YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution Sagar Institute of Science and Technology

- Name of the Head of the institution Dr. Keshavendra Choudhary

- Designation Principal

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 7024368999

- Mobile no 9179329323

- Registered e-mail naacgn@sistec.ac.in

- Alternate e-mail principal.sistec@sistec.ac.in

- Address Opposite International Airport, Jaipur Road, Pipalner, Gandhinagar, Bhopal

- City/Town BHOPAL

- State/UT M.P.

- Pin Code 462036

2.Institutional status

- Affiliated /Constituent Affiliated

- Type of Institution Co-education

- Location Urban

- Financial Status **Self-financing**

- Name of the Affiliating University **Rajeev Gandhi Prodhyogiki Vishwavidyalaya**

- Name of the IQAC Coordinator **Dr Swati Saxena**

- Phone No. **7024368999**

- Alternate phone No. **9977995985**

- Mobile **9424846699**

- IQAC e-mail address **iqacsistec@sistec.ac.in**

- Alternate Email address **naacgn@sistec.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)
https://www.sistecgn.ac.in/assets/web/pdf/aqar-report.pdf

4.Whether Academic Calendar prepared during the year?
Yes

- if yes, whether it is uploaded in the Institutional website Web link:
https://www.sistecgn.ac.in/assets/web/pdf/academic-calendar-2021-2022.pdf

5.Accreditation Details

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

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

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

8.Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC
View File

9.No. of IQAC meetings held during the year   2

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

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

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

- If yes, mention the amount

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

• Take initiative for getting NBA accreditation of two departments, Electrical and Electronics Communication Engineering and Mechanical Engineering ,in 2022. • Proposed for adding new courses in institute. • Format of academic audit is designed in line with NAAC and NBA requirement. • IQAC suggested Training and Placement Cell to initiate interaction of students with the technical experts of companies. In this direction "Head Start" program started in institute where technical experts of many companies came on one platform and interacted with students. • A 360 degree feedback of faculties is taken based on various parameters.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Submission of SAR by Two UG programs Electrical and Electronics Communication and Mechanical Engineering	SAR of both departments has been filled in September 2021.
NAAC accreditation	AQAR report is uploaded for 2020-21
Add new course in institute	New course of Artificial Intelligence and data Science has been introduced in the institute.
Appointment of best faculties	Appointed faculties with good qualifications.
Improve Students placements	Campus Placements of students improved from 76.2% in 2020 to 81.9% in 2021.
Organized Head Start	A program in which Students were directly interacted with technical experts of different companies was organized on 13th December 2021.

13.Whether the AQAR was placed before statutory body?   No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	Sagar Institute of Science and Technology
• Name of the Head of the institution	Dr. Keshavendra Choudhary
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	7024368999
• Mobile no	9179329323
• Registered e-mail	naacgn@sistec.ac.in
• Alternate e-mail	principal.sistec@sistec.ac.in
• Address	Opposite International Airport, Jaipur Road, Pipalner, Gandhinagar, Bhopal
• City/Town	BHOPAL
• State/UT	M.P.
• Pin Code	462036
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing
• Name of the Affiliating University	Rajeev Gandhi Prodhyogiki Vishwavidyalaya

• Name of the IQAC Coordinator	**Dr Swati Saxena**	
• Phone No.	**7024368999**	
• Alternate phone No.	**9977995985**	
• Mobile	**9424846699**	
• IQAC e-mail address	**iqacsistec@sistec.ac.in**	
• Alternate Email address	**naacgn@sistec.ac.in**	

3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.sistecgn.ac.in/assets/web/pdf/aqar-report.pdf
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• if yes, whether it is uploaded in the Institutional website Web link:	https://www.sistecgn.ac.in/assets/web/pdf/academic-calendar-2021-2022.pdf

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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**2**
• Were the minutes of IQAC meeting(s)	**Yes**

and compliance to the decisions have been uploaded on the institutional website?		
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
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- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	27/12/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:	
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):	
The institute prioritizes a clearly defined understanding of the knowledge and skills students should acquire through the curriculum, along with their potential achievements. In addition to traditional classroom instruction, tutorial classes and the mentor-mentee system are implemented to emphasize outcome-based education. The Learning Outcomes-based Curriculum Framework is designed to meet the current needs of students, helping them pave their way towards higher education or a terminal degree while guiding their career choices. Students are familiarized with the specific outcomes of their courses through orientation programs, classroom discussions, expert lectures, and practical exercises.Following the integration of the NEP in the college, students displayed a strong enthusiasm for the newly introduced outcome-based subjects. Likewise, the faculty members prioritized the learning outcomes of these subjects, actively assisting students in expanding their knowledge and achieving the desired results through a multidisciplinary approach.	
20.Distance education/online education:	

Extended Profile

1.Programme

1.1   **386**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **1731**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2   **371**

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

File Description	Documents
Data Template	View File

2.3   **386**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **135**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **135**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**386**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1731**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**371**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**386**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**135**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**135**

File Description	Documents
Data Template	**View File**

4.Institution

4.1 Total number of Classrooms and Seminar halls	**57**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**554.09**
4.3 Total number of computers on campus for academic purposes	**583**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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

- **Advance planning of Academic activities and ca lendar in alignment with the University issued Calendar of Events is planned and published in advance before.Formulation of objective driven teaching planby IQAC.**
- **Preparation of adequate learning materials (resources). Updated library facilities with ILMS and DelNet software. Maintenance of course files Adopting new and innovative teaching techniques such as smart class, web related assignments use of NPTEL lectures, case studies, projects, surveys, quiz etc.Entrusting the teaching faculty**

(TGConcept) with the task of mentoring 20 students on academic and personal issues.

