



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SANDIP INSTITUTE OF TECHNOLOGY AND RESAERCH CENTRE
• Name of the Head of the institution	Prof (Dr) S T Gandhe
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02594222552
• Mobile no	9545453201
• Registered e-mail	principal@sitrc.org
• Alternate e-mail	sandipfoundation@gmail.com
• Address	A/p Mahiravani, Trimbak Road, Tal & Dist Nashik.
• City/Town	Nashik
• State/UT	Maharashtra
• Pin Code	422213
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Self-financing				
• Name of the Affiliating University	Savitribai Phule Pune University, Pune				
• Name of the IQAC Coordinator	Prof (Dr) Prasad R. Baviskar				
• Phone No.	02594222552				
• Alternate phone No.	9545453212				
• Mobile	9545453212				
• IQAC e-mail address	prasad.baviskar@sitrc.org				
• Alternate Email address	-				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.sitrc.sandipfoundation.org/iqac/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.sitrc.sandipfoundation.org/iqac/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.11	2018	02/11/2018	01/11/2023
6.Date of Establishment of IQAC			26/09/2017		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	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)		
1. NBA accreditation 2. LMS developed - Video lectures and practical sessions prepared 3. Permanent	affiliation process completeds recorded. 3. Institute appl	
	<p>1. As per the directions of IQAC and fr maintaining the quality, PG course in M NBA. 2. UG course in E&TC is preparing infrastructure for preparing the video would enhance the LMS. 4. Every departm addition program to bridge the gap and Soft skill and aptitude sessions are co employabiity.</p>	
12.Plan of action chalked out by the IQAC in the begin Quality Enhancement and the outcome achieved by the		

Plan of Action	Achie
PG course in MBA has prepared for availing NBA.	
UG course in E&TC is preparing to avail NBA	Af appl
The infrastructure for preparing the video lectures is developed that would enhance the LMS.	Vide
Identify the value addition and certification courses for the students	Imp per
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	
Governing Council	
14. Whether institutional data submitted to AISHE	
Year	Date
2020-21	
15. Multidisciplinary / interdisciplinary	
The students and faculty members are un multidisciplinary projects. Also, the I addition courses. The interdisciplinary permitted for the same. However, interd be offered as the Institute is affiliat University, Pune and the affiliating un	
16. Academic bank of credits (ABC):	
Present syllabus structure provided by Phule Pune University, Pune is in the p that would accommodate the terms associ credits.	

17.Skill development:	
<p>The Institute has set the process of co-ordinating the Advisory Board. The meeting of this committee is held at the beginning of every academic year. At the end of every semester, academic audit is conducted by the Institute. In the present curriculum is identified some value addition programmes, skill based programmes are conducted and it enhances the employability of the students also it help them to go for start ups and entrepreneurship.</p>	
18.Appropriate integration of Indian Knowledge system (using online course)	
<p>The students are encouraged to participate in various cultural activities leading to development of culture, industry and society.</p>	
19.Focus on Outcome based education (OBE):Focus on	
<p>The Institute has adopted outcome based education from the year 2015 - 16 in all disciplines of undergraduate courses. As a result, the count of placements is increasing. Using the skill based programmes under graduate courses (Computer Engineering) got NBA accredited for three years. The course in Electronics & Telecommunication Engineering got NBA accredited for NBA in the academic year 2022 - 23. The course in Electrical Engineering will apply for NBA in the academic year 2023 - 24. The visit for post graduate course MBA is a success in the year 2021 - 22.</p>	
20.Distance education/online education:	
<p>The Institute has conducted the entire courses through online mode during the COVID pandemic. It has developed a robust LMS strengthened LMS. The Institute has provided the facilities to conduct the courses through online mode.</p>	

Extended Profile

1.Programme

1.1

386

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

File Description	Documents
Data Template	View File

2.Student

2.1 2167

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 1808

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

File Description	Documents
Data Template	View File

2.3 715

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 147

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2 115

Number of sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	386
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	2167
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1808
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	715
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	147
File Description	Documents
Data Template	No File Uploaded

3.2	115
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	36
Total number of Classrooms and Seminar halls	
4.2	834.45
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	672
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 Institute is affiliated to Savitribai Phule Pune University, Pune (SPPU). The curriculum is designed by the SPPU. The institute offers Six Undergraduate (UG), three Postgraduate (PG) programs and one Doctoral program. In PG program, Credit System has been fully implemented while in UG programs it is implemented till third year. The marking scheme specifies marks allotted for theory, practical, oral and term-work. Continuous assessment is ensured for the term work evaluation. Performance of students in practical and oral examination is assessed by external examiners appointed by SPPU.

Academic Calendar

At the end of the semester SPPU disseminates academic calendar for the forthcoming semester. Every Head of the Department prepares their academic calendars in consultation with Principal and Dean (Academics) by incorporating several curricular, co-curricular and

extra-curricular activities on receipt of academic calendar. The departmental academic calendar forms the basis for the effective curriculum planning and implementation. It contains expert lectures, co-curricular extra curricular activities, professional society activities etc.

Further, Teaching Load Distribution (Subject choice and load distribution) is done and accordingly Course File and Teaching Plan is prepared by faculty. The progress of syllabus coverage is monitored throughout the semester. Students' feedback is taken twice in a semester.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

At the end of the semester SPPU disseminates academic calendar for the forthcoming semester. Every Head of the Department prepares their academic calendars in consultation with Principal and Dean (Academics) by incorporating several curricular, co-curricular and extra-curricular activities on receipt of academic calendar. The departmental academic calendar forms the basis for the effective curriculum planning and implementation. It contains expert lectures, co-curricular extra curricular activities, professional society activities etc.

The review for the conduct of the planned events as per academic calendar is taken by the department time to time.

The continuous assessment of the term work is ensured by every department. Also, the unit test is conducted after the teaching of two units.

Assignments are given on each unit right at the beginning of every semester. The schedule of submission of assignment is also displayed and timely submission of assignments by students is monitored.

For the encouragement, project competition is conducted for minor and major project in every academic year.

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

B. Any 3 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	No File Uploaded

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

9

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

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

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

25

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

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

1987

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

1.3 - Curriculum Enrichment

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

The curriculum designed by the University takes the cognizance of various cross cutting issues as below

Green IT - a course included in the curriculum of IT that relates to Environment and Sustainability. The Course creates awareness among stakeholders and promotes green agenda and green initiatives.

The human values are taught in the courses such as, Value Education and Soft Skills in the curriculum of BE (Mech). These courses create awareness about social responsibilities, environment and sustainable lifestyle.

Management Studies offers Human Rights for MBA-I & II in its Curriculum. It is a skill based course that covers the aspects of Human Values, Gender Equality, and Fundamental Rights of a

citizen. Also, a Credit Course Managing Business for Sustainability is included at level of MBA-II.

A course namely Awareness to Civil Engineering Practices promotes sustainable development. It imbibes professional and ethical conduct in engineering.

Environment and sustainability concerns are addressed in the curriculum of Computer Engineering through courses like Smart System Design & Applications, Data Mining.

Courses such as, Business Management and Soft Skills in the current curriculum of BE (Electronics and Telecommunication Engineering) address the term professional ethics.

File Description	Documents
Any additional information	No File Uploaded
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

7

File Description	Documents
Any additional information	No File Uploaded
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	View File

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

1818

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

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	No File Uploaded
URL for feedback report	Nil

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

388

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

264

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

2.2 - Catering to Student Diversity

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

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

Before the commencement of the program, the Institution arranges a program called "Orientation Program" for the fresher's and their parents/guardians. During this, Principal, Dean and Head of the Department guide the students about the Institution, Infrastructure facilities, University norms and regulations, the course content, the scope of the course and their outcome.

Institute has proactive tutor system to monitor and support the progress of students. All the students get academic and personal guidance and livelihood counseling from the concerned tutor. Through one to one mentorship tutor identifies slow and advanced learners.

Institute has the ERP system to collect, analyze and use the data/information on the academic performance of the students. With

this, institute is in a position to consolidate all the information and identify the slow learners and the advanced learners.

File Description	Documents
Paste link for additional information	Nil
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
2167	147

File Description	Documents
Any additional information	No File Uploaded

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 has given the emphasis on outcome based learning. Faculty and students are motivated through various activities in teaching-learning process.

