- Special workshops on recreational facilities in Yoga & Stress Management are conducted for all staff members once in the year through Yoga Expert.
- Ambulance facility to all staff (24*7) in case of emergency.
- SISTec has tied up with Dr. Avinash Agrawal's Clinic to offer Medical Treatment to students, teaching and non-teaching staff.
- Free Medical Health Check-up camp is organized for teaching and non-teaching staff members in college campus.
- Gym facility is available for all students and staff members of the SISTec.
- Study leaves for higher education.
- Sport facilities provided to teaching and non-teaching staff.
- Concession in fees to wards of teaching and non-teaching staff in college and school of Sagar group
- 10 days annual break for teaching staff and 7days annual break for non-teaching staff. Swimming facility to all staff.
- Bereavement Leave for 7 days with Pay
- Diwali and Teacher's Day gift distribution to all staff.
- Discount in house or flat purchase from 'Agrawal Builders' (Real estate firm of Sagar Group).

A faculty appraisal procedure has been implemented to evaluate the performance of the faculty to encourage the faculty. The staff welfare schemes are formed and defined in SISTec Staff Hand book. The Staff Handbook contains general information about SISTec and is revised as needed by the Key

representatives of the College. The Handbook contains the policies and procedures that guide Staff in the conduct of its work. The Handbook is accompanied by the By-Laws of the College and Faculty Regulations generated by Governing Council of college.

Year of Publication: Staff handbook is revised in 2020. Points on Online working are added in it.

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Number of beneficiaries in teaching and non-teaching faculty for the year

S. No.

Name of welfare
schemes

2020-2021	
1	
Provident fund	
101	
2	
Group medical insurance	
policy	
0	
3	
Free hosteland boarding	
facility	
25	
4	
Sponsorship to participate	
in Research project programs	
0	
5	
Free recreational facilities like Yoga and meditation center	
85	
6	
Ambulance facility	
As & when need	
7	

Free Bus Facility

110

8

Free Medical Health Check up

53

9

Bereavement Leave

5

File Description	Documents
Paste link for additional information	Nil
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**

6

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**31**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
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****182**

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
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

SISTec has performance appraisal system for assessing the performance and progress of the faculty on a given job and his potential for future development. It consists of all formal procedures used in the working organizations to evaluate personalities, contributions and potentials of teaching staff. The system is adopted for overall growth and development of all concerned whereby an employee is assessed by the entire APT cell during the appraisal process. The APT Cell evaluates the performance of the faculty based on teaching, research, participation in teamwork, arranging co-curricular and extracurricular activities and publication works. The process is designed to foster individual development and identify opportunities for additional support. Performance Appraisal System is implemented for both teaching and non-teaching staff.

Objectives:

The performance appraisal system intends to identify strength and weakness of faculty members and consecutively plan various development programs for their skill enrichment.

Appraisal System for Teaching Staff

The performance appraisal system for teaching staff consists of 20 evaluation factors for assessment. For each of this factor, criteria are defined, and it is mapped with the number of points. The weightage for each performance factor is 5 grade points. At the end of semester, faculty are evaluated for their performance. Faculty submits duly filled in form with relevant documents and evidences. Self-appraisal score is further verified by the Heads of the departments and finalized by the institution heads.

- Academic Involvement of faculty is evaluated based on the courses taught and their difficulty level, conduct of Beyond Syllabus Activities, innovation in teaching, Contribution towards Learning Resources Development at Institute, UG/PG projects guided, Efforts for Lab Work/Tutorials and University related work.

- Course results, average student attendance, student feedback, co-curricular activities conducted for students, mentoring and placement of students in the preceding year.

- Institutional Development component takes care of faculty efforts for the overall development of the Institute. It includes points for organization and participation in conferences, STTPs, FDPs etc., participation in departmental and institute committee activities, research activities, service to community or product development and faculty interaction with outside world.

- Professional Development is evaluated based on performance parameters such as publications, patents, qualification upgradation, special honors/awards, fellowship received, and books published.

- Competency mapping assessment is done based on academic results and the overall attitude towards profession.