- Organizing guest lectures, it bridges the gap between the industrial expectations and academic delivery.Value Added Programmes (VAP), seminars, motivational lectures etc.
- The HODalong with Principal and Vice Principal do a periodical review of the portions covered by the faculty members with class observation and monitoring of the students' attendance.
- Availability of customized software ERP. Remedial and extra classes are arranged for slow learners.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	[Nil](#)

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

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

Academic Calendar:

A semester wise, institute academic calendar is prepared before the commencement of academic session.

Teaching Plan:

- It is time bound practice adopted in teaching and learning based on syllabus.
- Entire syllabus content is planned for semester with dates and duration.
- There is provision for extra lectures for subject to fill up curriculum coverage gap.

Academic record:

- Subject teacher maintain the record of MSTs and assignments marks and CIE plans
- The IQAC prepares time bound plan for CIE in academic time table.

- After every evaluation, departments analyze performance of students and categorize them as slow and advanced learners.The implementation of the same is ensured by IQAC.
- Remedial lectures are planned and executed twice in a semester.

Project work assessment:

Time bound reviews on project work are performed by a team of faculty and guides in final year for continuous assessment with benchmark parameters.

Co curricular and extracurricular events:

Institute supports and sponsors regional and national, cultural, sports events and university nodal. All the co-curricular and extracurricular events are part of academic calendar.

Compliance of academic calendar for the conduct of CIE:

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

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

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

1.2 - Academic Flexibility

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

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

59

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

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

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

23

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

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

0

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

1.3 - Curriculum Enrichment

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

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

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

SISTec has a well-established Women Grievance Redressal Committee .

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

College has about thirty five buses which are GPS enabled and equipped with camera facility. These buses ply around all corners of the Bhopal,which ensure the pick and drop facility for girl student to the closest point of their residence.

College has a separate hostel for girls inside the college premises under the supervision of a full time female warden.

24×7 transport facility is available in campus, in case of any emergency (medical or any other type).

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

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

College hostels are Wi-Fi enabled which enables students to access internet.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	**No File Uploaded**

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

23

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

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

91

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the	A. All of the above

institution from the following stakeholders Students Teachers Employers Alumni	

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

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.sistecgn.ac.in/Feedback.aspx

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

478

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

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

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

250

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

2.2 - Catering to Student Diversity

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

Slow Learner's Program Remedial Classes: - Special efforts are taken for weak students or those who have failed in certain courses as the case may be. **Extra assistance: -** Slow learners are given enough assistance in classes by clarifying their doubts and re-explaining the critical conceptual topics. **Model solution: -** Faculty members prepare model solutions of the question papers of university exams. **Notes availability:-** Faculty prepare handwritten/printed notes/power point presentations from various sources.

Advanced Learner's Program:- NPTEL Videos: - National Programme for Technologically Enhanced Learning (NPTEL) Courses is made available which are accessible through wi-fi connectivity.

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

Technical event participation: - Students are constantly motivated to participate in different institutional and national technical events and competitions. **Student felicitation: -** Meritorious students in the name of "Sagar Ratna" (Academic scholarship) are felicitated in the presence of the entire institute during the morning assembly with a cash award, certificate and memento. **Computer Lab: -** Computer labs are accessible 24*7 for students. So extra timing is given for programming and other software learning. **SISTecTEL:** SISTecTEL provides an E-learning platform for the students in their curriculum enrichment.

File Description	Documents
Paste link for additional information	https://www.youtube.com/c/SagarInstituteofScienceTechnologyBhopal/channels
Upload any additional information	View File

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

Number of Students	Number of Teachers
1731	135

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Institute plan student centric academic processes to achieve course outcomes and maximum welfare of students. To ensure that students play an active role in the learning process, the IQAC prepare model for enhancing learning experience thereby facilitating effective learning. Teaching Methodology:-Faculty uses conventional as well as modern methodologies like information and communication technology (ICT) enabled for teaching. Students are encouraged to use E-resources on our ERP system and website. Lab Experiments: Student performs lab experiments to practically test the concept which are theoretically learnt in the Classroom. Hands-on Workshops are also conducted by the various departments- like Automobile Engg., PCB Fabrication, VLSI, circuit designing. Field trips, internships, and expert talks are conducted for industrial exposure. Participative learning: For enhancing Participative learning group discussions, debates and extempore are conducted by the departments. It allows students to share, discuss and debate ideas. Students are also allowed to participate different regional, national and university level activities. Students Activity Council (SAC) facilitates learning through various events andprograms tofacilitate participative learning. Problem Solving Methodology: - Students prepare minor and major projects to enhance problem solving skills.SISTec has initiated to train the students for aptitude,communication skillsand technical

trainings.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.facebook.com/SISTecEEE/photos

