SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

Dr. Visweswaraiah Road (Banglore – Tirupathi Bye-pass Road)

Murukampattu, Chittoor – 517 127

Andhra Pradesh, India

Annual Quality Assurance Report (AQAR)

for 2015 - 16

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi,

Bangalore - 560 072, India

The Annual Quality Assurance Report (AQAR) of the IQAC for 2015-2016

Part – A

1. Details of the Institution

1.1 Name of the Institution

SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

1.2 Address Line 1

DR.D.K.Audikesavalu Marg (Banglore-Tirupathi Bye-pass Road)

Address Line 2

Murukambattu Post, Chittoor

City/Town

Chittoor

State

Andhra Pradesh

Pin Code

517 127

Institution e-mail address

principal@sitams.org

Contact Nos.

08572-246298

Name of the Head of the Institution:

Dr.P.RAMESH KUMAR

Tel. No. with STD Code:

08572-246299

Mobile:

9440366346

Name of the IQAC Co-ordinator:

T.VIVEKANANDAN

Mobile:

9994183833

IQAC e-mail address:

iqac@sitams.org

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

APCOGN19413

1.4 **NAAC Executive Committee No. & Date:**

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom

of your institution's Accreditation Certificate)

EC(SC)/05/A&A/124

1.5 Website address:

www.sitams.org

Web-link of the AQAR:

www.sitams.org/iqac/aqar

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.35	Mar 3, 2015	Mar 2, 2020
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY:

31/01/2014

1.8 AQAR for the year *(for example 2010-11)*

2015-2016

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

    i. AQAR _____-___ _____ (DD/MM/YYYY)

    ii. AQAR_____ __-_____ (DD/MM/YYYY)

    iii. AQAR_____ _-_____ (DD/MM/YYYY)

    iv. AQAR_____ __-_____ (DD/MM/YYYY)

1.10 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes [√]   No ☐

Constituent College   Yes ☐   No [√]

Autonomous college of UGC   Yes [√]   No ☐

Regulatory Agency approved Institution   Yes [√]   No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√]   Men ☐   Women ☐

     Urban [√]   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) [√]   UGC 12B [√]

   Grant-in-aid + Self Financing ☐   Totally Self-financing [√]

1.11 Type of Faculty/Programme

Arts ☐   Science ☐   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering [√]   Health Science ☐   Management [√]

Others (Specify) | .   MASTER OF COMPUTER APPLICATIONS

1.12 Name of the Affiliating University *(for the Colleges)* | JNTUA - Anantapuramu |

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | UGC |

University with Potential for Excellence		UGC-CPE	
DST Star Scheme		UGC-CE	
UGC-Special Assistance Programme		DST-FIST	
UGC-Innovative PG programmes		Any other *(Specify)*	
UGC-COP Programmes			

2. IQAC Composition and Activities

2.1 No. of Teachers | 16 |

2.2 No. of Administrative/Technical staff | 2 |

2.3 No. of students | 2 |

2.4 No. of Management representatives | 1 |

2.5 No. of Alumni | 2 |

2. 6 No. of any other stakeholder and

Community representatives | 2 |

2.7 No. of Employers/ Industrialists | 1 |

2.8 No. of other External Experts | 1 |

2.9 Total No. of members | 27 |

2.10 No. of IQAC meetings held | 3 |

2.11 No. of meetings with various stakeholders: No. | 2 | Faculty | √ |

Non-Teaching Staff Students | | Alumni | | Others | - |

2.12 Has IQAC received any funding from UGC during the year?   Yes | | No | √ |

If yes, mention the amount | -- |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 1 | International | | National | | State | | Institution Level | 1 |

(ii) Themes

1. Seminar on quality benchmarks/parameters for the various academic and administrative activities based on NAAC exit meeting.

2.14 Significant Activities and contributions made by IQAC

- Regular Internal review and audit at the end of every year.
- Train the faculty on application oriented teaching methodology.
- Periodic monitoring of feedback from stakeholders for continuous improvement.
- Continuous evaluation and monitoring to reach quality benchmarks set for

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Student Monitoring and mentoring 2. Internal Auditing – Various departments of the Institution 3. Quality Based Education awareness and orientation programs	YES, Attained

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [√]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

AQAR report for 2015-16 was placed in the Governing Council meeting and approved.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	2	--	--	--
PG	8	--	--	--
UG	5	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	15	--	--	--

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

1.2   (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni [√] Parents [√] Employers [√] Students [√]