The following measures and remedies are applied to enhance student centric learning:

1. Institute motivates the students to learn by experiences, by means to work with industry on live project. Institute has adopted a practice of inculcating the projects through hobby club which make awareness of functional programming, design patterns and new technical framework among students. Institute also motivates students to work on mini projects to develop problem solving attitude in students. Institute organizes the industrial visits to experience the work culture and technology. Institute also provides the platform to do the internship in the industry. Institute has signed MOU's with various industries to bridge the gap in the curriculum. Institute have initiated the collaboration with professional bodies like IEEE, CSI, IETE, IEI etc. to get students and teachers at esteem global platform. Students

get opportunity to present and share their technical knowledge in the department in the form of seminars. Faculty motivates students to refer to quality journal papers and also arrange expert talks on selected topic.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. Institute uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following tools are used by the Institute,

ICT Tools:

1. Projectors: available in different classrooms/labs.
2. Seminar Rooms: two seminar halls are equipped with all digital facilities.
3. Smart Board: one smart board is installed in the campus.
4. Online Classes: through Zoom, Google Meet, Microsoft Team, and Google Classroom).
5. MOOC Platform: NPTEL, Coursera, etc.
6. Digital Library resources: DELNET.
7. Lab manuals are mailed to students well in advance the experiment is performed.
8. Online quizzes and polls are regularly conducted to record the feedback of the students.

File Description	Documents
Upload any additional information	No File Uploaded
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

147

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

147

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	No File Uploaded

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

24

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

677

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.

Evaluation process, being an important component is well publicized to almost all stakeholders and more specifically to students and teachers.

1. At the commencement of semester, students are notified about the criteria for evaluation of term work in the respective labs and lectures.
2. Stakeholders of the institution are informed about the internal evaluation process in the parents meetings conducted.
3. The Institute strictly follows the guidelines given by the SPPU for the conduction of all the examinations and evaluation process.
4. The Institute has installed CCTV cameras for monitoring of online examinations.
5. Institute has designed continuous assessment sheet for

practical's which considers students' attendance, assignments, performance in practical's, innovativeness in implementation etc. Institute prepares department wise Academic Calendar and displays it on notice boards consisting details of test slot and Institute/department events, at the start of semester.

6. All departments maintain record for every student which contains details of student attendance, test marks, assignments etc.
7. Institute monthly communicates the student test performance and attendance through letters to parents. After every lecture and practical session the record of absent students is also notified to the parent/guardian through SMS.

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

Redressal of grievances is permitted by the University Only for End Semester Examinations. There is no provision made for redressal for online, In-sem, term work/oral/practical, project, and seminar examinations as per University norms.

Departmental Level grievances: The continuous evaluation of students is carried out by faculty in terms of theory lectures, labs, unit tests, assignments etc. The evaluation for each lab assignment is communicated to individual student. The term work is allotted based on defined strategies. Query if any is discussed with concerned faculty, mentor, class coordinator and head of the department.

The institute is inclined on ensuring the redressal of grievances with reference to examination through the following mechanism:

- Students are made aware of the assessment methods at the beginning of the semester and from time to time the amendments in evaluation scheme are brought to the notice.
- Institute has constituted fully fledged exam section supervised by the Chief Exam Officer (CEO) assisted by departmental coordinators to address grievances of the

students.

- Mock exam marks, online test and Internal Test marks are displayed on notice boards.
- Students having grievances with the internal evaluation process can directly discuss their doubts individually with respective faculty members.

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.

The vision and mission statements of the Institute are framed in line with the goals of the Management. These statements are disseminated to the students and stake holders through the Principal, Heads of Departments and faculty members. This becomes the basis for formation of Program outcomes. These are the expected values the passing student is supposed to possess. The Institute offers various under graduate, post graduate courses and facilitate the research through research center in one of the stream. The offered programs can be broadly classified into core branches and soft branches. The program educational objectives accounts further knowledge diversity in their respective field to be imparted. The institute adopts student-centered teaching methodology that aims at combining theoretical knowledge with practical applications through exposure to gain the technical know-how and recent trends.

Institute follows the program outcomes specified by the Accreditation Board for Engineering and Technology. Each department has defined program educational objectives, program specific outcomes and course outcomes. The program educational objectives, program specific outcomes and course outcomes are designed to accomplish and assess the students learning needs.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sitrc.sandipfoundation.org/ug-courses-information-technology/peo-po-and-pso/ , https://sitrc.sandipfoundation.org/ug-courses-computer-engineering/peo-po-and-pso/ , https://sitrc.sandipfoundation.org/ug-courses-etc-engineering/peo-po-and-pso/ , https://sitrc.sandipfoundation.org/ug-courses-civil-engineering/peo-po-and-pso/ , https://sitrc.sandipfoundation.org/ug-courses-mechanical-engineering/peo-po-and-pso/ , https://sitrc.sandipfoundation.org/ug-courses-electrical-engineering/peo-po-and-pso/
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The process of attainment of COs, POs and PSOs starts from writing appropriate COs for each course of the program from first year to fourth year in a four year engineering degree program as well as two years PG level programs. The course outcomes are written by the respective faculty member using action verbs of learning levels. Then, a correlation is established between COs and POs in the scale of 1 to 3, 1 being the slight (low), 2 being moderate (medium) and 3 being substantial (high). A mapping matrix is prepared in this regard for every course in the program including the elective subjects. The course outcomes written and their mapping with POs are reviewed frequently by a committee of senior faculty members before they are finalized.

Course Outcomes are narrower statements that describe what students are expected to know, and be able to do at the end of each course. These relate to the skills, knowledge, and behavior that students acquire in their matriculation through the course. In a university affiliated college, the CO attainment levels can be measured based on the results of the internal assessment and external examination conducted by the university. This is a form of direct measurement of attainment.

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

710

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	No File Uploaded
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://sitrc.sandipfoundation.org/student-satisfaction-survey-sss/>

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)

1300000

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

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

5

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

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

1300000

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://dst.gov.in/

3.2 - Innovation Ecosystem

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

To create an ecosystem for innovations, following workshops / seminars are conducted:

1. Women Entrepreneurship Development Program 2. Guest Lecture on The Future of Business the new way forward 3. Introduction to Securities Market, IPOs and Mutual Funds 4. Automation Masterclass (Industry Bootcamp 4.0) 5. Webinar on How to Leverage LinkedIn

File Description	Documents
Upload any additional information	No File Uploaded
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

22

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

3.3 - 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	https://sitrc.sandipfoundation.org/research-center/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
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

49

File Description	Documents
Any additional information	No File Uploaded
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

53

File Description	Documents
Any additional information	View File
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

Having congenial attitude towards society is moral responsibility of an engineer that is achievable by exposure through active participation in various extension activities. One of the major program is IIRS Outreach Programme which focuses on strengthening the Academia and User Segments in Space Technology & Its Applications using Online Learning Platforms. IIRS distance learning program was initiated in 2007 with the participation of twelve universities in India. In this semester, we have conducted 7 online courses which are designed and developed by Indian Institute of Remote Sensing, Indian Space Research Organization Department of Space, Govt. of India.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

16

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

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

19

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)	View File

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

1422

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

3.5 - 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

145

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	View File

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

10

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

In the institution separate building have been provided for the different departments. Provision of separate buildings to the department helps in monitoring and smooth conduction of academic activities. In each department adequate number of classrooms of spacious sizes have been provided. The classrooms have very good natural ventilation and minimises the need of mechanical ventilation. In all the classrooms LCD projectors have been provided , to make use of digital learning and to improve the understanding of the concepts by the students. In all the departments adequate number of laboratories have been provided. The laboratories have been equipped with modern digital instruments, which makes taking the observations easy and accurate.

In each department separate computer lab have been provided , to perform computer based practicals and to carry out computer based assignments and project work etc. The computer labs are also used for conducting value added programs in the departments. Spacious Computer Centre with ample no of computers is made use by the students during online sessions/teaching learning process and to undertake online examinations. Library is provided with ample number of knowledge resources like books, E-books, journals to facilitate teaching learning process.

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.

Sandip institute of technology and research centre promotes Sports & Physical Education. Sports activities are an integral part of education system. The institute has a one football ground, one cricket ground, four table tennis tables . Well equipped gymnasium is available on campus. Other indoor games facilities are also available like chess, corrom etc within the campus. Students of the institute represent university level in various sports events. Some of them have also played at national level. Institute organises Interclass & Inter Department Sports Activities to develop and nourish good qualities among the students.

