



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SAGAR INSTITUTE OF RESEARCH AND TECHNOLOGY EXCELLENCE BHOPAL

SAGAR INSTITUTE OF RESEARCH AND TECHNOLOGY EXCELLENCE
AYODHYA BYPASS ROAD NEAR ISRO BHOPAL PIN CODE 462041
462041

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Sagar Group of Institutions (SGI) is a group of top engineering colleges in Bhopal MP. It works under Patronage of Agarwal Group of Companies which is now known as The SAGE Group. The SAGE is the most emerging group of Engineering, Real Estate, Power and Media Companies in central India. Our group provide best education in Engineering, Management, Pharmacy & Diploma courses and becomes a reputed top upcoming engineering colleges in Bhopal for providing top academics, infrastructure & placement opportunities.

Sagar Institute of Research and Technology- Excellence (SIRTE) was established in the year 2008 under the aegis of Shri Agrawal Health & Education Society. Since its inception, it has been striving incessantly to scale new heights and to mould students to be at par with the technological advancements. Sagar Institute of Research and Technology- Excellence is approved by All India Council for Technical Education, New Delhi and affiliated to Rajiv Gandhi Proudlyogiki Vishwavidyalaya, Bhopal, Madhya Pradesh and also affiliated to Barkatullah University, Bhopal, Madhya Pradesh.

Sagar Institute of Research and Technology- Excellence have undergraduate B.Tech. Program with three specializations namely Computer Science & Engineering, Civil Engineering, Mechanical Engineering and postgraduate M.Tech. Program with three specializations namely Computer Science & Engineering, Production Engineering and Construction Technology and Management (CTM), alongwith MBA with four specializations namely Marketing, Finance, HR and Banking.

The infrastructure, facilities, faculties and teaching learning process are as per the standards set by regulatory body AICTE. The Land area and the built up area are far in excess of mandatory limits as per the guidelines of specific academic administrative and regulatory bodies at State and Central levels.

The teaching and learning process of SIRTE ensures not only excellent end semester results culminating into students getting Chancellor's award but also progression of students registering excellent placement track record. EDC-Cell, IPR-Cell, Research Cell etc. have provided a wide platform to the students to enrich their skills and unveil their hidden talents. SIRTE has created conducive environment for excellent placements.

Vision

To motivate and mould students into world class professionals who will excel in their fields and effectively meet challenges of the dynamic global scenario.

Mission

Mission

Working towards being the best by incorporating the principles of Total Quality Management (TQM) and Excellence. Adopting IT Based knowledge management to meet global challenges.

Mission objectives

- To achieve Academic Excellence in Technical Education by incorporating the Principles of Total Quality Management (TQM).
- To provide educational programs for acquisition of knowledge and skills necessary to achieve career advancement.
- To encourage the development of positive attitude and entrepreneurial abilities to meet global challenges

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strength

1. World class infrastructural facilities and learning ambience.
2. Pre eminent position in technical education in Central India.
3. Experienced and qualified faculty members.
4. Backed by visionary, dynamic and resourceful group.
5. Cells like EDC Cell, Research Cell and IPR-Cell to inculcate innovation and entrepreneurship skills among students.
6. Plethora of SAC activities for the holistic development of the students.
7. Excellent mentor-mentee system with dedicated Tutor Guardians for students.
8. Enrichment of curriculum to include contemporary trends.
9. Comprehensive feedback system from all stakeholders.
10. Special emphasis on imparting training to students to make them industry ready.
11. Lush green ambience with Sewage Treatment Plant and Solar Plant and Green, Energy and Environment Audits.
12. Entire campus is under the surveillance of CCTV ensuring safety and security.

Institutional Weakness

Institutional Weakness

1. Minimum scope of flexibility in curriculum being an affiliated institute.
2. Inadequate research environment and patent filing at this point of time.
3. Less emphasis on games and sports due to busy study schedule.
4. Less control on the quality of intake of the students because of online counseling.
5. A smaller amount of financial contribution from Alumni.

Institutional Opportunity

Institutional Opportunity

1. All time excellent scope in technical and managerial education that motivates students.
2. Students enjoy the opportunity to avail diverse nature of specialties related to conventional engineering disciplines.
3. The level of competition at the top is greater among the students which make them to perform better.
4. The Institute attracts students from all districts of Madhya Pradesh being situated in the capital of the states.
5. The Institute having the backup of visionary management has the opportunity to enhance its status as autonomous institute.

Institutional Challenge

Institutional Challenge

1. Constraint in getting government agencies research funds being self finance institute.
2. Coping with changes in technical scenario and its inconsistency with the syllabi prescribed by the affiliating university.
3. To deal with the students from diversified background and make them competent professionals. To explore greater possibilities for the placements of students of core disciplines of engineering.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Institute offers curriculum as prescribed by affiliating university RGPV. The Institute follows academic calendar propagated by RGPV. Our Institute in line with the university academic calendar prepares a calendar for scheduling academic and other activities date wise/month wise to ensure that the both academic and other activities are well planned.

Academic Flexibility is provided in the prescribed curriculum given by affiliating university. Elective Courses are offered to students in 3rd year and 4th year of the UG program and in 2nd year of PG program. To implement PO's, PSO's and CO's gaps are identified in curricula and bridged by additional value added courses and extending the contents of the course beyond the prescribed syllabi and making it industry oriented. In the last five years 39 add on/certificate programs were offered for the benefit of students. Academic flexibility is also provided in the form of Branch Transfer. Students who wish to change their branch after first year can do so. This process is initiated and controlled by Department of Technical Education, Government of M. P.

The Institute has a well planned feedback system encompassing feedback from all the stakeholders namely students, parents, faculties, employers and alumni. The institute has a well defined practice of following all the necessary steps i.e. feedback collection, feedback analysis, feedback action taken report.

Teaching-learning and Evaluation

Admissions in the institute are done through centralized counseling conducted by government of M. P. Admission of students from different states leads to diverse categories of students. Average enrolment percentage of last five years is 60.8%. Reservation for reserved category is given as per the norms of state government. Orientation program helps new students to assimilate with the institute culture.

Faculties are the backbone of the Teaching Learning Process. In the latest academic year, the student teacher ratio was 12.6 which are better than the ratio as per the norms of AICTE.

Teaching learning process is strictly followed as per the university guidelines. Teaching Learning process is delivered through traditional techniques. The traditional techniques employ classroom lectures, interactions, tutorials, assignments, projects, self study etc. For the overall development of students ICT enabled teachings including NPTEL videos, virtual labs, MOOCs, e-notes, Zoom classes etc. In addition, participating learning through flip classes, group discussion, quizzes, role play, case studies, minor/major projects, industrial visits, internship etc is ensured. Additionally, the institute imparts campus training program to students for campus placement wherein concepts of aptitude, reasoning, communication skills and programming skills are provided to the students. The institute employs well qualified and highly experienced faculties for effective and quality teaching.

A continuous internal evaluation system monitors progress of students. Dates of internal examinations are displayed in academic calendar. The result of internal evaluation is displayed on notice board and is shared with parents. Extra classes are conducted to improve the performance of slow learners. A mechanism is in place for addressing the grievances if any raised by the students regarding CIE. The pass percentage of final year students in the last five years is 94.48%, which speaks of the well devised teaching learning process. The institute evaluates attainment of program outcomes and course outcomes. The Institute takes student satisfaction survey regularly.

Research, Innovations and Extension

The IQAC of the Institute takes initiative and monitors the activities regarding research, innovations and extension. Various departments of the institute have ongoing research projects funded by government and non government agencies. The Institute has created an ecosystem for research and innovations with the help of different types of cells i.e. EDC-Cell, IPR-Cell, and Research Cell for transfer of knowledge and information. The students and faculty members are encouraged to take up research activities utilizing the existing facilities. These cells initiate various activities for the career enhancement of students at different medium like self employment, start up initiatives, collaboration with research institutions and other industrial manufacturing related careers. In the last five years a total of 07 workshops/seminars have been organized on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship

Extension activities are an integral part of our institute and are organized on a regular basis and play a vital role in not only sensitizing the students to social issues in and around the neighborhood but also form a base for their holistic development to become a good citizen of the country. All the important days are celebrated each year like World Environment Day, International Yoga Day, International Women's Day, Save Girl Child Day, etc. to spread awareness about the various social, national and international issues. Proactive cell of NSS motivate students to take active participations in extension activities. The students also learn how to contribute their services through these activities to the neighborhood community. A total of 07 extension and outreach programs have been conducted in the last five years in collaboration with industry, community and non government organizations. An average 26.54 % of students have participated in extension activities during the

last five years.

A total of 12 MoUs with institutions of national, international importance, industries, corporate houses etc. have been signed during the last five years leading to the benefit of students.

Infrastructure and Learning Resources

The infrastructure plays an important role in the development of college. The institution has all the infrastructural facilities required for effective teaching learning as well as for the holistic development of the students. The institute strives to provide infrastructure and facilities with the conducive learning environment. The infrastructural facilities and the learning resources available at the institute make the institute as one of the leading institutes in the city to provide quality education. The college is having adequate space for academic, administrative, co-curricular and extracurricular activities. Hostel facility for girls and boys is provided in the campus. The institute widely uses the latest technology in the classrooms as well as laboratories for effective teaching learning. The college has spacious and well ventilated classrooms with natural light and amenities like tube light, fan, LCD projector etc.,. The college has well equipped computer labs. College library is the soul of the college with 21294 books besides the digital library from which students and faculty can access e-journals and e-books. Competitive exam books and various magazines were also available in the library. Internet facility is already available throughout the college campus. LCD projectors, internet facility, printers, photocopying machine and scanner are made available in the institute campus. Information and Communication Technology (ICT) resources including development and use of computer aided teaching / learning materials by its staff and students by making these facilities available as and when required by concerned users. A common seminar hall with all public address facility is established for a capacity of 250 seating. The college has a good transport facility with number of buses both for the students and staff from various corners of the city and even from nearby cities.

Student Support and Progression

The college believes that its primary stakeholders are the students. A good teacher pupil relationship is maintained in the institution so that the students are free to approach teachers for any of their needs. To ensure the success of the students in academics, the college monitors the academic progress of the students. The college has the well-established “Tutor Guardian System” where a teacher as mentor is allotted for every student. It is the responsibility of teacher to monitor all the aspects of the students regarding attendance, performance, discipline and maintain regular touch with parents to provide feedback to them about their yard. The orientation is also carried for detailing of the activities to be conducted during the semester through Semester Orientation Programme. We constantly support and guide our students for career advancement and progression. The College provides special support to slow learners and those who need additional help through a variety of means such as remedial and extra classes. The co-curricular and extra-curricular events are conducted with certain themes with well-defined objectives and outcomes which help the institute to measure the attainment of programme educational objectives. Special consideration in the form of free ships and study loan is given to deserving students from financially disadvantaged background. Staff sponsored funds are generated for the benefit of poor and needy students. Training and Placement Cell conducts Campus training for students to prepare for interviews to face and continuously takes care of all other training activities to be provided. The College maintains regular contact with Alumni and former faculty through various social networking sites. To provide justice to the students, the institute has the Grievance Redressal Cell and to safeguard the interest of the women faculty, staff and students, Women Grievance Redressal Cell is also

constituted. Other institute committee includes: Anti-ragging committee, Internal complaint committee and External relation committee.

Governance, Leadership and Management

The Governing body of any institution is the uppermost body that monitors the development and recommends activities for the growth and overall development of the institution. Its main objective is to offer transparent and effective governance in building and developing the institution. The Director is responsible for the academic and general administration besides the all-round development of the institution, discipline among all the faculty, staff and students, besides their welfare. The Director will have meetings with HOD's once in a week to discuss various Academic and extra-Curricular activities. The college organizes the annual social gathering, seminars and conferences for the overall development of the students and to inculcate leadership qualities among them. The college has well-defined strategies for faculty recruitment and promotion. Improvement in the qualification is appropriately appreciated through scale improvement and promotion. In addition to this, staff is encouraged to participate in seminar, conferences and FDP. The leadership is provided by the Management to implement the various College activities. The participative Management is also observed in the decision making procedure. The top management is regularly available for taking fast decision related to the infrastructure development, equipment and other academic needs. The planning of the allocation of the financial resources is done. There is transparency in these fields. The college has recently established Internal Quality Assurance Cell (IQAC) to assure the quality in every field of the college. IQAC is designed to provide shape to the quality policy framework of the institution. The cell will act as a highest authority to construct and monitor the implementation of the various policies.

