



# YEARLY STATUS REPORT - 2020-2021

## Part A

### Data of the Institution

#### 1. Name of the Institution

SILIGURI

- Name of the Head of the institution **Prof. Dr. Mithun Chakrabarty**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03532778000**
- Mobile no **9903305792**
- Registered e-mail **principal@sittechno.org**
- Alternate e-mail **mithunchakraborty03@gmail.com**
- Address **HILL CART ROAD, SALBARI, PO-SUKNA, SILIGURI, DARJEELING**
- City/Town **SILIGURI**
- State/UT **WEST BENGAL**
- Pin Code **734009**

#### 2. Institutional status

- Affiliated /Constituent **AICTE**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **Self-financing**
- Name of the Affiliating University **MAULANA ABUL KALAM AZAD  
UNIVERSITY OF TECHNOLOGY (MAKAUT)**
- Name of the IQAC Coordinator **Dr.Banani Adhikari Das**
- Phone No. **03532778000**
- Alternate phone No. **03532778002**
- Mobile **8617470795**
- IQAC e-mail address **iqac@sittechno.org**
- Alternate Email address **bananiphysics65@gmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year))** <http://sittechno.org/aqar.html>

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

- if yes, whether it is uploaded in the Institutional website Web link: <https://www.sittechno.org/academic-calendar.html>

### 5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.36</b>	<b>2022</b>	<b>18/01/2022</b>	<b>17/01/2027</b>

**6.Date of Establishment of IQAC** **01/11/2019**

**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
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

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

- Upload latest notification of formation of IQAC **No File Uploaded**

**9.No. of IQAC meetings held during the year** 3

- 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)**

\* **MASSIVE OPEN ONLINE COURSES (MOOCs)**

\* **MANDATORY ADDITIONAL REQUIREMENTS (MAR)**

**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
<b>Nil</b>	<b>Nil</b>

**13.Whether the AQAR was placed before statutory body?** **Yes**

- Name of the statutory body

Name	Date of meeting(s)
<b>BOG</b>	<b>06/08/2022</b>

**14.Whether institutional data submitted to AISHE**

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	<b>SILIGURI</b>
• Name of the Head of the institution	<b>Prof. Dr. Mithun Chakrabarty</b>
• Designation	<b>PRINCIPAL</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03532778000</b>
• Mobile no	<b>9903305792</b>
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• City/Town	<b>SILIGURI</b>
• State/UT	<b>WEST BENGAL</b>
• Pin Code	<b>734009</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>AICTE</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>
• Financial Status	<b>Self-financing</b>
• Name of the Affiliating University	<b>MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY (MAKAUT)</b>

• Name of the IQAC Coordinator	Dr.Banani Adhikari Das				
• Phone No.	03532778000				
• Alternate phone No.	03532778002				
• Mobile	8617470795				
• IQAC e-mail address	iqac@sittechno.org				
• Alternate Email address	bananiphysics65@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://sittechno.org/agar.html">http://sittechno.org/agar.html</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.sittechno.org/academic-calendar.html">https://www.sittechno.org/academic-calendar.html</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.36	2022	18/01/2022 2	17/01/2027
<b>6.Date of Establishment of IQAC</b>			01/11/2019		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			No File Uploaded		
<b>9.No. of IQAC meetings held during the year</b>			3		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have			Yes		

been uploaded on the institutional website?	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
* MASSIVE OPEN ONLINE COURSES (MOOCs)	
* MANDATORY ADDITIONAL REQUIREMENTS (MAR)	
<b>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</b>	
Plan of Action	Achievements/Outcomes
<b>Nil</b>	<b>Nil</b>
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
<b>BOG</b>	<b>06/08/2022</b>
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
<b>2020-2021</b>	<b>05/07/2022</b>
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>Although the Institution was severely impacted by COVID -19 Pandemic and Lockdown during the Academic Year 2020-2021, however, in order to provide holistic academic growth among</p>	

students, Inter-disciplinary courses has already been included in the university curriculum which gives freedom to the student to choose their preferred courses from the elective choices. Students were also motivated to go for multidisciplinary courses from various online platform like NPTEL, Coursera, edX etc.

#### **16.Academic bank of credits (ABC):**

The institution preparedness in implementation of Academic Bank of Credits depends upon the guidelines of the affiliated university and Higher Education Department, West Bengal. For implementation & monitoring ABC, we are in process of preparing proper technical support system.

#### **17.Skill development:**

The vision of the college is promoting Value-Based Quality Education, hence the college takes efforts to inculcate positivity among the learners. The college conducts various skill enhancement and soft skill training courses every semester. Observing various programmes like Engineer's Day, Environment Day, observing the Death and Birth Anniversary of our National leaders which help in imbibing the good qualities of the students. Mentoring students is also one of the practices of the institution, to enable students to explore future employment pathways after graduation and help them get the most of their studies.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

In order to promote /integrate the local language, art and culture, various courses are included in the curriculum. Various literary activities, cultural activities are conducted round the year that promotes the local languages/cultures.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The College implemented the OBE system from 2015. This institution, being affiliated with concerned university follows the guidelines as and when directed.

#### **20.Distance education/online education:**

The College is also preparing itself to offer vocational course through ODL (Open Distance Learning) mode in due course of time. Keeping in view the convenience of the student, the various technological tools used by the faculties especially during the pandemic lockdown are Google Classroom, Zoom, Google, using

videos as teaching and learning aids, Group collaboration and interaction and assignment and revision as well as the assessments have been conducted are some of the institutional efforts towards blended learning.

## Extended Profile

### 1.Programme

1.1 383

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

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1 1245

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 21

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 348

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1 64

Number of full time teachers during the year



File Description	Documents
Data Template	<a href="#">View File</a>
3.2	68
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	48
Total number of Classrooms and Seminar halls	
4.2	28,773,444.00
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	445
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The Institute delivers the University curriculum through Course Outcomes (CO), Program Outcomes (PO) and Program Specific Outcomes (PSO). The process is as follows:

##### 1. Advance Planning:

The Academic calendar is prepared in line with the calendar provided by the affiliating University, MAKAUT.

##### 2. Strategic Plan Implementation:

The Departmental strategic plan include various activities like workshops, seminar and preparation of class routine, course

description, internal examination schedule etc.

### 3. Lesson Plan implementation:

Lesson plan depicts the organization of the topics on different classes.

#### a. Course Description:

The course description includes course objective, course outcomes, weekly lesson plan, reference books etc.

##### 1. Course File Contents:

Course files contains information like Course Objective, Course Outcomes, CO-PO mapping, Syllabus, Daily Lesson plan, Assessment record and Attainment of CO/PO, student feedback etc.

#### 4. The deployment of the action plans:

Curriculum delivery and assessment is periodically reviewed. Progress of the students is monitored by the Mentors assigned. Parent Teacher meetings are held to get parent's feedback.

5. A robust Mentor Mentee system exists.

#### 6. Finer Aspects of Curriculum Delivery Process:

1. Student feedback is analyzed and corrective measures taken.
2. Use of ICT
3. Various skill enhancing trainings are conducted by Training and Placement Cell.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.sittechno.org/criteria-1-1-1-a-gar-support-links.html">https://www.sittechno.org/criteria-1-1-1-a-gar-support-links.html</a>

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

Academic Calendar is prepared as per the University (MAKAUT) academic schedule. The institutional Academic Committee prepares the

academic calendar that outlines the semester classwork, internal examination and external examination schedules. The Departmental Advisory Committee (DAC) finalizes the course allocation for the faculty members who prepare the course description mentioning the Lesson plan. The Academic Committee prepares the Timetable which is provided to the faculty members and students. The internal examinations are taken twice in a semester. Continuous assessment (CA), four in number, is done based on the internal tests, assignments, mini-projects, Term paper, PPT Presentation and quiz.

The marks for each CA are uploaded in the University portal and answer books are shown to the students to discuss the evaluation with the teacher.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.sittechno.org/criteria-1-1-2-a-gar-support-links.html">https://www.sittechno.org/criteria-1-1-2-a-gar-support-links.html</a>

**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

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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**

6

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

520

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

The institute ensures enrichment of the curriculum aimed at imbuing awareness on professional ethics, gender equality, human

values and environmental sensitivity among the students.

### Professional Ethics

Values and Ethics in Profession (Course Code HM-EE401), Indian Ethos and Business Ethics (Course Code MB 105) etc. are some of the courses that are taught to underscore the importance of business and professional ethics in today's society.

### Gender

Both girls and boys participate in and organize various extra and co-curricular activities.

### Human Values

Universal Human Values (Course Code MC 681), Human Resource Development and Organizational Behaviour (Course Code CE (OE)801A) etc. are some of the courses that aid student understanding of the importance of Universal Human Values. Also, students take part in National Service Scheme (NSS) activities.

### Environment and Sustainability

Various courses are provided to create awareness about the contemporary issues concerning environment and its impact on natural resources as well as sustainable technologies. To increase awareness, the Institute also observes Akshay Urjwa Diwas, World Environment Day and takes up Tree Plantation program on a regular basis.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

16

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

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

350

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

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

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.sittechno.org/feedback-academics.html">https://www.sittechno.org/feedback-academics.html</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.sittechno.org/feedback-academics.html">https://www.sittechno.org/feedback-academics.html</a>

### 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

320

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

##### 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

14

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

We have a standard mechanism (evolved with time) for continuous monitoring and evaluation of the students.

Students are identified as slow and advanced learner based on:

1. Rank in entrance examination.
2. Performance in assessment process at the beginning of the semester (pre-requisites) and during regular interaction.
3. Performance in last examination for higher semesters.

The students are categorized based on their first internal examination results.

For slow learners:

Departments take special care of the slow learners by taking extra doubt-clearing classes, re-explaining critical topics and more attention in tutorial classes. They are given more assignments, and quizzes and sometimes tied together with bright students for problem-solving.

For advanced learners:

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Challenging assignments are given to them and encouraged to appear for competitive examinations. They are encouraged to participate in NPTEL, Spoken Tutorial Value added training programs etc. and in various technical events like tech fests, technical quizzes and



in house seminars and conferences.

Strategies adopted for student improvement:

1. Arrangement of remedial classes
2. Attendance monitoring
3. Motivational sessions
4. Career counselling

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-2-2-1-a-gar-support-links.html">https://www.sittechno.org/criteria-2-2-1-a-gar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1244	64

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

The institute promotes an environment that nurtures effective learning and critical thinking for shaping young minds with quality education.

Experiential learning or active learning considers the individual learning process. A group of students are allotted a mentor (faculty member) who mentors them. The institute has well equipped laboratories. Special lectures, field study, project-based learning helps students to acquire necessary skills and knowledge. Use of AUTOCAD, an industry based Software for understanding engineering drawing and graphics from models.

The participatory learning includes activity learning, group discussions, case studies, NSS activities, soft skill classes, industrial tours and trainings. Students participate in project competitions and technical events. Attend field/industrial visits, sessions like group discussion, seminar, and quiz, poster presentation .

NSS is the part of our academics where students participate in social Activities. Soft skill training is imparted to students for personality development and skill enhancement for placement opportunities.