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

Institute provides complete support to the faculty members to use and apply various innovative teaching practices. Faculties adopt different teaching methodologies to deliver lecture. They are ICT based teaching like moodle, an open source learning platform, SISTecTEL, NPTEL video, PPT etc. Hybrid classes which are conducted in AV (Audio video) halls for better understanding of concept.Internships, field projects, industrial visits, field trips are organized to bridge gap between learning in class and industry practices. Expert lectures, conferences, exhibitions and workshops are arranged for students to have real world exposure. College level technical societies of different departments like SMEA (SISTec Mechanical Engineers Association),Electropulse, FACE (Federal Association of Civil Engineering) etc are created to enhance participative learning.Technical and cultural events like Sagar Fiesta, National level working model competition (like NIRMAAN).Short Term Training Programs (STTP) are conducted by various departments which are sponsored by TEQIP (Technical Education Quality Improvement Programme), MPCOST (Madhya Pradesh Council of Science and Technology) etc.Faculties are also encouraged to use videos, audios and other teaching techniques in their pedagogy.SISTecTEL is an asynchronous platform and a process for teaching through recorded lectures.

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

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

2.3.3.1 - Number of mentors

92

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

2.4 - Teacher Profile and Quality

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

135

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

22

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

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

2.4.3.1 - Total experience of full-time teachers

713

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

2.5 - Evaluation Process and Reforms

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

Institute strives to continuously improve the efficiency and effectiveness inTeaching/Learning.Reforms/changes in CIE as follows: 1. Reforms in Internal Assessment Test: a)Multiple modes of notification: Internal Assessment Test schedule is notified through Academic Calendar which is communicated to the students through tutor guardian (TG)/mentor and notice board. b)Audit: Questions are set to evaluate the attainment of the desired Course Outcomes in the form of Subject Assignment and Mid Semester Examination (MST).The quality of MST papers is audited by the respective IQAC (Internal Quality Assessment Cell). c) Model Solution: Faculty prepare model solutions of University exam paper which is available in print form. d)Centralised Assessment Process (CAP): The assessment of answer sheets is carried out With-in three days from the date of the examination. e) Attendance: - Minimum of 75% attendance is required for appearing in examinations 2) Reforms in Term Work: 1. For Course Experiments: Experiments are designed to evaluate the attainment of the desired Course Outcome. 2. Project work assessment 3. Result analysis and review meeting: Assessment and result analysis are carried out by class teachers and authorities time to time. 4. Other Reforms: Beyond syllabus multiple activities such as Module depending on the industry requirement.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

Display of academic calendar: Academic calendar is displayed on the college website at the starting of academic session.In academic calendar dates for commencement and end of teaching, MSTs schedule, co-curricular activities and holidays are mentioned. Exam Superintendent (ES) and Examination Committee (EC):-Exam cell floats MSTs, ESE and Practical exams schedule.

- Centralised inter department seating plan is prepared by the EC.
- Students are educated on code of conduction for exam before commencement of examination.
- EC conducts training of invigilators before start of exam.
- EC prepares duty charts of all faculty members to have inter departmental invigilators in order to maintain discipline and fairness during examination.

Redressal mechanism for grievances before Exam

- For grievances in admit card/ correction in name/ mark sheet, the students can write application to the Principal.

Redressal mechanism for grievances during Exam Any discrepancy/doubt in the question paper is resolved. Redressal mechanism for grievances after Exam:-

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

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

2.6 - Student Performance and Learning Outcomes

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

PO and PSO are displayed and communicated as follows

- **College website: www.sistecgn.ac.in**
- **Lab Manuals**
- **Laboratories**
- **HOD Cabin**
- **In Department corridor**
- **PO and PSO communication to teachers by principal:**
- **Meeting with all teaching, non teaching and admin staff and communicated by Principal.**
- **Communicated in First year students' induction program.**
- **PO and PSO communication to students by HOD and faculty.**
- **Head of Department, class teachers and subject teachers also communicates COs with studentsduring the beginning of every semester and during commencement of every new chapter**
- **Departments and college notice boards.**
- **Academic record, department reports, magazine, brochure, labmanual, training and placement, etc**
- **CO communication to students by subject teacher.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Rubrics Developed to Validate the POs

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

2.6.3 - Pass percentage of Students during the year

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

386

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

2.7 - Student Satisfaction Survey

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

https://www.sistecgn.ac.in/assets/web/pdf/feedback-analysis-report.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

The Institute has initiated a Research and Development cell to

promote research activities among faculties and students.

R&D cells are described below: -

- It ensures the availability of all resources essential for research, such as computing power, the internet, library, labs, journal access, etc.
- The R&D cell encourages staff to register for PhD at various Universities and motivates students and faculty members to present their research work in peer-reviewed conferences/Journals.
- Encourages faculty to submit research proposals to various funding agencies andorganizations/industries to undertake collaborative research on current topics of mutual interest.
- It also forms clusters based on their specialization to develop an interdisciplinary environment.
- SISTec encourages faculties to take consultancy projects from the government and non-government agencies, monitor and propose funding from the college budget to promote research activities, prepare digital content for their lectures, attend FDP workshops and conferences, organize STTP and FDPs, encourage students to start their start-ups and establish research laboratories.
- The institution is situated near Raja Bhoj Airport Bhopal, which saves transport time and guests from a far distance feel comfortable due to the vicinity. It also provides a platform (SISTecTEL) for the faculties to upload video lectures, attend FDP workshops and conferences, and organize STTP and FDPs.