Institutional Values and Best Practices

The campus is located in a natural environment away from city pollution. Building is well ventilated with glass windows to maximize natural lighting. Staff and students after accomplishment of the classes switch off the light so that use of electricity can be minimized. The institute develops national integrity among students and staff by conducting various national important festivals and events. The college has displayed anti-ragging posters at all susceptible places. The students are encouraged to participate in coding competitions like HACKATHON. The physically disabled are taken care by ensuring lift and ramp facilities to them for movement in the campus. Institution provides health insurance policy for all the faculty members. The Institution adopts the best practices like conducting the faculty development programme to enhance the teaching skills of faculty colleagues. Institute has well framed mechanism for academic monitoring through the teacher guardian scheme, heads of department and head of the Institute so as to help them cope with their academics. Plantation activity inside and outside campus were conducted by the students incorporation with the management. Blood donation camps were organized regularly. Active participation of faculties and students were registered in run Bhopal run half marathon from last three years. A task group named community-social responsibility is established which constitute faculties and students to provide food and donates books in slum area on weekly basis. Institute invites renowned personality from outside to give motivational speech for students and faculties on regular basis.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SAGAR INSTITUTE OF RESEARCH AND TECHNOLOGY EXCELLENCE BHOPAL
Address	Sagar Institute of Research and Technology Excellence Ayodhya Bypass Road Near ISRO Bhopal Pin Code 462041
City	Bhopal
State	Madhya Pradesh
Pin	462041
Website	www.sirtebhopal.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Vikas S. Pagey	0755-3983180	9425602465	0755-3983180	directorsirte@yahoo.in
IQAC / CIQA coordinator	Bhavana Ayachit	-	7999685693	-	bhavanaayachit75@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	30-06-2008			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
Madhya Pradesh	Rajiv Gandhi Proudyogiki Vishwavidyalaya		View Document	
Madhya Pradesh	Barkatullah University		View Document	
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	27-11-2020	View Document		
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	01-07-2021	12	

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Sagar Institute of Research and Technology Excellence Ayodhya Bypass Road Near ISRO Bhopal Pin Code 462041	Urban	5	19556.25

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BE,Mechanical Engineering	48	HSC Science	English	221	117
UG	BE,Civil Engineering	48	HSC Science	English	98	50
UG	BE,Computer Science And Engineering	48	HSC Science	English	160	140
PG	Mtech,Mechanical Engineering	24	B. Tech.	English	26	20
PG	Mtech,Civil Engineering	24	B. Tech.	English	26	24
PG	Mtech,Computer Science And Engineering	24	B. Tech.	English	26	23
PG	MBA,Management	24	Graduation	English	207	170

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	7				21				103			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	7				21				103			
Sanctioned by the Management/Society or Other Authorized Bodies	8				22				103			
Recruited	2	5	0	7	8	4	0	12	67	36	0	103
Yet to Recruit	1				10				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						0
Recruited	0		0		0	0
Yet to Recruit						0
Sanctioned by the Management/Society or Other Authorized Bodies						29
Recruited	8		21		0	29
Yet to Recruit						0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				27
Recruited	0	0	0	0
Yet to Recruit				27
Sanctioned by the Management/Society or Other Authorized Bodies				28
Recruited	17	11	0	28
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	2	5	0	8	4	0	2	2	0	23
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	65	34	0	99

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	150	14	0	0	164
	Female	72	1	0	0	73
	Others	0	0	0	0	0
UG	Male	227	43	0	0	270
	Female	34	3	0	0	37
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	38	30	29	22
	Female	18	4	8	10
	Others	0	0	0	0
ST	Male	5	3	5	3
	Female	2	2	2	2
	Others	0	0	0	0
OBC	Male	161	97	120	120
	Female	36	30	36	44
	Others	0	0	0	0
General	Male	230	257	191	164
	Female	54	96	53	50
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		544	519	444	415

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
266	271	271	267	278
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
7	7	7	7	7

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1538	1520	1590	1738	1794
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
382	368	379	456	454

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
319	349	434	413	325

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
122	127	135	125	112

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
122	127	147	198	202

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 45

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
267.53782	339.60167	345.41421	394.79134	445.77832

4.3

Number of Computers

Response: 286



4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Sagar Institute of Research & Technology Excellence, Bhopal is affiliated to Rajiv Gandhi Prodhogiki Vishwavidhyalaya (B.Tech.& M.Tech.) and Barkatullah University (M.B.A),Bhopal. College follows the Universities prescribed curriculum. Different steps followed by the institution to ensure effective curriculum delivery through a well planned& documentation process are as follows:-

- The annual academic calendar is prepared according to the university calendar prior to the commencement of the academic year. The academic calendar provide dates for significant activities like commencement of the academic session, duration of semester, period of internal assessment tests, final semester examinations etc. to ensure proper teaching learning process & continuous evaluation and it is displayed on the departmental notice board.
- The departments allocate subject to the teachers and prepare a time table prior to the commencement of the academic session and are displayed on the notice board.
- Syllabus of each subject for the academic session is provided to the students. Every Professor maintains a personal teacher's diary for effective academic planning, implementation and review of the curriculum.
- Theory, tutorial &lab classes are held according to the Time-Table.
- Conventional classroom teaching is blended with reasonable use of ICT (Smart Classes) to make the teaching learning process more learner-centric. Video lectures presentation assisted learning; &problem-solving methods are also used for effective curriculum delivery.
- Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, departmental quiz, paper presentation, projects, group assignments, term-papers, educational tours. Records are maintained by each department and information is provided to IQAC for documentation.
- The college library procures text books suggested by the faculty members and subscribes to various journals and technical Magazines.
- The college encourages faculty members to attend Orientation/Refresher courses, workshops, conferences, FDP and seminars conducted by the other Universities

Various Course Delivery Methods are:

- Lectures: Lectures are delivered to convey information, history, background, theories and equations of engineering practices.
- Tutorials: The tutorials help the students in developing better understanding of the subjects
- Lab experimental work: Demonstrates for how theory can be supported by experiments through

interpretation of results is done in experiments performed in lab.

- Simulations and experimental exercises: To explain the concepts in a better way in a simulated environment and experimental exercises are conducted.
- Role Play: Activity based on a situation to build up experience and self-confidence are practiced.
- Personality Development: These classes are scheduled to develop interview skills, communication skills and other required skills for placement. .
- Assignments-Submission: As per sessions-plan the assignments given to students should be collected within pre scheduled timeline on various subject areas of Management.
- Live projects: Live projects are designed to aim at imparting practical knowledge of various subject areas of management.
- Remedial-Classes: On the basis of request and result analysis of internal exams the remedial-classes are scheduled for poorer performers.
- E-Learning: Online resources for self-learning are identified such as NPTEL videos, You Tube lecture.

File Description	Document
Upload Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Sagar Institute of Research & Technology Excellence, Bhopal is affiliated to Rajiv Gandhi Proudyogiki Vishwavidyalaya (B. Tech., M. Tech.) and Barkatullah University (M.B.A) , Bhopal.

- Committees for Effective Implementation of curricular delivery

For the effective implementation of curriculum delivery, college level / departmental level committees are formed. The college level committees prepare broad guidelines and framework to cater the requirements of different courses at the departmental level. The IQAC committee in conjunction with the academic, timetable and workload committees of the college and individual departments provides directions and regularly monitors the effectiveness of the same, throughout the session. The marking schemes are finalised for continuous evaluation. The systems have been structured to help maintain uniformity, transparency, academic standards and quality during internal assessment of the students. The curriculum is reviewed and revised from time to time to make it learner centric and to enhance learning and knowledge.

- Examinations

All internal examinations like class test, mid-term test, Pre University Test (PUT) are conducted to evaluate students as per the objectives of the curriculum. All internal examinations are conducted according to the academic calendar. Tutorials are held regularly to monitor the problem solving skills of the students. Remedial / special classes are conducted for low achievers. Advanced learners are made to solve university question papers and problems involving higher order thinking skills. Also efforts are made

by teachers to improve performance every time record of the attendance, mark lists and progress of the students are maintained and documented by the respective departments for future reference.

- Planning, Teaching and Evaluation

Departmental sub-committees hold meetings at the end of semesters to discuss and plan in advance the execution of courses in the subsequent semester. In this meeting focus of teaching, class assignments, internal assessments, course file, reference materials, courses beyond the syllabus and audio visual teaching aids for teachers are discussed. The college invites experts as external for evaluation of projects and practicals for proper unbiased evaluation to ensure the quality and objectivity.

Course file are prepared and maintained by the faculty as per guidelines that includes various subfields Vision, Mission of the Institute and the Department, PEOs and POs, Course objectives & course outcomes (COs), Mapping of COs with POs, Academic calendar, Course Syllabus and GATE Syllabus, Time Table, Student List, Lecture Plan and Course Plan, Assignment Sheets, Tutorial Sheets, mid-sem Question Papers, Previous year's End Semester Exam (Final exam) Question Papers (last 03 years), Question Bank, PowerPoint Presentations, Lecture Notes, Reference Materials, Content beyond syllabus, Research articles relevant to subject, Results, Result Analysis.

File Description	Document
Upload Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective

course system has been implemented**Response:** 100**1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.**

Response: 7

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years**Response:** 37**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
6	9	11	8	3

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response:** 60.17**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1054	1065	1221	1008	493

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

1.3 Curriculum Enrichment

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

Response:

Curriculum enrichment is absolutely vital and a dynamic process to be meaningful in any educational system. It gives a greater value by putting life into the overall education process. Enrichment describes activities which colleges provide in order to extend students' education beyond their main course of study. Gender, Environmental sustainability, Human Values and Professional Ethics etc., are the important issues which need to be considered when it comes to applying them positively into the Curriculum.

There are various committees which take care of the students are:

Women Grievances Committee is formed by female faculty members in which one coordinator, two members and one student representative. We are proud to state that in our department the incidents of sexual harassment of women students are nil. Yet this cell interacts with women students at regular intervals to identify any sort of existing issues.

The Anti- Ragging Committee has been constituted as per the guidelines of UGC, AICTE and the university to handle the issues pertaining to ragging. The names of the committee members along with their mobile numbers are displayed in the department. Any student can lodge a complaint without disclosing his/her identity in case of any inconvenience incident.

The department of MBA conducts various programs on Human Rights to provide awareness among students and also to motivate them to do work for the society.

Discipline committee consists of a director and one faculty member on a rotation basis. This committee plays a very significant role in the maintenance of discipline of the department.

Human values and professional ethics activities are encouraged by all departments by conducting activities under corporate social responsibility and community development task groups.

The prime objective of professional ethics is to develop ability to deal effectively with moral complexity in students and also to understand the moral values that ought to guide the management profession, resolve the moral issues in the profession, and to create awareness on management ethics and human values. The CSR activities range from working in old age homes, blind relief association, NGOs, shelter homes, spastic children centre, organizing blood donation camps, health check-up camps, food distribution, hygiene and health workshops, environment awareness camps, workshops on social issues, public health, gender issues etc. All the activities of CSR are monitored by faculty in-charge at the department. The motive is to engage

the students to inspire moral and social values and loyalty in social activities. We motivate our students to organize street plays, awareness campaigns, debates etc. for the upliftment of society. These types of human values activities help in building confidence in our students. In order to sensitize students about environmental and sustainability issues, a number of activities such as seminars, workshops, guest lectures, industry visits and field excursions are organized for students. Environment day, earth day, water day is celebrated every year, where students actively participate. Workshops and seminars on various aspects of environment sustainability are organized periodically.

File Description	Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 46.82

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
128	130	130	129	116

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

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 36.87

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 567	
File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: A. All of the above

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

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 60.82

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
544	519	444	415	516

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
764	720	759	912	908

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

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 49.27

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
260	166	200	201	165

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

Assessment of the learning levels of the students:

- During teaching sessions Slow Learners and Advanced Learners are identified for each semester separately by respective Department HOD for all the semesters.
- Every subject teacher conducts Class Tests /Unit tests of their subject on syllabus covered till date or on completion of respective unit of 20 marks / 50 minutes to identify slow learners and advanced learners.
- Based on above parameter a result is prepared for whole class.
- The student not performing well as per the norms of evaluation in class test/ unit test / interactive teaching identified as Slow Learner and the student securing marks above 85 % and interactive in class is identified as Advanced Learner.
- Separate lists are prepared for advance as well as slow learners for further monitoring. For slow learners conduction of problem solving sessions /revision sessions are arranged.
- At the end of semester each faculty prepares report which shows the improvement in performance of slow learner and closes the loop.
- In order to motivate advance learner and encourage slow learners to provide their best we work on following parameters

Activities for Slow learners:

- Personal Attention in teaching is provided in the classrooms.
- Counseling sessions are conducted where individual problem is identified and solutions accordingly are provided.
- Extra classes are scheduled for slow learners to make them understand the topics.
- Practice questions are provided to them.
- Notes are provided to slow learners.