Collaborative learning involves groups of students working together to solve a problem or create a product. The different problem-solving methods and steps adopted in project work, tutorial classes are

1. Identify the problem.
2. Analyse it.
3. Formulate possible solutions.
4. Evaluate the strengths and limitations of those solutions.
5. Select the best possible solution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.sittechno.org/criteria-2-3-1-a-gar-support-links.html">https://www.sittechno.org/criteria-2-3-1-a-gar-support-links.html</a>

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

Effective teaching-learning process is beneficial for successful academics. To develop the requisite knowledge, skills, attitudes and habits in students, outcome-based education is extremely helpful. We try to promote student-centric learning. Various instructional methods and pedagogical initiatives as mentioned

below are adopted for effective teaching-learning process: ICT consists of different type of tools and systems that are used by the faculty members to improve teaching and learning situations. e.g.

- Internet based learning
- LMS server
- NPTEL
- Power point presentation
- CDs
- YouTube videos
- Video conferencing tools

etc. are some commonly used tools by the faculty. Pedagogical trainings have been organized for the faculty members to improve teaching learning process. In this process different techniques like Collaborative learning, Think-pair-share, Real-life examples etc. are used. Innovations in teaching and learning contribute a lot to the improvement of student learning. In our institute we are working on an idea of creating a blog / virtual space where faculty members can share their innovative ideas. Other stakeholders will also be allowed to comment in the posts to enrich the methods as suggested.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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

64

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

64

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

660

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

Assessment is a vital part of successful teaching because instruction needs to be calibrated according to students' knowledge, skills, and interests. The institute follows the regulations of the university (MAKAUT).

Sl. No.

Assessment Tools

Relevance / purpose

Assessment Process / Tools

1

End- semester Exams

(70 marks for theory &60 marks for practical/sessional)

To judge summative knowledge by overall understanding of the course

Once in a semester conducted by the university.

2

Internal Exam I & II (15 marks)

To evaluate the formative knowledge based on COs.

Both the internals question papers together cover all COs

3

**Quiz\***

To analyze the conceptual understanding

Multiple Choice Questions based evaluation scheme.

4

**Assignment\***

To assess problem solving capabilities

Evaluated according to CO wise

\*Quiz/assignment/presentation etc. (10 marks) and attendance (5 marks). Teachers submit marks to the university four times in a semester namely CA1, CA2, CA3 & CA4. Student's laboratory performance is evaluated through regular lab performances and rubrics-based evaluation. For practical papers, 40 marks are allotted for internal performance and 60 marks is for the university examination. Teachers submit practical marks to the university two times in a semester namely PCA1 & PCA2.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.sittechno.org/criteria-2-5-1-a-gar-support-links.html">https://www.sittechno.org/criteria-2-5-1-a-gar-support-links.html</a>

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

The different Examination / Evaluation conducted in a semester is as detailed below:

**Internal Assessment:** Conducted as per the guidance of the university following the Academic calendar. The mark for Internal assessment is submitted to the University Portal 4 times for theory papers namely CA1, CA2, CA3 & CA4 and 2 times for Practical namely PCA1 & PCA2.

**External Examination:** Conducted at the end of the semester by the University, handled by college examination cell, headed by Officer

in charge. The college strictly follows the guidelines and rules issued by the affiliating university while conducting internal tests and semester-end examinations. There is a rule in the University for Post Publication Scrutiny (PPS) and Post-Publication Review (PPR) after the publication of results and the students can apply through a defined process of the university.

Following chart provides a basic idea about the grievance redressal mechanism related to external examination as followed in the Institute.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.sittechno.org/criteria-2-5-2-a-gar-support-links.html">https://www.sittechno.org/criteria-2-5-2-a-gar-support-links.html</a>

## 2.6 - Student Performance and Learning Outcomes

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

Program and course outcomes for all programs offered by the institution are stated and displayed on website and communicated to teachers and students.

The Program Outcomes are published and disseminated at:

- 1.College Website
2. Departmental page
- 3.Lab Manuals
- 4.Department Laboratory
- 5.Display boards in the institution and in departments
- 6.College brochure
- 7.T&P Office and Placement brochure
- 8.H.O.D. Chamber

## 9.Faculty and staff rooms

## 10.Departmental seminar room

## 11.Students Orientation Programmes

In addition to this, the stakeholders are made familiar with program outcomes through faculty workshops, student workshops, student induction programs, faculty meetings, parent teacher meetings, industry interaction etc. The Course Outcomes are communicated to the students by the respective faculty. Course description, course file etc. of a course contains the COs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.sittechno.org/criteria-2-6-1-a-gar-support-links.html">https://www.sittechno.org/criteria-2-6-1-a-gar-support-links.html</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

Each course is designed with specific Cos following Bloom's taxonomy and each CO is mapped to the POs & PSOs. The attainment of COs for every question is quantified for each assessing student. Their performance is analyzed using MS-Excel software. The level of attainment varies based on the level of the course and efficiency of the student.

The main methodology in measuring the attainment level of PEOs involves an anonymous questionnaire survey from various stakeholders. The questionnaire survey contains questions from groups consisting of details, professional development, job prospects, continuous professional training and the PEOs. Attainment is measured in terms of actual percentage of students getting set percentage of marks. If targets are achieved then all the course outcomes are attained for the year. Program is expected to set higher targets for the following years as part of continuous improvement. The following table shows our institutional attainment level.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.sittechno.org/criteria-2-6-2-a-gar-support-links.html">https://www.sittechno.org/criteria-2-6-2-a-gar-support-links.html</a>

### 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

337

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.sittechno.org/criteria-2-6-3-a-gar-support-links.html">https://www.sittechno.org/criteria-2-6-3-a-gar-support-links.html</a>

### 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.sittechno.org/criteria-2-7-1-a-gar-support-links.html>

### 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)

3.5 L

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 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

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://dst.gov.in/">https://dst.gov.in/</a>

## 3.2 - Innovation Ecosystem

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

In the academic year 2020-2021 since we are going through the effect of COVID 19 pandemic the Institute has taken considerable

initiative online and offline mode to develop a robustecosystem for the academic enrichment of the students and faculty members alike. Theyinclude: 1.Performance Appraisal System 2. Awareness Programme on IPR 3.Publication of SIT Journal of Management 4. Nodal Centre of Maulana Abul Kalam Azad University of Technology (Zone I) 5. Several Seminars/Workshops/Webinar etc. The college has a Research and Development Cell to motivate the faculty members toundertaken research activities both in the core subjects as well as interdisciplinary areas andprovide a platform for submission of research proposals to various funding agencies like CSIR, DST, WBDST etc. A Major Research Projects funded by DST have been implementedin SIT. The Institute has an annual performance system through a Self-AssessmentReport where issues relating to publications, research guidance and contribution to curriculum development are assessed.

The Institute also organizes awareness programs on Intellectual Property Rights (IPR). The MBA Department hosts a peer-reviewed bi-Annual SIT Journal of Management [ISSN:2278-9111(Online) with impact factor 4.125; ISSN: 2349-6894 (Print)] to provide apublishing opportunities for students and Faculty members.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sittechno.org/criteria-3-2-1-a-gar-support-links.html">https://www.sittechno.org/criteria-3-2-1-a-gar-support-links.html</a>

### 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

7

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

2

File Description	Documents
URL to the research page on HEI website	<a href="https://www.sittechno.org/r-d.html">https://www.sittechno.org/r-d.html</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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

19

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

8

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

Due to COVID 19 pandemic situation the Institute unable to carried out any extension activities for sensitizing the students the social issues for their holistic development and impact thereof in the academic year 2020-2021.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-3-4-1-a-gar-support-links.html">https://www.sittechno.org/criteria-3-4-1-a-gar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

**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**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	No File Uploaded

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

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

0

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

### 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

20

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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.

The Institute has a sprawling and picturesque campus located on 10.43 acres of land with 15,468.sq. m. build-up area. The institution ensures adequate availability and optimal utilization of physical infrastructure to create a good learning environment. The college has following facilities.

#### Academic Facilities

The institute has the adequate facilities as per the requirement of the statutory bodies.

#### Particulars

#### Nos. Available

#### Classrooms

41

Smart classrooms

05

Laboratories

66

Workshop

01

Seminar Halls

07

Conference Room

02

Language Lab

01

Library

01

Art Gallery

01

Computing Facilities

Sl.

Particulars

Qty

1

Desktop Computers



445

2

**Servers**

7

3

**Printers**

26

4

**Laptops**

2

5

**Application Software**

22

6

**Projectors**

16

7

**UPS**

16

8

**Wi-Fi Access Point**

30

9

ISP

1

## Other facilities

1. 11 KV Substation for providing electricity to the campus
2. 2 nos. DG Sets for emergency power supply
3. 3 nos. canteen & cafeteria
4. Fast aid facility
5. Separate Common Room & washrooms for girls.
6. Separate washrooms for students and staff members.
7. Fire extinguisher.
8. Clean drinking water facility.
9. Gymnasium
10. Facilities for outdoor & indoor games
11. Reprography Room
12. Front Desk
13. Security Table
14. CCTV
15. Garden with variety of trees and plants in surrounding.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sittechno.org/criteria-4-1-1-ag-ar-support-links.html">http://www.sittechno.org/criteria-4-1-1-ag-ar-support-links.html</a>

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

For overall development of the students, Institute provides ample facilities for co-curricular and extra-curricular activities. Students are always encouraged to participate in various co-curricular and extra-curricular activities in addition to regular academic activities. The affiliating University MAKAUT, WB has created a unique mechanism of awarding Activity Points over and above the academic grades under Mandatory Additional Requirement (MAR) vide their notification 11.06.2018.

Following facilities are available in the Institute for indoor & outdoor games

Sl. No.

Facilities

Area

1.

Football & Cricket Playground

87240 Sq. Ft

1.

Basketball Court

11730 Sq. Ft

1.

Volleyball Court

6456 Sq. Ft

1.

Badminton Court

6456 Sq. Ft

1.

Table Tennis

7713 Sq. Ft

1.

Carrom Board

2 Nos.

Gymnasium:

The Institute is having its own Multi GYM Facility inside the

campus for both Boys and Girls students and for the staff members.

Size : 569 Sq. Ft

User Rate : 20-25 people per hour

Yoga classes are being conducted for promoting health in the staff and students.

Various Cultural activities are conducted in the seminar halls, Auditorium and open air theatre of the institution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sittechno.org/criteria-4-1-2-aq-ar-support-links.html">http://www.sittechno.org/criteria-4-1-2-aq-ar-support-links.html</a>

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

12

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sittechno.org/criteria-4-1-3-aq-ar-support-links.html">http://www.sittechno.org/criteria-4-1-3-aq-ar-support-links.html</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)**

13.14

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

"The Central Library' as a leaning resource is taking up increasingly more academic space and time in a life of learner. Quality of services and user interaction in the library is rich, vibrant and stimulus as it has a healthy mix of people with varied background. A journey towards the future with a careful coordination and planning is the hallmark of this library confronting the challenge of globalization. Other than the books, the library has also the access of 215 ejournals, ebooks and edatabases. The entire library is automated using Library Management Software (LMS) and transactions are automated by using bar code reader. Some of the salient features of LMS are as follows:

- Name of the ILMS : LIBSYS
- Nature of Automation : Fully automated
- Version : LS 5.0
- Year of Automation : 2007

One of the unique features of the library is the availability of the book bank facility for the

students. Each Students can borrow Ten Books at a time as per following category:

Book Lending Facility :

Total 10 Books

4 Book Bank Books

6 General Books

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.sittechno.org/criteria-4-2-1-ag-ar-support-links.html">http://www.sittechno.org/criteria-4-2-1-ag-ar-support-links.html</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

7.86

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

**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**

18

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The college has developed a well-maintained IT infrastructure for the users. The entire campus is WiFi enabled backed by high-speed internet connectivity.