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

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

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

2

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

3.3 - Research Publications and Awards

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

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

0

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

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

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

29

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

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

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

15

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

3.4 - Extension Activities

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

SISTec has NSS units to make students aware of their societal roles and duties by advancing the College Neighborhood-Community Network. Students regularly participate in various extracurricular activities to focus on social awareness and holistic development.

These include camping, Raddi Campaign, Yoga Guidance Program, Janjatiya Gaurav Diwas Rally. Yoga Guidance Program was conducted for all students and faculties by the NSS team, whileSAMBHAV-National Level Awareness program was supported by students. The participation of students in such activities enhanced their life skills and developed their understanding of social issues. SISTec has wonderful coordination with the students.

The Student Activity Council (SAC) was formed to provide a platform for students to organize various intra and inter-college level events. These include the annual college event, Tech-Fiesta, the National Level Technical Event, the Happiness by Donation program,International Women's Day,and Self-Defense programs.

The main emphasis was on students having a social commitment to build the right attitude for yeoman service, and the communities were educated on social, professional and education delicate issues with good and moral qualities.

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

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

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

2

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

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

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

14

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

600

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

114

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

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

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

10

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

SISTec is a compliant institution that adheres to regulations set by governing bodies like AICTE, the DTE, and Government ofMP. It also follows the guidelines of RGPV and BU. The college occupies a spacious 05-acre campus, surpassing the minimum requirement. Open spaces and a playground are provided, and the campus is equipped with Wi-Fi. Regular scrutiny of facilities ensures their functionality. The infrastructure is regularly upgraded to align with curricula and student needs. Modern teaching methods like PowerPoint presentations and mini-projects are adopted, and resources for curricular and extracurricular activities are ample. The campus is under CCTV surveillance and has 24/7 security.

SISTec offers a dedicated internet connection of 500Mbps. The college has well-ventilated classrooms with comfortable seating arrangements, exceeding the required area. Tutorial classrooms are available for academic counseling. The institution has well-equipped laboratories, including computer labs for online exams. Each department has its own library. Dedicated seminar halls with essential amenities facilitate conferences and workshops. A 580 sq m central library houses a wide range of resources. The language lab helps improve communication skills. E-learning resources like SISTecTEL, educational CDs, and simulation software support virtual learning. The workshop provides hands-on experience with various tools and machinery.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

SISTec encourages students to participate in state-level tournaments and cultural activities to foster holistic development. The college recognizes the importance of sports in promoting physical fitness, teamwork, and personal growth.

Spacious playgrounds facilitate outdoor games like cricket, basketball, and volleyball, while indoor areas are available for chess and table tennis. A swimming pool offers aquatic recreation.

The Sports Department provides training opportunities, infrastructure, and skill development activities to enhance students' performance in sports. The college hosts inter-college swimming competitions, sports functions, and fiestas, creating opportunities for students to showcase their talents. Cultural activities are actively promoted, with students participating in events at the college and inter-departmental levels. The annual fest, Sagar Fiesta, features competitions in singing, dancing, and fashion shows. Students have achieved success at the state level as well.

Engaging in sports correlates with academic performance at SISTec. Sports activities develop coordination, enthusiasm, and discipline, benefiting students' academic pursuits. The college's sports facilities contribute to students' physical fitness and concentration levels. Active participation in sports activities yields overall benefits that positively impact academic and athletic endeavors.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sistecgn.ac.in/#!

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

10

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

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

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

164.21 (Lakh)

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The library at SISTec is a vital part of the institution, serving as a repository of knowledge and supporting teaching and research. It provides access to a wide range of resources, including e-resources, textbooks, reference books, magazines, and journals. The library utilizes the SOUL 2.0 software to streamline operations, making it more efficient for staff and patrons. SISTec's library is a proud member of DELNET, facilitating resource sharing among institutes and enhancing access to information. Uninterrupted internet facilities ensure seamless access to e-resources, empowering users for extensive research. The library is also an institutional member of the National Digital Library (NDL), expanding access to digital materials.

The library has a well-equipped and spacious facility with an extensive collection of engineering books, e-Journals, and other resources. It features a reading room that can accommodate 150 students and offers access to online journals. The library has a barcode system for book transactions and a committee that oversees procurement and enhancements. It is divided into sections to cater to diverse needs, and regular meetings facilitate discussions on progress and resource procurement. The library is continuously updated with the latest books and journals, ensuring current and comprehensive resources for students and faculty

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**B. Any 3 of the above**

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

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

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

0.8496 Lakhs

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

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

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

94

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

SISTec provides advanced IT support facilities through academic and industry-driven computer laboratories. These labs are equipped with the latest hardware and software, aligned with industry standards, to prepare students for real-world challenges. The facilities aim to create a collaborative learning environment and are regularly updated to keep up with technological advancements.