(On all aspects)

Mode of feedback   :   Online [√] Manual [√] Co-operating schools (for PEI) [ ]

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- Semester Grade Point Average (SGPA) will be declared to students only who clear all the subjects.
- Total credits for the course has been reduced to 176.
- For Audit courses students should secure pass mark in examination conducted internally.
- In the internal exams 1 and 2- best marks will be equated to 80% and 20%

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
144	107	22	15	-

2.2 No. of permanent faculty with Ph.D.

33

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
5	38	4	25	-	8	-	-	9	71

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	NIL	11	NIL
Presented papers	7	37	NIL
Resource Persons	1	NIL	NIL

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Innovative teaching approaches have been introduced by amalgamating theoretical knowledge with practical approaches.
- Use of ICT like visual and audio aids.
- Industrial visits and In-plant training to reduce the gap between Industry and Institute.
- Arranging Guest lectures, Seminars, Workshops and FDP to gain knowledge in the current technologies.

2.7   Total No. of actual teaching days during this academic year | 180 |

2.8   Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Online Multiple Choice Questions

2.9   No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

| 21 | 27 | 93 |

2.10 Average percentage of attendance of students | 82.97 |

 2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
CIVIL	50	4	68	24	-	98
CSE	107	21.4	36.4	19.6	-	77.57
CSE (M.Tech)	5	100	-	-	-	100
ECE	197	28.94	31.55	21.83	12.70	94.4
ECE(M.Tech)	8					100
EEE	98	35.71	44.89	2	-	82.65
EEE(M.Tech)	6	100	-	-	-	100
MECH	44	18.2	27.3	2.3	-	47.8
MBA	170	35.88	62.9	9	-	98.8
MCA	41	87.8	12.2	-	-	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- A Mentor is identified for each student who monitors the progress of the students under him and offers guidance.

- Class committee meetings are conducted regularly for quality enhancement in teaching and learning process.

- The progress of the students is monitored after all the three Internal Assessment Test and slow learners are identified and given additional coaching in remedial classes after regular working hours.

- Faculties were trained to adopt Innovative teaching practices.

- Motivated to increase the use of ICT.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	7
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	2
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	70
Others [Training and Faculty Development]	16

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	101	-	-	-
Technical Staff	17	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> IQAC initiated the following in promoting the research:
> - Established the Research and Development cell.
> - Faculty and Students are motivated to publish research papers in reputed journals
> - Faculty members were motivated to attend FDP which helps to initiate the Research.
> - Submission of research proposals to various funding agencies.

3.2   Details regarding major projects - NIL

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.3   Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-	3	-	-
Outlay in Rs. Lakhs	-	8.75	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	47	4	-
Non-Peer Review Journals	20	-	-
e-Journals	-	-	-
Conference proceedings	4	7	-

3.5 Details on Impact factor of publications:

Range 0-6   Average 3.4   h-index -   Nos. in SCOPUS 2

3.6 Research funds sanctioned and received from various funding agencies, industries and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2	UGC – Hyderabad	2.35 Lakhs	2.35Lakhs
Minor Projects	2	UGC – Hyderabad	3.90 Lakhs	3.90 Lakhs
Minor Projects	2	UGC – Hyderabad	2.50 Lakhs	2.50Lakhs
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	2015-2016	Sreenivasa TRUST	1Lakh	1 Lakh
Students research projects *(other than compulsory by the University)*	2015-2016	Sreenivasa TRUST	0.5 Lakh	0.45 Lakh
Any other(Specify)	-	-	-	-
Total		-	-	10.2 Lakhs

3.7 No. of books published   i) With ISBN No. [4]   Chapters in Edited Books [-]

ii) Without ISBN No. [3]

3.8 No. of University Departments receiving funds from

UGC-SAP [1]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy | - |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	1	-	1
Sponsoring agencies	-	-	Sreenivasa Trust	-	Sreenivasa Trust

3.12 No. of faculty served as experts, chairpersons or resource persons | 10 |

3.13 No. of collaborations   International | - | National | 1 | Any other | - |

3.14 No. of linkages created during this year | 1 |

3.15 Total budget for research for current year in lakhs:

From funding agency | 8.75Lakhs | From Management of University/College | 1.5 Lakhs |

Total | 10.25 Lakhs |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institution in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides

9

and students registered under them

13

3.19 No. of Ph.D. awarded by faculty from the Institution

1

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [-]   SRF [-]   Project Fellows [-]   Any other [3]