Activities for Advanced learners:

- Motivate students to complete NPTEL/Advanced courses through NPTEL Chapter.
- Provided platform through MoU's with various reputed Industries/ Research Institute for the advanced learners to explore their talents.
- Student Chapters are introduced to excel their skills
- Institute organizes different technical events based on advance learning
- Workshops/Seminars on current trends are organized.
- Students are motivated to participate in Seminars/Conferences/Technical Events held in external as well as internal platforms.
- Industrial visits and industry sponsored/ internships are provided to enhance their skills

Institute has made special provision of comprehensive soft skills training to mould the slow and advanced

learners to plan their career, placements and future endeavors.

File Description	Document
Upload any additional information	View Document

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

Response: 13:1

File Description	Document
Any additional information	View Document

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

Response:

Considering student as an important stakeholder of the Institute, various activities are conducted by the Institute during the semester

- **Participative learning** through regular classes supported with seminars, debates, brain storming sessions etc
- Easy access is made available for students to related books providing them in departmental library.
- Online quiz, group discussions and seminars are conducted on recent topics in various courses on regular basis
- Separate lectures are arranged for enhancement of soft skills and technical skills.
- Entire academic campus is with is made available with free Wi-Fi facility to access e-learning material in all courses
- Assignments on advanced and recent topics in every course are given which helps the students to acquire the self-learning capability.
- Institute motivates students to participate in various technical events like Smart India Hackathons, vigyanmela etc.
- In addition for overall development of students, Institute also conducts cultural, technical activities and events.
- **Problem solving learning** is encouraged through assignments and seminars.
- **Experimental learning** is supported by industrial visit and in-house projects.

Participative Learning

Regular Classes

Different Technical Events Organized at Institute

Participation of Students in Different Technical Events

Workshops/Seminar/Augmentation Courses Conducted at Institute

Problem Solving Learning

Assignments

Tutorial Sessions

Student Seminars

Final Year& Pre final year Projects / Industry Sponsored Projects

Experimental Learning

Industrial Visits

Internship

Project Based Learning

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The emergence of various learning resources has made the process of learning easy for learners. This is possible only because of ICT. **Information and Communication Technology (ICT)** is the mode of education that uses information and communications technology to support, enhance, and optimize the delivery of information. Worldwide research has shown that ICT can lead to improved student learning and better teaching methods. ICT has influenced the teaching-learning, administration, assessment, and professional development of learners. It is common that, learners rely on the traditional way of teaching, print textbooks to comprehend subject knowledge. But today's learners are tech-savvy and prefer to use multiple digital devices for learning. This shift in the learning styles of learners proves the relevance of ICT in teaching-learning. Institute has provided ICT tools to enhance the quality of the teaching-learning process. All faculty members are digitally literate and comprehend how to use ICT tools effectively. They are using the following tools:

- **Smart classrooms:** Information & Communications Technology (ICT) enabled teaching methodologies and advanced technology is being followed by the faculty members in **Smart classrooms**.
- **Desktop, Laptops, and LCD projectors:** The use of multimedia teaching aids like LCD projectors, classrooms with internet-enabled computer/laptops/tablet systems are usually in use in the classroom.

- **Power point presentation:** The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process.
- **Video Lectures:** The faculty members effectively utilize Audio-Visual aids to demonstrate the concepts to the students using the resources from National Program on Technology Enhanced Learning (NPTEL) to enhance the learning experience.
- **Handouts in the soft and hard format:** The academic plan with the lesson plan, lab manuals, and question banks with solutions are being provided to the students every semester.
- **Tutorials in soft and hard formats:** Online tests are conducted through Google form and assignments are given through open media sources.
- **Webinars on recent topics:** All the departments conduct seminars, workshops, and guest lectures on the new developments in the core subjects for effective teaching and learning by the faculty members and students in each semester. The seminar hall is equipped with multimedia facilities using ICT tools. Invited talks and webinars are conducted in the seminar hall using ICT facilities.
- **Delnet e-material:** The electronic resource packages like DELNET and Digital Library are available. A sufficient number of books, journals, e-journals, and e-books are available in the library. The research journals are available online and a facility for accessing these journals is provided through a proxy server on the campus.
- **Online classes:** The online learning environments are designed to train students in open problem-solving activity. All the faculty are taking online classes through, Zoom app, FB Live, YouTube lectures, PPTs etc.

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

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

Response: 30:1

2.3.3.1 Number of mentors

Response: 51

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

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 82.08

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 13.15

2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
23	20	15	15	9

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

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

Response: 4.71

2.4.3.1 Total experience of full-time teachers

Response: 575

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Transparency initiatives at institute level

- The Institute has appointed a senior and experienced faculty member as Centre Superintendent of Exams (COE). The Examination Core Committee also known as examination task group is structured with the Director of the institute as the Senior Superintendent assisted by Centre Superintendent and one faculty members from each department.
- Staff meetings are conducted periodically to review the internal assessment process
- Institute notifies assessment process and related documentation on the notice board. This includes distribution of result of internal exam and schedule of internal examination and university examination.
- The Institute conducts the internal examination as part of evaluation of student continuously. For all years' students two mid semester examination are conducted in the similar manner as per the university norms. Once the examinations are conducted, the answer sheets of students are evaluated by faculty members. The results are displayed on the notice board after the evaluation of answer sheet and also conveyed to the parents.
- The academic calendar issued by the institution the dates on which the internal assessment exams (mid exams) are to be conducted. All the students are informed about the events for the year through the academic calendar issued by the institution.
- Project coordinator and guide review the projects periodically and assessment is done based on the presentation and demonstration of the project. Performance of students is assessed continuously during practical slots for regular completion and understanding.

The Institute organizes the Central Assessment Programme (CAP) for In-Semester examination as per the guidelines by Rajiv Gandhi ProudhyogikiVishwavidyalaya (RGPV). The Director arranges for assessment of papers and online filling the marks on university portal.

File Description	Document
Any additional information	View Document

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

Response:

- A Centralized exam cell system is followed. The head of the examination cell is Director of the institute. An examination committee, comprising Dy. Director, Dean and HOD of all the departments, Exam superintendent and assistant Examination superintendent is constituted to handle the issues regarding evaluation process.
- The college follows strictly the guidelines and rules issued by the affiliating university while conducting internal examinations.
- Seating plan and table marking is followed even for internal exams and it is displayed on the notice board along with the internal exam time table. After evaluation of internal exam answer scripts, the scripts are given to students to have an idea of their performance in the exam. Students and faculty members are made aware of the transparency to be maintained in the system of assessment.
- Review on the question papers are made by faculties to find out the percentage of toughness in the question paper and the feedback is given to the department Head.
- University decision or information after resolving the grievances is intimated immediately to the concerned departments, once it is obtained through the Director. It is also conveyed to the students through class coordinators and concerned subject faculties.
- After preparing the Result it is shown to the students and also displayed on notice board, if any grievances are there it can be resolved immediately with the help of two-stage grievance redressal mechanism.
- A two-stage grievance redressal mechanism is available to redress the grievances of the students with reference to internal/External examinations.
- **First stage** – At HOD level: In case the student is not satisfied with the result he/she can approach the HOD of the concern department who is required to examine the case in detail and discussed with subject teacher and student to make suitable changes if any.
- **Second stage**– At the Director level: In case the student is aggrieved with the decision even at the HOD level also, he / she can appeal in writing to the Director who in turn nominates a Professor / Associate professor other than the concerned teacher to look in to the grievance. The teacher so nominated, in turn, will examine the grievance critically to do justice to the student. The outcome is explained to the student with reasons and that decision is final.
- Any grievances related to university Examination / internal examination question paper like out of syllabus, repeated questions, improper split of marks, marks missed, wrong question number and toughness in the question paper are addressed to the HOD/Director after making an analysis of day by day university question papers by the subject handling faculties with Department Head in turn he proceeds the same to the university immediately through Examination cell.

File Description	Document
Any additional information	View Document

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.

Response:

Vision and Mission of The Institute:

- Vision: To motivate and mould students into world class professionals who will excel in their fields and effectively meet challenges of the dynamic global scenario.
- Mission: Working towards being the best by incorporating the principles of total quality management (TQM) and excellence. Adopting IT based knowledge management to meet global challenges.
- The Vision and Mission Statements of the Institute, Program Outcomes and course outcome are Published in:
- Website of Institution (<http://www.sirtebhopal.ac.in>)
- HOD's Room
- PO's and CO's are communicated to faculty members by HODs.
- Discussed at the Induction/Orientation Program of students
- The Program Outcomes and course outcome finalized by the IQAC team and reviewed after stipulated time period to see if any modifications are needed as the scheme of the University is also modified from time to time.
- Institute organize orientation program for the first year students in which program outcome and courses outcome are explained and All departments organize Induction program for the senior semesters students in which program outcome and courses outcome are explained
- The Program outcomes are measurable and expressed clearly the knowledge, Problem analysis , Design/development of solutions , Conduct investigations of complex problems, Modern tool usage, society, Environment and sustainability, Ethics, Individual & team work, Communication, Project management and Life-long learning that students are expected to acquire after completing their program of study.
- The Program Outcomes are displayed on the website and efforts are made to attain all the POs to the maximum extent with University syllabus and additional activities. Program outcome and course outcome will help the students to have an insight about the expectations of the course.
- The Program outcomes are clearly reflected in our vision and mission statement of the institute. The Program outcomes are clearly made aware to the faculty members during the induction and through staff / departmental meetings. Students are made aware of the program outcomes during the Induction / orientation program, throughout the duration of the course by the faculty members.
- Course outcomes are prepared such that they should be student-centered, measurable, concise, meaningful, achievable and outcome-based.
- The faculty creates course outcomes (CO) of the concerned course. Once these Course Outcomes are approved by the IQAC the course outcomes of all the subjects offered by the institution are communicated to students and teachers.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Past link for Additional information	View Document

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

Response:

Direct Assessment method for Attainment of COs:

- The college follows the direct method of assessment for measuring course outcomes and program outcomes that eventually upgrade the education quality of the institute. In the Outcome Based Education (OBE), assessment is done through one or more than one processes, carried out by the institution, that identify, collect, and prepare data to evaluate the achievement of course outcomes (COs).
- Preparation of the course outcomes across all the Programs and Courses. The set program outcomes, course outcomes, and program specific outcomes are collected for different courses. The target levels are set and calculations are done for the attainment of the course outcomes.
- Direct Assessment Method shows the students knowledge and skills from their performance in the internal evaluation such as mid semester tests, assignments, practical examination and university theory examination. These methods provide a sampling of what students know, thus providing strong evidence of student learning against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on internal exams/ assignment/group task. At the end of the semester direct assessment of CO is computed combining the student performance on internal as well as university examination. Students finally get grades from university results.
- Threshold value for UG course is 35% and for PG course in M. Tech it is 40% and in MBA it is 50%.
- The Direct Assessment is based on threshold value and gives following results:

For Internal Assessment

If students scoring marks more than threshold value in internal assessment tools are 50% to 59% then CO attainment level will be 1

If students scoring marks more than threshold value in internal assessment tools are 60% to 74% then CO attainment level will be 2

If students scoring marks more than threshold value in internal assessment tools are 75% and more then CO attainment level will be 3

For University (External) Assessment

If students scoring marks more than threshold value in university exam are 50% to 59% then CO attainment level will be 1

If students scoring marks more than threshold value in university exam are 60% to 74% then CO attainment level will be 2

If students' scoring marks more than threshold value in university exam are 75% and more then CO attainment level will be 3

Attainment of Program Outcome:

- The Program Outcomes (POs) and Program Specific Outcomes (PSOs) are accomplished through curriculum.
- Course Outcomes (COs) are defined for each course and they are mapped to POs and PSOs.
- A set of performance evaluation criteria is used for quantitative assessment of COs.
- Thus the attainment of COs provides an evidence of attainment of POs and PSOs.

File Description	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 95.32

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
319	349	402	376	302

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
319	349	434	413	325

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

NAAC

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 2

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	2

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 9.84

3.1.2.1 Number of teachers recognized as research guides

Response: 12

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

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 8

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	2

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	5	5	5

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

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

Response:

The Foundation has established an ecosystem for innovations that includes the Entrepreneurship Development Cell (EDC) since 2020 and other initiatives to create successful engineering graduates and transfer knowledge such as the Intellectual Property Rights Cell. EDC motivates students and guides them to create new businesses. The Smart India Hackathon 2020 was held within the framework of EDC. The institution has the Intellectual Property Rights Cell (IPR) since 2019 that continuously encourages students and professors to file patents and organize conferences / workshops on intellectual property rights.

With the support of faculty members, the Institute has formed IIC (Institute Innovation Cell), established in year 2020 to instill a culture of technical innovation among students. The primary goal of the cell is to encourage, excite, and nurture young students by assisting them in developing new ideas and prototyping them during their technical education.