To support computing requirements the campus is equipped with 439 desktop computers. The institution has a policy for periodical upgradation of the computer systems.

Dedicated heavy duty online UPSs are available for ensuring uninterrupted power backup support. Sophisticated networks (both wired and wireless) supported by high-end servers are utilized for Internet/ Intranet connectivity in the institute premises. Servers (DNS, Proxy, web servers etc.) are configured and maintained by utilizing in-house expertise. Latest software (Licensed & Open source) along with licensed antivirus solutions are available to fulfil both academic and administrative requirements.

Details of IT infrastructure is as listed below:

SL. NO.

PARTICULARS

QUANTITY

1

Desktop Computers

439

2

Servers

7

3

**Printers**

26

4

**Laptops**

2

5

**Application Software**

22

6

**Projectors**

16

7

**UPS**

15

8

**Wi-Fi Access Point**

30

9

**ISP**

1



**ISPDetails****INTERNET SERVICE PROVIDER (ISP)****PUBLIC IP****BANDWIDTH & CONNECTION TYPE**

Meghbela (PMPL) Broadband Pvt. Ltd.

103.193.90.74

40 Mbps (1:1) - Internet Leased Line (ILL)

Internet registered domain name <http://sittechno.org/sit119.php>

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sittechno.org/criteria-4-3-1-aq-ar-support-links.html">http://www.sittechno.org/criteria-4-3-1-aq-ar-support-links.html</a>

**4.3.2 - Number of Computers**

439

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

61.32

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 Institute continuously strives to provide adequate physical infrastructure and constantly upgrading facilities in order to provide a good teaching learning environment. Academic Committee/IQAC convenes regular meetings to assess the infrastructural facilities and requirements. In order to ensure maintenance and optimum utilization, various systems and procedures are established so as to benefit all the stakeholders. Following chart provides a brief idea about the procedure followed for procurement/maintenance work in the institute.

The available infrastructure is utilized optimally in the following respect:

- The classrooms are utilized for the conduct of classes during working hours as well as for tutorial classes and

remedial classes.

- The central library act as knowledge center of the institute and is established on more than 6000 sq. ft. area.
- The laboratories are utilized for conducting practical classes and also provide facilities to the students for technical projects.
- Examination Cell, Canteen, Admission Cell, Accounts section, Administrative block, training and placement cell, are available
- Parking facilities, Food cafe, drinking water etc., are available in the campus.
- The facilities and infrastructure of the Institute are planned and modified on the basis of feedback received from the stakeholders to meet the growing requirements of academia and industry.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sittechno.org/criteria-4-4-2-ag-ar-support-links.html">http://www.sittechno.org/criteria-4-4-2-ag-ar-support-links.html</a>

## 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

205

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 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

11

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

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

B. 3 of the above

File Description	Documents
Link to Institutional website	<a href="http://sittechno.org/skill-enhancement-initiatives.html">http://sittechno.org/skill-enhancement-initiatives.html</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

427

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

291

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

131

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

## 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

4

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

## 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

4

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

## 5.3 - Student Participation and Activities

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

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

0

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

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 )

College creates a platform for the active participation of the students in the various bodies/committees. This in turn helps the students to gain leadership qualities, knowledge about rules & regulations and execution skills. But in 2020-2021 due to COVID 19, the entire nation was in lockdown. This situation really affects the activity of all the educational institutions of the country. Despite of odds, we tried to maintain the quality and involvement of our students in different committee.

Its formation, activities and other details:

- There are student societies / bodies in the departments.
- Each class has student class representatives (CRs).
- The CRs act as a bridge between students and the department.
- The CRs are nominated by the students representing the class.
- Various programs like paper presentations, workshops and seminars are organized by these bodies every year.

Apart from the above our students are also included in various committees (to name a few) as mentioned below: ? Cultural Committee

- Tech-Mgmt committee
- Anti-Ragging Committee
- Games & Sports Committee
- T&P Committee

Our students take active role in conducting all the major technical, cultural, literary and sports activities organized in the college.

File Description	Documents
Paste link for additional information	<a href="http://sittechno.org/student-activities.html">http://sittechno.org/student-activities.html</a>
Upload any additional information	<a href="#">View File</a>

### 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

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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 has an alumni Association which has an office in the college. Though a little late but the alumni association has started functioning. The alumni association has been registered officially in 2019. The institution will expect and try to ensure that the association plays a pivotal role towards the development of the institution by extending all the necessary supports. Presently membership campaign is going on and responses have started coming up. We are expecting more to come forward to be connected with their alma-mater through this initiative. We believe that the association would play a significant role in the quality enhancement of the institution.

Details of the alumni association:

Name: SIT Alumni Association

Registration number: S0008535 of 2019-2020

Office address: Siliguri Institute of Technology ,Sukna - 734009, West Bengal, India

Alumni Association acts as a bridge between alumni, current students, and college authority. Our alumni are our pride. They are the brand ambassadors of this institute. They also can act as a bridge between industry and academia. So, their feedback is very important for the institute. Different alumni related programs were organized by respective departments through departmental initiatives.

File Description	Documents
Paste link for additional information	<a href="http://sittechno.org/alumni.php">http://sittechno.org/alumni.php</a>
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### 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 be a recognised institution offering high quality education, opportunities to students to become globally employable Engineers/Professionals in best ranked industries and research organisation.

### MISSION

To impart quality technical education for holistic development of students who will fulfil the needs of the industry/society and be actively engaged in making a successful career in industry/research/higher education in India & abroad.

### Leadership functions of the Head of the Institution

- To promote and develop good governance within the college compatible with and supportive of affiliating university governance structures and policies in line with AICTE / NBA / NAAC. Necessary policy issues are presented to the BOG for final approval.
- To look after all the administrative and academic activities falling in line with the AICTE, University and the Government of West Bengal norms, in all aspects.
- To foster an environment for industry institute interaction, support and coordinate the enhancement of research activities within the college and across colleges, maintain discipline among students and staff.
- Entrepreneurship promotional activities using the setup of EDC (Entrepreneurship Development Cell). Business Incubation Cell to support innovative project ideas for a successful startup.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-1-1-a-gar-support-links.html">https://www.sittechno.org/criteria-6-1-1-a-gar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

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

All the academic & administrative activities of the institute are directly supervised by the Head of the institute. Day-to-day academic activities of the departments are looked after by the respective Head of the Departments.

#### Decentralization

Institute has a standard mechanism for entrusting authority and supplying operational autonomy to all the various functionaries to work towards a decentralized governance system.

The following committees are in existence to decentralize the academic and administrative activities:

- IQAC
- Anti-Ragging Committee and Anti Ragging Squad
- Grievance Redressal Committee
- Academic committee
- IIPC & EDC Cell
- R & D Cell
- Examination Committee
- Training and Placement Committee
- Cultural Committee
- Tech-fest Committee
- Games and Sports Committee
- Library advisory Committee
- NSS Committee
- NAAC Committee
- Student Welfare Committee
- Hostel Monitoring Committee
- Women's Grievance Redressal Committee
- Admission Committee
- Disciplinary Committee
- College Magazine Committee

#### Case study

Every year annual sports, technical competitions and cultural fests are organized in the institute where overwhelming participation from all levels are observed. The student committees work towards it under the supportive guidance of the faculty and staff members.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-1-2-aqar-support-links.html">https://www.sittechno.org/criteria-6-1-2-aqar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute has a perspective plan for development for the coming years. The institution addresses the issues from the stakeholder's view and takes steps to satisfy their requirements. Perspective Plans are in place for enhancing the Teaching-learning, industry-institute interaction, Research & Development, Community engagement, student support system and employability factor.

Activity successfully implemented based on the strategic plan

Our institute in its student centric approach always tries to create an ambience and support system which is helpful for the holistic development of the students. As a part of this process the following activity has been successfully implemented:

The idea is to enhance the employability of the students (i) immediately after graduation (ii) after going through higher studies (iii) building Entrepreneurship as a career. All these are implemented through the established effective mentorship which has been implemented with the support from all the members of the institute and is running successfully. The entire process is supervised and monitored by The Head of the institute in coordination with the HOD's. A faculty mentor is assigned a small group of 15 to 20 students to keep touch with his/her mentees regularly so as to provide necessary support in all possible ways.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-2-1-a-gar-support-links.html">https://www.sittechno.org/criteria-6-2-1-a-gar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

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.

### Governing body

Governing body is basically responsible for entire policy making and to verify the reports through various correspondences. Statutory bodies such as IQAC, Anti-ragging Cell etc., as per the university/government guidelines are also included in the organizational structure of the institution. There are various bodies that serve academic as well as administrative support to the institution.

- IQAC
- Anti-Ragging Committee and Anti Ragging Squad
- Grievance Redressal Committee
- Academic committee
- Examination Committee
- Training and Placement Committee
- Library advisory Committee
- Women's Grievance Redressal Committee

### Service rules and procedures

The institution strictly follows the service rules according to the AICTE/UGC norms. It has been uploaded to the website too. The teaching and non-teaching faculty have the benefits of EPF and Casual/Annual/ Medical/Maternity/Compensatory Leaves.

### Grievance redressal mechanism:

The purpose is to provide an avenue for the staff / students to redress their grievances in order to maintain an academic friendly ambience among students, staff and management in the Institute and to comply with the AICTE Regulations to provide for establishment

of Grievance Redressal Committee in each Institute approved by AICTE. There is a Women Grievance Redressal Committee for Women/ Girl/Staff and Student.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-2-2-a-gar-support-links.html">https://www.sittechno.org/criteria-6-2-2-a-gar-support-links.html</a>
Link to Organogram of the institution webpage	<a href="https://www.sittechno.org/additional-information-resources.html">https://www.sittechno.org/additional-information-resources.html</a>
Upload any additional information	<a href="#">View File</a>

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

**D. Any 1 of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### **6.3 - Faculty Empowerment Strategies**

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

Following welfare schemes are available for teaching and non-teaching staff

1. The Institute provides various leaves to facilitate all its employees.
2. The employees are entitled to Dearness Allowance and House Rent Allowance, as per the policy of the college.
3. EPF facility
4. ESIC facility is provided to all its employees having Gross Salary less than or equal to Rs 21,000/- per month.