3.21 No. of students Participated in NSS events:

University level [-]   State level [362]

National level [-]   International level [-]

3.22 No. of students participated in NCC events: **N/A**

University level [-]   State level [-]

National level [-]   International level [-]

3.23 No. of Awards won in NSS:

University level [-]   State level [-]

National level [-]   International level [-]

3.24 No. of Awards won in NCC: N/A

University level [-]   State level [-]

National level [-]   International level [-]

3.25 No. of Extension activities organized

University forum [-]   College forum [1]

NCC [-]   NSS [9]   Any other [-]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Blood Donation Camp
2. Tree plantation programme
3. Eye Check-up Camp
4. Medical Camp
5. Rural Development Programme
6. Environment awareness camps
7. Yoga Camp
8. Rally on Road Safety Awareness
9. Services rendered to Orphanage, Old age home, etc.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	48.81 Acres	-	Sreenivasa TRUST	-
Class rooms	56	-	Sreenivasa TRUST	56
Laboratories	31	3	Sreenivasa TRUST	34
Seminar Halls	7	1	Sreenivasa TRUST	8
No. of important equipment purchased (≥ 1-0 lakh) during the current year.	-	-	Sreenivasa TRUST	-

	Value			
Value of the equipment purchased during the year (Rs. in Lakhs)	-	26.29Lakh	Sreenivasa TRUST	-
Others	-	-	-	-

4.2 Computerization of administration and library

- ✓ Autolib Software used for Automation.
- ✓ Bar coding system was installed and implemented successfully.
- ✓ Digital Library has been upgraded with 32Mbps Internet connectivity.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	55,729	1,24,72,807	2132	8,33,197	57,861	1,33,06,004
Reference Books	5174	12,07,528	78	31,668	5225	12,39,196
e-Books	2050	Open and free Acsess	-	-	2050 (Yearly renewal)	Open and free access
Journals	69	89,649	-	-	69	89,649
e-Journals	154	4,11,230	18	51,535	172	4,62,765
Digital Database	1 [DELNET]	11,500	-	-	1 [DELNET]	11,500
CD & Video	1716		204		1920	
Others [SC/ST Book Bank]	2338	3,67,287	-	-	2338	3,67,287
Others	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	540	430	20	-	-	11	29	50
Added	75	75		-	-	-	-	-
Total	615	505	20	-	-	11	29	50

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

Upgradation (Networking, e-Governance etc.)

- ✓ Total Computers have been increased to 615 with the purchase of 75 computer systems.
- ✓ Internet Speed has been upgraded to: 25Mbps.
  BSNL ILL [20Mbps + 5Mbps]
- ✓ Teachers and students were motivated to NPTEL are provided for faculty and students.

4.6 Amount spent on maintenance in lakhs :

i) ICT

26.69 Lakh

ii) Campus Infrastructure and facilities

369.32Lakh

iii) Equipments

1.2Lakh

iv) Others

688.03Lakh

Total :

1085.24 Lakh

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

- ❖ Induction day for the fresher's, where in all the coordinators & conveners of different committees briefed the students about curricular & extracurricular activities.

- ❖ Internet facility with Wi-Fi connectivity is made available throughout the campus to support the students in enhancing their knowledge with easy digital access.

- ❖ The college is catering to the needs of students belonging to deprived communities of Scheduled castes, Scheduled tribes, other backward classes and economically backward groups. SC and ST Students are encouraged to continue their education by way of Scholarships from Government and Non – Government Organizations.

- ❖ Updates on notice boards and college website to ensure active participation by students in various activities.

- ❖ Subject wise Remedial classes for slow learners are conducted during the evening hours.

- ❖ Entrepreneurship Development Cell organizes periodical meetings with industrialists, entrepreneurs and chief executives of various concerns to enhance the entrepreneurship skills among the students.

- ❖ Industry Institute Interaction cell builds a good relationship between the Industry and the Institute for the welfare of the students by organizing Guest lectures, Seminars, Workshops, Conferences, Industry visits, In-plant Training, Internships and Campus Connect Programmes.

- ❖ Placement & Training Cell organizes various training programmes to mould the students with core competency and employability.

- ❖ Library is equipped with various books, references, journals and e-journals to supplement the thrust of students to enrich their self-learning ability.