Analysis is rigorously carried out at the Department / Institute level and also with respect to different components and accordingly appreciation letters and letters for improvement are given to the respective faculty

Appraisal System for Non-Teaching Staff

Design of Performance Appraisal system for non-Teaching staff is based on the qualitative and quantitative responses towards performance factor. Total of 10 parameters are defined for assessment. The performance factors for evaluation are different for both technical staff and administrative staff. The factor is mapped with the number of points i.e., score. The weightage for each performance factor is ten grade points. At the end of session, staffs are evaluated for their performance. Wherever, there is scope for improvement, it is communicated to the concerned staff.

File Description	Documents
Paste link for additional information	Nil
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

SISTec is committed to the objective of maintaining professional and qualitative Financial Management Systems with high standards of accountability and transparency.

Books of account are maintained following the rules of Double Entry Book Keeping System & accepted accounting practices prevailing in India. Account department maintains proper books of account.

Types of vouchers

- Receipt Voucher
- Payment Voucher
- Journal Voucher

Moreover, following registers and other records are also maintained.

- Fees received from students (in respect of admission fee, tuition fee, bus fee, library fee, examination fee, etc.).
- Grants-in-aid received from various sources. Scholarship and special stipends.
- Funds such as building, library, laboratory, sports, furniture, equipment's, endowment, provident fund etc.
- Immovable properties and other fixed assets. Investments.
- Minutes of the meetings of the Managing Committee of the educational institution. Stock (for books, stationery, uniform, etc.)
- Salary sheets of all the respective staff members and

maintained.

- Staff leave and Benefit Records (Individual staff members and their entitlements are maintained systematically).
- Uniforms are provided to Security Guard, Driver & Office Assistant. Caution money received from students.

All the above statements are thoroughly maintained and revised periodically by the accounts department.

The Institute practices the following schedule of Audit to achieve precision and accuracy in accounting.

- Internal Audit conducted by Society / College management on Monthly Basis.
- Internal Audit by Chartered Accounting forms on quarterly basis.
- Annual external audit is done.

The following statements form a part of General-Purpose Financial Statements of an educational institution:

- Balance Sheet
- Income and Expenditure Account
- Cash Flow Statement
- Notes forming part of financial statements
- Utilization Certificate for Grants -in - aid.

File Description	Documents
Paste link for additional information	SISTec-GN Best Engineering College of MP (sistecgn.ac.in)
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)

Nil

File Description	Documents
Annual statements of accounts	No File Uploaded
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

SISTec has a finance committee consisting of Board Members and purchase committee for monitoring, controlling and directing mobilization of funds and optimum utilization of resources. SISTec is a self- financed and hence major source of fund is student's tuition. The income thus generated and expenditures are certified by the Chartered Accountant regularly.

1. Mobilization of Funds

• Fees Collections

Students are admitted as per the guidelines of Department of Technical Education and AICTE. The Institution is affiliated to RGPV and BU Bhopal and hence their guidelines regarding enrollment of students are followed. The fees of the students are decided by the AFRC (Annual Fees Regulatory Committee).

• Research Grants

The institution has received the grants from various bodies like ACE Engineering, MPCOST, and RGPV (TEQIP) etc. These grants are specific grants received for specific purposes and have been utilized as per the guidelines of the sanctioning body.

• Non-Government Bodies and Sponsorship Receipts

The grants have been received from various non-Government bodies for special purpose like various events (Nirmaan). The grant has also been utilized as per guidelines of the grants.

- Corpus Donation of Trust /Society

The College is functioning under the Shri Agrawal Education & Welfare Society (SAEWS). The Trust /Society gets corpus donations from well-wishers, corporate and philanthropists.

2. Optimal Utilization of Resources

- Recurring Expenses

Salary to staff, academic activities and payment of bank interest

- Infrastructural development facilities and Building construction works

Management allocates budget to create and upgrade the infrastructural facilities in tune with the modern trends and for construction works. Bank loans and corpus donations received from well-wishers and philanthropist are judiciously utilized for the same. College purchases new vehicles as per student strength, through loans from banks and loans are repaid with reduced rates of interest from the reasonable transport charges.

- Academic Infrastructure

Time to Time as per need of academic's college purchases new books, journals, smart class and lab equipment's.

- Research and project activities

Knowledge is generated and applied in new innovations and technologies which in turn shall be utilized to enhance the quality of socio-economic and environmental conditions of society. The institute is committed to provide excellence in research. The institute has executed many Research and Development projects. Grant from government and non-government

bodies, institutions, industries, firms, well-wishers and philanthropists are used for R&D.