5. Transport facility to all the faculty and staff members
6. Free periodic medical check up
7. Canteen facility
8. Providing TA/lodging/registration fees for attending seminars/conferences/workshops etc.
9. Maternity leaves
10. Gymnasium and common room for students and staff
11. Playground and basketball court for students and staff
12. Guest house in the college campus
13. Free Wi-fi
14. Basketball Court
15. Badminton Court
16. Volleyball Court
17. Cricket & Football ground
18. Security staff 24 x 7
19. Medical Assistance
20. Career Advancement facility such as PhD etc.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-3-1-aqar-support-links.html">https://www.sittechno.org/criteria-6-3-1-aqar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

### 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****1**

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

**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****17**

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

**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff****Regular Performance Appraisal of faculty and other staff members**



is an essential parameter for career and professional development; hence the institute has a robust Performance Appraisal System for teaching and non-teaching staff. Performance Review is conducted by the Appraisal Committee duly appointed by the Authority. The Performance Review Report is the Key Document for all Promotion, Salary adjustment and handling Performance related issues. Hence it is very essential to prepare the Performance Review Report each year.

Promotion will be carried out only for Regular Employees. Probationers, Temporary Employees and Contractual Employees will not be eligible for promotion. Acquiring eligible qualification, Annual Performance review report and experience will be considered during the promotion review, however they do not establish the right to be promoted to higher cadre. Depending upon available vacancy and other criteria, the candidate will be considered along with other eligible candidates who have applied for the position.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-3-5-a-gar-support-links.html">https://www.sittechno.org/criteria-6-3-5-a-gar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

The Institute conducts both internal as well as external audits for every financial year. Internal audit is conducted to monitor & evaluate the financial process that is being followed in the institute. It also conforms to the information and compliance with policies.

The Institute follows the following financial process:

1. At the beginning of the financial year, the HOI submits a proposed budget received from all the departments under specified head of accounts.
3. The consolidated budget is thereafter submitted for approval by the BOG.

4. All the expenditures are monitored by the Accounts Department as per authorization of the Management and provision in the approved budget..

As a regular practice and to maintain transparency the college accounts are audited every financial year by internal as well as external auditor(s).

Till date no major audit objections are recorded.

For better record keeping and financial services, suggestions received from the auditor(s) are considered and complied with. Audit objections on any discrepancies are settled within the specified time schedule under the directions of the Statutory Auditors.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-4-1-a-gar-support-links.html">https://www.sittechno.org/criteria-6-4-1-a-gar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

#### 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)

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The College being a private self-financed, the main source of revenue generation is the tuition fees collected from the students as per the fee structure stipulated by the State Government.The

institution has a mechanism in place to ensure sufficient budgetary provisions for academic and administrative activities and to monitor the effective, efficient and optimal use of financial resources.

Institution maintains a reserve corpus fund which is used as matching grants for developmental purposes.

Optimum utilization of funds are done for: -

- effective teaching-learning processes which include Induction Programmes, Workshops, different activities, training programmes, etc. that ensures quality education.
- development and maintenance of infrastructure of the Institute
- security, firefighting charges, AMC charges, etc.
- enhancing library facilities like subscriptions to Books/ Journals/ Periodicals/ Magazines.
- conducting student activities like technical competitions, cultural activities, literary events, seminars, workshops, placements, study notes and study material printing etc.
- social service activities as part of social responsibilities through NSS and CSR.

The financial statement, Income and Expenditure details are available through Profit and Loss Account, Balance Sheet and Ledgers, and duly audited by Statutory Auditors.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-4-3-a-gar-support-links.html">https://www.sittechno.org/criteria-6-4-3-a-gar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

## 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

1.MOOCs: The Massive Open Online Courses (MOOCs) for students has been introduced under the aegis of the affiliating University,

where a B.Tech student will have the option to obtain a B.Tech Honours degree provided he/she acquires 20 additional credit points during the 4 year course only through online courses (MOOCs). This beyond syllabus co-curricular courses give students the necessary edge to supplement the curriculum as well as to develop additional skill sets for better employability by getting exposed to experts from Academia/ Industry. Presently this program is being successfully implemented through NPTEL/Swayam platform as well as courses from Coursera, Edex. Any suggestions or modifications in this regard are monitored by the IQAC.

## 2.Mandatory Additional Requirement

The Mandatory Additional Requirement (MAR) has been introduced as an integral part of the curriculum by the University, under which a student has to obtain a minimum of 25 MAR activity points in each academic year. Keeping in view the holistic development of the students this program is rigorously followed where the students can harness their skills in diverse areas ranging from social activities, photography, cultural activities upto entrepreneurship. Any suggestions or modifications in this regard are monitored by the IQAC.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-5-1-a-gar-support-links.html">https://www.sittechno.org/criteria-6-5-1-a-gar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

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

### 1.CA BASED INTERNAL ASSESSMENT

One of the tactile strategies to boost the learning outcomes of the students is continuous assessment (CA). The IQAC lays special emphasis on the conduction of the CA based Internal Assessment through questions strictly aligned with the COs. Similarly, there is a mechanism for continuous assessment for laboratory/practical papers where rubric based evaluation of the students is done twice a semester and the marks are uploaded in the University portal.

### 2.DIGITAL (ICT) INITIATIVES

Conduct of online classes in the digital mode.

Conduct of MOOCs courses through NPTEL/SWAYAM platform for students and Faculty members since Siliguri Institute of Technology is a local chapter of NPTEL.

Conduct of Spoken Tutorial Classes with IIT Bombay for ICT based Software Training Workshops and also to support laboratory based subjects.

Faculty members are encouraged to take up additional classes in well equipped classrooms with ICT enabled facilities to improve the teaching learning process.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-5-2-a-gar-support-links.html">https://www.sittechno.org/criteria-6-5-2-a-gar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="https://www.sittechno.org/additional-information-resources.html">https://www.sittechno.org/additional-information-resources.html</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

Gender equity is a major issue in today's society. Our faculty and staff are always promoting for gender equality, and students are encouraged to do the same. As of now, approximately 40% of our personnel are female.

To ensure the safety and security we provide the followings:

- Security guards across the campus including at the entry/exit points.
- CCTVs installed throughout the campus and monitored.
- Implementation of Anti-Ragging and Anti-Smoking campus.
- Inclusion of female members in various committees of the institute.
- Separate hostels, common rooms for girls and boys.

We have various committees to take care of the situations (in case there are unwanted situations) such as:

#### 1. Women Grievances Committee:

A coordinator and a few individuals make up the group. Due to the knowledge and discipline on campus, we are glad to inform that there have been no incidences of sexual harassment of women at our college premises.

#### 1. Anti- Ragging Committee & Squad:

This Committee and Squad have been formed to deal with ragging concerns in accordance with UGC, AICTE, and University norms.

#### 1. Internal Complaint Committee (ICC):

The Institute has a functional ICC to handle sexual harassment issues and send the message that the Institute has zero tolerance for such instances.

File Description	Documents
Annual gender sensitization action plan	<a href="http://sittechno.org/additional-information-resources.html">http://sittechno.org/additional-information-resources.html</a>
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	<a href="https://www.sittechno.org/criteria-7-1-1-a-gar-support-links.html">https://www.sittechno.org/criteria-7-1-1-a-gar-support-links.html</a>

**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**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

Our institute have a well-kept waste management system and a lush green campus. As part of our waste management system, we have a reuse and recycle policy. We can achieve carbon neutrality by planting many trees. We always try to raise awareness about energy conservation and efficiency among staff and students, and we try to do a few things to save energy because "energy saved is energy generated"; for example, turning off electrical appliances when they are not in use, avoiding computer printouts unless absolutely necessary, and so on.

**Solid and liquid waste management:** Dustbins are strategically placed across the campus. Cleaning staffs have been hired to handle all of the rubbish on campus. At the source, all waste/garbage from the college and hostel is separated. The discarded papers and dead leaves (from the garden) are not set ablaze. The biodegradables are composted and used as fertiliser by being buried in the soil.

**E-waste management:** Computers and peripherals are maintained on a regular basis to ensure their continued use and avoid its wastage. Electronic components (plastic and metal) are given to vendors for disposing.

The cartridges of laser printers are reused through refilling.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

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

B. Any 3 of the above

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



File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 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**

**E. None of the above**

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

**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**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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).

Our institute takes various initiatives to promote and maintain an inclusive environment by organising various events throughout the year to promote tolerance and harmony toward cultural, regional, linguistic, communal socioeconomic and other diversity.

The following are the programmes that have been carried out:

- Our institute takes various initiatives to promote and maintain an inclusive environment by organising various events throughout the year to promote tolerance and harmony toward cultural, regional, linguistic, communal socioeconomic and other diversity.
- Celebration of national holidays such as Independence Day, Republic Day, and so on. The staff and students participate in huge numbers for celebrating those days.
- Induction programme for newly admitted students to make them aware of the culture that we follow to promote tolerance and harmony.
- The SIT National Service Scheme (NSS) organizes activities on a regular basis to raise students' social consciousness and provide them with opportunities to work creatively and constructively with people on and around educational campuses, as well as to put their education to concrete social use. The NSS SIT Unit is always looking forward to many social and noble initiatives that will help to make our society a better place to live.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

- The institute observes Republic Day & Independence Day where the National flag of India is hoisted followed by the National Anthem.
- A course on Indian Constitution is taught to the students which helps them to be aware about the constitution and the rights.
- Celebration of International Women's Day Observance of World Environment Day Observance of Engineer's Day, National Science Day, National Management Day, National Teachers Day encourage the students to understand the importance of these days.
- International Yoga day was observed at SIT campus to increase the habit of yoga and meditation amongst the students and faculty-staff members.
- Health checkup camps have been organized in association with Desun Hospital, NeotiaGetwel Hospital, Basu's Clinic, Himalayan Eye Hospital, Medica North Bengal at different point of time.
- Voluntary Blood donation camps were organized in association with Rotary Club, North Bengal Medical College, and Siliguri Welfare Organisation where students, faculty and staff members responded overwhelmingly to donate blood generously.

Due to COVID 19 Lockdown, activities could not be conducted in the institute in Academic year 2020-21.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://www.sittechno.org/events.html">http://www.sittechno.org/events.html</a>
Any other relevant information	<a href="https://www.sittechno.org/criteria-7-1-9-a-gar-support-links.html">https://www.sittechno.org/criteria-7-1-9-a-gar-support-links.html</a>

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

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The institute commemorates significant days as well as the birth anniversaries of notable people. Our students, faculty, and staff members celebrate the days by breaking down barriers such as caste, religion, and so on, in order to make the world a better place to live. An effort is made to enlighten the young minds through the programmes that are held on the days. Every year, our institute organises such events in order to raise awareness of the importance and strength of the country's national integrity.

The lists of programs are:

- Republic day celebration
- Independence Day
- Netaji Birthday celebration
- Saraswati Puja
- Vishwakarma Puja
- Basanta Utsav

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Best Practice - 1

1. Title of the Practice: Outcome based education
2. Objectives of the Practice

The objectives are to help the students to learn the followings:

- How to think and analyse intellectually.
- How to think, perform & act like professionals.
- How to perform under different practical situations.
- Ethical / societal values - introduce students to the purposes guided by the values for he/she is professionally responsible.