5.2 Efforts made by the institution for tracking the progression

- ❖ Tracking the progress of students through Cycle Test, Assignments, Model exams, and Counseling.
- ❖ Various committees are functioning to support the students.
- ❖ Grievances and Redressal, Women's welfare etc
- ❖ Periodic Parent - Teachers meeting has been conducted to convey the progress of the wards and to elicit their views on various issues.
- ❖ Department meetings are being conducted twice in a month to monitor the progress of the action plan.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1,892	490	3	-

(b) No. of students outside the state

6

(c) No. of international students

-

Men

No	%
-	

Women

No	%
-	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
752	98	5	497	1	1353	976	118	8	552	1	1655

Demand ratio   Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

-

No. of students beneficiaries

-

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance

- Students are given with access to NPTEL videos in Central Library for advanced learning.
- Students were guidance and support for appearing in the GATE, GRE, etc,
- Skill Development Cell is under consideration to facilitate towards awareness on competitive examinations.

No. of students benefitted   50

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
19	300	24	61

5.8 Details of gender sensitization programmes

International Womens' Day was organized by the NSS. Various events like Art design, Singing, Group Discussion, Quiz, Debate, Painting,   organized for women students, faculty, and staff. Prizes were given to the winners.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level   -   National level   -   International level   -

No. of students participated in cultural events

State/ University level   -   National level   -   International level   -

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level | - | National level | - | International level | - |

Cultural: State/ University level | - | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	1673	5,72,18,000
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | - |
Exhibition: State/ University level | - | National level | - | International level | - |

5.12 No. of social initiatives undertaken by the students | |

5.13 Major grievances of students (if any) redressed: _____-_____

<div align="center">

Criterion – VI

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6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Quality Policy of the Institution

Vision

Our vision is to motivate the students to be well informed and develop the necessary values and skills to meet the challenges of the modern world.

Mission

Our mission is to

- Provide a congenial academic ambience.
- Inculcate confidence to face and experience new challenges.
- Unleash and encourage the innate potential of the students.
- Ignite the students to acquire self-reliance in state-of-the-art technologies.
- Foster an enterprising spirit among students.

Quality Policy

SITAMS strives towards excellence by adopting a system of qualitative policies and processes to enhance students' skills and talents for their exemplary contribution to the society, the nation and the world.

6.2 Does the Institution has a management Information System?

1. Computer Based Management System:

- A Centralized Computing System is available which enables in quick and bulk communication and facilitates in efficient management.
- Initiatives have been taken to minimize the Paper work by maximizing the use of ICT.
- A Mobile Apps is created for SITAMS, for providing various information to the students.

- Free Wi-Fi accessibility is available for the staff and students which makes it possible for them to communicate instantaneously and helps them to carry out innovative projects and research work.
- Students' academic information is managed through AIMS (Academic Information Management System) software.
- Students' feedback is obtained through AIMS.
- Day-to-day messages on mode of operation for various academic and extension activities are conveyed through WhatsApp to the faculty members.

2. Document based management system

- A salient feature of the College management is that, there is a practice of constituting several sub-committees and other non-statutory bodies to discuss the issues and their complexities in depth and recommend decisions to the relevant authorities.
- SITAMS has various administrative, academic and research committees for its smooth functioning and better outreach towards day to day activities to faculty, students and staff.
- Administrative officers and the faculty of the various department are appointed as the members of such committees.
- Some of the important committees are
  - Finance Committee.
  - Planning Board.
  - Standing Committee of Academic Affairs.
  - Research and Development Committee.
  - Academic Structure Committee.
  - Appointment Committee.
  - Applications Scrutinizing Committee.
  - Fee Revision Committee.
  - Students' Project Monitoring and Evaluation Committee.
  - Technical Information and Liaison Committee.
  - Prospectus Revision Committee.
  - Examination Reforms Committee.
  - Purchase Committee.
  - Library Advisory Committee.

- o Students Counselling Cell.
- o Placement and Training Cell.
- o Entrepreneurship & Career Development.
- o Cultural Wing.
- o Anti-Ragging Cell.
- o Grievance Redressal Cell.
- o Anti-Sexual Harassment Cell and member for Inter-Collegiate Sports and Tournaments among autonomous institutions.
- o SC and ST Welfare committee.
- o Hostel monitoring committee.
- Whenever necessary, Committees like:
  - o Discipline Committee.
  - o Campus Development Committee.
  - o Monitoring Committees.
  - o Canteen Committee.
  - o Building Committee.
  - o Advisory Committee for specialized Teaching and Man Power Assessment Committee with department faculty are constituted to look into related issues and matters.
- In each Department various academic and administrative works are distributed to faculty by appointed coordinators/in-charges.
- The newsletter division of the institution publishes the quarterly news letter (SITAMS NEWS).
- Academic Planner.
- Institutional Budget & Planning.
- Students Performance Report.
- Semester wise Quality Audit Reports.
- Management Review Reports during Annual general Body Meeting (AGM).
- Faculty Appraisal Reports.
- Transport maintenance committee.
- Infrastructure maintenance committee.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

- SITAMS follows the curriculum designed as per AICTE and JNTUA Ananthapuramu regulations.