- Seminars, Conferences and Faculty Development Programme's and other co-curricular

The institute conducts the above said regularly and religiously matching with the latest technology, innovations, research, changes and needs for the society

- Extra-curricular activities

Modern sports facilities have been created to provide ample opportunities for conduct of sports and enabling student participation.

- Green Atmosphere

Enough care is taken to maintain cleanliness in the campus which coexists with godliness and fund is judiciously utilized.

- Events and Students Welfare Activities

The events and students' welfare activities are organized on regular basis like NIRMAAN, Sagar Fiesta, Sagar Manthan, Sagar Samvaad, Sagar Samarthaetc for the holistic development of students from the fees and other grants received from the Management and related parties.

File Description	Documents
Paste link for additional information	SISTec-GN Best Engineering College of MP (sistecgn.ac.in)
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 IQAC is constituted at two levels:

- Department Level
- Institution Level.

IQAC cells insured quality assurance in departments as well as in the institute.

Best Practice 1

Title of the Practice Career Guidance Training

Objective of the Practice

In today's ever-changing dynamism, Career Guidance to the students is the most vital aspect of college education so that the students can serve the needs of the ever-changing and dynamic market needs. To choose the right career path based on the interest of the students, institute offers education beyond the curriculum and provides career guidance to the students in the following aspects.

- Exploring various career options
 - Developing self-confidence and self-reliance
 - Creating interest for higher studies
 - Promoting entrepreneurship
 - Promoting a culture among students for lifelong learning
 - Helping students to learn beyond the curriculum
- The Context

In today's competitive markets, the right path of career choice matching with the potential and the interest is not an easy task for the students. To keep the student's career-focused and make them aware of the industry and social needs, career guidance through different training processes beyond the curriculum is most essential. The need of the hour is also to induce a habit among the students for lifelong learning to progress in the career. The challenge is changing the mindset of students to become skilled at how to learn new things and adapt themselves to the latest knowledge and techniques. Finding the correct resource person for effective guidance (external or in-house) having competencies become more and more

important in designing and implementation of this practice.

The Practice

These goals are achieved through the following activities of the Training and Placement Department as well as the individual departments of specialization in the Institute:

- Students are trained on Communication & Presentation Skills (using language lab) imparted by the faculty members of English Department - will have a great advantage in the job market and more choice in the profession.
- Specific training on technical skills like Aptitude test, Programming skills, etc. is provided to the students. The students' aptitudes and abilities measured by verbal and numeric reasoning tests can easily be related to real world tasks and jobs, as many jobs require some degree of skill with words and numbers.
- At the individual department level, Career Guidance is provided to the students to help them explore various career options. Each department conduct classes for AMCAT, COCUBE preparation to maximize the placements from the institute.
- Mock Tests, Mock Interviews and Personality Development training program by the Campus T&P team members are held on continuous basis to achieve higher rate of placement.
- To create awareness about the opportunities / challenges in various engineering / application / management sectors, resource persons from industries are invited to deliver technical talks and to impart knowledge on the current trends and latest technologies. This helps students to provide industry insights making the success rate higher.
- To make student more enthusiastic and boost their self-confidence, alumni are also invited to address them and guide them through the career options.
- Guidance on competitive examinations e.g., GATE and different public service commission examinations is also given at the department level.
- Students are encouraged to participate in technical contests, carry out project work, undergo internships and also organize various technical fests and social

activities to enhance their knowledge through experience.

- Seminars/Workshops are organized by individual department/students' chapters in collaboration with renowned industries highlighting the importance of education in the industry are conducted.

Constraints faced during students' career guidance:

There is a serious lack of awareness amongst students, their parents, and even teachers which creates difficulty while giving career guidance. There is a serious mis-match between skill building and available jobs. Awareness of career counseling is really low among the students; this leads to hesitation among the students to venture for career counseling in the first place.

Evidence of Success

The career guidance training has augmented the awareness among the students about the importance of effective communication and has helped them to understand about the need for development of other skills other than the technical knowledge they acquire through the regular classes/ labs and continuous assessments.

The performance of the practice is reflected in the campus placement of the students. The total placement scenario has been changed and the placement percentage has taken an upward trend in this year.