The campus has LAN and Wi-Fi connectivity, ensuring reliable and widespread internet access. The facilities are upgraded to meet AICTE standards. NPTEL links provide access to educational resources and courses. Key facilities include high-end servers, printers, and scanners, as well as a secure IT infrastructure with language labs, LCD projectors, and CCTV surveillance.

Desktop computers from reputable brands offer flexibility and efficiency. Power backup facilities, including UPS systems and generators, minimize disruptions during power outages. The deployment and upgradation of IT infrastructure focus on enhancing efficiency, collaboration, scalability, security, user-friendliness, teaching and learning support, and cost-

effectiveness.

By considering these objectives, SISTec aims to create a robust IT infrastructure that supports the institution's functions, improving the learning environment and operational efficiency.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

583

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

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

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

389.87 (Lakhs)

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

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

The college has established systems and procedures for maintaining and utilizing its physical, academic, and support facilities. Adequate funds are allocated each year for the regular maintenance of these facilities, ensuring they are well-maintained and functional.

The college maintains a dedicated staff for housekeeping, electricians, lab assistants, and administrative tasks to ensure proper maintenance and functioning of various facilities. Classrooms, seminar halls, and staff rooms are regularly maintained and equipped with necessary resources for effective teaching and learning.

The college library follows a maintenance schedule, conducts stock verification, and has an active library committee to ensure the quality and accessibility of its collection. The committee procures new books, maintains library records, and gathers user feedback to improve library services.

The IT team takes care of the maintenance of computing facilities, including regular checks, updates, and immediate repairs. The college also maintains extracurricular facilities, sanitation, plantation, game facilities, and a gymnasium to provide a pleasant environment for students.

Drinking water facilities are regularly cleaned and tested for quality, and power backup systems are monitored and maintained to ensure uninterrupted power supply. The housekeeping staff is responsible for maintaining cleanliness throughout the campus, including classrooms, washrooms, and shared spaces.

The hostel committees oversee the maintenance and cleanliness of hostel facilities, working in coordination with the housekeeping

staff and hostel wardens.

Overall, the college places great importance on the regular maintenance of its facilities to create a conducive learning and working environment for students, faculty, and staff

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

831

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

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

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

1346

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

File Description	Documents
Link to Institutional website	https://www.sistecgn.ac.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

04

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

04

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**A. All of the above**

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

219

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

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

5.2.2.1 - Number of outgoing student progression to higher education

7

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

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

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

5

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

5.3 - Student Participation and Activities

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

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

2

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

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

Student Activity Council "The achievements of an organization are the results of the combined efforts of each Individual " A body of able-minded students who could help the institute reflect the implications of any decisions on the student body acting as a link of communication between the management and scholars of our college. Every year this committee is formulated under the guidance of a faculty coordinator for SAC, Principal and Vice-Principal, this SAC takes the responsibility for conducting various events starting right from its inception all the way to the execution. SAC in SISTec Bhopal consists of 8 committees that cover a wide plethora of matters which need the student's input governed by a Vice President, Deputy President and President all selected through a very rigorous process where academic, cocurricular and interpersonal prowess are the most desirable qualities. SAC not only organises techno-cultural events and workshops but also plays a very vital role in reflecting the student's voice executed through a clearly defined vision and mission, based on transparency and constant communication. SAC consists of the following committees comprised of a committee head and assisted by its members: Placement, IT, Editorial, Academic Affairs, Cultural, Sports,Photography and Digital Committee,

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

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

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

28

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

5.4 - Alumni Engagement

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

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

- **Alumni Committee is functional to bring the old students under one forum for the exchange of experience, dissemination of knowledge and talents. It also enhances the exchange of relationship building and teamwork. The strength of the team elaborates with each passing year.**
- **To create a networking platform to share and influence the success stories of alumni. The recitation of the stories of success from an integral part of the student's fraternity encourages the current students to witness a live example of success.**
- **The alumni visit our institute to guide the students for Sagar Fiesta, Go Kart, BAJA events and give suggestions for final year student projects. The visiting alumni are also considered a good resource for suggestions and criticism.**

- **Alumni contribute to curriculum improvement through their feedback to keep pace with the recent advancements in the industry. They help us to mitigate the identified gaps beyond syllabus activities like hands-on workshops & guest lectures.**

File Description	Documents
Paste link for additional information	https://www.sistecgn.ac.in/alumni-meet-confluentia-2022-on-24dec2022
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

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

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

Role of management in Design and Implementation of quality policy

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

Statutory Body

Total Strength

% of faculty members

Board of Management

6

50%

Board of Governors

12

42%

Institute Academic Council (IAC)

6

50%

Student Welfare Committee

4

100%

Internal Complaint Committee

10

50%

Finance and Purchase Committee

13

77 %

Grievance Redressal Committee for staff (GAC)

9

100%

Grievance Redressal Committee for

students (GAC)

6

100%

Anti-Ragging Committee (ARC)

9

89%

SC ST Cell

6

34%

OBC Cell

4

50%

File Description	Documents
Paste link for additional information	https://www.sistecgn.ac.in/assets/admin/upload/docs/iqac.pdf
Upload any additional information	View File

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

SISTec follow all the basic values which reflect the growth of human &society.