The faculties of the department always motivate, encourage and direct the students to participate in various joint technical competitions between governmental and non-governmental bodies which are held in various locations in India and overseas regions. With this, each of the pillars of our technical institutions, that is, the student colleges and mentors, are involved in research and innovation activities, and contribute in the best way as responsible social members in the way by providing solutions to the social problem raised by the various departments in the form of problem statements. In this spirit, some students from the Department of Computer Science and Engineering participated in one of the main technical events held by the Government of India which is the Smart India Hackathon and presented their solutions in their grand finale that took place in the SRR Bheemavaram Andhra Pradesh College of Engineering in 2019 the

student team "WINCODER" presented a replica. Similar to the project idea, some students from the departments of other institutes also participated in different entrepreneurship workshops led by the proud Rajiv Gandhi Yojiki Vishwavediyalaya Bhopal, and another participation in Computer Science and Engineering was provided to students. Complementing the "DRISHTI" project, which is a computer vision for the visually impaired, which is entirely dependent on providing our services to the visually impaired community. This team, called "Arsenal" from the Department of Computer Science and Engineering, represents their work in the competition "Engineering Project Consulting India" held in Pune each year by students from the CSE department.

A qualified faculty is available to guide students in their research work / project. The institute has a well-equipped library and a digital library. A high-speed Internet connection of up to 20 megabits per second (Wi-Fi) and 200 desktop / personal computers were provided to all interested departments and laboratories so that professors and students could carry out their academic and research activities during working hours and outside working hours.

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

Response: 7

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	1	1	1	1

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0.71

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 10

3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 14

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.34

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
13	8	13	5	3

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.15

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 last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	5	3	8	1

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

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 last five years.

Response:

Institute conducted different activities under Corporate Social Responsibility (CSR) cell. The institute continually encourages engineering students to actively participate in a series of mentoring activities to increase social awareness, social, and technical issues. Engineers are the backbone of the country. They must know the strength and the weakness of our society. Outreach activities organized by the Foundation such as, Blood Donation Camp, Old age home, Nitya Seva, Eye Camp, Health awareness camp, Food and clothing distribution in slum areas under Corporate Social Responsibility, Gao chalein hum , Swachhta abhiyan, Unnat Abhiyaan, Nukad Natak, Van Yatra, India Digital, Rape Management Program, Rastriya Ekta Diwas Program, distribution of sanitary napkins to girls and women in village areas, awareness of scheduled traffic police and planting of trees, corona virus awareness, awareness of community needs. This makes it easier for them to define their role in society. Therefore, all these activities help them to build themselves and participate in the nation-building process.

Corporate Social Responsibility (CSR)

Our students contribute to society and nature through regular visits to the old age home and the distribution of food in hospitals and the less fortunate. Many events are organized by clubs that offer excellent opportunities, covering a very wide range, for their students to participate in fun and creative activities.

File Description	Document
Upload any additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 2

3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1	1

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 16

3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	5	5	2	0

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 0.2

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 last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	5	5	2	0

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 3

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	2	1	0

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 10

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	5	2	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

NVAAC

Criterion 4 - 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.

Response:

The vision is ‘*To motivate and mould students into world class professionals who will excel in their fields and effectively meet challenges of the dynamic global scenario*’. The Sagar Institute of Research & Technology - Excellence was established in the year 2008 and is among the top institutes of Madhya Pradesh. The college is situated in spread of over 5 acre campus comprising of buildings with high-standard, classrooms with proper ventilation, well equipped laboratories, auditorium, smart classrooms, spacious library and is permanently affiliated to state technical university named Rajiv Gandhi Proudyogiki Vishwavidyalaya. The college is conducting 3 undergraduate and 4 post graduate programs. The college has a positive progressive approach for creation and enhancement of the infrastructure which facilitates the effective teaching-learning process.

Our classrooms and laboratories are designed strictly as per the AICTE guidelines to cater the academic needs of the students. The number of class rooms and labs are also in accordance with the AICTE norms. The laboratories are equipped with state-of-the-art equipment and are more than sufficient to conduct the experiments as per the RGPV curriculum. The programming laboratories are equipped with licensed software as per the RGPV regulations. In addition to the regular curriculum, students are encouraged to pursue their project work and conduct many case studies in the emerging areas of research. Each lab is under the professional supervision of a faculty. Also, lab instructors/technical assistants are provided for each lab to ensure maintenance and support required for smooth conduction of the laboratories.

The laboratories are equipped with state-of-the-art equipment and are more than sufficient to conduct the experiments as per the RGPV curriculum. The programming laboratories are equipped with latest and licensed software’s as per the RGPV guidelines.

Systems are protected with antivirus software. All computers are always maintained in working condition .All equipment are always checked for wear and tear and replaced with new or repaired one every semester. Before the commencement of every semester faculties used to ensure the availability of required software/equipment for the smooth conduction of the labs. Labs are equipped with sufficient hardware and licensed software to run program specific curriculum and off program curriculum Enough number of personal computers are available for the smooth conduction of the lab. In addition to the regular curriculum, students are encouraged to pursue their project work and conduct many case studies in the emerging areas of research.

The institute has a spacious library which provides a peaceful and positive ambiance to students for concentrated studies. The library has been fully automated and has collection of 21294 volumes 2507 titles.

File Description	Document
Upload any additional information	View Document

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

Response:

A healthy mind resides in a healthy body. The institution motivates students to actively participate in sports and extra-curricular activities. This ensures all round personality development of the students.

SPORTS FACILITIES

The institute has adequate sports facilities for outdoor and indoor games. The outdoor games include Badminton, Kho-Kho, Tug of war, Gully Cricket and Volleyball. The games such as Table Tennis, Chess, Carrom, Lan gaming, Yoga centre and Gym are the indoor facilities for sports in the institute. Students are provided with expert trainers for continuous improvement in their areas of strength. The institute daily runs on two shifts, one shift in morning and the second shift for Diploma in the evening shift. Hence, the diploma students avail the sports facilities of the institute in the second shift. Students are trained and encouraged to participate in various level of competition including Intra-Institute events, Inter-University events. Institute organizes inter-institute events in every semester to encourage students to participate and develop sportsmanship spirit. Medals and certificates are given to winner and runners-up teams. Every year students take part in annual sports function at institute level. Faculty and Students actively participates in events like Run Bhopal Run etc.

CULTURAL ACTIVITIES

Institute believes that for all-round personality development of students, cultural events play a significant role. The institute constantly motivates students to take part in extra-curricular activities to spark their talents and cultivate leadership qualities as well as team spirit. The institute conducts a grand cultural fest entitled **SagarUtsav** with energetic involvement of students. In this function various programs for bringing participants with diverse talents and interests from all branches of institution take part. The aim of **SagarUtsav** is to promote an innovative and creative mix of mind among the students. The SagarUtsav hosts events such as sport games, and cultural programmes including dance competition, rock band competition, etc.

Technosaga is the technical event of the institute which is organized to showcase and improve the technical skills of students. Model making, Truss Bridge, paper presentation, best out of waste, technical rangoli, technical Quiz, lan games etc. are the main events in Technosaga.

Students activity centre (SAC) is developed for promoting the cultural, sports, technical and various other activities among students. Numerous activity clubs nourish under the students activity centre. A large number of activities are conducted every semester as per the schedule.

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**Response:** 48.89**4.1.3.1 Number of classrooms and seminar halls with ICT facilities****Response:** 22

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**Response:** 0.86**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
2.188	1.82	3.59	6	1.664

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload any additional information	View Document

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

The institute library follows set norms of the component authorities. The library of the institute has special designated areas with library area of 400 sq. m. In total, the library consists of 18,946 books of UG, PG, Engineering and science stream and a total of 2366 books of management system. A dedicated staff helps the students find the necessary titles. The books are indexed, categorized according to programs and subjects and arranged alphabetically. The software contains details about the author's name, title and publishing house.

Library also has recorded videos of NPTEL courses which will be useful for teacher training and through them improve the quality of students. For this purpose 5 systems are provided with 50 mbps bandwidth. Database like DELNET is actively used in library which is having 14738 E- journals and 116440 E- books of different streams.

The library follows the book bank scheme. With this, the students are able to take 5 books for the entire semester. It will help them to study. All books are bar coded and a reference ID is given. The issues and returns are also digitized. Two books are issued for 15 days on rotation.

The details of the ILMS software installed in the institute library are tabulated below.

Name of ILMS software	Open Biblio
Nature of automation	Fully
Version	0.6.1
Year of automation	2008

File Description	Document
Upload any additional information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**Response:** 2.14**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0.1357	0.59778	1.1846	1.11211	7.68213

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

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year**Response:** 7.59**4.2.4.1 Number of teachers and students using library per day over last one year**

Response: 126

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

The emergence of various learning resources has made the process of learning easy for learners. This is possible only because of IT. *Information Technology (IT)* is the mode of education that uses information technology to support, enhance, and optimize the delivery of information. Worldwide research has shown that IT can lead to improved student learning and better teaching methods. IT has influenced the teaching-learning, administration, assessment, and professional development of learners. It is common that, learners rely on the traditional way of teaching, print textbooks to comprehend subject knowledge. But today's

learners are tech-savvy and prefer to use multiple digital devices for learning. This shift in the learning styles of learners proves the relevance of IT in teaching-learning. Institute has provided IT tools to enhance the quality of the teaching-learning process. All faculty members are digitally literate and comprehend how to use IT tools effectively. The institute provides top notch IT facilities to students so that they can utilize resources to reach greater heights. The institute provides computing and networking services for each department, library and office. The use of multimedia teaching aids like LCD projectors, classrooms with internet-enabled computer/laptops/tablet systems are usually in use in the classroom. The institute also frequently updates its IT facilities to provide its students with the best of facilities. Information Technology (IT) enabled teaching methodologies and advanced technology are being followed by the faculty members in *Smart classrooms*. There are 40 Classrooms in institution out of which 06 are smart class rooms supported by audio visual systems. The faculty members effectively utilize Audio-Visual aids to demonstrate the concepts to the students using the resources from National Program on Technology Enhanced Learning (NPTEL) to enhance the learning experience.

The online learning environments are designed to train students in open problem-solving activity. All the faculty are taking online classes through:

- **Zoom**
- **FB Live**
- **Google Classrooms**
- **Youtube lectures**

The entire institute is monitored by CCTV facility. The college is facilitated with more than 500 computers that are accessible to the students as well as the teachers for academic and co-curricular purposes. Printers are arranged in the office, staffrooms, library, exam cell and computer laboratories. Wi-Fi facility is also available in every corner of the institute. The electronic resource packages like DELNET and Digital Library are available. A sufficient number of books, journals, e-journals, and e-books are available in the library. The research journals are available online and a facility for accessing these journals is provided through a proxy server on the campus.

In library, OPENBIBLIO computer software is used for managing book records. This allows for easy tracking of books in the library. Website of the institute is updated regularly. Information about upcoming events is available on the website. This allows the parents and students to be aware of the programs being conducted in institution. The academic calendar as well as the course information is also updated in the beginning of every academic year. The IT facilities at college are constantly updated.

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 5:1

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

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

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

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 8.68

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

2020-21	2019-20	2018-19	2017-18	2016-17
4.446	6.88285	45.14702	47.00193	65.73404

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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.

Response:

LABORATORY

The laboratories are furnished regularly to create a pleasing ambience for students and faculties. Regular cleaning of the equipment is done by the support staff in the presence of lab technicians. Lab inspection is always conducted before the commencement of the academic year. A detailed report on the requirement of new equipment and modernization of machines/software is prepared along with requirement of consumables and non consumables as per the university guidelines to conduct experiments. In case of damage of equipment, the same is recorded in the stock register duly attested by the HOD. Regular check on the hardware and software condition of the machine is undertaken. Break-down maintenance wherein the system fails due to any problems or boot failure is recorded in a register. If the problem is minor, the technical support staff of the lab helps in resolving the issue.

For major failures, support from outside vendor is called. Periodic maintenance is done by regular cleaning of the lab spaces, software updates and antivirus updates. The stock is verified for the available equipments and discarded equipments, by careful stock verification process by lab in-charge. Fire safety equipments is maintained in college as precautionary measure. The cleaning of the classroom is done every day. In case of any damage to the projector, internet or the audio systems, the class observer brings it to the notice of the A.O. by registering problem in the register at A.O. office. The necessary follow-up is done by the department and steps are taken to fix whatever is broken.

SPORTS

Students are permitted to play and practice only during the sports/free periods. Students are also permitted to utilize the sports facilities like gym, yoga, gully cricket, volleyball, Kabaddi, tug of war etc. in evening hours.