4.1.2 Facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Sr. No.

Facility Type

Numbers Available

Year of Establishment

Area/ Size

User Rate

1

Club Activities in Seminar Hall- UG

1

2011-12

190.56 Sq,m

NIL

2

Club Activities in Seminar Hall- UG

1

2011-12

188.56 Sq.m

NIL

3

Playground for outdoor

02

2011-12

28275 sq.m.

NIL

4

Indoor gym

1

2011-12

163.90 sq.m

NIL

5

Indoor sports hall

1

2011-12

50.00 sq.m

NIL

6

Green gymnasium

1

2011-12

25.00 Sq.m

NIL

7

Yoga Center (Seminar Hall)

1

2011-12

240.180 sq.m

NIL

8

Volley Ball Court

1

2011-12

286 sq.m

NIL

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.

31

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

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

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

135.0

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

4.2 - Library as a Learning Resource

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

Name of the ILMS software

Nature of automation (fully or partially)

Version

Year of automation

KOHA Library Software

Fully Automated

18.11.04.000

2009

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)

6.02

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

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

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

22.25

File Description	Documents
Any additional information	No File Uploaded
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

Institute keeps on improving the hardware and software facilities depending on the requirements, like

availability of computers, softwares . During year 2020-21 additional computers have been added.

During the pandemic online lectures were conducted sometimes by faculty from home (during lockdown period) and remaining time from college as per the Govt. circulars issued from time to time.

Online lectures were taken on Google meet or Zoom platform as per the requirements. To conduct the online lectures from college , Zoom license was also purchased.To conduct online lectures Webcamera were purchased.SOPHOS Firewall was also purchased by the institute.

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

4.3.2 - Number of Computers

672

File Description	Documents
Upload any additional information	View File
List of Computers	View File

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

215.26

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

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

4.4.2 Procedure for Utilising Academic & Support Facilities

Before the commencement of academic activities , class wise timetable is prepared, considering the concerned syllabus by the departments. The timetable is prepared by the departmental timetable coordinator , checked by HOD and approved by Dean-Academics and Principal. According to the timetable, Theory and Practical lectures are conducted in concerned classrooms and laboratories and students attendance is taken during the lectures. Practical's are conducted in batches in the laboratories. A review of maintenance need of instruments is carried out by the laboratory incharge at regular interval and accordingly maintenance is carried out the departments. In computer labs , utilization log book for students is maintained,

Prior to the start of academic year , the head of the department collects books requirement from faculty.The Head of the Department compile the list and send the same to the librarian. The librarian prepares the complete requirement list and gets its approval from the Principal.Then librarian arranges for the purchase of the books as per the established procedure. Issue of books is maintained by the library assistant in the library software.

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

1808

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

106

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://sitrc.sandipfoundation.org/ug-courses-etc-engineering/events/ , https://m.ba.sandipfoundation.org/expert-lecture/
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

335

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

1249

File Description	Documents
Any additional information	View File
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	No File Uploaded

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

337

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

73

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

7

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.

2

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

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

The elected student representatives forms Students' council.

Activities organized by student council - Various co-curricular,

extracurricular and cultural activities are organized by the student council members along with the faculty co-ordinators. It contains Two Lady Representatives. They have representation in various Academic & Administrative bodies, Anti-ragging committee, Training and Placement, college magazine Mrudgandh, gathering, sports competitions, hostel etc.

The activities of Student Council includes:

1. To organize state, national or university level events in each year to motivate students to participate in technical and nontechnical events.
2. To organize the college level event annual social gathering each year which includes cultural and sports events.
3. Celebration of Nationally important days like Independence day, Republic day etc., to develop the feeling and sense of nationalism
4. To celebrate Teacher day and Engineers Day.
5. To organize blood donation camp, tree plantation, voter's awareness programs in association with institute level association/professional bodies, etc.
6. To organize above events, funds are given by institute.

File Description	Documents
Paste link for additional information	https://sitrc.sandipfoundation.org/student-development-2/
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

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
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 Alumni Association plays an important role in helping to shape the future of the Institute by representing the views of its members and contribute to build an engaged and supportive alumni community. Institute with its existence over a decade has a significant pool of its own alumni.

Association supports in following areas:

1.Updating information about Placement opportunities in the companies they are employed or related

with.

2. Inviting well placed alumni for interaction and discussion with the current students.

3. Bringing in alumni for group discussions and mock interviews.

The functioning of Alumni started since July 2012 and got registered in the year 2017 as "SITRC Alumni Association" with registration number MH/702. The alumni of this Institute are giving the suggestions for recent trends in industry and accordingly the topics are covered through expert lectures, industrial visits or value addition programs. They are also asked to give their suggestions for the courses that can be conducted to bridge the gap between industry and academia which in turn make our students more employable. Network with alumni is made effective through the Alumni association and alumni also keep in

contact through the Alumni page on the College website.

File Description	Documents
Paste link for additional information	https://sitrc.sandipfoundation.org/alumni/
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	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The mission and vision is finalized by the Governing council. Further, another apex administrative bodies like IQAC and Colloege development committee are constituted.

These committees alongwith all the remaining committees plan for the strategic plan of next 5 years and it is further fragmented for individual department. Every department take the cognizance of academic advisory body for academic planning and administrative planning is done by apex committees. These all inputs are in line with the mission and vision of the Institute.

At the end of every year, the review is taken for the compliance of the earlier planned activities.

This report is presented by the Principal to the Mnagement. In case of any additional efforts or financial help, the governing council presents it to the management and it is approved. In all, every effort is made for progression of Instiute on the path to achieve the vision and mission of the Institute.

File Description	Documents
Paste link for additional information	https://sitrc.sandipfoundation.org/governi ng-body/
Upload any additional information	No File Uploaded

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

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

Sandip Institute of Technology & Research Centre adheres to the participative management philosophy and ensures that each partner works in a culture that emphasizes achieving group goals. At all levels of management, staff (both teaching and non-teaching) is actively involved in the Institute's varied activities. All decision-making bodies are composed according to SITRC statutes. The Institute has a well-defined organizational structure with duties and responsibilities at various hierarchical levels. The Institute also includes other committees, including the College Development Committee, Faculty Grievance Redressal Committee, Students Grievance and Redressal Committee, and Women's Grievance Cell..

File Description	Documents
Paste link for additional information	https://sitrc.sandipfoundation.org/organis ation-structure/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute has a Five-year perspective plan of development, which embodies a structured action plan to be followed for achieving its Vision and Mission to be an acclaimed institution for learning and research. It has been decided to review after three years for the progress.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sitrc.sandipfoundation.org/strategic-plan-2019-2024-2/
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.

Policies

The institute has a well-defined process of policy making which is based on certain parameters which includes learning from past processes, taking advice of all the concerned stakeholders, and opinions from faculty members. All significant areas of administration and activities are guided by preplanned policies. All these policies are updated from time to time as per requirement.

Some of the important areas which are governed by the policies are as follows:

- Appointments, Probation and Termination of Service
- Record of Service, Seniority, Promotion and Reversion
- Work Load and Assessment of Work

- Pay, Allowances And Other Benefits
- Leaves Policy
- Conduct, Discipline And Appeals
- Code of Conduct & Code of Professional Ethics
- Duties and Responsibilities of Employees
- Roles And Responsibilities Of Committees
- General Guidelines / Policies
- General Policy Statement
- Transfers/Deputation And Promotions Policy
- Employee Grievance Redressal And Appeals Procedure
- Travelling Allowance / Dearness Allowance Policy
- Research & Development Policy (Detail Research and Consultancy Policy is uploaded on Website)
- Purchase Procedure Policy

Grievance redressal mechanism is also in place and takes care for faculty as well as the students

File Description	Documents
Paste link for additional information	https://sitrc.sandipfoundation.org/wp-content/uploads/2021/06/SF_HR-MANUAL_13.08.2019_Final_1.pdf
Link to Organogram of the institution webpage	https://sitrc.sandipfoundation.org/organization-structure/
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	No File Uploaded
Any additional information	View File
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

Faculty development policies .

Believing that the satisfied employee is an asset for the institute and can make the institute a productive place, the management has put several welfare measures and schemes for the faculty, non-teaching staff and students.

Teachers are provided with financial support to attend conferences / workshops and towards membership fee of professional bodies. Along with the regular facilities of casual leave, earn leave, medical leave etc., following welfare schemes are available.

1

Employee Provident Fund

2

Gratuity

3

Medical Insurance for Employees

4

Superannuation Scheme (LIC Pension)

5

Lien

6

Staff Loan Facility from the Institute's Cooperative Credit Society

7

Maternity leaves for female Teaching & Non-Teaching

8

Women Empowerment programs

9

Emergency service (Ambulance, etc.)