### Best Practice - 2

1. Title of the Practice: Employability enhancement drive
2. Objectives of the Practice

The goal is to build students' capacity and develop the necessary skills to prepare them for the workforce. A comprehensive programme has been designed to up-skill students in technical, aptitude, and soft skills in order to prepare them for the professional world once they graduate from the institute.

The programme is divided into two sections:

1. Technical Training
2. Soft skill Training

The program goes hand-in-hand with the regular course of studies and extends from 1st year to final year.

File Description	Documents
Best practices in the Institutional website	<a href="http://www.sittechno.org/additional-information-resources.html">http://www.sittechno.org/additional-information-resources.html</a>
Any other relevant information	<a href="https://www.sittechno.org/criteria-7-2-1-a-gar-support-links.html">https://www.sittechno.org/criteria-7-2-1-a-gar-support-links.html</a>

### 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

**“Excellence in Education through a Holistic Perspective”**

Siliguri Institute of Technology has deliberately established a culture that focuses on educating young minds not just to be academically proficient but also to cultivate an attitude of higher social consciousness for the sustenance of society, as reflected in the institute's mission and vision. The Institute, which began its journey in a relatively rural part of the country in 1999, has grown to become a prominent engineering institution serving students from all across North Bengal, sections of South Bengal, parts of Assam, Bihar, and Jharkhand. This institution has produced students who have excelled both domestically and internationally throughout the years. The distinctiveness of this institution resides in the atmosphere of peace that encompasses both our students' academic and social relationship.

Siliguri Institute of Technology, being an associated institution

of Maulana Abul Kalam Azad University of Technology, follows the university's curriculum guidelines and places a significant emphasis on outcome-based education. The Institute encourages a student-centered approach to teaching and learning. Experiential learning, participatory learning, collaborative learning, individual learning, and the use of various problem-solving approaches are all used at all levels - programme, course, and lesson. A Mentor-Mentee system is used to solve all of the students' difficulties, both academic and personal.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The Institute delivers the University curriculum through Course Outcomes (CO), Program Outcomes (PO) and Program Specific Outcomes (PSO). The process is as follows:

##### 1. Advance Planning:

The Academic calendar is prepared in line with the calendar provided by the affiliating University, MAKAUT.

##### 2. Strategic Plan Implementation:

The Departmental strategic plan include various activities like workshops, seminar and preparation of class routine, course description, internal examination schedule etc.

##### 3. Lesson Plan implementation:

Lesson plan depicts the organization of the topics on different classes.

##### a. Course Description:

The course description includes course objective, course outcomes, weekly lesson plan, reference books etc.

##### 1. Course File Contents:

Course files contains information like Course Objective, Course Outcomes, CO-PO mapping, Syllabus, Daily Lesson plan, Assessment record and Attainment of CO/PO, student feedback etc.

##### 4. The deployment of the action plans:

Curriculum delivery and assessment is periodically reviewed. Progress of the students is monitored by the Mentors assigned. Parent Teacher meetings are held to get parent's feedback.



5.A robust Mentor Mentee system exists.

6.Finer Aspects of Curriculum Delivery Process:

1. Student feedback is analyzed and corrective measures taken.
2. Use of ICT
3. Various skill enhancing trainings are conducted by Training and Placement Cell.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.sittechno.org/criteria-1-1-1-aqar-support-links.html">https://www.sittechno.org/criteria-1-1-1-aqar-support-links.html</a>

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

Academic Calendar is prepared as per the University (MAKAUT) academic schedule. The institutional Academic Committee prepares the academic calendar that outlines the semester classwork, internal examination and external examination schedules. The Departmental Advisory Committee (DAC) finalizes the course allocation for the faculty members who prepare the course description mentioning the Lesson plan. The Academic Committee prepares the Timetable which is provided to the faculty members and students. The internal examinations are taken twice in a semester. Continuous assessment (CA), four in number, is done based on the internal tests, assignments, mini-projects, Term paper, PPT Presentation and quiz.

The marks for each CA are uploaded in the University portal and answer books are shown to the students to discuss the evaluation with the teacher.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.sittechno.org/criteria-1-1-2-aqar-support-links.html">https://www.sittechno.org/criteria-1-1-2-aqar-support-links.html</a>

<p><b>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</b></p>	<p><b>C. Any 2 of the above</b></p>								
<table border="1"> <thead> <tr> <th data-bbox="92 689 531 757">File Description</th> <th data-bbox="539 689 1394 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 757 531 936">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="539 757 1394 936" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="92 936 531 1003">Any additional information</td> <td data-bbox="539 936 1394 1003" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>	Any additional information	<a href="#">View File</a>			
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Any additional information	<a href="#">View File</a>								
<p><b>1.2 - Academic Flexibility</b></p>									
<p><b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b></p>									
<p><b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b></p>									
<p><b>6</b></p>									
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File Description	Documents								
Any additional information	<a href="#">View File</a>								
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>								
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>								
<p><b>1.2.2 - Number of Add on /Certificate programs offered during the year</b></p>									
<p><b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b></p>									
<p><b>10</b></p>									

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

520

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The institute ensures enrichment of the curriculum aimed at imbibing awareness on professional ethics, gender equality, human values and environmental sensitivity among the students.

#### Professional Ethics

Values and Ethics in Profession (Course Code HM-EE401), Indian Ethos and Business Ethics (Course Code MB 105) etc. are some of the courses that are taught to underscore the importance of business and professional ethics in today's society.

#### Gender

Both girls and boys participate in and organize various extra and co-curricular activities.

## Human Values

Universal Human Values (Course Code MC 681), Human Resource Development and Organizational Behaviour (Course Code CE (OE)801A) etc. are some of the courses that aid student understanding of the importance of Universal Human Values. Also, students take part in National Service Scheme (NSS) activities.

## Environment and Sustainability

Various courses are provided to create awareness about the contemporary issues concerning environment and its impact on natural resources as well as sustainable technologies. To increase awareness, the Institute also observes Akshay Urjwa Diwas, World Environment Day and takes up Tree Plantation program on a regular basis.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

16

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

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

350

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

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

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.sittechno.org/feedback-academics.html">https://www.sittechno.org/feedback-academics.html</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.sittechno.org/feedback-academics.html">https://www.sittechno.org/feedback-academics.html</a>

## 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

320

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

14

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

We have a standard mechanism (evolved with time) for continuous monitoring and evaluation of the students.

Students are identified as slow and advanced learner based on:

1. Rank in entrance examination.
2. Performance in assessment process at the beginning of the semester (pre-requisites) and during regular interaction.
3. Performance in last examination for higher semesters.

The students are categorized based on their first internal examination results.

For slow learners:

Departments take special care of the slow learners by taking extra doubt-clearing classes, re-explaining critical topics and more attention in tutorial classes. They are given more assignments, and quizzes and sometimes tied together with bright students for problem-solving.

For advanced learners:

.

Challenging assignments are given to them and encouraged to appear for competitive examinations. They are encouraged to participate in NPTEL, Spoken Tutorial Value added training programs etc. and in various technical events like tech fests,

technical quizzes and in house seminars and conferences.

Strategies adopted for student improvement:

1. Arrangement of remedial classes
2. Attendance monitoring
3. Motivational sessions
4. Career counselling

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-2-2-1-agar-support-links.html">https://www.sittechno.org/criteria-2-2-1-agar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1244	64

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

The institute promotes an environment that nurtures effective learning and critical thinking for shaping young minds with quality education.

Experiential learning or active learning considers the individual learning process. A group of students are allotted a mentor (faculty member) who mentors them. The institute has well equipped laboratories. Special lectures, field study, project-based learning helps students to acquire necessary skills and knowledge. Use of AUTOCAD, an industry based Software for understanding engineering drawing and graphics



from models.

The participatory learning includes activity learning, group discussions, case studies, NSS activities, soft skill classes, industrial tours and trainings. Students participate in project competitions and technical events. Attend field/industrial visits, sessions like group discussion, seminar, and quiz, poster presentation .

NSS is the part of our academics where students participate in social Activities. Soft skill training is imparted to students for personality development and skill enhancement for placement opportunities.

Collaborative learning involves groups of students working together to solve a problem or create a product. The different problem-solving methods and steps adopted in project work, tutorial classes are

1. Identify the problem.
2. Analyse it.
3. Formulate possible solutions.
4. Evaluate the strengths and limitations of those solutions.
5. Select the best possible solution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.sittechno.org/criteria-2-3-1-agar-support-links.html">https://www.sittechno.org/criteria-2-3-1-agar-support-links.html</a>

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

Effective teaching-learning process is beneficial for successful academics. To develop the requisite knowledge, skills, attitudes and habits in students, outcome-based

education is extremely helpful. We try to promote student-centric learning. Various instructional methods and pedagogical initiatives as mentioned below are adopted for effective teaching-learning process: ICT consists of different type of tools and systems that are used by the faculty members to improve teaching and learning situations. e.g.

- Internet based learning
- LMS server
- NPTEL
- Power point presentation
- CDs
- YouTube videos
- Video conferencing tools

etc. are some commonly used tools by the faculty. Pedagogical trainings have been organized for the faculty members to improve teaching learning process. In this process different techniques like Collaborative learning, Think-pair-share, Real-life examples etc. are used. Innovations in teaching and learning contribute a lot to the improvement of student learning. In our institute we are working on an idea of creating a blog / virtual space where faculty members can share their innovative ideas. Other stakeholders will also be allowed to comment in the posts to enrich the methods as suggested.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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

64

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

64

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

660

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

Assessment is a vital part of successful teaching because instruction needs to be calibrated according to students' knowledge, skills, and interests. The institute follows the regulations of the university (MAKAUT).

Sl. No.

Assessment Tools

Relevance / purpose

Assessment Process / Tools

1

End- semester Exams

(70 marks for theory & 60 marks for practical/sessional)

To judge summative knowledge by overall understanding of the course

Once in a semester conducted by the university.

2

Internal Exam I & II (15 marks)

To evaluate the formative knowledge based on COs.

Both the internals question papers together cover all COs

3

**Quiz\***

To analyze the conceptual understanding

Multiple Choice Questions based evaluation scheme.

4

**Assignment\***

To assess problem solving capabilities

Evaluated according to CO wise

\*Quiz/assignment/presentation etc. (10 marks) and attendance (5 marks). Teachers submit marks to the university four times in a semester namely CA1, CA2, CA3 & CA4. Student's laboratory performance is evaluated through regular lab performances and rubrics-based evaluation. For practical papers, 40 marks are allotted for internal performance and 60 marks is for the university examination. Teachers submit practical marks to the university two times in a semester namely PCA1 & PCA2.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.sittechno.org/criteria-2-5-1-aqar-support-links.html">https://www.sittechno.org/criteria-2-5-1-aqar-support-links.html</a>

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

The different Examination / Evaluation conducted in a semester is as detailed below:

**Internal Assessment:** Conducted as per the guidance of the university following the Academic calendar. The mark for Internal assessment is submitted to the University Portal 4 times for theory papers namely CA1, CA2, CA3 & CA4 and 2 times for Practical namely PCA1 & PCA2.

**External Examination:** Conducted at the end of the semester by the University, handled by college examination cell, headed by

Officer in charge. The college strictly follows the guidelines and rules issued by the affiliating university while conducting internal tests and semester-end examinations. There is a rule in the University for Post Publication Scrutiny (PPS) and Post-Publication Review (PPR) after the publication of results and the students can apply through a defined process of the university.