Moreover, students started understanding that they are to be industry-ready as per the market need and it will create their demand. In the process, a larger section of the students gets inclined to jobs of different flavor other than the jobs related to their specific technical skill sets. This is evident from the fact that several students are qualifying for the decent positions in private and government sectors.

Problems Encountered and Resources Required

The problems encountered in implementing the practice are as follows:

- Difficulty in motivating students about different flavors of jobs available as per industry demands.
- Finding out right type of professional agencies who can provide training and skill sets to the students as per market demand.
- Difficulty in convincing students for regularly attending the training programs by the professional agencies for facing tests/interviews.
- Difficulty in motivating students for higher studies and public service examinations for which attending classes beyond the regular class hours is a requirement.
- Making the faculty members convinced to deliver beyond the curriculum to prepare the students for competitive examinations.
- Difficulty in making student understand about the fact the instead of short-term goals, long term goals are more effective.

Although there are various problems, the institute has been able to implement the practice effectively through decentralizing the training and placement activities and mobilizing its technical and non-technical resources in an efficient manner.

Best Practice 2

Title of the Practice: Services for welfare of students, staff and society during pandemic.

Objective of the Practice

The Covid-19 impact was everywhere, which resulted in the closure of education institutions. Though institutions were closed, students are attending their classes through online platforms like Google classroom, google meet etc. Technology paves the way for education, thus helping the students and teachers to connect virtually through online classrooms,

webinars, online exams, and so on.

The Practice

Sagar Institute of Science and Technology is one of those institute who was always with the society and always ready to support and serve our Stake holders. We were serving the society which mentioned below to name a few as our best practice:

- Institute formed a team of faculty and students for the regular distribution of food packet, food grain kits, medicines, masks, clothes to the people who are really in need for such things during pandemic.
- Institute provided medical facilities by using the college space as 300 bed hospital during COVID emergency.
- Institute also conducted vaccination drive for faculty & staff to make it 100% vaccinated campus. Also, efforts are made in following all COVID protocols to create better environment in the campus for work without any health risk.

Evidence Of Success

Institute became 100% vaccinated campus. Around 200 persons treated and cured by the facilities given in the hospital. Faculty and student were becoming familiar of online platforms, evident from university result.

File Description	Documents
Paste link for additional information	https://sistecgn.ac.in/IQAC.aspx
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

Institute has well planned teaching learning process and has robust methodology for rolling out the process. At the same time there is well planned structure, as per the guidelines of IQAC, to review the Teaching Learning Process. There are various teaching learning processes like subject allocation, preparation of academic administration plan, cluster mentor meetings, student mentoring etc. Each of these activities are planned by the faculty and are reviewed thoroughly before rolling. Once the activities are rolled out, their progress is monitored as per the type of activity. The outcomes are analyzed and discussed with concerned faculty for further improvements.

The IQAC cell of the institution has developed well-structured mechanism to review its teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals.

ACADEMICS:

- Faculty members prepared presentation and video lectures of assigned subjects since the classes were conducted in online mode due to COVID-19 Protocols even doubt classes were also conducted so that students can clear all the doubts related to subject.
- Internal examinations like MST were carried out on online mode
- Faculty members were encouraged to attend webinarstoget the experience of learning through online mode.Faculty members attended webinars conducted by differentorganizations, for their professional development.

STUDENT WELFARE:

- Students were encouraged to attend webinarsand other skill development courses.
- Enrollment in Online NPTEL courses for the up-gradation of bothstudents and faculty members.
- Online Technical talk series was planned in collaboration

with TEQIP III.

- Knowledge series on various topics was organized by MBA department
- Orientation Program, freshers party and farewell party were planned on online mode

FEEDBACK

As per institute's norms two-faculty feedback was taken, first one before MST1 and second during mid-session

will be taken.

The major tasks set up by the IQAC in the last year was to take care of the mental health issues of students during the pandemic times, overall development of student during the pandemic situation by encouraging them to attend webinars, enroll in various courses like NPTEL etc.