10

Tie-up with hospitals (providing discount on Medical treatment bills)

11

Free transportation facility for Non-teaching staff

12

Family and Bachelors accommodation for needy staff

13

Financial support for up-gradation of Qualification

14

Financial support for up-gradation of Knowledge through QIP/ Conferences/Workshops

15

Sponsoring Membership of Professional bodies

16

Recognition of Faculty against Achievement

File Description	Documents
Paste link for additional information	https://sitrc.sandipfoundation.org/wp-content/uploads/2021/06/SF_HR-MANUAL_13.08.2019_Final_1.pdf
Upload any additional information	No File Uploaded

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**

4

File Description	Documents
Upload any additional information	No File Uploaded
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**

3

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

28

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

The institute has a Performance appraisal system for teaching and non-teaching staff, which is carried out semi-Annually. At the end of every semester, the Head of the Department reports the contributions of the Teaching and Non-teaching staff members in

college activities and their performance. The performance of the teaching and non-teaching staff is collected through a well-structured self-appraisal form. The Self-appraisal form of teaching staff has various parameters related to academics, Co-curricular and Extracurricular activities and administration, etc. It has details like Results of subjects taught, Admission contribution, Research Papers published, Patents, Faculty Identification, Co-curricular Activities, Extra Curricular Activities, Student Feedback, Department Contribution, Tutor System Contribution, Qualification Upgradation, Behavioural Attitude, Placement, Research Projects / Testing and Consultancy.

Similarly, there is Self-appraisal form for non-teaching staff. It has details like Admission contribution, Technical Competency, Co-curricular Activities, Extra-Curricular Activities, Dept. Contribution, Contribution in Foundation Work and Behavioural Attitude.

Staff Appraisal form is evaluated by the committee consisting of Head of the Department, Dean, Principal and Management Representative. The forms are evaluated to give suggestions on the respective form of Teaching and Nonteaching staff. The self-appraisal helps to improve an individual's performance and his/her contribution to the institutional activities.

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

The enumeration of various internal and external financial audits carried out during last five years with the mechanism for settling audit objections is explained below:

Institute has established mechanism for conducting Internal and External Financial audit every year to ensure financial

compliance.

Internal audit is conducted by the parent body of Sandip Foundation. It is conducted twice a year. First internal financial audit is conducted in October/November followed by the second in April/May. Financial compliance report of internal audit is submitted to Managing Trustee of Sandip Foundation.

Statutory financial audit of Institute is conducted in two sessions, first in the month of October November/ December for period of six months starting from 1st April to September and second in the month of May/ June for the period from October to March. Finalization of account is completed in June and audited statement is prepared in July. The audited statement is duly signed by Principal, Chairman and Chartered Accountant.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

0

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

Institute has established mechanism for conducting Internal and External Financial audit every year to ensure financial compliance. At the beginning of every academic year, the requirement is sought from every department. Further, it is

augmented with the expenses to incur on the development of infrastructure, maintenance, purchase of new equipment, sponsorship for faculty members to acquire various skill sets / qualification / knowledge / workshops / seminars / conferences, staff welfare schemes etc. While making the budgetary provisions for the expenses under these heads, the cognizance of the suggestions / recommendations given by various governing bodies like Governing Council, Internal Quality Assurance Cell, and College Development Committee is taken. After finalizing the budget, the finance is mobilized and a balance is observed in optimum utilization as described in the following section. Internal audit is conducted by the parent body of Sandip Foundation and report of internal audit is submitted. of Sandip Foundation. Statutory financial audit of Institute is conducted in two sessions. Finalization of account is completed in June and audited statement is prepared in July. The audited statement is duly signed by Principal, Chairman and Chartered Accountant

File Description	Documents
Paste link for additional information	Nil
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

In view of COVID-19 outbreak, the IQAC cell has recommended to the Institute to develop the ICT based infrastructure that would create convenience for conduct of online lectures and practical sessions.

2. It is advisable to develop the videos of lectures and practical sessions and upload them on ERP so that in case of difficulty, students can view them.

3. It is recommended to conduct the curricular and co-curricular activities in online mode.

4. To meet the quality mandates, MBA course will go for NBA. The preparation is upto the level of satisfaction.

5. In the next phase of quality mandate, UG course in E&TC should prepare for NBA.

6. Also, the IQAC cell looks forward to prepare and participate in NIRF

File Description	Documents
Paste link for additional information	https://sitrc.sandipfoundation.org/igac/
Upload any additional information	No File Uploaded

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

In view of COVID-19 outbreak, the IQAC cell has recommended and taken initiatives to develop the ICT based infrastructure to create convenience for conduct of online lectures and practical sessions.

1. The LMS system is developed under which the videos of theory and practical sessions are developed and uploaded on ERP.

2. As per the recommendations of IQAC, the students can perform all their necessary processes through online platforms like securing admission, submission of documents for the scholarships and examination forms, availing the marksheets, solving the queries related to above mentioned processes.

3. The adequate sanitization facility is developed at various prominent places throughout the Institution.

File Description	Documents
Paste link for additional information	Nil
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)

A. All of the above

Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://sitrc.sandipfoundation.org/annual-report/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Institute offers and promotes gender equality in policies. No gender discrimination in policies for stake holder. Every year, Women empowerments cell conducts Programs on gender sensitization, Self Defense, Stress managements, health education, work life balance, etc.

Title of the program

Period (from-to)

Participants

Female

Male

Yoga Day-2020

21/06/2020 to 21/06/2020 (1 Day)

1175

114

Women's Day - 2021

08/03/2021 to 08/03/2021 (1 Day)

30

03

Yoga Day-2021

20/06/2021 to 21/06/2021

(2 Days)

29

21

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

C. Any 2 of the above

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

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

Paper waste is collected from classrooms, labs and disposed in dust bins with this Canteen waste is send to Nashik Municipal Corporation, Nashik for the disposal. Liquid waste generated from hostel, college and canteen is safely disposed in septic tank via soak pits.

Electronic goods and computers are put to optimum use. Before discarding, the usable parts are reused. The UPS batteries are recharged/ repaired/exchanged with suppliers.

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

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	View File

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
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 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

A. Any 4 or all of the above

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).

We believe in unity in diversity that's why our entire stakeholders respect the different religion, language and culture. We always feel the college is our second home and all faculties like a family member. We wish each other at different festivals and invite them to have a feast to get introduced with ones culture to have amicable relations and to maintain

the religious, social and communal harmony. Similarly our students also celebrate the different festivals with joy and enthusiasm which help them to implant the social and religious harmony. The diversity in India is unique. Being a large country with large population. India presents endless varieties of physical features and cultural patterns. It is the land of many languages it is only in India people professes all the major religions of the world. To represent our Indian culture, on the eve of our college annual gathering we organize a traditional dress competition and fashion show.

In this competition students wore the different attire representing the different states, religions and cultures. Through this activity students get acquainted with the different culture of our nation and help to develop the tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. This also creates the inclusive environment in the college and society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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

India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race sex.

Sandip Institute of Technology & Research Center Sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen. To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment.

These elements are inculcated in the value system of the college community. The students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities by inviting prominent people. The Institute establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules.

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 A. All of the above

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	No File Uploaded
Any other relevant information	No File Uploaded

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

The Institute believes in celebrating events and festivals in college. It is an integral part of learning and building a strong cultural belief in a students mind. The College makes great efforts in celebrating the national and international days, events and festivals throughout the year.

In academic year 2020-21, we celebrated the following days like International Yoga Day, World Environment Day, Independence Day, Republic Day, Birth Anniversaries of Rashtrapita Mahatma Gandhi, Dr. Sarvapalli Radhakhishnan & Swami Vivekananda.

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	No File Uploaded
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.

1: Patents and copyrights.

Objectives:

- To provide a platform for converting innovative ideas into IPR.

Context:

Emphasis on developing a research culture.

The Practice:

The institute supports in filing the patents. The patent committee of institute facilitate them for getting clearance from patent attorney. The patent draft is filed through patent attorney. The institute bears patenting fees.

Evidence:

The institute has than 90 patents to its credit.

Problems:

- Initially, the process of patent filing was not known.

Resources Required:

- Facilitating patent attorney, financial support.

Best Practice-II

Research & Ph.D.

Objectives :

- To promote research activities among the students and faculty members
- To enhance qualification up gradation of faculty members.