LIBRARY

Three books are issued for whole semester on the basis of account created in library. Book is to be returned on or before the due as per the record. If the due falls on a holiday the next working day shall be the due date. Books and reference section are for reading only. If the books are lost, then the borrower replaces the books of the same edition on latest edition or because of the book after getting permission from the director. Student should take no due certificate from library every semester before registration. The account book issue and return to any student is maintained using the Open Biblio licensed software.

INFRASTRUCTURE MAINTENANCE PROCEDURE

Periodically all the buildings inspected and repair are carried out as per the maintenance budget. Walls cracks and roof cracks are identified and filling is done by suitable material. Proper maintains of road is done regularly, as and when required. The lawns, plants and trees are well maintained with the campus by the skilled gardeners of institute. The safety and security requirements are well ensured within the campus. The administrative section of the institute also takes care of the electrical maintenance work, maintenance of UPS systems and its batteries, ensuring the proper earthing connection for various equipments in the laboratories, maintenance of solar panels and battery and maintenance of water coolers and AC through AMC.

File Description	Document
Paste link for additional information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 35.21

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
375	602	635	677	595

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.09

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	5	0	0

File Description

Document

Upload any additional information

[View Document](#)

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 4.67

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
59	95	66	76	85

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 3.84

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
26	15	15	11	2

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 9.72

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 31

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 0.97

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	2	2	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
69	74	86	80	56

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 14

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) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	6	5	2

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

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

Response:

SIRT-E promotes engagement of students in Co-curricular as well as Extra-curricular activities which inculcate the overall development of students in all domains.

CLASS REPRESENTATIVES FOR ENGAGEMENT IN CO-CURRICULAR & ADMINISTRATIVE ACTIVITIES

Two student representatives (a girl and a boy preferably) from first, second, third, & fourth year from each department is selected on the merit basis in respective classes.

Role of Class Representatives

- Help department and faculty members in conducting seminars, workshops etc. to be conducted for each semester.
- Communicate all sort of information to students hence bridge gaps between management, department and students.
- Discuss on the examination schedule, syllabus completion and any other suggestions of the class.
- They also discuss on the faculty teaching method, the areas where modifications are needed and any other suggestions of the subject.

Timely meeting are conducted with the class representatives by the Director/Dy. Director/HOD to take the follow up of various activities running in the department.

The various clubs provide a platform for participation of students in Intra College as well as intercollegiate events under the Students Association. Students generate the funds needed for this event through sponsorship and entrepreneurship and in the process; they hone their administrative and leadership skills.

File Description	Document
Upload any additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 4

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

2020-21	2019-20	2018-19	2017-18	2016-17
9	4	2	1	4

File Description	Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

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

Response:

Sagar Institute of Research and Technology-Excellence, Bhopal, was established in 2008. The first batch was passed out in 2012. An informal Alumni Association of Sagar Institute of Research and Technology-Excellence, was formed in 2016. The students formed the association with a view to maintain their warm bond with their campus.

In 2016, the college decided to initiate with first Alumni Meet which was organized and successfully conducted on 24/12/2016 at Institute Campus, SIRTE, Bhopal followed by Alumni Meet 2018 at NCR, Pune and Indore. Recently, SIRTE organized an Online Alumni Meet in June 2020.

The Objectives of the Association

- To provide a forum to establish a link between the alumni, staff and students of the institute.
- To enable the alumni to participate in activities that would contribute to the general development of the institute and the society.

- To help the alumni with their technical and relocation problems.
- To try to find employment opportunities to students and fellow alumni members in need.
- To institute prizes and scholarships, and render financial aid to needy and deserving students of the institute.
- To contribute towards the welfare of the alumni.
- To keep the alumni abreast of scientific and technological developments of national and global importance.
- To give scholarships to meritorious students.
- To arrange seminars and debates for technical guidance to students for knowledge and career advancement.
- To invest and deal with the funds of the association.
- To promote entrepreneurship & innovation among the students.
- To help institute for effective liaison to industry.

In 2020, College decided to register Alumni Association formally, and the process completed in October 2020 with Registered Association Document No. 01/01/01/37129/20 by the name “SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY-EXCELLENCE ALUMNI ASSOCIATION. It is registered under Madhya Pradesh Society Registration Act 1973.

Registered Members of Association are as follows:

1. Mr. Divyansh Singh (President)
2. Mr. Himanshu Bajpai (Vice-President)
3. Ms. Anushree Chourasia (Secretary)
4. Ms. Niharika Gupta (Treasurer)
5. Mr. Eakansh Mahato (Joint Secretary)
6. Ms. Pragya Magarde (Member)
7. Mr. Risabh Chaourasiya (Member)

Contribution:

Since the association is registered recently in October 2020, so the alumni contribution is approximately Rupees 100000.00 (1 Lakh) only. Many students have been recommended and placed by the alumni to the companies in which they work.

Expert lectures and talks are being organized Online as well as Offline on latest technological advancements and industry requirements by our Alumni.

We have completed our formal registration process and shall commence the formal functioning of our Alumni Association Chapter at our campus.

File Description	Document
Upload any additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	View Document

NAAC

Criterion 6 - 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

Response:

The vision and mission of the institute is aim to providing technical and professional education to students by adopting total quality and knowledge management.

Vision

To motivate and mould students into world class professionals who will excel in their fields and effectively meet challenges of the dynamic global scenario.

Mission

Working towards being the best by incorporating the principles of Total Quality Management (TQM) and excellence. Adopting IT based knowledge management to meet global challenges.

Mission Objective

- To achieve Academic Excellence in Technical Education by incorporating the Principles of Total Quality Management (TQM)
- To provide educational programs for acquisition of knowledge and skills necessary to achieve career advancement
- To encourage the development of positive attitude and entrepreneurial abilities to meet global challenges

Vision, mission and mission objectives of the Sagar Institute of Research and Technology - Excellence (SIRTE) focus on the needs of society by providing technical education. SIRTE mission is to mould students in the field of science, technology, and other related areas who will best serve the nation and the world. The Institute is committed to provide the technical and professional knowledge, and to working with others to bring this knowledge to meet great challenges of the dynamic global scenario. SIRTE is also dedicated to providing its students an education that combines rigorous academic study and the excitement of discovery with the support and intellectual stimulation of a diverse campus community. SIRTE Seeks to develop in each member of its community the ability and passion to work wisely, creatively, and effectively for the betterment of humankind.

The vision and mission statement is reflected in all the institutional activities. Faculty and student relationship is maintained and providing a better teaching-learning environment in the Institute. Teamwork and leadership qualities are promoted by major and minor projects, seminars, group discussions, industrial visits, technical events etc. Special classes are arranged for aptitude and soft skill for the students by the T&P cell of Institute. Expert/Guest lectures and industrial visits are the way of enriching the students with the latest updates of the industries and technology. Institute accomplishes the number of activities and facilitates industry interaction by conducting industrial visits and expert lectures. Institute has developed

research policy to promote research at all levels. The faculty is encouraged to attend FDPs, STTPs, workshops, seminars and conferences organized by different organizations. Faculty is involved in research and has published research articles at national and international forums. Also, project proposals were submitted to different funding agencies. Institute conducts the community programs as social responsibility through various clubs like CSR, SAC club.etc. Few of the community programs conducted are

- Blood donation Camps
- Tree plantation
- Foods Distribution to needy

File Description	Document
Upload any additional information	View Document

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

Response:

The Sagar Institute of Research and Technology - Excellence totally believes in decentralization and participative management in every aspect of institute functioning. Institute has a culture of recognizing each and every staff members and their opinions. The decentralization and anticipative management is practiced in entire academic and administrative affair of the institute. Persons at different level implement the decisions.

The college has an organization structure that includes Board of Governors, Director, Deputy Director, Deans, Heads of Department, Officer In charge of examination, faculty members, office superintendent, librarian, and non teaching staff and other various committees.

The Board of Governors is responsible for strategic planning of the institute, ensuring institute performance and managing risk and accountability. It includes the Chairman, Advisers, Director and Deputy Director. The Director takes the decision in the interest of college. All the decisions are taken in the meeting of the top level and senior faculty members and the task is distributed to appropriate level. The Director heads the academic and administrative activities of the Institute. He forms various committees and appoints faculty members.

Majority of the academic activities are being handled by faculties in the department guided by head of department. The head of department monitors the department activities, conducts periodic meetings of all respective faculty members actively involved in handling academic activities in the department. Head of the department take suggestions from the faculties for betterment of the academics and administration and forward the same to the college administration.

The registrar takes up the matter related to non-teaching staff to the Director, who puts the matter before the top administration level for further decisions. Also the students are involved to certain extent in decision making. Students are taking decisions related to the functioning and their roles in student activity centre (SAC). Also the activities planned and executed under the banner of SAC are mostly monitored by

the students under the supervision of the teachers, Director and management. Thus, decentralization helps in effective and quality transformation of education to the students.

The participative culture helps to ensure transparency in both academic and administration. The object of participative management and decentralization is evident from the various programs organized in the institute. The Institute has following committees for implementation of all its decisions.

1. Alumni Committees
2. Exam Committee
3. Library Committee
4. Print & Media Committee
5. SC-ST Committee
6. Training & Placement Cell
7. Internal Complaint Committee
8. Admission Committee
9. External Relation Committee
10. R & D Committee
11. Hostel Committee
12. Academic and Administrative Audit Committee

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The society provides clear vision and mission to the institution. The functions of the institution and its academic and non-academic activities are governed by the society and the governing body with transparency. Prospective plans were made based on the vision and the mission and by for seeing the need of the institution. Guidelines with specific plans for implementation by aligning the academic and non-academic aspects improve the overall quality of academics and administration. The college has the following perspective plans:

1. Enriching the quality of Teaching – Learning
2. Engaging in culture program - SagarUtsav
3. Establishing a research and development (R&D) cell
4. CSR social activities

Examples of the activities successfully implemented based on the strategic plan:

One of the strategic plans initiated by the IQAC of the institution is to provide personality development for the students. The Training & placement cell runs the Personality Development Program (PDP) for the students. The PDP is being conducted for all the students; from the 2nd year to 4th year. Every semester, professional trainers visit our campus to train students of all the departments, semester wise. Students are divided into batches and all the batches are trained in various personality development programs like teamwork, communication skills, vocabulary and attitude beside technical knowledge.

Other strategic plan SagarUtsav is an Annual college Techno-Cultural programme of the college conducted normally on January/February of the year. This programme initially started during the year 2010 and then onwards it's been the college's pride event. The programmes normally extend for two days and a healthy number of participants visits and take part in various events. Events are normally classified into technical, cultural and extra-curricular programmes. Each department of the college holds the responsibility of their own technical activities while cultural/extracurricular events are coordinated by central team that contains members from every department. This programme is not treated as a competition event whereas it's a platform to showcase the talent of students which comprises technical events, dance, group song, solo song, instrumental music etc.

Registration:

- The primary phase of event where the college collects the data of individuals or groups wishing to participate in the event
- Participant's registration - It is the mode where committee members collect details of participants to preoccupy for the programme. Every event has a maximum number of participants which is monitored by the committee.
- The committee is led by senior faculty and members from students and staffs comprises in it.

Event Management:

- The entire programme is coordinated by various committees like invitation, registration, transportation, welcome and reception, inaugural, stage events, decoration, light and sound, certificates and memento and food committee.
- In case of technical events, the department will entrust a staff coordinator and a student coordinator for each event to supervise and execute.

Recognition & Incentives:

- Students who excel in techno-cultural events are honored with cash prizes and certificates.

File Description	Document
strategic Plan and deployment documents on the website	View Document

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.

Response:

College has organizational structure:

Society

Sagar Institute of Research and Technology - Excellence is established by Shri Agrawal Health and Education Society with an aim of providing quality higher education at par with international standards. The members of the society comprise of experienced persons from the field of engineering, education, business etc, who have proven track records by the establishment of different engineering colleges in Madhya Pradesh.

Board of Students (CR system)

During the first week of the every academic year two student representatives will be selected on the basis of results of last semester. The selected candidate will represent the class in the Board of students for that academic year.

Administration

Administrator or Registrar acts as a coordinator for all the activities in the college. Administrator maintains the HR policies of the college. Maintains the Faculty Member leave records like casual leave, vacation and duty leaves. Takes care of all admission approval procedure and communicating with university.

Grievance Redressal Cell

The Grievance Redressal Cell was formed to address the student grievances. The Grievance Redressal Cell attempts to address genuine problems and complaints of students regardless of the nature of the problem. Students can use this platform to address academic and non-academic problems. Suggestion Boxes are provided in the campus and grievance records are placed at library and hostels. All complaints are scrutinized by the grievance redressal cell. The college assures the students that once a complaint is made, it will be treated with confidentiality.

Internal Quality Assurance Cell (IQAC):

IQAC has been established in the college, which meets regularly to assess the quality deliverance of education in the institute to ensure it will achieve the course and program outcomes. The Internal Quality Assurance Cell (IQAC) has been constituted with 15 members including Director as a head of cell and representatives from management, alumni, industries, staff and students.