File Description	Documents
Paste link for additional information	https://sistecgn.ac.in/IQAC.aspx
Upload any additional information	No File Uploaded

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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sistecgn.ac.in/IQAC.aspx
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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

Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Sagar Institute of Science and Technology is situated in an open area surrounded by scenic beauty. Following are the measures taken at SISTec to ensure facilities to show gender sensitization: -

1. Safety and Security

SISTec has a well-established Women Grievance Redressal Committee headed by a women chairperson. 50% of the members of the committee are females. Committee consists of a chairperson, secretary, teacher representative, non-teaching staff representatives, student representatives and persons with known contribution to women related issues. This committee regularly calls for a meeting and meets the members and discusses issues faced by student and aim at solving the problems faced by students.

The Women Grievance Redressal Committee works in the under mentioned guidelines

- **Admission Committee:** It monitors and controls discrimination against female students during admission process. They are engaged in counselling and guiding them and their parents. SC/ST female students are given guidelines regarding academic, administrative and social anxieties.
- **Anti-ragging committee:** It prohibits/prevents and eliminates ragging in spoken or written act, teasing, treating with rudeness, indiscipline activities and embarrassment to students. Victimized female students' cases are referred to internal complaints committee if any.
- **Discipline Committee:** It enforces discipline, nurture ethos, instil good character and conduct, professional and social values among students in gender sensitive issues.
- **Internal Complaint Committee:** The committee is framed to play a critical role in prohibition, prevention and redress sexual persecution cases of female students and faculty members in the college. It vigils against misconduct, malpractice, ragging, indiscipline, sexual harassment, assessment, victimization, bias, exploitation and security. The college arranges transportation facility to students and staff.
- **SISTec** is a campus which provides an environment free of ragging, harassment or any type of misconduct. Regular lectures on women security, sexual harassment, hygiene and safety are imparted to students for their safety and security.
- College has about 30 buses fully owned which are GPS enabled and equipped with camera facility. These buses ply around all corners of the Bhopal, and far off places like Mandideep, Vidisha, Ahmadpur, Sehore, Kurawar which ensure the pick and drop facility for girl student to the closest point of their residence. The organization has a permanent staff to take care of the transportation.
- College has a separate hostel for girls inside the college premises under the supervision of a full time female warden. Hostels are provided with all the required facility for the girls. College also ensures the time limit for girls to go out of the campus for their necessary work. Parents of girls are required to seek permission if girls want to go to their local guardians or to hometown.
- 24x7 transport facility is available in campus, in case of any emergency (medical or any other type) Campus is

sufficiently lit. Proper lighting arrangements are done in the areas like parking, laboratories, girls & boys hostel, and garden areas and at areas of less access to people.

- Proper sanitation facility is available inside the campus. Separate washrooms for girls and female staff members are provided both in hostel as well as college premises; the college has a spacious and comfortable common room with washroom, facility for recreation, study and discussion during their leisure time. They can relax, socialize and interact with one another. The room is equipped with newspapers, comfortable sitting space and a bed to rest.
- Campus also has staff quarters and its mandatory for a required percent of staff to avail the facility aiming at the well being of students. Many of senior faculty members of the college and the Administrator live in the campus who are always available for the students.
- Complaints (if any) related to any type of medical reason, harassments are taken care at priority level.
- Campus ensures strict security in its premises. Security guards are on duty 24 *7. Patrolling squad of the campus keeps vigilance in and around the campus. No entry without the entry at college gate is allowed.
- Suggestion boxes are put in each building of the campus. Students and staff can place their suggestions and complaints without revealing their identity.
- College hostels are Wi-Fi enabled which enables students to access internet in house at any point of time.

2. Counselling

- Counseling of the students is done by the faculty members who are also playing the roles of guardians to the students in campus. Session on counseling are organized on regular basis by expert counselors. The TG and faculty monitor counsel students in individual level or in a group to deal with their social concerns. All faculty members take care of welfare of students for their holistic development. Every TG is assigned with a group of 15-20 students, who conducts periodic meetings to analyze their grievances and address them. Students have the liberty to discuss any issue they face for help with the TG.
- Women's day is celebrated to make an environment that has ample of air and space to women to work and execute.

- Program from active members of societies working in areas of women safety are arranged, also portraying the video clips relevant to the topics.
- Sagarika an event organized exclusively for the female students to encourage their participation in institute's events and showcase their achievements on a common platform.