The Context:

To be a developed country it is need of the time to enhance the research culture in the institutes of the nation.

The Practice:

The culture of research excels in students & faculty by conducting various research methodological, workshops & trainings by eminent personalities of leading research institutes.

The institute is supporting for research through finance, equipment & facilities.

Evidence:

Every year, the institute has more than 100 publications.

Problems Encountered:

- Delay in recognition of research publications

Resources Required:

- Library, equipments and software

Financial support by the institute.

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

IEDC Cell

The institute has been accorded for establishment of an Innovation and Entrepreneurship Development Centre (IEDC) by NEB, DST, and Govt. of India.

The principal motive is to transform innovative raw idea into commercially viable product. With this view the students are

motivated for nurturing their entrepreneurial skills as well as faculties are encouraged to develop their entrepreneurial skills which will be beneficial for society as whole. Institute has received a fund of Rs. 46, 00,000/- over the period of five years. Further, to generate awareness among student, entrepreneurship development programs are organized.

Objectives

- To provide various services including information on all aspects of enterprise building to budding Science and Technology (S&T) entrepreneurs.
- To catalyse and promote development of S&T knowledge-based enterprises
- To respond effectively to emerging challenges and opportunities relating to SMEs micro enterprises.

Functions

- To organize EDP, FDP and Skill Development Programmes for benefit of S&T persons.
- To guide and assist prospective entrepreneurs on preparing project reports, obtaining project approvals, loans and facilities from agencies, information on technologies, etc.

Process of transforming Young Innovators into Entrepreneur takes through 10 different phases as follows:

1. Idea Generation Symposium
2. Opportunity Evaluation Meet
3. Entrepreneurship Services Program
4. EnB Club
5. Eureka-The Prototype Development

<http://www.sitrc.sandipfoundation.org/iedc/>

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 Institute is affiliated to Savitribai Phule Pune University, Pune (SPPU). The curriculum is designed by the SPPU. The institute offers Six Undergraduate (UG), three Postgraduate (PG) programs and one Doctoral program. In PG program, Credit System has been fully implemented while in UG programs it is implemented till third year. The marking scheme specifies marks allotted for theory, practical, oral and term-work. Continuous assessment is ensured for the term work evaluation. Performance of students in practical and oral examination is assessed by external examiners appointed by SPPU.

Academic Calendar

At the end of the semester SPPU disseminates academic calendar for the forthcoming semester. Every Head of the Department prepares their academic calendars in consultation with Principal and Dean (Academics) by incorporating several curricular, co-curricular and extra-curricular activities on receipt of academic calendar. The departmental academic calendar forms the basis for the effective curriculum planning and implementation. It contains expert lectures, co-curricular extra curricular activities, professional society activities etc.

Further, Teaching Load Distribution (Subject choice and load distribution) is done and accordingly Course File and Teaching Plan is prepared by faculty. The progress of syllabus coverage is monitored throughout the semester. Students' feedback is taken twice in a semester.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

At the end of the semester SPPU disseminates academic calendar for the forthcoming semester. Every Head of the Department prepares their academic calendars in consultation with Principal and Dean (Academics) by incorporating several curricular, co-curricular and extra-curricular activities on receipt of academic calendar. The departmental academic calendar forms the basis for the effective curriculum planning and implementation. It contains expert lectures, co-curricular extra curricular activities, professional society activities etc.

The review for the conduct of the planned events as per academic calendar is taken by the department time to time.

The continuous assessment of the term work is ensured by every department. Also, the unit test is conducted after the teaching of two units.

Assignments are given on each unit right at the beginning of every semester. The schedule of submission of assignment is also displayed and timely submission of assignments by students is monitored.

For the encouragement, project competition is conducted for minor and major project in every academic year.

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/

B. Any 3 of the above

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	No File Uploaded

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

9

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

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

25

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

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

1987

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

1.3 - Curriculum Enrichment

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

The curriculum designed by the University takes the cognizance of various cross cutting issues as below

Green IT - a course included in the curriculum of IT that relates to Environment and Sustainability. The Course creates awareness among stakeholders and promotes green agenda and green initiatives.

The human values are taught in the courses such as, Value Education and Soft Skills in the curriculum of BE (Mech). These courses create awareness about social responsibilities, environment and sustainable lifestyle.

Management Studies offers Human Rights for MBA-I & II in its Curriculum. It is a skill based course that covers the aspects of Human Values, Gender Equality, and Fundamental Rights of a citizen. Also, a Credit Course Managing Business for Sustainability is included at level of MBA-II.

A course namely Awareness to Civil Engineering Practices promotes sustainable development. It imbibes professional and ethical conduct in engineering.

Environment and sustainability concerns are addressed in the curriculum of Computer Engineering thorough courses like Smart System Design & Applications, Data Mining.

Courses such as, Business Management and Soft Skills in the current curriculum of BE (Electronics and Telecommunication Engineering) address the term professional ethics.

File Description	Documents
Any additional information	No File Uploaded
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

7

File Description	Documents
Any additional information	No File Uploaded
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	View File

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

1818

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the

A. All of the above

institution from the following stakeholders
Students Teachers Employers Alumni

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	No File Uploaded
Any additional information	No File Uploaded

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	No File Uploaded
URL for feedback report	Nil

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

388

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

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

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

264

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

2.2 - Catering to Student Diversity

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

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

Before the commencement of the program, the Institution arranges a program called "Orientation Program" for the fresher's and their parents/guardians. During this, Principal, Dean and Head of the Department guide the students about the Institution, Infrastructure facilities, University norms and regulations, the course content, the scope of the course and their outcome.

Institute has proactive tutor system to monitor and support the progress of students. All the students get academic and personal guidance and livelihood counseling from the concerned tutor. Through one to one mentorship tutor identifies slow and advanced learners.

Institute has the ERP system to collect, analyze and use the data/ information on the academic performance of the students. With this, institute is in a position to consolidate all the information and identify the slow learners and the advanced learners.

File Description	Documents
Paste link for additional information	Nil
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
2167	147

File Description	Documents
Any additional information	No File Uploaded

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 has given the emphasis on outcome based learning. Faculty and students are motivated through various activities in teaching-learning process.

The following measures and remedies are applied to enhance student centric learning:

1. Institute motivates the students to learn by experiences, by means to work with industry on live project. Institute has adopted a practice of inculcating the projects through hobby club which make awareness of functional programming, design patterns and new technical framework among students. Institute also motivates students to work on mini projects to develop problem solving attitude in students. Institute organizes the industrial visits to experience the work culture and technology. Institute also provides the platform to do the internship in the industry. Institute has signed MOU's with various industries to bridge the gap in the curriculum. Institute have initiated the collaboration with professional bodies like IEEE, CSI, IETE, IEI etc. to get students and teachers at esteem global platform. Students get opportunity to present and share their technical knowledge in the department in the form of seminars. Faculty motivates students to refer to quality journal papers and also arrange expert talks on selected topic.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. Institute uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following tools are used by the Institute,

ICT Tools:

1. Projectors: available in different classrooms/labs.
2. Seminar Rooms: two seminar halls are equipped with all digital facilities.
3. Smart Board: one smart board is installed in the campus.
4. Online Classes: through Zoom, Google Meet, Microsoft Team, and Google Classroom).
5. MOOC Platform: NPTEL, Coursera, etc.
6. Digital Library resources: DELNET.
7. Lab manuals are mailed to students well in advance the experiment is performed.
8. Online quizzes and polls are regularly conducted to record the feedback of the students.

File Description	Documents
Upload any additional information	No File Uploaded
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

147

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

147

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	No File Uploaded

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

24

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

677

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.

Evaluation process, being an important component is well publicized to almost all stakeholders and more specifically to students and teachers.

1. At the commencement of semester, students are notified about the criteria for evaluation of term work in the respective labs and lectures.
2. Stakeholders of the institution are informed about the internal evaluation process in the parents meetings conducted.
3. The Institute strictly follows the guidelines given by the SPPU for the conduction of all the examinations and evaluation process.
4. The Institute has installed CCTV cameras for monitoring of online examinations.
5. Institute has designed continuous assessment sheet for practical's which considers students' attendance, assignments, performance in practical's, innovativeness in implementation etc. Institute prepares department wise Academic Calendar and displays it on notice boards consisting details of test slot and Institute/department events, at the start of semester.
6. All departments maintain record for every student which contains details of student attendance, test marks, assignments etc.
7. Institute monthly communicates the student test performance and attendance through letters to parents. After every lecture and practical session the record of absent students is also notified to the parent/guardian through SMS.