The college has decentralized governance system with a mechanism for delegating authority and responsibility. Management has a

very graceful and participative approach. The various committees are in place to review the progress in various functions and accordingly take necessary timely action for ensuring excellence in respective areas of the institution. It shows that culture of participative management has been promoted by the college.

Case study : - Recruitment Procedure

Recruitmnt of faculty is one of the important processes in the institute in which preferential treatment or biasness will sabotage the system with lasting adverse consequences. Therefore Institute has made a very transparent process fully carried out by the HOD's with the final approval given by the Principal for recruitment and discussion with HR team about financial affairs & Policies .The process carried out by the expert committee is depicted below:

- Advertisement
- Applications Received
- Screening &Calling of candidates
- Interview & Demo
- Selection
- Meeting with HR:
- Meeting with Management
- Buddy System:

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

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

SISTec believes in hard work and excellence in all dimensions in the way in which the faculty and the students gets opportunity to learn new skills to meet the global changes happening in day-to- day life. Higher level academic committees consisting of Principal and senior professors after in-depth discussions and by considering vision, mission, quality policy, core values,

social factor and SWOC (Strengths, Weakness, Opportunities and Challenges) analysis, established a strategic plan with well-defined objectives and mechanism for its effective implementation and monitoring. The Institution successfully implemented strategic measures for improving academic performance through training. The college conducted Skill Based Training program with the main objective to focus on the development of skills among students.

Industry Interaction / Collaboration:

- The college has an active placement cell which acts interface between college Industries.
- Departments encouraged making their courses of study relevant industry.
- Guest lectures and industrial visits are or every academic year.
- MOU'S with industries and Research institutions.
- Training & Placement team emphasize on multi-dimensional evaluation of student learning and to enable that student learning outcomes match with their employers' expectations.

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

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

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

Functions of the Governing Body (BOG):

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

- Participate and endorse the Institute's vision and strategic mission statements.
- Develop the institution's policies regarding academics and other development activities.
- Manage regulate, and govern the revenue, the Finance, accounts, investments, properties, business and all other administrative affairs of the Institute.
- Approve Staff recruitment as justified by Appointment, Promotion and Tenure (APT) cell.

Functions of the Key Administrative Positions:

Chairman

- To give final approval to all important policy decisions involving expansions, collaborations, financial outlays, budgetary allocations, and major administrative decisions.

Principal

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

Vice- Principal & IQAC Coordinator

- Discharge routine duty of Principal during absence of Principal.
- Manage meetings of Internal Quality Assessment Cell (IQAC) biannually.

Dean Research & Development

- Proposing annual budget of R&D.

HODs

- Overall, in-charge of department. Required to ensure smooth functioning of the department in addition to teaching load.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	[View File](#)

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

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

- **Employee Provident fund is provided to all eligible staff members of the institute.**
- **Sponsorship for attending academic programs is provided to all staff members to attend the various conference, workshop, STTPs programs etc.**
- **Free residential facility is provided in college premises for teaching and non-teaching employees.**
- **Free mobile facility to selective staff.**
- **Free Bus facility to all teaching and non-teaching staff.**
- **Special workshops on recreational facilities in Yoga & Stress Management are conducted for all staff members once in the year through Yoga Expert.**
- **Ambulance facility to all staff (24*7) in case of**

emergency.

- **Free Medical Health Check-up camp is organized forstaff members in college campus.**
- **Gym &Sport facility is available for all students and staff members of the SISTec.**
- **Concession in fees to wards of staff in college and school of Sagar group.**
- **10 days annual break for teaching staff and 7 days annual break for non-teaching staff. Swimming facility to all staff.**
- **Bereavement Leave for 7 days with Pay**
- **Diwali and Teacher's Day gift distribution to all staff.**
- **Discount in house or flat purchase from 'Agrawal Builders' (Real estate firm of Sagar Group).**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

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

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

15

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

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

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

81

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

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

SISTec has performance appraisal system for assessing the

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

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

6.4 - Financial Management and Resource Mobilization

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

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

Types of vouchers

- Receipt Voucher
- Payment Voucher
- Journal Voucher

  Moreover, following registers and other records are also maintained.

- Fees received from students (in respect of admission fee,tuition fee, bus fee, library fee, examination fee, etc.).
- Grants-in-aid received from various sources. Scholarship and special stipends.

- Funds such as building, library, laboratory, sports, furniture, equipment's, endowment, provident fund etc.
- Immovable properties and other fixed assets. Investments.
- Minutes of the meetings of the Managing Committee of the educational institution. Stock (for books, stationery, uniform, etc.)
- Salary sheets of all the respective staff members and maintained.
- Staff leave and Benefit Records (Individual staff members and their entitlements are maintained systematically).
- · Uniforms are provided to Security Guard, Driver & Office Assistant. Caution money received from students.