Following chart provides a basic idea about the grievance redressal mechanism related to external examination as followed in the Institute.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.sittechno.org/criteria-2-5-2-agar-support-links.html">https://www.sittechno.org/criteria-2-5-2-agar-support-links.html</a>

## 2.6 - Student Performance and Learning Outcomes

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

Program and course outcomes for all programs offered by the institution are stated and displayed on website and communicated to teachers and students.

The Program Outcomes are published and disseminated at:

- 1.College Website
2. Departmental page
- 3.Lab Manuals
- 4.Department Laboratory
- 5.Display boards in the institution and in departments
- 6.College brochure
- 7.T&P Office and Placement brochure

8.H.O.D. Chamber

9.Faculty and staff rooms

10.Departmental seminar room

11.Students Orientation Programmes

In addition to this, the stakeholders are made familiar with program outcomes through faculty workshops, student workshops, student induction programs, faculty meetings, parent teacher meetings, industry interaction etc. The Course Outcomes are communicated to the students by the respective faculty. Course description, course file etc. of a course contains the COs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.sittechno.org/criteria-2-6-1-aqar-support-links.html">https://www.sittechno.org/criteria-2-6-1-aqar-support-links.html</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

Each course is designed with specific Cos following Bloom's taxonomy and each CO is mapped to the POs & PSOs. The attainment of COs for every question is quantified for each assessing student. Their performance is analyzed using MS-Excel software. The level of attainment varies based on the level of the course and efficiency of the student.

The main methodology in measuring the attainment level of PEOs involves an anonymous questionnaire survey from various stakeholders. The questionnaire survey contains questions from groups consisting of details, professional development, job prospects, continuous professional training and the PEOs. Attainment is measured in terms of actual percentage of students getting set percentage of marks. If targets are achieved then all the course outcomes are attained for the year. Program is expected to set higher targets for the following years as part of continuous improvement. The

following table shows our institutional attainment level.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.sittechno.org/criteria-2-6-2-agar-support-links.html">https://www.sittechno.org/criteria-2-6-2-agar-support-links.html</a>

### 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

337

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.sittechno.org/criteria-2-6-3-agar-support-links.html">https://www.sittechno.org/criteria-2-6-3-agar-support-links.html</a>

### 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.sittechno.org/criteria-2-7-1-agar-support-links.html>

## 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)

3.5 L



File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 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

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://dst.gov.in/">https://dst.gov.in/</a>

## 3.2 - Innovation Ecosystem

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

In the academic year 2020-2021 since we are going through the effect of COVID 19 pandemic the Institute has taken considerable initiative online and offline mode to develop a robust ecosystem for the academic enrichment of the students and faculty members alike. They include: 1. Performance Appraisal System 2. Awareness Programme on IPR 3. Publication of SIT Journal of Management 4. Nodal Centre of Maulana Abul Kalam Azad University of Technology (Zone I) 5. Several Seminars/Workshops/Webinar etc. The college has a Research and Development Cell to motivate the faculty members to undertake research activities both in the core subjects as well as interdisciplinary areas and provide a platform for submission of research proposals to various funding agencies like CSIR, DST, WBDST etc. A Major Research Projects funded by DST have been implemented in SIT. The Institute has an annual performance system through a Self-Assessment Report where issues relating to publications, research guidance and contribution to curriculum development are assessed.

The Institute also organizes awareness programs on Intellectual Property Rights (IPR). The MBA Department hosts a peer-reviewed bi-Annual SIT Journal of Management [ISSN:2278-9111(Online) with impact factor 4.125; ISSN: 2349-6894 (Print)] to provide a publishing opportunities for students and Faculty members.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sittechno.org/criteria-3-2-1-aqar-support-links.html">https://www.sittechno.org/criteria-3-2-1-aqar-support-links.html</a>

### **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**

7

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

2

File Description	Documents
URL to the research page on HEI website	<a href="https://www.sittechno.org/r-d.html">https://www.sittechno.org/r-d.html</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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

19

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

8

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

Due to COVID 19 pandemic situation the Institute unable to carried out any extension activities for sensitizing the students the social issues for their holistic development and impact thereof in the academic year 2020-2021.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-3-4-1-agar-support-links.html">https://www.sittechno.org/criteria-3-4-1-agar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

### 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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	No File Uploaded

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

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

0

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

**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**

20

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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.

The Institute has a sprawling and picturesque campus located on 10.43 acres of land with 15,468.sq. m. build-up area. The institution ensures adequate availability and optimal utilization of physical infrastructure to create a good learning environment. The college has following facilities.

#### Academic Facilities

The institute has the adequate facilities as per the requirement of the statutory bodies.

Particulars

Nos. Available

Classrooms

41

Smart classrooms

05

Laboratories

66

Workshop

01

Seminar Halls

07

Conference Room

02

Language Lab

01

Library

01

Art Gallery

01

Computing Facilities

Sl.

**Particulars**

**Qty**

1

**Desktop Computers**

445

2

**Servers**

7

3

**Printers**

26

4

**Laptops**

2

5

**Application Software**

22

6

**Projectors**

16

7

**UPS**

16



8

**Wi-Fi Access Point**

30

9

**ISP**

1

**Other facilities**

1. 11 KV Substation for providing electricity to the campus
2. 2 nos. DG Sets for emergency power supply
3. 3 nos. canteen & cafeteria
4. Fast aid facility
5. Separate Common Room & washrooms for girls.
6. Separate washrooms for students and staff members.
7. Fire extinguisher.
8. Clean drinking water facility.
9. Gymnasium
10. Facilities for outdoor & indoor games
11. Reprography Room
12. Front Desk
13. Security Table
14. CCTV
15. Garden with variety of trees and plants in surrounding.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sittechno.org/criteria-4-1-1-a-gar-support-links.html">http://www.sittechno.org/criteria-4-1-1-a-gar-support-links.html</a>

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

For overall development of the students, Institute provides ample facilities for co-curricular and extra-curricular activities. Students are always encouraged to participate in various co-curricular and extra-curricular activities in addition to regular academic activities. The affiliating

University MAKAUT, WB has created a unique mechanism of awarding Activity Points over and above the academic grades under Mandatory Additional Requirement (MAR) vide their notification 11.06.2018.

Following facilities are available in the Institute for indoor & outdoor games

Sl. No.

Facilities

Area

1.

Football & Cricket Playground

87240 Sq. Ft

1.

Basketball Court

11730 Sq. Ft

1.

Volleyball Court

6456 Sq. Ft

1.

Badminton Court

6456 Sq. Ft

1.

Table Tennis

7713 Sq. Ft

1.

**Carrom Board**

2 Nos.

**Gymnasium:**

The Institute is having its own Multi GYM Facility inside the campus for both Boys and Girls students and for the staff members.

Size : 569 Sq. Ft

User Rate : 20-25 people per hour

Yoga classes are being conducted for promoting health in the staff and students.

Various Cultural activities are conducted in the seminar halls, Auditorium and open air theatre of the institution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sittechno.org/criteria-4-1-2-a-gar-support-links.html">http://www.sittechno.org/criteria-4-1-2-a-gar-support-links.html</a>

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

12

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sittechno.org/criteria-4-1-3-a-gar-support-links.html">http://www.sittechno.org/criteria-4-1-3-a-gar-support-links.html</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

13.14

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

"The Central Library' as a leaning resource is taking up increasingly more academic space and time in a life of learner. Quality of services and user interaction in the library is rich, vibrant and stimulus as it has a healthy mix of people with varied background. A journey towards the future with a careful coordination and planning is the hallmark of this library confronting the challenge of globalization. Other than the books, the library has also the access of 215 ejournals, ebooks and edatabases. The entire library is automated using Library Management Software (LMS) and transactions are automated by using bar code reader. Some of the salient features of LMS are as follows:

- Name of the ILMS : LIBSYS
- Nature of Automation : Fully automated
- Version : LS 5.0
- Year of Automation : 2007

One of the unique features of the library is the availability of the book bank facility for the

students. Each Students can borrow Ten Books at a time as per following category:

Book Lending Facility :

**Total 10 Books**

**4 Book Bank Books**

**6 General Books**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.sittechno.org/criteria-4-2-1-a-gar-support-links.html">http://www.sittechno.org/criteria-4-2-1-a-gar-support-links.html</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**7.86**

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

**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

18

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The college has developed a well-maintained IT infrastructure for the users. The entire campus is WiFi enabled backed by high-speed internet connectivity.

To support computing requirements the campus is equipped with 439 desktop computers. The institution has a policy for periodical upgradation of the computer systems.

Dedicated heavy duty online UPSs are available for ensuring uninterrupted power backup support. Sophisticated networks (both wired and wireless) supported by high-end servers are utilized for Internet/ Intranet connectivity in the institute premises. Servers (DNS, Proxy, web servers etc.) are configured and maintained by utilizing in-house expertise. Latest software (Licensed & Open source) along with licensed antivirus solutions are available to fulfil both academic and administrative requirements.

Details of IT infrastructure is as listed below:

SL. NO.

PARTICULARS

QUANTITY

1

Desktop Computers

439

2

**Servers**

7

3

**Printers**

26

4

**Laptops**

2

5

**Application Software**

22

6

**Projectors**

16

7

**UPS**

15

8

**Wi-Fi Access Point**

30

9

**ISP**

1

**ISPDetails****INTERNET SERVICE PROVIDER (ISP)****PUBLIC IP****BANDWIDTH & CONNECTION TYPE**

Meghbela (PMPL) Broadband Pvt. Ltd.

103.193.90.74

40 Mbps (1:1) - Internet Leased Line (ILL)

Internet registered domain name <http://sittechno.org/sit119.php>

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sittechno.org/criteria-4-3-1-a-gar-support-links.html">http://www.sittechno.org/criteria-4-3-1-a-gar-support-links.html</a>

**4.3.2 - Number of Computers**

439

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

B. 30 - 50MBPS



File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

61.32

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 Institute continuously strives to provide adequate physical infrastructure and constantly upgrading facilities in order to provide a good teaching learning environment. Academic Committee/IQAC convenes regular meetings to assess the infrastructural facilities and requirements. In order to ensure maintenance and optimum utilization, various systems and procedures are established so as to benefit all the stakeholders. Following chart provides a brief idea about the procedure followed for procurement/maintenance work in the institute.

