



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SYNERGY INSTITUTE OF ENGINEERING AND TECHNOLOGY
Name of the head of the Institution		Dr.Itishree Mohanty
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		06762225905
Mobile no.		9437855446
Registered Email		sietdkl@synergyinstitute.net
Alternate Email		principal@synergyinstitute.net
Address		Banamali Prasad , by the side of NH-55.
City/Town		Dhenkanal
State/UT		Orissa
Pincode		759001

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Urban</b>
Financial Status	<b>private</b>
Name of the IQAC co-ordinator/Director	<b>Dr.Matru Prasad Dash</b>
Phone no/Alternate Phone no.	<b>06762225905</b>
Mobile no.	<b>9861187636</b>
Registered Email	<b>sietdkl@synergyinstitute.net</b>
Alternate Email	<b>mpdash82@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.synergyinstitute.net">http://www.synergyinstitute.net</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.synergyinstitute.net/pdf/calendar.pdf">http://www.synergyinstitute.net/pdf/calendar.pdf</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>B</b>	<b>2.41</b>	<b>2014</b>	<b>10-Dec-2014</b>	<b>12-Oct-2019</b>

<b>6. Date of Establishment of IQAC</b>	<b>13-Jan-2014</b>
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<b>7. Internal Quality Assurance System</b>
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Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>Workshop on Auto CAD</b>	<b>17-Sep-2017</b> <b>1</b>	<b>180</b>

Workshop on Aero Space Modeling	23-Nov-2017 1	195
National Workshop on Microwave and Electromagnetic Design using HFSS and MATLAB	13-Sep-2017 2	185
National Workshop on Total Station and Its Field Application	17-Oct-2017 2	84
Nationa Seminar on Recent Trends of Nano materials for Futuristic Applications	31-Jan-2018 1	160
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**8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
INSTITUTION	MODROBS	AICTE	2017 365	247059
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

1

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

Different workshop and seminars are organised. Research papers are published in various national and international journals of repute. Industry institute interaction schemes or projects done sucessfully. Center of excellency in different Different Departments are initiated, Students are encouraged for different Start Up Programs

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
At least one seminar and workshop should be conducted.	. One seminar and one workshop had been conducted
One study tour for the students per year.	Pre-final year and final year students had gone for study tour.
Skill development training for one month.	Skill development training organised for one month.
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
HOD COUNCIL	11-Jul-2017

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

Yes

Date of Visit

10-Dec-2014

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

29-Mar-2017

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

Management Information System (Synergy Info System SIS) The management information system of our Institute hosted in the portal [www.synergy.ac.in/intranet](http://www.synergy.ac.in/intranet) is designed and developed by the Department of Computer Science and Engineering. The ERP System is comprised of the following modules 1. Online Alumni Network. It is providing common platform for the institute. The objective of Alumni portal application

is to allow old and new students of the college to have communication. This allows students to know about each other and their current activities. 2. Online Attendance and SMS service. Online attendance system allows to automate our time table management by tracking the academic schedule and to communicate every day report with the parents. 3. Course Coverage It helps us to monitor the course coverage of the classes and enable the administrators for hands on control on academics. 4. Online Notice Board. It is the paperless notice board for all the day to day communications. 5. Online Library management. The library automation system digitized the library and implements the paper less library management software. 6. Online Inventory control This module automated the store department and it day to day activities. 7. Online Mentorship System Every faculty is assigned a group of 20 students under his mentorship. This system automated the mentorship system that every faculty can maintain all the details and communications with the mentees and enabled the administration to have the access of the mentorship system. 8. Online Grievance management System. It facilitates students / complainants to lodge his or her grievance, send reminder and view status on action taken with regard to their grievance(s).

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1.1 Curriculum planning and Implementation 1.1.1 State the vision mission and objectives of the institution and describe how these are communicated to the students, teachers, staff and other stakeholders Vision To become an internationally acceptable institute of technical education which always promote pursuit of excellence and inculcation of human values. Mission ? To impart quality education and technological skill. ? To empower student with professional competencies for meeting global changes. ? To inculcate the habit of continual learning. ? To nourish the qualities of leadership, entrepreneurship, innovation and ethics. ? To create an outstanding ambience of academics, intellectual pursuits, innovative research and physical activities. Quality Objectives 1. Competency based Education & Training to the students ? Development of new Curriculum based on the needs of Industry and amended guidelines of AICTE / Utkal University /BPUT/ DTET (Orissa). ? Ensure students