3. Common Room

The institute has a well designed and equipped Girls Common Room (GCR) for the females to retire in any case of medical emergency or otherwise. Proper hygienic conditions are maintained in GCR.

International Women's Day

The International Women's Day celebration was held at the Sagar Group of Institutions, SISTec, Gandhi Nagar campus on 10th March 2021 with a felicitation ceremony in order to acknowledge the economic, political, social and cultural achievements of women from all walks of life and to reward them with immense love, respect and pride.

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

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	No File Uploaded

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

Solid waste management

- The institute has an effective mechanism for waste management by segregating waste into biodegradable and non-biodegradable waste.
- The pantry waste and the leftover food from the hostel mess are used to prepare compost. This is in turn used as manure for the plants in the campus.
- To meet waste management the college also sells scrap and waste material for recycling and reuse of the product.
- Materials that can be used to design new projects are preserved for the future to enable the students to create a new model using that material.
- The campus is a plastic-free zone to prevent the use of plastic as an environmental pollutant.

Liquid waste management

- College is designed in such a way that the wasted water for tap directly enters the garden area, directly and indirectly, watering the plants.
- Our campus footpaths and pathways are made up of paver blocks to ensure maximum underground water recharge during monsoon.
- Nano sprinkles are used for irrigation to prevent any under flooding of water
- An effective sewage treatment plant (STP) functions inside the college.

E-waste management

The e-waste generated in the Institute are collected together from the departments and handed over to an external e-waste recycling agency.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built**B. Any 3 of the above**

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 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

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	No File Uploaded

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).

- Institute is undertaking several efforts and initiatives to provide an inclusive environment to students, teaching and non-teaching staff by organising several cultural events, activities and celebration of regional festivals.
- Orientation programme is organised for every new batch of students to familiarize them with the culture of the institute.
- Linguistic differences are assimilated by ensuring a common professional language like English during working hours.
- National festivals like Independence Day and Republic Day were celebrated with full vigor.
- Institute celebrated Teachers' day in the college campus to show their gratitude towards teachers.
- Various other activities like Diwali celebrations, Uttarayan festival, Ethnic day were also celebrated in the institute.
- Unnat Bharat Abhiyan and Swachh Bharat Abhiyan are an

important initiative taken up by the college this year.

- Workshop was also conducted on youth empowerment and skills to motivate the students to enhance their confidence.

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	No File Uploaded

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

- The institution has unique daily morning assembly culture where the students, faculty and staff members compulsorily join for the prayer followed by the "thought of the day" and "National Anthem", which certainly instills positive vibes within the campus. The "Thought of the Day" instills positive feelings and the chanting of "National Anthem" promotes the feeling of patriotism and nationalism amongst participants.
- Institute focuses on developing a sense of responsibility in its students towards the Constitution regularly. Independence Day and Republic Day were celebrated this year with full enthusiasm and patriotism.
- As part of the curriculum a non-credit course- Indian Constitution studied by all the UG programmes in the third semester to create awareness and sensitize the students to constitutional obligation and to strengthen the democratic values.

- As part of the curriculum non-credit courses - Cyber Security and Indian Knowledge System studied by all the UG programs in the fourth semester to give an insight of valuing human dignity and to save the rights of the people against discrimination. The course also gives insights into Internet Law, Cyber Crimes and Cyber Laws.
- Institute conducted Swachh Bharat and Swasth Bharat Abhiyaans.,
- World Environment Day is celebrated with great enthusiasm by planting trees on campus.
- Vaccination drive for COVID-19 was organized in the campus.

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

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

- The institute celebrated national and international commemorative days, events and festivals with full vigor .SISTec corganized national festivals like Independence Day, Republic day, Labours day and birth anniversaries of personalities like Dr. Sarvepalli Radhakrishnan as teachers day, Sir M Visvesvaraya as Engineers day, Swami Vivekananda as Youth day, Dr. Babasaheb Ambedkar, Mahatma Gandhi, World Yoga day, etc.
- All these national festivals are celebrated with enthusiasm and with the utmost sincere participation of the students, as today's youth is on a mission towards a better India, breaking all the boundaries of religion and caste.
- Independence Day and Republic day are celebrated with pride to salute the glory of our nation and contribute to national integrity. The leaders of the institute deliver their views in favor of national interest followed by the students' chapter as the active participants.