Accounts

Account department deals with all the financial transactions in the college such as fees, semester fees etc. Account department distributes salaries of the employees of the college. A qualified staff member from our account department has appointed as internal auditors and they do a thorough check on each payment and vouchers. Account department is responsible for filing tax returns as well.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Well being of the staff is important for effective functioning of the Institute. The institution has effective welfare measures for teaching and non- teaching staff.

Medical Insurance Policy

Medical insurance policy has been provided for all employees of the institute by management. The institute has a mandatory insurance policy for every members and it is renew every year for all employee. The applicability of the policy will be as under:

1. The policy will cover a maximum of four family members as per details under:

i. Employee

ii. Spouse: The spouse, if employed in other establishment, will be required to furnish a certificate that they are not covered under any Medclaim from the organization where they are employed.

2. Coverage will be effective from date of joining of employee subject to the employee submitting the

Group Medical Insurance membership form within one week from the date of joining.

Leave

Leave cannot be claimed as a matter of right and management has absolute discretion in this matter. Currently following types of leaves are available: ·

Casual Leaves (CL):- 12 Days (per month-1) in a Year {From 1st July to-30th June}. Not carry forwarded to next year.

Sick Leave: Application for sick leave should be submitted on the date of resumption of duty along with medical certificate. Maximum 07 days are permitted for sick leave for all categories of Faculty/staff; this leave cannot be considered for encashment.

Official Duty (OD): OD should be signed by concern person by whom faculty member will be send on OD and after that sanctioned by Director of respective institute.

Maternity/Paternity Leave: Maternity/ Paternity leave will be sanction as per govt norms but the reimbursement of the salary will be made after rejoining and On monthly basis with the salary of current month subject to approval of management.

Semester Break- 6 Days in 6 months (one Semester) as declared by management separately for teaching and non-teaching category respectively.

Promotions

Promotions or salary hike are given to the faculty members, based on the qualification, services, and outcome of the performance appraisal.

Employee's Provident fund

Employee's Provident Fund (EPF) only for staff. The institution has the mandatory/voluntary provision of EPF and contributes the eligible amount to the respective EPF account.

Accommodation Facility for Faculty/staff

In order to facilitate recruitment of quality personnel from any corner of the country, family and single: type 'Staff quarters' Faculty is available in SGI main campus and some of its unit offices.

The outstation staff members can apply for this facility subject to availability. The monthly rent

Charge for family quarter and single type quarters will be as applicable from time to time.

Fee Concession

Fees concessions are given to the wards of the faculty and staff members for the B.Tech./M.Tech Degree course, SIS school and university of SGI. Fee concessions are granted to concern based on the applicant meeting the criteria and being benefit to the applicant in agreement.

File Description	Document
Upload any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 4.93

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

2020-21	2019-20	2018-19	2017-18	2016-17
12	16	3	0	0

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 4

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

2020-21	2019-20	2018-19	2017-18	2016-17
7	3	2	4	4

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 6.44

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

2020-21	2019-20	2018-19	2017-18	2016-17
22	11	3	3	1

File Description	Document
Upload any additional information	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

An effective performance management system plays an important role in managing the institution in an efficient manner. A good performance management system works towards the improvement of the overall institutional performance of teaching and non-teaching staff for ensuring the achievements of the overall institutional mission and vision. According to that, the Institute is following the Performance Based Appraisal System. In this system, the performances are classified into three major categories.

1. Key category – main work profile assigned for entire year (Teaching KPIs)
2. Sub Category – supporting work profile assigned for entire year
3. Second Sub Category - supporting work profile assigned for specific time period less than year

These are called Key Performance Indices (KPIs). At the end of each academic year, the data pertaining to the above categories are collected from each faculty member in the format. Based on the data collected, KPIs scores are calculated for each of the three categories. The performance appraisal system consists of self appraisal and appraisal by senior faculty or HODs. The Director in consultation with Supervisor or HoDs fixes certain minimum KPIs scores to be achieved by the faculty members in the three categories. The annual performance cycle not only evaluating key responsibilities and performance objectives but also through various performance factors with due weightage evaluating total performance in the due course of time and weightage for these as follows:

1. Key category – Carries 50% weightage
2. Sub Category – Carries 35% weightage

3.Second Sub Category - Carries 15% weightage

These scores are used for the award of career advancements to faculty members and for promotion to next higher position. Faculty with low score is personally counselled by the Director along with relevant HOD. Heads of various committees at Institute level are also identified based on appraisal.

Further, at the end of each semester, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of different information about the faculty like Explanation of the topic, Communication of faculty, Quality of Assignments & Tutorials, Interaction with Students and Approach, Punctuality & Regularity, Understanding & Command over Subject and Sincerity of faculty.

A team consisting of the Head of the Department and Senior Professor in the Department goes through the feedback forms collected from the students and suggest suitable measures to improve the teaching-learning process. For non-teaching staff there will be feedback collected from each department and based on the feedback appraisals are given. For all categories yearly review of performance will be made as per performance linked appraisal system of last year performance and planning of next year. Annual appraisals will be added to the next month salary and accordingly paid off.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution has our own internal audit team who conduct the internal audit on a regular basis. In addition to that the institution appointed an external agency to conduct the audit to verify and certify the entire recurring and non-recurring and the Capital Expenditure of the institute each year. Qualified staff members from our finance department have appointed as internal auditors and they do a thorough check on each payment and vouchers on a half yearly basis. Likewise external auditors do a thorough check on payment and vouchers on a yearly basis. So far there have been no major objections from any of the audit teams. Minor error pointed out by the audit team was corrected immediately. Precautionary steps are taken to avoid such mistakes in future. The institute regularly follows internal and external financial audit system.

File Description	Document
Upload any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the

last five years (not covered in Criterion III)**Response:** 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources**Response:**

In the beginning of every financial year Governing body along with the academic members prepare the budget for the year. College budget include all the recurring and non-recurring expenses, which include planned and unplanned expenses.

Utilization of the fund is as given below:

For Administrative and Operation cost

For College Running and Maintenance

For Counseling Expenses

For Lab Expenses

For Seminar Allied Activities

For Staff Remuneration Expenses

For Students Welfare Expenses

For Transportation Expenses

For University Expenses***For Depreciation***

The institute has a well defined financial policy to ensure effective and optimal utilization of funds for academic, administrative and infrastructure development purpose which in turn ultimately realizes the institute's vision and mission.

For every academic year, the budget is prepared well in advance after taking into consideration the requirement of every Department. Each Department prepares its own budget based on the it's requirement such as equipments, software, computers, printers, etc. for student and faculty activities, research and development in the departments, as well as consumables required for next academic session. Director puts up the budget in Governing Body meeting and after discussion and necessary corrections or modifications; Governing Body recommends the budget for approval. The budget is reviewed by the management and approved after necessary changes.

For an unplanned purchase or any other activity, the institute makes a provision for advance additional fund. The Director and the Head of Departments discuss the requirement and decide the priorities while allotting financial resources for various purposes and also ensure optimum use of available financial resources.

Periodically, the Governing Body monitors the annual expenditure, scrutinizes the budget and provides feedback related to efficient use of financial resources. The Institute has standardized procedure for sanctioning of funds for various activities and also for settlement of advance and passing of bills for payment.

File Description	Document
Upload any additional information	View Document

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****Response:****Best practices-I: Students personality development programme**

To make students industry ready is the need of the hour. Apart from technical education other skills should also be imparted in the students. Academics environment coupled with overall personality development leading to placements, higher studies and entrepreneurship. Training and placement cell conducts a personality development programme which includes Soft Skill training, classes for reasoning & aptitude and competitive exam, Campus drives. The cell also schedules the classes for communication skill, aptitude, reasoning, mock Interviews and GK every week as per time table in for enhancing analytical skills and general awareness of students. Institute also invites persons from different industries to conduct

expert lectures/training programmes for students. It is mandatory for the students to attend these classes.

Objectives of the Practice:

- To meet the Industries recruitment process by developing the students
- To develop Technical knowledge and soft skills
- To improve communication and leadership skills
- To increase the employability of the students

Admitted students come from different backgrounds and are not well acquainted with necessary skills. Hence it was required to implement the programme apart from the university curriculum. This programme is implemented from first year students and continues to the last year.

Evidences of Success:

- Student's participation and selection in placement drives was improved
- Student's participation in co-curricular and extracurricular activities was increased

Problem Encountered and Resources Required:

- Initial apprehension among students
- Faculties are arranged by the training and placement cell

Best practices-II: Intellectual Property Rights

The IQAC motivates faculties to develop quality teaching material and secure intellectual property rights of that teaching material. A practice is developed in the institute to convert ideas into patent and copyrights. Awareness among faculties was created by the IQAC about intellectual property rights and to develop their idea into patents. The faculties filed copyrights for their course file and file design patents for their ideas. Quality teaching material ensures a quality teaching delivery to the students. The faculties are in a constant search for new ideas and put efforts to develop ideas into useful patent document. The students are also influenced by the faculties and they are inspired to form a student idea club to gather the ideas from the students.

Objectives of the Practice

- To ensure quality education to be delivered to students
- To develop conducive environment for learning and growth
- To practice better technologies

It is necessary to improve academic practices in a continuous manner. The IQAC implemented different strategies for improvement in academic activities and to familiarize faculties about intellectual property rights.. The faculties get acquainted with advance technologies while working for intellectual property rights. This improvement of faculties will influence their classroom teaching delivery and discussion with students.

Evidences of Success:

- Faculties are well aware about Intellectual property rights
- Course files are copyrighted and ideas into patent
- Faculties adopted improved teaching technologies

Problem Encountered and Resources Required:

- Extra efforts are required to prepare effective teaching content

File Description	Document
Upload any additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The institution formed an IQAC cell and it assesses the teaching and learning process in the institute and recommends the steps to be taken for improvements. Institute has a well developed periodic review mechanism for teaching learning process and learning outcomes through IQAC. Teaching activities including academic plan, subject allocation, technical events etc. are planned and critically reviewed by the IQAC. The course outcomes are analysed periodically and discussed with concerned faculties for implementation of necessary strategy.

Evaluation of teaching and learning:

A constant monitoring is administered by IQAC to ensure effective teaching and learning. The classroom delivery observation is performed on a daily basis. Lesson plans are prepared for a semester. These get verified / checked at different stages in accordance with syllabus and scheme of examination given by RGPV University Bhopal. Periodically, the course material, course outcomes and students performance are reviewed. Academic activities are well synchronized with the planned academic calendar. A periodic review of the lesson plan and status of course completion is done by the HoDs and IQAC members. Apart from class-room teaching, students are encouraged to use library and internet facilities as per scheduled time table.

Reviews of teaching and learning process:

The effectiveness of teaching and learning process is reviewed on a regular basis. The inputs for such reviews may be taken in from of student's feedback, results of MID semester exam of students, quality of assignment submitted by students and final results of semester. The institution takes feedback from its

stakeholders. The feedback from students is obtained twice in a semester and the outcomes of the feedback are examined.

The IQAC reviews teaching and learning processes through various methods. Some of the methods are as follows:

Lesson plan: Each faculty has to prepare a lesson plan as per syllabus. Lecture delivery of the entire semester is planned topic wise on per lecture basis in the lesson plan. The prepared lesson plan is submitted to the HOD and after reviewing HODs submits it to IQAC for approval.

Course File: The IQAC had developed a course file format which is to be strictly followed by the faculties. A course file contains vision and mission of the institute and department, course outcomes, program specific outcomes, lesson plan, course completion unit plan, assignments, previous year exam papers, course beyond syllabus, lecture notes, PPT handouts etc.

Class Observation System: In the Institution, class observation is done on a daily basis by HOD, Dean, Deputy Director and Director. The observations of classroom visits are discussed daily for further improvements.

Students Participation: The IQAC interacts with the class representatives and students on a regular basis to understand their problems and seek suggestions. The SWOT analysis of each and every student is performed and maintained by HODs. The institution encourages the students to undertake self motivated improvement activities with the goal to continuous improvement in their performance.

File Description	Document
Upload any additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: B. 3 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

NAAC

Criterion 7 - 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 last five years.

Response:

In order to groom and for the overall development of students, the institution ensures the security and security of both staff and students. The institution provides equal opportunities for all the students to excel in their respective fields. The institution maintains gender balance among faculty members. Female non-teaching workforce is equal in number.