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

Redressal of grievances is permitted by the University Only for End Semester Examinations. There is no provision made for redressal for online, In-sem, term work/oral/practical, project, and seminar examinations as per University norms.

Departmental Level grievances: The continuous evaluation of students is carried out by faculty in terms of theory lectures, labs, unit tests, assignments etc. The evaluation for each lab assignment is communicated to individual student. The term work is allotted based on defined strategies. Query if any is discussed with concerned faculty, mentor, class coordinator and head of the department.

The institute is inclined on ensuring the redressal of grievances with reference to examination through the following mechanism:

- Students are made aware of the assessment methods at the beginning of the semester and from time to time the amendments in evaluation scheme are brought to the notice.
- Institute has constituted fully fledged exam section supervised by the Chief Exam Officer (CEO) assisted by departmental coordinators to address grievances of the students.
- Mock exam marks, online test and Internal Test marks are displayed on notice boards.
- Students having grievances with the internal evaluation process can directly discuss their doubts individually with respective faculty members.

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.

The vision and mission statements of the Institute are framed in line with the goals of the Management. These statements are disseminated to the students and stake holders through the Principal, Heads of Departments and faculty members. This becomes the basis for formation of Program outcomes. These are the expected values the passing student is supposed to possess. The Institute offers various under graduate, post graduate courses and facilitate the research through research center in one of the stream. The offered programs can be broadly classified into core branches and soft branches. The program educational objectives accounts further knowledge diversity in their respective field to be imparted. The institute adopts student-centered teaching methodology that aims at combining theoretical knowledge with practical applications through exposure to gain the technical know-how and recent trends.

Institute follows the program outcomes specified by the Accreditation Board for Engineering and Technology. Each department has defined program educational objectives, program specific outcomes and course outcomes. The program educational objectives, program specific outcomes and course outcomes are designed to accomplish and assess the students learning needs.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sitrc.sandipfoundation.org/ug-courses-information-technology/peo-po-and-pso/ , https://sitrc.sandipfoundation.org/ug-courses-computer-engineering/peo-po-and-pso/ , https://sitrc.sandipfoundation.org/ug-courses-etc-engineering/peo-po-and-pso/ , https://sitrc.sandipfoundation.org/ug-courses-civil-engineering/peo-po-and-pso/ , https://sitrc.sandipfoundation.org/ug-courses-mechanical-engineering/peo-po-and-pso/ , https://sitrc.sandipfoundation.org/ug-courses-electrical-engineering/peo-po-and-pso/
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The process of attainment of COs, POs and PSOs starts from writing appropriate COs for each course of the program from first year to fourth year in a four year engineering degree program as well as two years PG level programs. The course outcomes are written by the respective faculty member using action verbs of learning levels. Then, a correlation is established between COs and POs in the scale of 1 to 3, 1 being the slight (low), 2 being moderate (medium) and 3 being substantial (high). A mapping matrix is prepared in this regard for every course in the program in including the elective subjects. The course outcomes written and their mapping with POs are reviewed frequently by a committee of senior faculty members before they are finalized.

Course Outcomes are narrower statements that describe what students are expected to know, and be able to do at the end of each course. These relate to the skills, knowledge, and behavior that students acquire in their matriculation through the course. In a university affiliated college, the CO attainment levels can be measured based on the results of the internal assessment and external examination conducted by the

university. This is a form of direct measurement of attainment.

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

710

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	No File Uploaded
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://sitrc.sandipfoundation.org/student-satisfaction-survey-sss/>

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)

1300000

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

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

5

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

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

1300000

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://dst.gov.in/

3.2 - Innovation Ecosystem

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

To create an ecosystem for innovations, following workshops / seminars are conducted:

1. Women Entrepreneurship Development Program
2. Guest Lecture on The Future of Business the new way forward
3. Introduction to Securities Market, IPOs and Mutual Funds
4. Automation Masterclass (Industry Bootcamp 4.0)
5. Webinar on How to Leverage LinkedIn

File Description	Documents
Upload any additional information	No File Uploaded
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

22

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

3.3 - 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	https://sitrc.sandipfoundation.org/research-center/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
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

49

File Description	Documents
Any additional information	No File Uploaded
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

53

File Description	Documents
Any additional information	View File
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

Having congenial attitude towards society is moral

responsibility of an engineer that is achievable by exposure through active participation in various extension activities. One of the major program is IIRS Outreach Programme which focuses on strengthening the Academia and User Segments in Space Technology & Its Applications using Online Learning Platforms. IIRS distance learning program was initiated in 2007 with the participation of twelve universities in India. In this semester, we have conducted 7 online courses which are designed and developed by Indian Institute of Remote Sensing, Indian Space Research Organization Department of Space, Govt. of India.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

16

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

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

19

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)	View File

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

1422

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

3.5 - 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

145

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	View File

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**

10

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

In the institution separate building have been provided for the different deparments. Provision of separate buildings to the deparment helps in monitoring and smooth conduction of academic activities. In each department adequate number of classrooms of spacious sizes have been provided. The classrooms have very good natural ventilation and minimises the need of mechanical ventilation. In all the classrooms LCD projectors have been provided , to make use of digital learning and to improve the understanding of the concepts by the students. In all the departments adequate number of laboratories have been provided. The laboratories have been equipped with modern digital instruments, which makes taking the observations easy and accurate.

In each department separate computer lab have been provided , to perform computer based practicals and to carry out computer based assignments and project work etc. The computer labs are also used for conducting value added programs in the departments. Spacious Computer Centre with ample no of computers is made use by the students during online sessions/teaching learning process and to undertake online

examinations. Library is provided with ample number of knowledge resources like books, E-books, journals to facilitate teaching learning process.

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.

Sandip institute of technology and research centre promotes Sports & Physical Education. Sports activities are an integral part of education system. The institute has a one football ground, one cricket ground, four table tennis tables . Well equipped gymnasium is available on campus. Other indoor games facilities are also available like chess, corrom etc within the campus. Students of the institute represent university level in various sports events. Some of them have also played at national level. Institute organises Interclass & Inter Department Sports Activities to develop and nourish good qualities among the students.

4.1.2 Facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Sr. No.

Facility Type

Numbers Available

Year of Establishment

Area/ Size

User Rate

1

Club Activities in Seminar Hall- UG

1

2011-12

190.56 Sq,m

NIL

2

Club Activities in Seminar Hall- UG

1

2011-12

188.56 Sq.m

NIL

3

Playground for outdoor

02

2011-12

28275 sq.m.

NIL

4

Indoor gym

1

2011-12

163.90 sq.m

NIL

5

Indoor sports hall

1

2011-12

50.00 sq.m

NIL

6

Green gymnasium

1

2011-12

25.00 Sq.m

NIL

7

Yoga Center (Seminar Hall)

1

2011-12

240.180 sq.m

NIL

8

Volley Ball Court

1

2011-12

286 sq.m

NIL

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.

31

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

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

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

135.0

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

4.2 - Library as a Learning Resource

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

Name of the ILMS software

Nature of automation (fully or partially)

Version

Year of automation

KOHA Library Software

Fully Automated

18.11.04.000

2009

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)

6.02

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

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

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

22.25

File Description	Documents
Any additional information	No File Uploaded
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

Institute keeps on improving the hardware and software facilities depending on the requirements, like

availability of computers, softwares . During year 2020-21 additional computers have been added.

During the pandemic online lectures were conducted sometimes by faculty from home (during lockdown period) and remaining time from college as per the Govt. circulars issued from time to time.

Online lectures were taken on Google meet or Zoom platform as per the requirements. To conduct the online lectures from college , Zoom license was also purchased.To conduct online lectures Webcamera were purchased.SOPHOS Firewall was also purchased by the institute.

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

4.3.2 - Number of Computers

672

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

215.26

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

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

4.4.2 Procedure for Utilising Academic & Support Facilities

Before the commencement of academic activities , class wise timetable is prepared, considering the concerned syllabus by the departments. The timetable is prepared by the departmental timetable coordinator , checked by HOD and approved by Dean-Academics and Principal. According to the timetable, Theory and Practical lectures are conducted in concerned classrooms and laboratories and students attendance is taken during the lectures. Practical's are conducted in batches in the laboratories. A review of maintenance need of instruments is carried out by the laboratory incharge at regular interval and accordingly maintenance is carried out the departments. In computer labs , utilization log book for students is maintained,

Prior to the start of academic year , the head of the department collects books requirement from faculty.The Head of the Department compile the list and send the same to the librarian. The librarian prepares the complete requirement list and gets its approval from the Principal.Then librarian arranges for the purchase of the books as per the established procedure. Issue of books is maintained by the library assistant in the library software.