The entire ambiance is enlightened on the tune of national integration. The staff and students perform skits, speeches, dancing and singing on patriotic themes.

- International Yoga Day is celebrated to strengthen the physical and spiritual health of all. On International Yoga Day (21st June 2021) SISTec organized a session on Immunity Boosting and Kundalini with Sahaj Yoga by H.H Shri Mataji Nirmala Devi- founder of Sahaja Yoga. The

session was marked to raise awareness about yoga and its benefits, in our day-to-day lives for well-being.

- Similarly, the institute celebrated all the national festivals and birth/death anniversaries of the great Indian personalities. Two minutes of silence is offered to commemorate the scarifies of martyrs.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
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.

Best Practice 1: Career Guidance Training Objectives of the Practice

In today's ever-changing dynamism, Career Guidance to the students is the most vital aspect of college education so that the students can serve the needs of the ever-changing and dynamic market needs. To choose the right career path based on the interest of the students, institute offers education beyond the curriculum and provides career guidance to the students in the following aspects.

Exploring various career options

Developing self-confidence and self-reliance

Creating interest for higher studies

Promoting entrepreneurship

Promoting a culture among students for lifelong learning

Helping students to learn beyond the curriculum The Context

In today's competitive markets, the right path of career choice matching with the potential and the interest is not an easy task for the students. To keep the students career-focused and make them aware of the industry and social needs, career guidance through different training processes beyond the curriculum is most essential. The need of the hour is also to induce a habit among the students for lifelong learning to progress in the career. The challenge is changing the mindset of students to become skilled at how to learn new things and adapt themselves to the latest knowledge and techniques. Finding the correct resource person for effective guidance (external or in-house) having competencies become more and more important in designing and implementation of this practice.

The Practice

These goals are achieved through the following activities of the Training and Placement Department as well as the individual departments of specialization in the Institute:

1. Students are trained on Communication & Presentation Skills (using language lab) imparted by the faculty members of English Department - will have a great advantage in the job market and more choice in the profession.
2. Specific training on technical skills like Aptitude test, Programming skills, etc. is provided to the students .The students' aptitudes and abilities measured by verbal and numeric reasoning tests can easily be related to real world tasks and jobs, as many jobs require some degree of skill with words and numbers.
3. At the individual department level, Career Guidance is provided to the students to help them explore various career options. Each department conduct classes for AMCAT ,COCUBE preparation to maximize the placements from the institute.
4. Mock Tests, Mock Interviews and Personality Development training program by the Campus T&P team members are held on continuous basis to achieve higher rate of placement.
5. To create awareness about the opportunities / challenges in various engineering / application / management sectors, resource persons from industries are invited to deliver technical talks and to impart knowledge on the

current trends and latest technologies. This helps students to provide industry insights making the success rate higher.

6. To make student more enthusiastic and boost their self confidence, alumni are also invited to address them and guide them through the career options.
7. Guidance on competitive examinations e.g. GATE and different public service commission examinations is also given at the department level.
8. Students are encouraged to participate in technical contests, carry out project work, undergo internships and also organize various technical fests and social activities to enhance their knowledge through experience.
9. Seminars/Workshops are organized by individual department/students' chapters in collaboration with renowned industries highlighting the importance of education in the industry are conducted.

Constraints faced during students' career guidance:

There is a serious lack of awareness amongst students, their parents, and even teachers which creates difficulty while giving career guidance. There is a serious mis-match between skill building and available jobs. Awareness of career counseling is really low among the students, this leads to hesitation among the students to venture for career counseling in the first place.

Evidence of Success

The career guidance training has augmented the awareness among the students about the importance of effective communication and has helped them to understand about the need for development of other skills other than the technical knowledge they acquire through the regular classes/ labs and continuous assessments.

The performance of the practice is reflected in the campus placement of the students. The total placement scenario has been changed and the placement percentage has taken an upward trend in this year.

Moreover, students started understanding that they are to be industry-ready as per the market need and it will create their demand. In the process, a larger section of the students get inclined to jobs of different flavor other than the jobs

related to their specific technical skill sets. This is evident from the fact that several students are qualifying for the decent positions in private and government sectors.