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

- Internal Audit conducted by Society / College management on Monthly Basis.
- Internal Audit by Chartered Accounting forms on quarterly basis.
- Annual external audit it done.
- Balance Sheet
- Income and Expenditure Account
- Cash Flow Statement
- Notes forming part of financial statements

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File]()

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

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

Nil

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

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

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

1. Mobilization of Funds

- **· Fees Collections**

- **· Research Grants**

- **· Non-Government Bodies and Sponsorship Receipts**

- **· Corpus Donation of Trust /Society**

2. Optimal Utilization of Resources

- **· Recurring Expenses:Salary to staff, academic activities and payment of bank interest**

- **· Infrastructural development facilities and Building construction works**

- **· Academic Infrastructure**

- **· Research and project activities**

- **· Seminars, Conferences and Faculty Development**

Programme's and other co-curricular

- · **Extra-curricular activities**

- · **Green Atmosphere**

- · **Events and Students Welfare Activities**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

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

The IQAC is constituted at two levels:

- **Department Level**
- **Institution Level.**

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

Best Practice 1

Title of the Practice :Career Guidance Training

Objective of the Practice

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

    The Practice

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

- Students are trained on Communication & Presentation Skills (using language lab) imparted by the faculty members of English Department - will have a great advantage in the job market and more choice in the profession.
- Specific training on technical skills like Aptitude test, Programming skills, etc. is provided to the students. The students' aptitudes and abilities measured by verbal and numeric reasoning tests can easily be related to real world tasks and jobs, as many jobs require some degree of skill with words and numbers.

Evidence of Success

The performance of the practice is reflected in the campus placement of the students.

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

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

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

ACADEMICS:

- **Internal examinations like MST were carried out on online mode**
- **Faculty members were encouraged to attend webinars to get the experience of learning through online mode. Faculty members attended webinars conducted by different organizations, for their professional development.**

STUDENT WELFARE:

- **Enrollment in Online NPTEL courses for the up-gradation of both students and faculty members.**
- **Knowledge series on various topics was organized by MBA department**

FEEDBACK

As per institute's norms two-faculty feedback was taken, first one before MST1 and second during mid-session will be taken.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.sistecgn.ac.in/assets/web/pdf/nirf.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Institution shows gender sensitivity in providing facilities such as:

1. **Safety and Security**

2. **Counselling**

3. **Girls Common Room**

4. **Gender Sensitization Activity**

- **SISTec has an ingrained 'Women Grievance Redressal Committee' headed by a women chairperson. 50% of the members of the committee are females.**

- **The college has about 30 fully owned buses which are GPS enabled and equipped with a camera facility. These buses ply around all corners of Bhopal, and far-off places.**

- **The corridors and classrooms are equipped with CCTV cameras to ensure a safe, secure and well-monitored environment.**

- **The college has a separate hostel for girls inside the college premises under the supervision of a full-time female warden.**

- **Counselling of the students is done by the faculty members who are also playing the roles of guardians to the students on campus. Sessions on counselling are organized on a regular basis by expert counsellors.**

- **The institute has a well-designed and equipped Girls Common Room (GCR) for the females to retire in any case of medical emergencyor otherwise.**

- **International Women's Day was celebrated at SISTec, Gandhinagar campus on 8th March 2022. The aim of this initiative was to acknowledge the involvement of women in all walks of life and motivate the girls of college to identify their strengths and work with the right approach and positive mindset**

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	[View File]()
Any other relevant information	[View File]()

7.1.3 - Describe the facilities in the Institution for the management of the following types of

degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **Solid waste management**

The institute has an effective mechanism for waste management by segregating waste into biodegradable and non-biodegradable waste. The pantry waste and the leftover food from the hostel mess and centralised canteen of the college are used to prepare compost. This is in turn used as manure for the plants on the campus to encourage organic farming. Apart from this practice, to successfully treat all the solid waste, the college also sells scrap and waste materials for recycling and reuse of the product. Materials that can be used to design new projects are preserved for the future to enable the students to create a new models. The campus is a plastic-free zone to prevent the use of plastic as an environmental pollutant, hence automatically serving as a major factor in reducing the overall generation of solid waste.

- **E-waste management**

Each department of the college generates a lot of e-waste from time to time that needs to be recycled and regenerated for other probable uses. The e-waste generated in the institute is collected together from the departments and handed over to an external e-waste recycling agency. This is a regular practice of the institute at regular time intervals.

- **Liquid waste management**

College is designed in such a way that the wasted water from the tap directly enters the garden area, directly and indirectly, watering the plants.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

`C. Any 2 of the above`

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

7.1.5 - Green campus initiatives include

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

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

`B. Any 3 of the above`

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

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and 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	D. Any 1 of the above

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

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

- Institute is undertaking several efforts and initiatives to provide an inclusive environment to students, teaching and non-teaching staff by organising several cultural events, activities and celebrations of regional festivals. Orientation programme is organised for every new batch of students to familiarize them with the culture of the institute.

- The institute hosted tribesmen at the college campus on the occasion of Birsa Munda Jayanti.

- Rural Outreach programmes are conducted on a regular basis to instil the importance of understanding the perspective of locals of remote areas and how they manage their livelihood.

- Felicitation of non-teaching support staff is done by the HR department to encourage and acknowledge their work and backend support in each and every programme conducted by the college.

- Linguistic differences are assimilated by ensuring a common professional language like English during working hours.