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	
1808	
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	
106	
File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to Institutional website	https://sitrc.sandipfoundation.org/ug-courses-etc-engineering/events/ , https://mba.sandipfoundation.org/expert-lecture/
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

335

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

1249

File Description	Documents
Any additional information	View File
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	No File Uploaded

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

337

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

73

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**

7

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.**

2

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

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

The elected student representatives forms Students' council.

Activities organized by student council - Various co-curricular, extracurricular and cultural activities are organized by the student council members along with the faculty co-ordinators. It contains Two Lady Representatives. They have representation in various Academic & Administrative bodies, Anti-ragging committee, Training and Placement, college magazine Mrudgandh, gathering, sports competitions, hostel etc.

The activities of Student Council includes:

1. To organize state, national or university level events in each year to motivate students to participate in technical and nontechnical events.
2. To organize the college level event annual social gathering each year which includes cultural and sports events.
3. Celebration of Nationally important days like Independence day, Republic day etc., to develop the feeling and sense of nationalism
4. To celebrate Teacher day and Engineers Day.
5. To organize blood donation camp, tree plantation, voter's awareness programs in association with institute level association/professional bodies, etc.
6. To organize above events, funds are given by institute.

File Description	Documents
Paste link for additional information	https://sitrc.sandipfoundation.org/student-development-2/
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

12

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
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 Alumni Association plays an important role in helping to shape the future of the Institute by representing the views of its members and contribute to build an engaged and supportive alumni community. Institute with its existence over a decade has a significant pool of its own alumni.

Association supports in following areas:

1.Updating information about Placement opportunities in the companies they are employed or related

with.

2. Inviting well placed alumni for interaction and discussion with the current students.

3. Bringing in alumni for group discussions and mock interviews.

The functioning of Alumni started since July 2012 and got registered in the year 2017 as "SITRC Alumni Association" with registration number MH/702. The alumni of this Institute are giving the suggestions for recent trends in industry and accordingly the topics are covered through expert lectures, industrial visits or value addition programs. They are also asked to give their suggestions for the courses that can be conducted to bridge the gap between industry and academia which in turn make our students more employable. Network with alumni

is made effective through the Alumni association and alumni also keep in contact through the Alumni page on the College website.

File Description	Documents
Paste link for additional information	https://sitrc.sandipfoundation.org/alumni/
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	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The mission and vision is finalized by the Governing council. Further, another apex administrative bodies like IQAC and Colloeege development committee are constituted.

These committees alongwith all the remaining committees plan for the strategic plan of next 5 years and it is further fragmented for individual department. Every department take the cognizance of academic advisory body for academic planning and administrative planning is done by apex committees. These all inputs are in line with the mission and vision of the Institute.

At the end of every year, the review is taken for the compliance of the earlier planned activities.

This report is presented by the Principal to the Mnagaement. In case of any additional efforts or financial help, the governing council presents it to the management and it is approved. In all, every effort is made for progression of Instiute on the path to achieve the vision and mission of the Institute.

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File Description	Documents
Paste link for additional information	https://sitrc.sandipfoundation.org/governing-body/
Upload any additional information	No File Uploaded

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

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

Sandip Institute of Technology & Research Centre adheres to the participative management philosophy and ensures that each partner works in a culture that emphasizes achieving group goals. At all levels of management, staff (both teaching and non-teaching) is actively involved in the Institute's varied activities. All decision-making bodies are composed according to SITRC statutes. The Institute has a well-defined organizational structure with duties and responsibilities at various hierarchical levels. The Institute also includes other committees, including the College Development Committee, Faculty Grievance Redressal Committee, Students Grievance and Redressal Committee, and Women's Grievance Cell..

File Description	Documents
Paste link for additional information	https://sitrc.sandipfoundation.org/organization-structure/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute has a Five-year perspective plan of development, which embodies a structured action plan to be followed for achieving its Vision and Mission to be an acclaimed institution for learning and research. It has been decided to review after three years for the progress.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sitrc.sandipfoundation.org/strategic-plan-2019-2024-2/
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.

Policies

The institute has a well-defined process of policy making which is based on certain parameters which includes learning from past processes, taking advice of all the concerned stakeholders, and opinions from faculty members. All significant areas of administration and activities are guided by preplanned policies. All these policies are updated from time to time as per requirement.

Some of the important areas which are governed by the policies

are as follows:

- Appointments, Probation and Termination of Service
- Record of Service, Seniority, Promotion and Reversion
- Work Load and Assessment of Work
- Pay, Allowances And Other Benefits
- Leaves Policy
- Conduct, Discipline And Appeals
- Code of Conduct & Code of Professional Ethics
- Duties and Responsibilities of Employees
- Roles And Responsibilities Of Committees
- General Guidelines / Policies
- General Policy Statement
- Transfers/Deputation And Promotions Policy
- Employee Grievance Redressal And Appeals Procedure
- Travelling Allowance / Dearness Allowance Policy
- Research & Development Policy (Detail Research and Consultancy Policy is uploaded on Website)
- Purchase Procedure Policy

Grievance redressal mechanism is also in place and takes care for faculty as well as the students

File Description	Documents
Paste link for additional information	https://sitrc.sandipfoundation.org/wp-content/uploads/2021/06/SF_HR-MANUAL_13.08.2019_Final_1.pdf
Link to Organogram of the institution webpage	https://sitrc.sandipfoundation.org/organization-structure/
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	No File Uploaded
Any additional information	View File
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

Faculty development policies .

Believing that the satisfied employee is an asset for the institute and can make the institute a productive place, the management has put several welfare measures and schemes for the faculty, non-teaching staff and students.

Teachers are provided with financial support to attend conferences / workshops and towards membership fee of professional bodies. Along with the regular facilities of casual leave, earn leave, mediac l leave etc., following welfare schemes are available.

- 1
Employee Provident Fund
- 2
Gratuity
- 3
Medical Insurance for Employees
- 4
Superannuation Scheme (LIC Pension)
- 5
Lien
- 6
Staff Loan Facility from the Institute's Cooperative Credit Society
- 7
Maternity leaves for female Teaching & Non-Teaching
- 8
Women Empowerment programs
- 9
Emergency service (Ambulance, etc.)
- 10
Tie-up with hospitals (providing discount on Medical treatment bills)
- 11
Free transportation facility for Non-teaching staff

12

Family and Bachelors accommodation for needy staff

13

Financial support for up-gradation of Qualification

14

Financial support for up-gradation of Knowledge through QIP/
Conferences/Workshops

15

Sponsoring Membership of Professional bodies

16

Recognition of Faculty against Achievement

File Description	Documents
Paste link for additional information	https://sitrc.sandipfoundation.org/wp-content/uploads/2021/06/SF_HR-MANUAL_13.08.2019_Final_1.pdf
Upload any additional information	No File Uploaded

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

4

File Description	Documents
Upload any additional information	No File Uploaded
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

3

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

28

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

The institute has a Performance appraisal system for teaching and non-teaching staff, which is carried out semi-Annually. At the end of every semester, the Head of the Department reports the contributions of the Teaching and Non-teaching staff members in college activities and their performance. The performance of the teaching and non-teaching staff is collected through a well-structured self-appraisal form. The Self-appraisal form of teaching staff has various parameters related to academics, Co-curricular and Extracurricular activities and administration, etc. It has details like Results of subjects taught, Admission contribution, Research Papers published, Patents, Faculty Identification, Co-curricular Activities, Extra Curricular Activities, Student Feedback, Department Contribution, Tutor System Contribution, Qualification Upgradation, Behavioural Attitude, Placement, Research Projects / Testing and Consultancy.

Similarly, there is Self-appraisal form for non-teaching staff. It has details like Admission contribution, Technical Competency, Co-curricular Activities, Extra-Curricular Activities, Dept. Contribution, Contribution in Foundation Work and Behavioural Attitude.

Staff Appraisal form is evaluated by the committee consisting of Head of the Department, Dean, Principal and Management Representative. The forms are evaluated to give suggestions on the respective form of Teaching and Nonteaching staff. The self-appraisal helps to improve an individual's performance and his/her contribution to the institutional activities.

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

The enumeration of various internal and external financial audits carried out during last five years with the mechanism for settling audit objections is explained below:

Institute has established mechanism for conducting Internal and External Financial audit every year to ensure financial compliance.