The available infrastructure is utilized optimally in the following respect:

- The classrooms are utilized for the conduct of classes during working hours as well as for tutorial classes and remedial classes.
- The central library act as knowledge center of the institute and is established on more than 6000 sq. ft. area.
- The laboratories are utilized for conducting practical classes and also provide facilities to the students for technical projects.
- Examination Cell, Canteen, Admission Cell, Accounts section, Administrative block, training and placement cell, are available
- Parking facilities, Food cafe, drinking water etc., are available in the campus.
- The facilities and infrastructure of the Institute are planned and modified on the basis of feedback received from the stakeholders to meet the growing requirements of academia and industry.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sittechno.org/criteria-4-4-2-a-gar-support-links.html">http://www.sittechno.org/criteria-4-4-2-a-gar-support-links.html</a>

## 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

205

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 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

11

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

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

**B. 3 of the above**

File Description	Documents
Link to Institutional website	<a href="http://sittechno.org/skill-enhancement-initiatives.html">http://sittechno.org/skill-enhancement-initiatives.html</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

427

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

291

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**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**

<b>131</b>	
File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>
<b>5.2.2 - Number of students progressing to higher education during the year</b>	
<b>5.2.2.1 - Number of outgoing student progression to higher education</b>	
<b>4</b>	
File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>
<b>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)</b>	
<b>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</b>	
<b>4</b>	
File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

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

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

0

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

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 )

College creates a platform for the active participation of the students in the various bodies/committees. This in turn helps the students to gain leadership qualities, knowledge about rules & regulations and execution skills. But in 2020-2021 due to COVID 19, the entire nation was in lockdown. This situation really affects the activity of all the educational institutions of the country. Despite of odds, we tried to maintain the quality and involvement of our students in different committee.

Its formation, activities and other details:

- There are student societies / bodies in the departments.
- Each class has student class representatives (CRs).
- The CRs act as a bridge between students and the department.
- The CRs are nominated by the students representing the class.
- Various programs like paper presentations, workshops and

seminars are organized by these bodies every year.

Apart from the above our students are also included in various committees (to name a few) as mentioned below: ? Cultural Committee

- Tech-Mgmt committee
- Anti-Ragging Committee
- Games & Sports Committee
- T&P Committee

Our students take active role in conducting all the major technical, cultural, literary and sports activities organized in the college.

File Description	Documents
Paste link for additional information	<a href="http://sittechno.org/student-activities.html">http://sittechno.org/student-activities.html</a>
Upload any additional information	<a href="#">View File</a>

### 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

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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 has an alumni Association which has an office in the college. Though a little late but the alumni association has started functioning. The alumni association has been registered officially in 2019. The institution will expect and try to ensure that the association plays a pivotal role towards the development of the institution by extending all the necessary supports. Presently membership campaign is going on and responses have started coming up. We are expecting more to come forward to be connected with their alma-mater through this initiative. We believe that the association would play a significant role in the quality enhancement of the institution.

Details of the alumni association:

Name: SIT Alumni Association

Registration number: S0008535 of 2019-2020

Office address: Siliguri Institute of Technology ,Sukna - 734009, West Bengal, India

Alumni Association acts as a bridge between alumni, current students, and college authority. Our alumni are our pride. They are the brand ambassadors of this institute. They also can act as a bridge between industry and academia. So, their feedback is very important for the institute. Different alumni related programs were organized by respective departments through departmental initiatives.

File Description	Documents
Paste link for additional information	<a href="http://sittechno.org/alumni.php">http://sittechno.org/alumni.php</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>



## 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 be a recognised institution offering high quality education, opportunities to students to become globally employable Engineers/Professionals in best ranked industries and research organisation.

#### MISSION

To impart quality technical education for holistic development of students who will fulfil the needs of the industry/society and be actively engaged in making a successful career in industry/research/higher education in India & abroad.

#### Leadership functions of the Head of the Institution

- To promote and develop good governance within the college compatible with and supportive of affiliating university governance structures and policies in line with AICTE / NBA / NAAC. Necessary policy issues are presented to the BOG for final approval.
- To look after all the administrative and academic activities falling in line with the AICTE, University and the Government of West Bengal norms, in all aspects.
- To foster an environment for industry institute interaction, support and coordinate the enhancement of research activities within the college and across colleges, maintain discipline among students and staff.
- Entrepreneurship promotional activities using the setup of EDC (Entrepreneurship Development Cell). Business Incubation Cell to support innovative project ideas for a successful startup.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-1-1-aqar-support-links.html">https://www.sittechno.org/criteria-6-1-1-aqar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

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

All the academic & administrative activities of the institute are directly supervised by the Head of the institute. Day-to-day academic activities of the departments are looked after by the respective Head of the Departments.

#### Decentralization

Institute has a standard mechanism for entrusting authority and supplying operational autonomy to all the various functionaries to work towards a decentralized governance system.

The following committees are in existence to decentralize the academic and administrative activities:

- IQAC
- Anti-Ragging Committee and Anti Ragging Squad
- Grievance Redressal Committee
- Academic committee
- IIPC & EDC Cell
- R & D Cell
- Examination Committee
- Training and Placement Committee
- Cultural Committee
- Tech-fest Committee
- Games and Sports Committee
- Library advisory Committee
- NSS Committee
- NAAC Committee
- Student Welfare Committee
- Hostel Monitoring Committee
- Women's Grievance Redressal Committee
- Admission Committee
- Disciplinary Committee
- College Magazine Committee

**Case study**

Every year annual sports, technical competitions and cultural fests are organized in the institute where overwhelming participation from all levels are observed. The student committees work towards it under the supportive guidance of the faculty and staff members.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-1-2-agar-support-links.html">https://www.sittechno.org/criteria-6-1-2-agar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

**6.2 - Strategy Development and Deployment****6.2.1 - The institutional Strategic/ perspective plan is effectively deployed**

The institute has a perspective plan for development for the coming years. The institution addresses the issues from the stakeholder's view and takes steps to satisfy their requirements. Perspective Plans are in place for enhancing the Teaching-learning, industry-institute interaction, Research & Development, Community engagement, student support system and employability factor.

Activity successfully implemented based on the strategic plan

Our institute in its student centric approach always tries to create an ambience and support system which is helpful for the holistic development of the students. As a part of this process the following activity has been successfully implemented:

The idea is to enhance the employability of the students (i) immediately after graduation (ii) after going through higher studies (iii) building Entrepreneurship as a career. All these are implemented through the established effective mentorship which has been implemented with the support from all the members of the institute and is running successfully. The entire process is supervised and monitored by The Head of the institute in coordination with the HOD's. A faculty mentor is assigned a small group of 15 to 20 students to keep touch with his/her mentees regularly so as to provide necessary support in all possible ways.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-2-1-agar-support-links.html">https://www.sittechno.org/criteria-6-2-1-agar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

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.

#### Governing body

Governing body is basically responsible for entire policy making and to verify the reports through various correspondences. Statutory bodies such as IQAC, Anti-ragging Cell etc., as per the university/government guidelines are also included in the organizational structure of the institution. There are various bodies that serve academic as well as administrative support to the institution.

- IQAC
- Anti-Ragging Committee and Anti Ragging Squad
- Grievance Redressal Committee
- Academic committee
- Examination Committee
- Training and Placement Committee
- Library advisory Committee
- Women's Grievance Redressal Committee

#### Service rules and procedures

The institution strictly follows the service rules according to the AICTE/UGC norms. It has been uploaded to the website too. The teaching and non-teaching faculty have the benefits of EPF and Casual/Annual/ Medical/Maternity/Compensatory Leaves.

#### Grievance redressal mechanism:

The purpose is to provide an avenue for the staff / students to redress their grievances in order to maintain an academic friendly ambience among students, staff and management in the Institute and to comply with the AICTE Regulations to provide

for establishment of Grievance Redressal Committee in each Institute approved by AICTE. There is a Women Grievance Redressal Committee for Women/ Girl/Staff and Student.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-2-2-agar-support-links.html">https://www.sittechno.org/criteria-6-2-2-agar-support-links.html</a>
Link to Organogram of the institution webpage	<a href="https://www.sittechno.org/additional-information-resources.html">https://www.sittechno.org/additional-information-resources.html</a>
Upload any additional information	<a href="#">View File</a>

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

D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Following welfare schemes are available for teaching and non-teaching staff

1. The Institute provides various leaves to facilitate all its employees.
2. The employees are entitled to Dearness Allowance and House Rent Allowance, as per the policy of the college.
3. EPF facility
4. ESIC facility is provided to all its employees having Gross Salary less than or equal to Rs 21,000/- per month.

5. Transport facility to all the faculty and staff members
6. Free periodic medical check up
7. Canteen facility
8. Providing TA/lodging/registration fees for attending seminars/conferences/workshops etc.
9. Maternity leaves
10. Gymnasium and common room for students and staff
11. Playground and basketball court for students and staff
12. Guest house in the college campus
13. Free Wi-fi
14. Basketball Court
15. Badminton Court
16. Volleyball Court
17. Cricket & Football ground
18. Security staff 24 x 7
19. Medical Assistance
20. Career Advancement facility such as PhD etc.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-3-1-agar-support-links.html">https://www.sittechno.org/criteria-6-3-1-agar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

### **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****1**

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

**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****17**

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

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

Regular Performance Appraisal of faculty and other staff members is an essential parameter for career and professional development; hence the institute has a robust Performance Appraisal System for teaching and non- teaching staff. Performance Review is conducted by the Appraisal Committee duly appointed by the Authority. The Performance Review Report is the Key Document for all Promotion, Salary adjustment and handling Performance related issues. Hence it is very essential to prepare the Performance Review Report each year.

Promotion will be carried out only for Regular Employees. Probationers, Temporary Employees and Contractual Employees will not be eligible for promotion. Acquiring eligible qualification, Annual Performance review report and experience will be considered during the promotion review, however they do not establish the right to be promoted to higher cadre. Depending upon available vacancy and other criteria, the candidate will be considered along with other eligible candidates who have applied for the position.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-3-5-agar-support-links.html">https://www.sittechno.org/criteria-6-3-5-agar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

The Institute conducts both internal as well as external audits for every financial year. Internal audit is conducted to monitor & evaluate the financial process that is being followed in the institute. It also conforms to the information and compliance with policies.

The Institute follows the following financial process:

1. At the beginning of the financial year, the HOI submits a proposed budget received from all the departments under specified head of accounts.



3. The consolidated budget is thereafter submitted for approval by the BOG.

4. All the expenditures are monitored by the Accounts Department as per authorization of the Management and provision in the approved budget..

As a regular practice and to maintain transparency the college accounts are audited every financial year by internal as well as external auditor(s).

Till date no major audit objections are recorded.

For better record keeping and financial services, suggestions received from the auditor(s) are considered and complied with. Audit objections on any discrepancies are settled within the specified time schedule under the directions of the Statutory Auditors.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-4-1-aqar-support-links.html">https://www.sittechno.org/criteria-6-4-1-aqar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

#### **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)**

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The College being a private self-financed, the main source of revenue generation is the tuition fees collected from the students as per the fee structure stipulated by the State Government. The institution has a mechanism in place to ensure sufficient budgetary provisions for academic and administrative activities and to monitor the effective, efficient and optimal use of financial resources.

Institution maintains a reserve corpus fund which is used as matching grants for developmental purposes.

Optimum utilization of funds are done for: -

- effective teaching-learning processes which include Induction Programmes, Workshops, different activities, training programmes, etc. that ensures quality education.
- development and maintenance of infrastructure of the Institute
- security, firefighting charges, AMC charges, etc.
- enhancing library facilities like subscriptions to Books/ Journals/ Periodicals/ Magazines.
- conducting student activities like technical competitions, cultural activities, literary events, seminars, workshops, placements, study notes and study material printing etc.
- social service activities as part of social responsibilities through NSS and CSR.