- It will be revised every 2-3 years, and recently under Regulation 2016.

- Sreenivasa Institute of Technology & Management Studies (SITAMS) has established a Council for College & Curriculum Development and it plays a key-role in establishing and updating systematic processes in designing and regularly revising the curriculum.

- Autonomy is given to all the Departments in designing and updating the structure of the Programmes and syllabi of the courses based on the International and National levels and Social and Corporate needs.

- Feedback from outgoing students, Alumni and other stakeholders is one of the key mechanisms for curricular reform.

- The guidelines given by State Government, AICTE, UGC and JNTUA are followed for quality improvement in the curriculum.

- Sreenivasa Institute of Technology and Management Studies (SITAMS) faculty are actively involved in curriculum development as Members of Board of Studies.

6.3.2   Teaching and Learning

- "Class well-wishers" is the name assigned to class-in-charges, so as to have cordial environment and a Smooth relationship with the students. They know all the details of each student in their class to track the progress of each student and also to provide counselling regarding academic as well as personal problems and career guidance.

- Lecture method is supplemented by Information and Communication Technology.

- Seminars, Workshops, Industrial Visits and Field trips are organized.

- Recruited highly qualified and experienced faculty members.

- Providing synoptic notes to facilitate slow learners.

- Orientation programs and bridge courses were introduced to help the newly joined students to get familiar with all aspects of their program.

- Continuous assessments enable effective performance of the student.

- Students pursuing MBA are provided with "Business Standard" newspaper to help them improve their communication skills, especially in English and also their general knowledge so as to equip them to attend any competitive examination and to face the Interview confidently.

- The teaching-learning process is strengthened through periodical seminars, field visits, intensive laboratory courses and compulsory project work for all the UG and PG programmes. Sreenivasa Institute of Technology and Management Studies have the following strategies for effective teaching and learning.

  o The faculty members are instructed to submit the annual self-appraisal about their teaching, research and extension activities.

  o Personality Development Programme and English Language Labs are used to ensure the quality in teaching and learning.

  o Latest teaching aids are utilized for presentation.

  o Departments have weekly seminar hours every week.

  o Sophisticated Class Room Facility is available in the departments.

  o Faculty members are getting updating their quality of teaching and teaching strategies by referring related journals and articles appearing in magazines.

  o Feedback obtained from students on faculty and courses are informed to the faculty for quality improvement on teaching methodology.

  o Student centred learning strategy is monitored through tutorials, assignments and individual seminars, laboratory works and project work.

  o In the Engineering Departments, Laboratory facilities are updated and improved regularly, so that, each student performs experiments individually.

  o Practicing of management games in the department (weekly) by the students of Department of Management Studies.

  o In addition to the above practices, other activities such as

    ✓ Additional expert lectures
    ✓ Interaction with practising managers
    ✓ Seminars and workshops on pedagogy
    ✓ Research seminars

- Faculty members of each department meet at the beginning of each academic session for term-wise allocation of syllabus assignments, contents, fix dates for the term-end tests and prepare the academic calendar / teaching module of that session.
- Field study, Symposium, Project work and dissertation work carried out by the students in all departments.
- The teaching-learning modalities of the institution are rendered to be relevant of the diversity of the learners.

6.3.3 Examination and Evaluation

- Continuous assessment enables effective performance of the student. During a semester two Internal Assessment Exams are conducted as per the criteria.
- The students are provided with feed-back, individual counselling and guidance over the mistakes they committed in the Assessment tests, when the test papers are distributed to them.
- Every day from 4.00 pm to 5.00 pm remedial coaching classes are conducted. The students are allowed to choose and attend the class for the subject they find difficult to understand.
- The summary of Internal Assessments, University Marks, and periodical attendance percentage are sent to the parents to aware the performance of their wards.
- Class Committee meetings are being conducted by respective department heads along with the student members from each year and each class. The feed-back given by the students on each subject and the faculty is conveyed to the Principal for further corrective measures to be taken.
- Result Analysis is made based on the University Results of each semester and meeting is conducted by the Academic and Administrative Audit Committee with all the staff regarding the result and the measures to be taken to improve it.
- Remedial classes are conducted after the results of the Internal Assessment test were declared, especially for the slow learners.