The institution has provided certain facilities to women like, Safety and security, Counselling, Common Rooms, Medical facilities etc.

a). Safety and Security – The institution has taken necessary precautions during transport. The Institution features a monitoring system altogether the key points of the campus, canteen, library and sports to possess a vigilance of the movement of scholars and ensure safety of the scholars. During this process the loop cameras are installed at various points to record the conduct of the scholars and other suspicious occupation the campus, just in case of any untoward incidents the video recordings are often retrieved for verification and this facility has proved to be of immense help in resolving few disputes. The institute provides visitor gate pass to stranger. Adequate security forces are available within the college 24/7 throughout the campus and also in hostel who confirm that no untoward incident happen within the campus. The institute is also having Women Grievance Reddressal cell.

The following programs are conducted in the campus for girls and women safety.

Self Hygiene Program for women and girls, Digital Literacy program for women, Poster Competition for Gender Equity.

Women Grievance Reddressal cell: file uploaded

CCTV Cameras: Image Uploaded

b). Counselling: - A well-defined mentoring system practiced within the Institution. In this system each faculty members are going to be a mentor for a group of 30-35 students. Evening time doctor is available in the campus for hostellers and in day time on call doctor is available in case of emergency. Vehicle is always available within the campus for medical emergencies. Responsibilities of the mentor: 1. Students are going to be continuously monitored and counselled altogether aspects of educational matters 2. Contact parents/guardians if situation demands e.g. academic irregularities, behavioural changes and interpersonal relations, detrimental activities etc. 3. Maintain a detail progressive record of the scholar 4. Maintain a quick but clear record of all discussions with students. The institution has women empowerment cell. It works to market gender sensitivity within the institution and produce harmonious atmosphere on the campus. As a neighbourhood of its activities the cell carries out regular counselling to the feminine students in group level and at individual level.

c).Common Room – In most of the Departments, common rooms have been allocated for men and women. The institution provides Common Room with resting facilities to the girl Students for their needs. Specific schedule is given to the housekeeping team.

d).Other Initiatives: - Additional initiatives ensure active participation of students in co-curricular activities including sports activities and cultural activities. Various competitions for girls has taken place like Mehendi making competition, Tattoo making competition, Rangoli competition, Fashion show , sports.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: A. 4 or All of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Waste Management Steps include:

Solid waste management: Daily garbage is collected by housekeeping personnel and handed over to Municipal garbage vehicle. All waste water lines from toilets; bathrooms etc. are connected with Municipal drainage mains.

Dustbins are available in the campus, in all departments and also in classrooms. Emptying of the dustbins is being done on a regular basis at 9am to 10am and 4pm everyday by the cleaning team. Segregation of wastage from the dustbins is done in other strategic locations, thus keeping the campus clean and green. Waste like plastic, papers etc. are collected and sold out to scrap vendor time to time. Usage of one-sided paper is encouraged. Paperless communication (e-mail /WhatsApp communication) is a regular practice. The floor safai workers in each floor collect, clean, segregate and accumulate the waste in the dustbins provided at each floor.

The College has contacted an authorized vendor who collects the waste from the designated place, segregate them, recycles them and disposes them at the landfills authorized by the government.

Liquid waste management: At our campus, the sewage water from the entire campus is dispatched through the underground pipe lines. Liquid waste is treated through Sewage Treatment Plants and the water is used for flushing in toilets. Rain water harvesting is also done in the campus by providing suitable catchment areas. In view of the above normal rainfall in the city, the institute has plans to adopt the rain water harvesting at tap this natural resource to recharge the tube wells on the campus. These tube wells supply major chunk of the water to the campus habitation after being treated in the plant. All waste water lines from toilets; bathrooms etc. are connected with Municipal drainage mains.

E-waste management: Non-working switches, electric cables, monitors, keyboard, mouse etc. are stored and properly disposed based upon highest bidding by scrap merchant. The cartridges of printers are refilled outside the college campus.

File Description	Document
Any other relevant information	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

- 1.Restricted entry of automobiles**
- 2.Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**
- 5.landscaping with trees and plants**

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit**
- 2.Energy audit**
- 3.Environment audit**
- 4.Clean and green campus recognitions / awards**
- 5.Beyond the campus environmental promotion activities**

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.**
- 2.Disabled-friendly washrooms**

3. Signage including tactile path, lights, display boards and signposts
4. 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

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

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 500 words).

Response:

Institution organizes cultural activities like Sagar Utsav, Techno Saga, Saraswati Puja, Holi Milan, Ganesh Puja, Durga Puja, Dipawali Milan & Vishwakarma Puja etc. for inculcation of cultural values and our ethos in staff members and students.

Students take enthusiastic participation in all these festivals and sink their ethnic, religious, secretarial, caste, state and other identities. These festivals are celebrated with lot of enthusiasm and fervor. The faculties of different faith take part in Holi and Diwali and enjoy Eid.

SAGAR UTSAV

Sagar Institute of Research and Technology Excellence, Ayodhya Nagar organizes its signature festival event 'Sagar Utsav'- Amega Carnival for students to spend time together for fun and entertainment. In 'Sagar Utsav' students across the city witness and participate in the Mega Carnival.

SIRTE Fun Zone became the focal attraction of mega carnival among Students. In the fun zone student participated in various Competitions like Solo and Group Dance Competition, face painting to showcase their talent and enthralled the audience with their spectacular performances. Students enjoyed various performances with great enthusiasm and zeal. selfie zone attracted every student to click selfie on different selfie booths created by students. Eagerness to upload photos clicked on selfie booths and to win on spot prizes excited every participant. Live band performances by all participants transmitted the positive of tranquil music with requests and participation coming from the audiences to play and sing their favorite songs.

The food fest in open food zone with yummy, tasty variety of food items stimulated taste buds with hot sips of tandoori chai attracted everyone present in the Utsav. Opportunity to meet with their favorite RJ added overall excitement in the carnival. The game zone, Fun zone added icing to fun with excitement at

games stalls of Fumigant, Game Studio, Fun Station etc with participating in every games.

TECHNO SAGA

The event TECHNO SAGA was first introduced in SIRTE with the sole purpose of eradicating the age – old myth of stage –fear! Along with various other benefits such as communication skills, body

Language, and general knowledge, thereby focusing over all individual growth, this event has acclaimed an appreciable nod from the whole of the MP region and even at global level.

The event which first started out as an intra-college bout is now a state level competition with various institutions battling over to win this prestigious antagonism.

Event Description:

TECHNO SAGA is a paper presentation competition held exclusively for the first B. Tech students.

Every year it is conducted in January (primary round) and February (final round).

About 200-250 students (100-125 teams) participate in this event and present various technical topics in various groups. Awards are given to top ten teams

The competition is of two phases, intra and inter. Firstly, the event flags off with the intra – college event. Top three teams from SIRTE will be selected and given an opportunity to compete against the other colleges. The event concludes with inter – college competition with institutions taking part from all over Madhya Pradesh.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document
Link for any other relevant information	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

In India 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. Sager Institute Research & Technology-Excellence 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 conducted awareness programs on the ban on plastics, cleanliness, Swatch Bharat, etc. Institution provides Sensitization of students and employees of the Institution to the Constitutional obligations: values, rights, duties and responsibilities of Citizens. Different activities are organized inside the college to promote constitutional obligations among students and staff every year. Below is the list of activities which show the efforts of college in providing constitutional obligations.

Independence Day a great day and a proud moment for every Indian, Sager Institute of Research and Technology - Excellence too was all set to celebrate the independence day of India everyone on the campus was geared up & enthused for the momentous occasion. The guests & teachers started pouring in by and at sharp 10.30am. The National flag was hosted by the chairman sir. Then gathering present sung National Anthem with salute from everyone was given to the flag.

Republic Day is celebrated all over India with great gratification and joy. It's a day to honour the Constitution of independent India. National flag hoisting in schools and colleges are regular. Cultural events advocating India's struggle for freedom is held countrywide. The programme commenced with the unfurling of the tricolour by the E.D. Madam accompanied by Director sir followed by the National Anthem. There was a large gathering of teachers and staff. The assembly included thought, News Headlines, Speeches on the History and importance of Republic Day and on Constitutional Rights & Duties, a patriotic song by students, respectively on poignant aspects & nuances of the Indian Constitution, a dance by students, a group song, a conversation, apprising the gathering about the Preamble & the Nation Symbols of India.

Our institution takes all possible initiatives in organizing various events and program for molding the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country. As responsible citizens of the country the students are motivated to take part in various activities of the college. The college encourages the students to take part in blood donation camps, study tours for them that make them understand the importance of protecting the cultural heritage of the country.

File Description	Document
Link for any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and

other staff and conducts periodic programmes in this regard.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: A. All of the above

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

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Institution Organize many National Festivals and Anniversary of great Indian Personalities with enthusiasm. Our students are on a mission towards better India by breaking the boundaries of religion and caste. Thoughts of great Indian personalities sowed into the young minds through the exhibitions and programs conducted on these days. The institution practices pluralist approach towards all religion functions and encourages the students and faculty to showcase the same. Every year our institute organizes the national festival and anniversary of the great Indian personalities. Staff and students get to know the importance of national integrity in the country in general and their role in it in particular.

Staff member and student take enthusiastic participation in all these festivals and sink their ethnic, religious, caste, state and other identities. These festivals are celebrated with lot of enthusiasm and fervor. The faculties of different faith take part in Holi and Diwali and enjoy Eid.

The anniversary of national heroes like Mahatma Gandhi, Dr. Radhakrishnan etc. are celebrated as a token of respect toward their contribution to nation on.

1. **Teachers Day:** Our management and students organize teacher's day celebration on 5th September. They invite teachers from the entire department and honor them by presenting them with gifts and greeting cards.
2. **Women's Day:** The students organized Women's day celebration on 3rd March to honor and respect the ladies in the campus. Our students honor the women staffs on that day.
3. **Engineers' day:** September 15 is celebrated as National Engineers' day in India. Engineers'

contribution to a country's development is obvious; from civil to mechanical; they build the backbone of infrastructure. The computers we use to the buildings we live in – everything has an engineer behind it. As engineering college we celebrate with our students.

4. **Mother's Day:** Mother's Day is a celebration honoring the mother of the family or individual, as well as motherhood, maternal bonds, and the influence of mothers in society. We celebrate every year.

5. **Doctors' Day:** National Doctors' Day is a day celebrated to recognize the contributions of physicians to individual lives and communities. The date varies from nation to nation depending on the event of commemoration used to mark the day. SIRTE celebrates with full of enthusiasm.

6. **Republic Day:** is celebrated all over India with great gratification and joy. It's a day to honor the Constitution of independent India. National flag hoisting in schools and colleges are regular

7. **Independence Day:** A great day and a proud moment for every Indian, Sagar Institute of Research and Technology - Excellence too was all set to celebrate the independence day of India everyone on the campus was geared up & enthused for the momentous occasion.

Then gathering present sung National Anthem with salute from everyone was given to the flag. Speeches delivered by both Chairman Sir & Director Sir to the Audience present. People spoke about the importance of the Independence Day & expressed their emotions through patriotic song & speeches.

File Description	Document
Link for any other relevant information	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for Geotagged photographs of some of the events	View Document

7.2 Best Practices

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

Response:

Best Practice 1

1. Title of the Practice: Tutor Guardian System

2. Objectives of the Practice:

- To acclimatize the new students to the campus life in SIRTE & Helping students overcome home

sickness.

- To motivate the students for successfully getting Professional degree
- To motivate the students for participation in Extra Curricular (at least one- per semester)
- To solve all types of problems (academic or non-academic) faced by the students
- To develop students in technologies by means of research/ development.
- Our objective is to inculcate social and moral responsibility through work ethics.
- To develop good communication, aptitude and leadership skills.

3. The Context:

It's a noble practice where every teacher acts as a guardian for around thirty – five number (35) of students. The teacher will help them in their every aspect, be it academic or non-academic. TG will be a link between parent and the Institute. He/She is going to play a vital role in student's career journey. TG is a helping hand they can always rely on. It is a WIN-WIN interaction for the parents. It has been observed that many students belong to rural /semi urban background. Even if they belong to urban background they may feel shy and hesitate to interact with teachers. They may not aware about their potential may not have proper communication skill. Keeping view of this, Institute has adapted best practice as Teacher student's guardian scheme which proved very helpful for students to enhance their skill sets and achievement of goals. We develop technical competence in students to make them employable.

4. The Practice:

SIRT-E has introduced this scheme to possess one to at least one interaction with students. For a batch of about THIRTY-FIVE students, an educator is assigned the role of Teacher-Guardian. Teacher Guardian works as a lover, philosopher and guide for their wards. TG keeps the track of each student's day-to-day performance and records like daily attendance, test results, internal assessment, Mid-term-1 & Mid-Term-2 examination results and other related information of their wards. TG also preserves the specially designed teacher guardian (TG) form for all the records. TG encourages the wards to participate in co-curricular & extracurricular activities though SAC (Student Activity Center) to enhance their interpersonal relations, leadership and managerial skills. TG provides academic feedback to the parents/guardians regularly.