The financial statement, Income and Expenditure details are available through Profit and Loss Account, Balance Sheet and Ledgers, and duly audited by Statutory Auditors.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-4-3-aqar-support-links.html">https://www.sittechno.org/criteria-6-4-3-aqar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

## 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

1. MOOCs: The Massive Open Online Courses (MOOCs) for students has been introduced under the aegis of the affiliating University, where a B.Tech student will have the option to obtain a B.Tech Honours degree provided he/she acquires 20 additional credit points during the 4 year course only through online courses (MOOCs). This beyond syllabus co-curricular courses give students the necessary edge to supplement the curriculum as well as to develop additional skill sets for better employability by getting exposed to experts from Academia/ Industry. Presently this program is being successfully implemented through NPTEL/Swayam platform as well as courses from Coursera, Edex. Any suggestions or modifications in this regard are monitored by the IQAC.

### 2. Mandatory Additional Requirement

The Mandatory Additional Requirement (MAR) has been introduced as an integral part of the curriculum by the University, under which a student has to obtain a minimum of 25 MAR activity points in each academic year. Keeping in view the holistic development of the students this program is rigorously followed where the students can harness their skills in diverse areas ranging from social activities, photography, cultural activities upto entrepreneurship. Any suggestions or modifications in this regard are monitored by the IQAC.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-5-1-agar-support-links.html">https://www.sittechno.org/criteria-6-5-1-agar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

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

### 1. CA BASED INTERNAL ASSESSMENT

One of the tactile strategies to boost the learning outcomes of the students is continuous assessment (CA). The IQAC lays

special emphasis on the conduction of the CA based Internal Assessment through questions strictly aligned with the COs. Similarly, there is a mechanism for continuous assessment for laboratory/practical papers where rubric based evaluation of the students is done twice a semester and the marks are uploaded in the University portal.

## 2.DIGITAL (ICT) INITIATIVES

Conduct of online classes in the digital mode.

Conduct of MOOCs courses through NPTEL/SWAYAM platform for students and Faculty members since Siliguri Institute of Technology is a local chapter of NPTEL.

Conduct of Spoken Tutorial Classes with IIT Bombay for ICT based Software Training Workshops and also to support laboratory based subjects.

Faculty members are encouraged to take up additional classes in well equipped classrooms with ICT enabled facilities to improve the teaching learning process.

File Description	Documents
Paste link for additional information	<a href="https://www.sittechno.org/criteria-6-5-2-agar-support-links.html">https://www.sittechno.org/criteria-6-5-2-agar-support-links.html</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="https://www.sittechno.org/additional-information-resources.html">https://www.sittechno.org/additional-information-resources.html</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

Gender equity is a major issue in today's society. Our faculty and staff are always promoting for gender equality, and students are encouraged to do the same. As of now, approximately 40% of our personnel are female.

To ensure the safety and security we provide the followings:

- Security guards across the campus including at the entry/exit points.
- CCTVs installed throughout the campus and monitored.
- Implementation of Anti-Ragging and Anti-Smoking campus.
- Inclusion of female members in various committees of the institute.
- Separate hostels, common rooms for girls and boys.

We have various committees to take care of the situations (in case there are unwanted situations) such as:

#### 1. Women Grievances Committee:

A coordinator and a few individuals make up the group. Due to the knowledge and discipline on campus, we are glad to inform that there have been no incidences of sexual harassment of women at our college premises.

**1. Anti- Ragging Committee & Squad:**

This Committee and Squad have been formed to deal with ragging concerns in accordance with UGC, AICTE, and University norms.

**1. Internal Complaint Committee (ICC):**

The Institute has a functional ICC to handle sexual harassment issues and send the message that the Institute has zero tolerance for such instances.

File Description	Documents
Annual gender sensitization action plan	<a href="http://sittechno.org/additional-information-resources.html">http://sittechno.org/additional-information-resources.html</a>
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	<a href="https://www.sittechno.org/criteria-7-1-1-agar-support-links.html">https://www.sittechno.org/criteria-7-1-1-agar-support-links.html</a>

**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**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

Our institute have a well-kept waste management system and a lush green campus. As part of our waste management system, we have a reuse and recycle policy. We can achieve carbon neutrality by planting many trees. We always try to raise awareness about energy conservation and efficiency among staff

and students, and we try to do a few things to save energy because "energy saved is energy generated"; for example, turning off electrical appliances when they are not in use, avoiding computer printouts unless absolutely necessary, and so on.

**Solid and liquid waste management:** Dustbins are strategically placed across the campus. Cleaning staffs have been hired to handle all of the rubbish on campus. At the source, all waste/garbage from the college and hostel is separated. The discarded papers and dead leaves (from the garden) are not set ablaze. The biodegradables are composted and used as fertiliser by being buried in the soil.

**E-waste management:** Computers and peripherals are maintained on a regular basis to ensure their continued use and avoid its wastage. Electronic components (plastic and metal) are given to vendors for disposing.

The cartridges of laser printers are reused through refilling.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of bicycles/ Battery-powered vehicles</b></li> <li><b>3. Pedestrian-friendly pathways</b></li> <li><b>4. Ban on use of plastic</b></li> <li><b>5. Landscaping</b></li> </ol>	<p><b>B. Any 3 of the above</b></p>
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File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

<p><b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b></p>	
<p><b>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></p>	<p><b>E. None of the above</b></p>

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

<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly</b></p>	<p><b>C. Any 2 of the above</b></p>
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washrooms Signage including tactile path, lights, display boards and signposts  
 Assistive technology and facilities for persons with disabilities (Divyangjan)  
 accessible website, screen-reading software, mechanized equipment  
 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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).

Our institute takes various initiatives to promote and maintain an inclusive environment by organising various events throughout the year to promote tolerance and harmony toward cultural, regional, linguistic, communal socioeconomic and other diversity.

The following are the programmes that have been carried out:

- Our institute takes various initiatives to promote and maintain an inclusive environment by organising various events throughout the year to promote tolerance and harmony toward cultural, regional, linguistic, communal socioeconomic and other diversity.
- Celebration of national holidays such as Independence Day, Republic Day, and so on. The staff and students participate in huge numbers for celebrating those days.
- Induction programme for newly admitted students to make them aware of the culture that we follow to promote

tolerance and harmony.

- The SIT National Service Scheme (NSS) organizes activities on a regular basis to raise students' social consciousness and provide them with opportunities to work creatively and constructively with people on and around educational campuses, as well as to put their education to concrete social use. The NSS SIT Unit is always looking forward to many social and noble initiatives that will help to make our society a better place to live.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

- The institute observes Republic Day & Independence Day where the National flag of India is hoisted followed by the National Anthem.
- A course on Indian Constitution is taught to the students which helps them to be aware about the constitution and the rights.
- Celebration of International Women's Day Observance of World Environment Day Observance of Engineer's Day, National Science Day, National Management Day, National Teachers Day encourage the students to understand the importance of these days.
- International Yoga day was observed at SIT campus to increase the habit of yoga and meditation amongst the students and faculty-staff members.
- Health checkup camps have been organized in association with Desun Hospital, NeotiaGetwel Hospital, Basu's Clinic, Himalayan Eye Hospital, Medica North Bengal at different point of time.
- Voluntary Blood donation camps were organized in association with Rotary Club, North Bengal Medical College, and Siliguri Welfare Organisation where students, faculty and staff members responded overwhelmingly to donate blood generously.

Due to COVID 19 Lockdown, activities could not be conducted in

the institute in Academic year 2020-21.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://www.sittechno.org/events.html">http://www.sittechno.org/events.html</a>
Any other relevant information	<a href="https://www.sittechno.org/criteria-7-1-9-agar-support-links.html">https://www.sittechno.org/criteria-7-1-9-agar-support-links.html</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The institute commemorates significant days as well as the birth anniversaries of notable people. Our students, faculty, and staff members celebrate the days by breaking down barriers such as caste, religion, and so on, in order to make the world a better place to live. An effort is made to enlighten the

young minds through the programmes that are held on the days. Every year, our institute organises such events in order to raise awareness of the importance and strength of the country's national integrity.

The lists of programs are:

- Republic day celebration
- Independence Day
- Netaji Birthday celebration
- Saraswati Puja
- Vishwakarma Puja
- Basanta Utsav

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Best Practice - 1

1. Title of the Practice: Outcome based education
2. Objectives of the Practice

The objectives are to help the students to learn the followings:

- How to think and analyse intellectually.
- How to think, perform & act like professionals.
- How to perform under different practical situations.
- Ethical / societal values - introduce students to the purposes guided by the values for he/she is professionally responsible.

**Best Practice - 2**

1. Title of the Practice: **Employability enhancement drive**
2. Objectives of the Practice

The goal is to build students' capacity and develop the necessary skills to prepare them for the workforce. A comprehensive programme has been designed to up-skill students in technical, aptitude, and soft skills in order to prepare them for the professional world once they graduate from the institute.

The programme is divided into two sections:

1. Technical Training
2. Soft skill Training

The program goes hand-in-hand with the regular course of studies and extends from 1st year to final year.

File Description	Documents
Best practices in the Institutional website	<a href="http://www.sittechno.org/additional-information-resources.html">http://www.sittechno.org/additional-information-resources.html</a>
Any other relevant information	<a href="https://www.sittechno.org/criteria-7-2-1-aqar-support-links.html">https://www.sittechno.org/criteria-7-2-1-aqar-support-links.html</a>

**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

**"Excellence in Education through a Holistic Perspective"**

Siliguri Institute of Technology has deliberately established a culture that focuses on educating young minds not just to be academically proficient but also to cultivate an attitude of higher social consciousness for the sustenance of society, as reflected in the institute's mission and vision. The Institute, which began its journey in a relatively rural part of the country in 1999, has grown to become a prominent engineering institution serving students from all across North Bengal, sections of South Bengal, parts of Assam, Bihar, and

Jharkhand. This institution has produced students who have excelled both domestically and internationally throughout the years. The distinctiveness of this institution resides in the atmosphere of peace that encompasses both our students' academic and social relationship.

Siliguri Institute of Technology, being an associated institution of Maulana Abul Kalam Azad University of Technology, follows the university's curriculum guidelines and places a significant emphasis on outcome-based education. The Institute encourages a student-centered approach to teaching and learning. Experiential learning, participatory learning, collaborative learning, individual learning, and the use of various problem-solving approaches are all used at all levels - programme, course, and lesson. A Mentor-Mentee system is used to solve all of the students' difficulties, both academic and personal.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

To Submit AQAR for the year 2020-21

To Implement interdisciplinary bridge course

To conduct Sample Student Satisfaction Survey (SSS).

To Organize seminars / workshops / guest lectures by Departments/Committees/IQAC

To Prepare Academic & Activity calendar 2021-22

Participation of Staff in Seminars / Conferences / Workshops

Research paper publication & R&D Activities

To Conduct activities under MoU's

To Organise IPR related workshop/seminar

To Conduct National/International Conference

To organize student activities (Games & Sports, Tech-fest, Cultural etc.) in the institute.

Celebrate & commemorate days of importance.

Conduction of skill enhancement programs.

To Conduct Alumni meet.