Evaluation process is designed and approved by Board of Studies and Other Expert committee members.

- Question papers have set by outside experts.
- Single and external evaluation process.

- Passing Board to approve the results of the examinations.
- Revaluation on demand.
- Super Supplementary Examination for outgoing students with only one arrear.

6.3.4 Research and Development

Sreenivasa Institute of Technology and Management Studies (SITAMS) take extreme care for enhancing quality of research and teaching. The following strategies are implemented for this purpose.

- New project proposals are screened by a coordinator appointed by the Head of the Institution.
- Workshops are periodically conducted to develop the research report writing skill and update the research methodologies.
- Doctoral Committee suggests course works for the research scholars and assess their progress of research periodically.
- Students are encouraged to apply for summer schools/projects offered by other institutions.
- Research Scholars are periodically sent to attend training programmes in research methods (thesis writing, modelling).
- Computer and printer are provided to each department.
- Research Advisory Council advises on focussed research in Engineering, Technology, Science and Management.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The library is open for the students and the staff from 9.00 a.m. to 6.00 p.m.
- Well maintain Digital Library with internet facility is available.
- The basic concepts of all the subjects, wherever possible, are explained by using NPTEL programs.
- It is upgraded with an additional 1268 Reference and Text Books.
- Barcode technology is used for fast transaction of books. Students' ID cards are provided with their bar code.
- ICT enabled techniques are extensively employed by the teachers in all the departments.
- Well equipped smart class rooms are effectively used.
- The college has a Central Library. In addition to all the Departments/Centres have

their own Libraries. The books are issued to the students and the faculty. Journals can be accessed by the students and the faculty within the campus.

- Central Library has separate thesis / dissertation section.

- SITAMS Digital Knowledge Repository provides comprehensive access to scholarly digital content (Journals, e-books, articles, Electronic Theses and Dissertations (ETDs), Video & Audio resources) to the students, faculty and staff.

- DELNET facility is available to access different libraries across India.

- The college Computer centre maintains the Networking, Internet, Website, etc.

- There is a central workshop with a machine shop. The workshop's personnel provide good support for maintenance and service of various equipments.

- The Institution owns a Primary Health Centre with a full time doctor and fulltime nurse, First-aid kit and Ambulance facility.

- State of the art of computing facilities.

- Up gradation of Library system on annual basis by augmentation of e-learning resources.

- Through RO Water Purifying System, water is supplied to the entire campus.

6.3.6 Human Resource Management

- The QIP (Quality Improvement Programme) is available for the teaching and non-teaching staff.

- Faculty are encouraged to use smart class material to supplement their teaching.

- Additional staff members are appointed as and when vacancy arises to maintain the recommended staff- student ratio.

- Faculty who have joined without Ph.D. degree are encouraged to complete Ph.D. at the earliest.

- Assistant Professors are encouraged to attend Orientation Programmes and refresher Courses organized by the various Academic institutions of the various Universities.

- Performance Appraisal System (PAS) is followed for various stages of promotion.

- Coordinators are appointed for Admission, Examination, Library, Computer Lab and Counselling.

- Self-Appraisal Report of faculty is annually submitted to the Head of the institution and board of governing council meeting.

- Faculty needs and requirements are obtained in the Department Meeting.

6.3.7 Faculty and Staff recruitment

- Teaching and Non-teaching Staff are recruited as and when the need arises.
- Interview is conducted by a panel of experts in their respective branch of study.
- Recruitment of faculty is done following the guidelines of UGC and state government.
- Recruitment is done through merit based by the Selection Committee and approved by Head of the Institution. Non-teaching staff recruitment is made through a Selection Committee and approved by same.
    1. Advertisements in national news papers
    2. Through referrals by academic and industry experts

The process of recruitment includes

- Search for prospective candidates.
- Short listing of prospective candidates.
- Preliminary Selection – Staff Selection Committee
- Advertisements are placed in the leading Telugu and English dailies listing the vacancy positions.
- The details of the openings including eligibility criteria, scale of pay and other conditions are displayed in the advertisement.