TG also counsels the scholars to unravel difficulties encountered not only in college campus but in their personal lives too. Teacher guardian acts as a mentor to students and offers them emotional and academic support alongside motivation. The practice is implemented from first year Engineering students effectively under the guidance of first year in charge and in school of Applied Science. It continues with higher semester with advance preparation conducted by coordination of respective departments. We increase technical literacy among the masses and facilitate online education to build and source the skills for the future. Our Institute has develop student's team work skill so that they can work as an individual as a member or leader in diverse team. They facilitate social interaction and reach to the community of like-minded or like-situated people.

Social Media Coordinators are the active from all departments who plan and execute all the student activities and reciprocate to the community expectations. SIRTE Blog is a digital platform to impart knowledge through articles written by students members reaching a bigger audience. All the students as well as faculty members like LinkedIn, Facebook, Twitter, Instagram, Google My Business and WhatsApp are actively explored to navigate and impart technical and social information. Business Account Manager is used to pace up the information exchange. Teacher Guardian (TG) system is always subjected in practice

for welfare and overall escalation of students. The responsibilities of the TG are to advise, counsel, and guide and address their socioeconomic and educational issues. TG provides extra classes, assignments, model solutions for their exam preparation. TG always available 24/7 for the betterment of the student's life.

5. Evidence of Success:

- One teacher is nominated as 'Teacher Guardian' for thirty-five students.
- Teacher Guardian maintains all records of students in formats provided.
- Teacher Guardian maintains the attendance register for the follow up regarding attendance of students under his supervision of seniors.
- If student remains absent for continuous three days, then teacher guardian call the parents.

- Teacher guardian sends letters regarding performance and attendance to parents twice in a semester.
- Poor performance of students is improved by way of counseling.
- If required teacher guardian calls the parents on phone on the basis of weekly monitoring.
- Teacher guardian does counseling about studies. It helps students to concentrate on their studies.
- Teacher guardian tries to solve the personal & professional problems of students.
- TG provides comprehensive advice on career, courses and jobs that can enable the student to make a proper and informed choice and understand what they can do after they are done with engineering.
- It helps to shape a student's behavior and also instill enough discipline in them.
- Teacher guardian (TG) system also helps in the Placement of the students.
- Beyond syllabus multiple activities organize such as Module depending on the industry requirement from the department, Group Discussions, Debates, Mini Projects, Campus recruitment training.

6. Problems Encountered & Resources Required:

- TG work of our college is a very deadly creative and time consuming job. The relentless efforts of TG team make it possible.
- The funds for all the student's benefit is always a concern for our precious students.

Best Practice 2

1. Title of the Practice: Empowering students with Campus Recruitment Training.

2. Objectives of the Practice:

- To predict for the Industry requirements for the betterment of the students.
- All students will be ready with tools to shine in all professional fields.
- To organize the technical expert lecture with compound skills for better results.
- To make students learn and spread out of aspects important for being a better professional.
- Each department organize workshop, STTP and Industrial visits on relevant topics.
- To develops love for honest workmanship and cultivates a desire for efficiency
- Training presents an opportunity to expand the knowledge base of employees
- To develop students in technologies by means of research/ development.

3. The Context:

SIRTE provide skills based teaching, other than the regular syllabus, where the detailed projects are designed to drive the technical sharpness of the students. Subject experts, in conversation with industry professional, design and manage the contents of projects. The Training and Placement Cell plays a vital role in the placement of the students. Training & Placement cell conducts many training program from 1st year to final year students. Training and Placement Cell highlight in carving the students of Pre final and final year to best suit the campus drive. Campus recruitment training is provided by Training and Placement Cell where technical and soft skills of students like communication skill, programming language etc. are enhanced. Competitive classes are planned and conducted for higher semester students. We provide extra subjects knowledge other than RGPV syllabus.

4. The Practice

SIRTE promotes our students globally relevant employability competencies in attitude, skill and knowledge domains for the discipline area of the program. Students should be able to contribute to current and future national and local / regional needs as influenced by emerging issues. We focus on attributes like competence, credibility, ethical standards and social concern. **Following practices are carried out under T&P cell:** They provide Tips on Aptitude Test Preparations & focusing Practicing & discussion on various areas/sections related to soft skills and aptitude test. Aptitude Test Practice sheet on Self- Introduction, Practicing of the script. Creative and innovative techniques are introduced within 30 seconds and to include only relevant points. One on one feedback is given immediately after the performance. Problem Solving Skills Interactive & Discussion Mode Example & Exercise Based Presentation Skills Verbal Presentation on a topic to specified audience with the help of audio-visual aids creating effective power point presentation; using verbal communication. Group Discussions Group of 6-8 students and GD topic introduced. Tips how to excel in GD are shared. Students are given practice of putting their points, initiating, summarizing, concluding and leading the discussions. Body Language Script on Self-Introduction, all programs is exclusively designed for the students in order to make them ready for placements. It is focused on ensuring that the students are well equipped to get through the recruitment process of various companies by gathering the inputs from the job-seekers and placement-providers. This program is implemented through external renowned agencies which have expertise and credentials in grooming the students.

Value added courses are also designed to develop the problem solving attitude. Skill development programs are planned and executed to enhance the practical knowledge and also to increase the job prospects. Focus is made for the development of “in house projects”. Students are encouraged to work on consultancy projects along with their mentors. The Institute has a well established mentoring system which provides individual attention to all the students in academics and other activities. Emphasis is given to enhance technical skill and employability skills of our students. Students are encouraged to undertake internships which also create opportunities for job. Workshops, Guest Lectures, Industrial Visits, Short Term training programs etc. are planned and organized for augmenting the proficiency of students in the field of special technique and modern construction practices. We have practice to collect feedback from constituents (Alumni & Industry professionals) in order to identify career objectives appropriate for an engineer.

5. Evidence of Success:

The students have made a mark of success in campus drive. The awesome response of the students

participates in the campus drive. The symbiotic function of module & Training and Placement contents has remarkably boosted the placements with an average annual increment of every year. The practice has resulted in increasing the placements. Module has helped the students to get placements even after they got passed out. The confidence level and body language of the students has significantly enhanced. It has helped to enhance competitive environment amongst students. We provide training on the following points:

- Organizing the Career Counseling session by experts
- Organizing Resume Writing, GD and Interview(s) skills development sessions
- Increasing student writing ability
- Developing and maintaining Corporate Database
- Allocation of companies to student groups for image building
- Coordinating all the activities related to Placement

6. Problems encountered and resource required

- All modules were required to be conducted at a stretch, the curriculum timings were required to be re-adjusted. As per the T&P timetable, it was done and academic activities were not hampered. The extra lectures were conducted against this activity.
- Selection of the students in the various companies is having classified data. In order to normalize it, a specific module covering maximum criteria was implemented.

File Description	Document
Link for Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

SIRTE takes pride in the fact that apart from preparing a sound academic foundation of the student community; the college constantly works upon to develop them as better citizens of the country. In this regard, the institute, apart from imparting professional legal education, inculcates a feeling of oneness among the student community through various practices and programs. Various faculties have always been in the practice of organizing activities that not only initiate but also motivate the students to adopt various practices that promote the “Unity in Diversity” of our motherland.

SIRTE has lush green campus full of greenery and natural beauty. All efforts have been made to make the campus environment friendly and self sustainable in character. The campus has an exclusive place as amphitheatre where the students perform various socio-cultural activities and thus it promotes learning from the environment. The open amphitheatre facilitates the enjoyment of the activities in open and natural environment.

It is very much importance in the overall progress and development of the institution. With this view our college has its own mission statement accordingly we always try to function uniquely, innovatively and distinctively from the other institutions. As far as our Mission and Vision is concerned, college always tries to implement the distinctiveness in the work. Our college has a large number of students from the surrounding villages. The number of girl students is more in number. Most of the students from rural areas & belongs to poor background, but they are having good talent.

Corporate Social Responsibility/Community Development Program: “The college is to bring Social change by educating the ruler youth there by incorporating economic progress” With this view our college has its own initiative accordingly we always try to function enhance quality of ruler area student. The community development members and students have corporate social responsibility towards the society. Follow this college has organised many activities under the CSR. Main activities are Self Hygiene, Blood Donation camp, Poster Competition, visit to orphanage home. We distributes of cloths, food items and amount etc. We celebrate Dipawali and Holi with them and Donets sweets & fruits, crackers, cloths, toys, colours, Pichkaris etc. The college organises the women empowerment programs for making them confident enough to struggle the battle of life. Institute provides training on paper bag to 4th class people. They need special skill sets to enhance their career growth. Objectives of this committee are:

- Eradicating extreme hunger and poverty
- Promotion of education
- To spread awareness about personal hygiene.
- To improve their creativity by conducting various competitions.
- Promoting gender equality and empowering women
- Reducing child mortality
- Improving maternal health
- Combating human immunodeficiency virus, acquired, immune deficiency syndrome, malaria and other diseases
- Ensuring environmental sustainability

Relief and funds for the welfare of the Scheduled Castes, the Scheduled Tribes, other backward classes, minorities, women and such other matters as may be prescribed. To the further our actions, members of this group, propose that we can contribute in this noble cause. The college is committed to working positively to expand, develop and evaluate our sustainability programme to make sure that it contributes to the efficiency of the college. We believe in educating staff as well as students about sustainable issues to help encourage a behavioural change. We encourage all staff and students to recycle waste and we have regular environmental group meetings to look at sustainability.

The Institute believes in high moral values and strong ethics. Through its teaching and functioning it is striving to inculcate these values in its students and faculty as well. Through courses on human values, the college emphasizes on the need for every student to be compassionate and considerate. This helps the students attain a holistic development. Through its practices, the college emanates strong ethical values. In order to get the importance of ethical values among the students where students are able to know what actions are best to do and what way is best to live or to describe the significance of different actions. Sports and extracurricular activities play a vital role in the life of students. Sports and extracurricular activities increase opportunities for social interaction and help to develop new relationships. As most of these activities are group-oriented which involves students from different places, it gives them a chance to know more about peers of different passions and cultures. Apart from this dedicated sports facilitates for outdoor games like Cricket, Football, Volleyball, Kabaddi and indoor games like chess, table tennis, badminton,

carom are there. Students participate in University, State and National level competition.

File Description	Document
Link for any other relevant information	View Document

NAAC

5. CONCLUSION

Additional Information :

1. From last two years, SIRTE evolves as a research centre as most of the faculty members involve themselves in different research and development activities like submitting quality research projects in different funding agency, publishing research papers in reputed journals and conferences, filing patents and copyrights.
2. SIRTE engages students in different co-curricular activities and for that, institute organizes cultural and sport fest every year as “Sagar Utsav” where students participates with full enthusiasm.
3. Every faculty members get registered themselves in National Digital Library of India sponsored by Ministry of education, Government of India, developed by Indian Institute of Technology, Kharagpur and utilizing this fruitful source of knowledge.

Concluding Remarks :

Sagar Institute of Research and Technology- Excellence, Bhopal (SIRTE) was established in the year 2008 under the aegis of Shri Agrawal Health & Education Society. SIRTE is approved by AICTE, New Delhi and affiliated to RGPV Bhopal (M.P) and also affiliated to Barkatullah University, Bhopal (M.P).

The main objectives of the Institute are:

- Produce professionals having competence commensurate with the requirement of local and global requirements.
- Promote creativity, innovativeness and inculcate entrepreneurship in the passing out students of the institute.
- Create imperative brand equity of "SIRTE" to win over competitive environment.
- Inculcate values of life skills and abilities to know, to communicate, to live together, to do and to be.
- Network with sister technical institutions, stakeholders and community for sharing best professional practices and resources for developing an effective work culture for mutual co-existence.

The ambience of the infrastructure gets intensified when in the morning, working starts with the chants of Maa Saraswati prayer, echoes the environment producing positive vibrations in the campus. To continue our zest for quality education and to fulfil our objectives, NAAC (National Accreditation and Assessment Council) is our effort for maintaining our legacy. Sagar Institute of Research and Technology- Excellence feel honoured in entering into the first cycle of accreditation. The Institute made its sincere efforts to live up to expectation of NAAC and would do its best to accomplish the guidelines to be suggested by the Peer Team Members. The revised guidelines promulgated by NAAC in 04 Feb 2020 enlightened us to strengthen our performance in various areas especially through the quantitative metrics with clear and measurable outcomes. With this concluding remarks we wish to place our sincere gratitude to the “Think tank” of NAAC for their compendious guidelines paving on to the path of success with quality. It gives enormous gratification to submit Self Study Report of our Institute to NAAC, Bangalore for first cycle of accreditation. This report is prepared as per the standards and guidelines provided in the NAAC manual.