- National festivals like Independence Day and Republic Day are celebrated with full vigour.

- Institute celebratesTeachers' day on the college campus to show their gratitude towards teachers.

- Various other activities like Diwali celebrations, Uttarayan festival, and Ethnic Day are also celebrated in the institute.

- Swachh Bharat Abhiyan are important initiatives taken up by the college this year.

- Workshop isalso conducted on youth empowerment and skills to motivate the students to enhance their confidence.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	**No File Uploaded**

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

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

- **Institute focuses on developing a sense of responsibility in its students towards the constitution regularly. Independence Day and Republic Day were celebrated this year with full enthusiasm and patriotism.**

- **Institute conducted Swacch Bharat and Swasth Bharat Abhiyan,**

- **World Environment Day celebrated with great enthusiasm by planting trees on campus.**

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

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

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

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

SISTec organized national festivals like Independence Day, Republic Day, Labours Day and birth anniversaries of personalities like Dr Sarvepalli Radhakrishnan as teachers day, Sir M Visvesvaraya as Engineers Day, Swami Vivekananda as Youth Day, Dr Babasaheb Ambedkar, Mahatma Gandhi, World Yoga day, etc. All these national festivals are celebrated with enthusiasm and with the utmost sincere participation of the students, as today's youth is on a mission towards a better India, breaking all the boundaries of religion and caste.

Independence Day and Republic Day were celebrated with pride to salute the glory of our nation and contribute to national integrity. The leaders of the institute deliver their views in favour of national interest followed by the students' chapter as the active participants. The entire ambience wasenlightened on the tune of national integration. The staff and students perform skits, speeches, dancing and singing on patriotic themes.

Similarly, the institute celebrated all the national festivals and birth/death anniversaries of great Indian personalities. Moreover, International Yoga Day is celebrated every year to incline students towards healthy, positive and meaningful lifestyle.

SISTec believes that by celebrating national festivals together, students are instilled with the feeling of collectiveness and harmony.

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

7.2 - Best Practices

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

1: AMCAT & COCUBE

Amcat & Cocubes are global assessment agencies which test & classify students as per the requirement of industries. In SISTec we allow the third-party assessment of our students to keep them on the right track as per the market requirements. They are trained as per the Amcat & Cocubes syllabus ab initio & our trainers also participate in the exams annually to make sure the progress of students takes place in the right direction.

2: Headstart

The panel discussion organized for pre-final year students aimed to provide them with insights and guidance on technical skill development. The discussion was led by 12 different companies' technical leads and HRs, who shared their experiences and expertise on various technical topics.

The technical leads encouraged students to take on internships, participate in hackathons, and build their own projects to gain practical experience and develop their skills. The panel

discussion provided an excellent opportunity for students to interact with industry experts and gain valuable insights into the technical skills that are in demand in the job market. The students were able to ask questions and engage in meaningful discussions with the technical leads, which helped them to better understand the industry's expectations and requirements.

File Description	Documents
Best practices in the Institutional website	https://www.facebook.com/sagargroupofinstitutionssistec/posts/pfbid0xufNZf4ztA4zmusb5FbP8YQX9R9so71bbXNnpvKDrFwuiGbdaDmmnckTstnnJvo1l
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Mentor-Mentee System strengthened by PTM

SISTec has always emphasized on the importance of strong mentorship and association withstudent community. The institute understands the need to break the ice between the student and teaching fraternity, so as to accelerate the growth and add to the distinctiveness of the students. To bring this idea to shape, SISTec has a very dynamic and strong mentor-mentee system, which is reaching new heights with each passing session in terms of effectiveness, quality and depth, with Parent-Teacher Meetings.

The objective is to guide and counsel students with each step they take forward in their curricular and co-curricular domains. Regular and exhaustive interaction is maintained with the parents so as to check the overall performance of the students and stay streamlined with the progress of their ward through Parent Teacher Meetings.The impact and orientation of this initiative is seen in the overall growth and academic upliftment of the students. They have reflected a considerable improvement in the dynamics that shape their personality. Students become

comfortable in exchanging their ideas, thoughts and opinions with people. Moreover, theycome in terms with having open and healthy discussions on various topics and scenarios in the college premises.

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

7.3.2 - Plan of action for the next academic year

The institute plans:

1. To enhance the process of hybrid learning and increase the effectiveness of learning through ICT.

2. To apply for the NBA accreditation of the other branches (apart from EX & ME).

3. To extensively involve students in industrial visits and excursions to give them better and real-time exposure to the world after the COVID scenario.

4. To create an Incubation Centre & more centres of Excellence.

5. Todevelop managerial and leadership qualities in studentsby initiating student-driven extra-curricular activities with minimal support from faculty members.

6. To have more industry-academic interface so that there is more corporate participation in academics.

7. To conduct programmes to encourage and support students forbecomingentrepreneurs.

8. To initiateeco-friendly learning space.

9. To conductstudent-focused academic and skills development activities.

10. To focus more on Research and Development in the next Academic year by increasing the publications of faculty and also motivating the student community to write

research.

11. To maximize the number of enrollments in advanced certification courses for skill development in various fields, for both students and faculty members.