Application Procedures:

- The application should be submitted along with all the necessary enclosures to the Administrative Office, on or before, the scheduled date.
- Retired personnel from teaching/industry and R&D are encouraged to apply for the posts.
- The application should include all the relevant authenticated data regarding age, academic qualification with class/ Grades, experience, post held, publication list, statement of teaching interests, phone no, e-mail id and the name of three references (with contact information) together with attested copies of certificates and marks cards (of all the years/semesters) etc., in duplicate (in two sets). Separate application is to be submitted in the event of candidates applying for more than one category of post.
- Candidates, who had applied for the same posts before, have to apply afresh again.
- The age limit is as per the AICTE/UGC norms and subsequent orders in force.

Short listing of prospective candidates:

- Applications received are organized by extracting, relevant information summarized, and sent to the respective HOD's by the Administrative office for short listing.

Staff Selection Committee:

The Selection Committee is constituted in the following manner, with respective listed below, for each department.

a. Head of the Institution / Principal   -   Chairman of the Selection Committee

b. Representative of the Management -   Member of the Selection Committee

c. Head of the Department   -   Member of the Selection Committee

d. Subject Expert   -   Member of the Selection Committee

The Committee will evaluate the suitability of prospective candidates for a particular position. Based on their observations, the committee will recommend the list of selected candidates. The successful candidates are issued offer letters with time frame to accept the offer. After receiving acceptance letters from the candidates, appointment orders are issued to them. The principal of the college has a veto in the selection.

University Ratification:

A committee with the following members is constituted under the chairmanship of the Vice Chancellor of the affiliating university to oversee the ratification procedure. The members of committee include;

    a. Subject Expert (2 to 3).

    b. Principal of the affiliated college.

    c. Secretary or Nominee of the Correspondent.

    d. Registrar of the affiliating university.

    e. Director of Academic and Planning of the affiliating university.

- The procedure is carried out on a regular basis, as per the requirement.
- Qualification / Experience / Pay Scale for Faculty & Staff: The Minimum Qualification and Experience prescribed for Faculty of Engineering / MBA / MCA is as per AICTE / UGC norms.

6.3.8 Industry Interaction / Collaboration

Industrial Training

Theme: Trends in Medical Electronics

      40 students from ECE department participated in the training organized by Prime Bio-Medical Systems-Tirupur, Tamil nadu.

6.3.9 Admission of Students

- Admissions to all programmes (B.Tech, M.Tech, MBA and MCA) are done as per the rules and regulations of A.P State Council of Higher Education (APSCHE), Government of Andhra Pradesh.

6.4 Welfare schemes to

Teaching/Non-teaching:

- Transport facility to all Teaching and Non-Teaching staff.
- Free Health check-up.
- Yoga training is given to all to make them health conscious as well as stress free.
- Seminars are conducted for them to update them in ICT and teaching methodology.
- Wi-Fi Access to all the staff.
- Provident-Fund for all the Non-teaching staff.

Students:

- Community based Government scholarships are also made available.
- Counselling Cell with counsellors available to tackle with issues in academic, personal and career fields.
- Special coaching is provided to the students who are interested in taking up the competitive exams like GATE/CAT/NET/MAT, etc.
- Individual counselling is given to all the students regarding their academic as well as personal problems by their proctors and the principal.
- Meritorious students are rewarded on the Annual day celebration.
- Medical facility and Ambulance Facility are provided.
- Wi-Fi Access to all the students.

6.5 Total corpus fund generated   - NIL

6.6Whether annual financial audit has been done   Yes /No   - YES

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO		Yes	SITAMS
Administrative	No		Yes	SITAMS

6.8 Does the University / Autonomous College declare results within 30 days?

For UG Programmes   Yes/No   - NO

For PG Programmes Yes /No   - NO

6.9 What efforts are made by the University/Autonomous College for Examination Reforms?

- Autonomous college has an extreme concern in ensuring the quality on examination related activities and confidentiality on the various aspects of examination.
- Exclusive coordinator for examinations.
- Dates of internal tests and semester examinations are prefixed at the beginning of each semester and conducted by the respective departments.
- Supplementary examination is conducted for students having only one arrear course in the last semester.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N/A

6.11Activities and support from the Alumni Association

- The Annual Alumni meeting was conducted on 07.05.16.
- The Alumni interacted with the students studying currently and enlightened them on how they can equip themselves for their dream career and how they can pursue it.
- Alumni advised and offered tips to juniors, how to excel in the competitive exams and career guidance.
- Mock Interview was conducted for the third and final year students by Alumni who

are HR Managers and Technical experts in various companies.