Internal audit is conducted by the parent body of Sandip Foundation. It is conducted twice a year. First internal financial audit is conducted in October/November followed by the second in April/May. Financial compliance report of internal audit is submitted to Managing Trustee of Sandip Foundation.

Statutory financial audit of Institute is conducted in two sessions, first in the month of October November/ December for period of six months starting from 1st April to September and second in the month of May/ June for the period from October to March. Finalization of account is completed in June and audited statement is prepared in July. The audited statement is duly signed by Principal, Chairman and Chartered Accountant.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

0

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

Institute has established mechanism for conducting Internal and External Financial audit every year to ensure financial compliance. At the beginning of every academic year, the requirement is sought from every department. Further, it is augmented with the expenses to incur on the development of infrastructure, maintenance, purchase of new equipment, sponsorship for faculty members to acquire various skill sets / qualification / knowledge / workshops / seminars / conferences, staff welfare schemes etc. While making the budgetary provisions for the expenses under these heads, the cognizance of the suggestions / recommendations given by various governing bodies like Governing Council, Internal Quality Assurance Cell, and College Development Committee is taken. After finalizing the budget, the finance is mobilized and a balance is observed in optimum utilization as described in the following section. Internal audit is conducted by the parent body of Sandip Foundation and report of internal audit is submitted. of Sandip Foundation. Statutory financial audit of Institute is conducted in two sessions. Finalization of account is completed in June and audited statement is prepared in July. The audited statement is duly signed by Principal, Chairman and Chartered Accountant

File Description	Documents
Paste link for additional information	Nil
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

In view of COVID-19 outbreak, the IQAC cell has recommended to the Institute to develop the ICT based infrastructure that would create convenience for conduct of online lectures and practical sessions.

2. It is advisable to develop the videos of lectures and practical sessions and upload them on ERP so that in case of difficulty, students can view them.

3. It is recommended to conduct the curricular and co-curricular activities in online mode.

4. To meet the quality mandates, MBA course will go for NBA. The preparation is upto the level of satisfaction.

5. In the next phase of quality mandate, UG course in E&TC should prepare for NBA.

6. Also, the IQAC cell looks forward to prepare and participate in NIRF

File Description	Documents
Paste link for additional information	https://sitrc.sandipfoundation.org/iqac/
Upload any additional information	No File Uploaded

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

In view of COVID-19 outbreak, the IQAC cell has recommended and taken initiatives to develop the ICT based infrastructure to create convenience for conduct of online lectures and practical

sessions.

1. The LMS system is developed under which the videos of theory and practical sessions are developed and uploaded on ERP.

2. As per the recommendations of IQAC, the students can perform all their necessary processes through online platforms like securing admission, submission of documents for the scholarships and examination forms, availing the marksheets, solving the queries related to above mentioned processes.

3. The adequate sanitization facility is developed at various prominent places throughout the Institution.

File Description	Documents
Paste link for additional information	Nil
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)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sitrc.sandipfoundation.org/annual-report/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Institute offers and promotes gender equality in policies. No gender discrimination in policies for stake holder. Every year, Women empowerments cell conducts Programs on gender sensitization, Self Defense, Stress managements, health education, work life balance, etc.

Title of the program

Period (from-to)

Participants

Female

Male

Yoga Day-2020

21/06/2020 to 21/06/2020 (1 Day)

1175

114

Women's Day - 2021

08/03/2021 to 08/03/2021 (1 Day)

30

03

Yoga Day-2021

20/06/2021 to 21/06/2021

(2 Days)

29

21

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

C. Any 2 of the above

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

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

Paper waste is collected from classrooms, labs and disposed in

dust bins with this Canteen waste is send to Nashik Municipal Corporation, Nashik for the disposal. Liquid waste generated from hostel, college and canteen is safely disposed in septic tank via soak pits.

Electronic goods and computers are put to optimum use. Before discarding, the usable parts are reused. The UPS batteries are recharged/ repaired/exchanged with suppliers.

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

- 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	View File

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
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 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

A. Any 4 or all of the above

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).

We believe in unity in diversity that's why our entire stakeholders respect the different religion, language and culture. We always feel the college is our second home and all faculties like a family member. We wish each other at different festivals and invite them to have a feast to get introduced with ones culture to have amicable relations and to maintain

the religious, social and communal harmony. Similarly our students also celebrate the different festivals with joy and enthusiasm which help them to implant the social and religious harmony. The diversity in India is unique. Being a large country with large population. India presents endless varieties of physical features and cultural patterns. It is the land of many languages it is only in India people professes all the major religions of the world. To represent our Indian culture, on the eve of our college annual gathering we organize a traditional dress competition and fashion show.

In this competition students wore the different attire representing the different states, religions and cultures. Through this activity students get acquainted with the different culture of our nation and help to develop the tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. This also creates the inclusive environment in the college and society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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

India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race sex.

Sandip Institute of Technology & Research Center Sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen. To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment.

These elements are inculcated in the value system of the college community. The students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities by inviting prominent people. The Institute establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules.

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,

A. All of the above

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	No File Uploaded
Any other relevant information	No File Uploaded

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

The Institute believes in celebrating events and festivals in college. It is an integral part of learning and building a strong cultural belief in a students mind. The College makes great efforts in celebrating the national and international days, events and festivals throughout the year.

In academic year 2020-21, we celebrated the following days like International Yoga Day, World Environment Day, Independence Day, Republic Day, Birth Anniversaries of Rashtrapita Mahatma Gandhi, Dr. Sarvapalli Radhakhishnan & Swami Vivekananda.

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	No File Uploaded
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.

1: Patents and copyrights.

Objectives:

- To provide a platform for converting innovative ideas into IPR.

Context:

Emphasis on developing a research culture.

The Practice:

The institute supports in filing the patents. The patent committee of institute facilitate them for getting clearance from patent attorney. The patent draft is filed through patent attorney. The institute bears patenting fees.

Evidence:

The institute has than 90 patents to its credit.

Problems:

- Initially, the process of patent filing was not known.

Resources Required:

- Facilitating patent attorney, financial support.

Best Practice-II

Research & Ph.D.

Objectives :

- To promote research activities among the students and faculty members
- To enhance qualification up gradation of faculty members.

The Context:

To be a developed country it is need of the time to enhance the research culture in the institutes of the nation.

The Practice:

The culture of research excels in students & faculty by conducting various research methodological, workshops & trainings by eminent personalities of leading research institutes.

The institute is supporting for research through finance, equipment & facilities.

Evidence:

Every year, the institute has more than 100 publications.

Problems Encountered:

- Delay in recognition of research publications

Resources Required:

- Library, equipments and software

Financial support by the institute.

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

IEDC Cell

The institute has been accorded for establishment of an Innovation and Entrepreneurship Development Centre (IEDC) by NEB, DST, and Govt. of India.

The principal motive is to transform innovative raw idea into commercially viable product. With this view the students are motivated for nurturing their entrepreneurial skills as well as faculties are encouraged to develop their entrepreneurial skills which will be beneficial for society as whole. Institute has received a fund of Rs. 46, 00,000/- over the period of five years. Further, to generate awareness among student, entrepreneurship development programs are organized.

Objectives

- To provide various services including information on all aspects of enterprise building to budding Science and Technology (S&T) entrepreneurs.
- To catalyse and promote development of S&T knowledge-based enterprises
- To respond effectively to emerging challenges and opportunities relating to SMEs micro enterprises.

Functions

- To organize EDP, FDP and Skill Development Programmes for benefit of S&T persons.
- To guide and assist prospective entrepreneurs on preparing project reports, obtaining project approvals, loans and facilities from agencies, information on technologies, etc.

Process of transforming Young Innovators into Entrepreneur takes through 10 different phases as follows:

1. Idea Generation Symposium
2. Opportunity Evaluation Meet
3. Entrepreneurship Services Program
4. EnB Club
5. Eureka-The Prototype Development

<http://www.sitrc.sandipfoundation.org/iedc/>

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. UG course in Electronics and Telecommunication engineering applyong to avail the accreditation by NBA.
2. The Institute is applying for availing the permanent affiliation by the affiliating university.
3. After availing permanent affiliation, the application will be filed to avail the autonomy.
4. Develop the research habitat to increase the count research publications, funded research projects and consultancy.
5. Improve the placement and entrepreneurship initiatives.
6. Start the value addition programmes for the students to enhance the employability.