Problems Encountered and Resources Required

The problems encountered in implementing the practice are as follows:

1. Difficulty in motivating students about different flavours of jobs available as per industry demands.
2. Finding out right type of professional agencies who can provide training and skill sets to the students as per market demand.
3. Difficulty in convincing students for regularly attending the training programs by the professional agencies for facing tests/interviews.
4. Difficulty in motivating students for higher studies and public service examinations for which attending classes beyond the regular class hours is a requirement.
5. Making the faculty members convinced to deliver beyond the curriculum to prepare the students for competitive examinations.
6. Difficulty in making student understand about the fact the instead of short term goals, long term goals are more effective.

Although there are various problems, the institute has been able to implement the practice effectively through decentralizing the training and placement activities and mobilising its technical and non-technical resources in an efficient manner.

Best Practice 2: Services for welfare of students, staff and society during pandemic

The Covid-19 impact was everywhere, which resulted in the closure of educational institutions. Though institutions were closed, students were attending their classes through online platforms like Google classroom, Google meet etc.

Technology paves the way for education, thus helping the students and teachers to connect virtually through online classrooms, webinars, online exams, and so on.

Sagar Institute of Science and Technology is one of those institutes that was always with the society during this pandemic and always ready to support and serve our stakeholders. We were serving the society as mentioned below to name a few of our best practice:

-Institute formed a team of faculty and students for the regular distribution of food packets, food grain kits, medicines, masks, clothes to the people who were really in need of such things during the pandemic.

-Institute provided medical facilities by setting up of approx.300-bed hospital during COVID emergency in the college premise.

- Institute also conducted a vaccination drive for faculty & staff to make it a 100% vaccinated campus. Also, efforts were made in following all COVID protocols to create a better environment in the campus for work without any health risks.

Evidence of Success

Institute became a 100% vaccinated campus. Around 200 persons were treated and cured by the facilities given in the hospital. Faculty and student became familiar with online platforms as evident from university results.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

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

SISTec has lush green campus full of greenery and natural beauty. All efforts have been made to make the campus environment friendly and self sustainable in character.

The complete campus is declared forbidden for any type of malpractice, drug abuse, tobacco and alcohol.

The institute has exclusive parking zone outside the campus for the college buses and visitors. Hence, it leads to the safety of the students inside the campus. None of the students are allowed to enter the campus without helmets or seat belts to promote general traffic awareness/discipline.

The institution has unique daily morning assembly culture where the students, faculty and staff members compulsorily join for the prayer followed by the "thought of the day" and "National Anthem", which certainly instills the positive vibes within the campus. The "Thought of the Day" instills positive feeling and the chanting of "National Anthem" promotes the feeling of patriotism and nationalism amongst participants.

Immediately after the morning assembly, a round table HoD's meeting is held, whereby important day long activities are discussed and the decisions are taken.

The college has battery operated "No Pollution" vehicle for intra-campus movement of people.

The institution has separate hostel for boys and girls with mess facility. Not only the students, but the staff members of SISTec can also opt the in- campus residence and enjoy all the maintenance and facilities. The institution has provided "No Rent" family accommodations to staff and faculty members thereby making the campus more secured and lively. The hostel mess is in the complete administrative custody of SISTec to ensure the quality of food and services.

Basketball, cricket, football , equipped gymnasium, well maintained swimming pool allow each and every person to exercise all the nerves of their body.

The Institution is under CCTV surveillance with security guards on duty at each entrance making the campus safe and secured.

To conclude, the institution pays prime importance to the discipline, safety, hygiene, health, cleanliness and greenery in the campus. The Institution is determined to extent all possible means and measures for the betterment of the students and staff/ faculty members. The institute always welcomes the suggestions from various stakeholders to take all necessary measures for the maintenance of excellent teaching-learning environment.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. To further Strengthen the ICT
2. To create an Incubation Centre & more number of Centre of Excellence
3. To have more industry academic interface so that there is more corporate participation in academics
4. To implant Lecture captivating system in the institution for the purpose of blended learning
5. Conducting programmes to encourage and support students to become entrepreneurs
6. Conducting activities to hone the creative skills of students and provide a platform to display creativity
7. Initiatives for an eco friendly learning space
8. Conducting student focused academic and skills development activities
9. The institution plans to focus more on Research and Development in the next Academic year b increasing the publications of faculty and also motivating students community to write research
10. To apply for NBA accreditation for all programmes