- Guest lectures by Alumni in their chosen field of specialization.
- Facilitating the present students in their internship and research projects.
- Alumni meet conducted annually.
- Assistance is given providing internships & placements
- Workshops and mentoring are given for the present students by the Alumni.

6.12 Activities and support from the Parent – Teacher Association

- Regular meetings are being conducted with Parents to provide them feedback about the progress of their wards and remedial actions.
- Feedback are being collected from the parents about transport, hostel, medical, rest room and canteen facilities and the same has been pass over to necessary actions.

6.13 Development programmes for support staff

- The QIP (Quality Improvement Programme) is available for the teaching and non-teaching staff.
- Additional staffs are appointed as and when vacancy arises.
- Yoga training is given to all to make them health conscious as well as stress free.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- SITAMS is located in a pollution free sub-urban area.
- The Digital Library and the central Library is maintained with "Dust-Free Zone".

- Tree Plantation was carried out periodically by the "Chittoor Nature Lovers Association and SITAMS college NSS unit".
- Tobacco free campus.
- A large number of trees planted to supplement green canopy of the campus.
- Motorised two wheelers banned for students inside the campus to reduce carbon footprint.
- Space in the campus earmarked for parks and green belts.
- Rainwater harvesting is implemented for all buildings.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> ➢ Productivity based education.
> ➢ Well maintained green campus with more than 1,250 trees of different varieties which give pure oxygen for the students with pollution free inside the college campus.
> ➢ Environmental protective practices have been introduced.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- WIFI and Internet facility to all departments was planned and implemented to enhance teaching – learning process.
- Software Development was proposed to extend.
- Initiatives were taken to recruit more number of PhD holders from engineering streams.
- In line with recommendation of NAAC peer team report academic reforms and educational outcomes were completed for first and second year (R16 –regulations).
- Purchase action has been initiated to procure more LCD projectors to augment ICT Infrastructure and High-end servers.
- IQAC cell has been strengthened to reinforce quality measures and develop academic activities as the state-of- the- art.
- Newly Established departments (Civil and Mechanical) have been furnished with new lab facilities like Machine Tool Technology, Metrology lab, CAD/CAM lab, Concrete Technology and Transportation Engineering Lab, Environmental Engineering lab.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> ➢ ICT facility and innovative teaching methods has been adopted.
>
> ➢ Introduced Walden English Audio and Video based software to have exposure for students in acquiring English Communicative skills through Students Centered Learning Method.

7.4 Contribution to environmental awareness / protection

> Our college NSS team has actively participated by conducting awareness programmes in various Government High Schools under the guidance of NSS Coordinator in protecting environment through cleaning streets, planting tree saplings such that one can get a healthy atmosphere.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

STRENGTHS:

- ➢ 48.8 Acre with pollution free college campus.
- ➢ Well equipped Labs with state-of-the-art infrastructure.
- ➢ Well qualified and dedicated faculty.
- ➢ Ranked as "A" Grade institution by Andhra Pradesh State Council for Higher Education.
- ➢ Igniting students to do research from the very initial level (i.e.) right from the first year U.G. onwards.

WEAKNESS:

- ➢ Improvement required in Industry-Institute Interaction.
- ➢ Limited Research and Development facilities.
- ➢ Student were Placed in Tier-2 and Tier-3 MNC companies.

OPPORTUNITIES:

- ➢ Utilizing the knowledge and experiences of Alumni who are leading their career successful in various companies in and around AP and in abroad.
- ➢ Good recognition in Industry circle evidenced by placement of students in building stronger links with Industry for consultancy.

THREATS:

- ➢ Being a Private Institution, it is difficult to get major Research Projects from the state and central government to enhance the quality of Research and Development.
- ➢ Facing difficulty in placing our talented students in reputed companies.

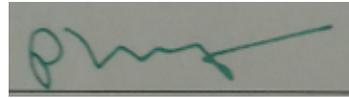8. **Plans of institution for next year**

FUTURE PLANS:
- ➢ Planned to improve the e-learning and ICT facilities in the college.
- ➢ To introduce required Training and Placement courses especially by introducing Reasoning and Aptitude, English Communication Skills and Personality Development skills for students placements.
- ➢ Establishment of new computer lab with latest configuration.
- ➢ To plant 1000 more saplings around the campus.

Name:Mr.T.Vivekanandan   *Name: Dr.P.Ramesh Kumar*

_____   _____
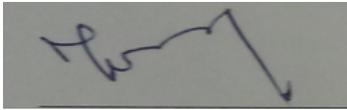
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*