getting employment through campus interview. 2. Continual Improvement ? Reduce Failure rate. ? Periodical revision of curriculum. ? Increase in the number of tutor hours. ? Continuous assessment and satisfactory redressing of student grievances. 3. Team work and total involvement of faculty and support staff ? Increase in the number of learning materials. ? Increase in the industrial attachment programmes. ? Increase in continuing education and training programme for industry. ? Improvement in laboratory maintenance and increase in the number of experiments. ? Improvement in extracurricular activities. 4. Continual up-gradation of knowledge, skills and attitudes of Faculty and supporting staff ? Number of industry oriented projects. ? Imparting leading edge technology courses. ? Improving teaching methodology and enhanced education, training and competence of faculty and support staff. ? Increase in the number of personality training. ? More involvement in the Institutions developmental activities. 5. Total Involvement of Students ? Maintenance of the Environment of the campus and nearby surrounding. . ? Disciplined behavior in the Institution & Society. ? Improvement in communication ability. ? Providing objective feedback for improved instructional delivery. 6. Optimum utilization of resources and interaction with industry ? Shared Equipment / resources with industries and other institutions. ? Programme offered to industries. ? Programme offered to society in general. ? Shared resources / equipment among the departments Communication to Stakeholders - The advisory committee and staff council are two main important academic bodies of the institution. The meetings are held frequently which plan programmes and discuss key issues in tune with the vision and mission of the institution. Decisions taken in the advisory committee and the staff council are communicated properly to the entire students through displaying notices on the notice board and making announcements in the class rooms. The following criterion is followed to communicate the vision, mission and objectives of the college to the stakeholders: ? Communicated to the stakeholders during orientation programs. ? Seminars and workshops are conducted for faculty members, students and parents emphasizing the role of the Institution in achieving its objectives. ? Also institute vision & mission is displayed at all important place in the campus as well as in the web site of the institute. The college meticulously develops action plans for effective implementation of the curriculum. At the outset, the advisory committee of the college conducts protracted meetings with the staff members of various department heads to develop various strategies for effective implementation of the curriculum. Teachers are encouraged beforehand to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars, industrial visits, computer education apart from regular/traditional teaching methods. ? In the beginning of each semester all the faculty members are submitting an academic planner on their allotted papers which is duly verified by HODs. ? Also we have academic diary for each semester. This diary is maintained by each faculty and verified by HOD time to time. ? Monitoring and feedback is collected by principal and appropriate action taken to rectify the system as a continuous process.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
<b>No Data Entered/Not Applicable !!!</b>					

#### 1.2 – Academic Flexibility

##### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BTech	EE,ME,ETC,CS,CIVIL	03/07/2017

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
MICROWAVE ELECTROMAGNETIC DESIGN USING HFSS MATLAB	13/09/2017	30
TOTAL STATION ITS FIELD APPLICATION	17/10/2017	55
BIG DATA	16/03/2018	50
RECENT TRENDS OF NANO MATERIALS FOR FUTURISTIC APPLICATION	31/01/2018	145

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BTech	MECHANICAL	89
BTech	ELECTRICAL	45
BTech	COMPUTER	26
BTech	CIVIL	38
BTech	ETC	13

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### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
stakeholders in enriching the curriculum? The Institute takes feedback from different stakeholders, including parents and people from industries. The

students express their opinion on curriculum through response sheets/feedback. Our faculty takes regular feedback from stakeholders on academic, curriculum, placement, trends and teaching methodology. The feedback collected is analyzed for improvement if there is any lacuna. The Principal present it to the college managing committee. The Governing Council reviews the analysis reports and initiates interventions. The teachers collect the feedback from the graduates regarding learning processes after the end of academic session every year. The inputs are obtained from the stake holders regularly and further used to improvise the overall competency of the students for employability..Some of our senior faculty members have contributed for the development of curriculum by the university. All faculty members take feedback from the students both informally through discussion and also formally in printed format. Feedback from the alumni also taken regularly. Advice and suggestion of academic peers and industry personals are also considered during their visit to the institution on different occasion. Principal/senior faculty members put the necessary suggestions before the academic council for develop the curriculum.Institute collects feedback from the students, alumni, parents, academic peers and industry personals regarding the effectiveness of the curriculum in the job market and national development. Their suggestions are analyzed and principal/senior faculty member discuss in the academic council for necessary changes in the curriculum and send the recommendation to university.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>				
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### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	189	0	85	11	85

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Toolsand resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
85	85	5	5	1	1162

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Each faculty member work as mentor and they are assigned 20 students for mentoring. The mentor look after the academic progress, all type of extra curricular activities of the students. The mentor also regulates the result, attendance,leave and continuously interact with parents on various issues.



Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
189	12	1:20

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
1	1	0	1	2

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Dr.Prasant Kumar Nayak	Assistant Professor	Ph.D
2018	Dr.Barada Prasanna	Lecturer	Ph.D
2017	Mr.Soumya Ranjan Sahoo	Lecturer	M.Phil

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## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BTech	UG	8TH/4TH	16/04/2018	23/05/2018

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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In each semester two internal examinations are conducted 15 marks each for a duration of one hour. The question paper carries 10 marks comprising of 3 questions , first question comprises of five bits one mark each which is compulsory, out of rest two questions one must be answered which carries five marks .Quiz test, surprise test, assignments and attendance are taken into considerations for the left five marks during each internal assessment. In the sessional lab test are also conducted followed by quiz test, viva voce, performance and record submission. The internal assessment for laboratories carry 50 marks each .As per BPUT guideline at least 10 experiments are to be conducted which bears equal marks

### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Since the Institute is affiliated to Biju Patnaik University and Technology Rourkela, The institute follows the Academic calendar of the university. Again The Institute prepares the academic calendar in the line of university calendar.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.synergyinstitute.net>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BTech	CIVIL	34	32	94.12
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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.synergyinstitute.net>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	365	AICTE	12	247059
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
A Practical approach for solving Power Engineering problem	Electrical Engineering	15/09/2017
Aerospace modelling	Mechanical Engineering	23/09/2017
Microwave Electromagnetic Design using HFSS MATLAB	Electronics Telecommunication Engineering	13/09/2017
Recent Trend of Nano materials for futuristic Applications	Physics	31/01/2018
Recent Trend in material manufacturing process	Mechanical Engineering	14/03/2018
Design of Hydraulic structure	CIVIL	09/03/2018
Big Data	Computer Science	16/03/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
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No Data Entered/Not Applicable !!!

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Management	1	1
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	0
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
A CASE DISCUSSION ON JUSTIFICATION OF ePDS : A MULTI CRITERIA DECISION APPROACH	Mr. B.P..M ohapatra	INTERNATIONAL JOURNAL OF ADVANCED TECHNOLOGY AND ENGINEERING RESEARCH	2018	1	1	1
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self	Institutional affiliation as mentioned in
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					citation	the publication
A CASE DISCUSSION ON JUSTIFICATION JUSTIFICATION OF ePDS : A MULTICRITERIA DECISION APPROACH	Mr.B.P.Mohapatra	INTERNATIONAL JOURNAL OF ADVANCE TECHNOLOGY AND ENGINEERING RESEARCH	2018	1	1	1
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	13	0	0
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### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
SWCHATA HI SEVA	YOUTH RED CROSS RED RIBBON CLUB	6	105
BLOOD DONATION	Blood donar and motivator asso. And State Govt	5	150
PLANTUNG OF TREE	State Govt	4	152
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#### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0
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#### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	STATE GOVT/ROTRACT CLUB	Swachh Bharat Pakhada	8	55
NSS	S.I.E.T, DHENKANAL	Vanamahotsav	7	54
NSS	State	Celebration of	7	124

	Govt/BRHMA KUMARI ISHWARIYA VISHWA VIDYALAYA	Road safety Beti Bachao Beti Padhao		
NSS	INTERNATIONAL OMENS DAY	INTERNATIONAL OMENS DAY	12	158
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Video Centre	Existing
Value of the equipment purchased	Existing

during the year (rs. in lakhs)	
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing

#### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Institute own development software	Fully	SQL SERVER 2000 OFFICE XP	2005

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4989	46806	13	61	5002	46867
e-Books	476	0	23	0	499	0
e-Journals	1158	0	0	0	1158	0
Digital Database	1020	0	142	0	1162	0
CD & Video	744	0	0	0	744	0
Others (specify)	375	0	0	0	375	0

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	340	163	30	60	60	4	23	10	0
Added	0	0	0	0	0	0	0	0	0
Total	340	163	30	60	60	4	23	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and
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	recording facility
0	0

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
500000	492090	150000	123023

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has a very good library with more than 1584 number of reference books. The college also subscribe ejournals to keep the faculty as well as the student's up to date in technology. The college has a mechanism in place for evaluating the teaching staff which is done at the end of the academic year. The HODs study the feedback forms and discuss with the staff, the improvements that have to be implemented. Soon after a student is admitted, The College has made provision for assessing students knowledge and skills for particular programme. Other than the lecture method of teaching, group discussion, field studies, debates, tutorials, seminars, study tours, competition on different subjects etc. are adopted for proper understanding of the subjects. The college has well experienced faculty members. The library staff is well qualified and their experience is used in updating library for the optimum use by the students. The College on its own conducts seminars, workshops etc. for the teachers to enrich their knowledge and skills. Also the teachers are encouraged to attend seminar and workshop in reputed institutes. For the purpose the college upgrade its laboratories keeping in view to the industry need. 5 Library, ICT and physical infrastructure / instrumentation: All facilities available here. • Library has been digitalized using own developed software. • Computerized issue, return system • Barcoding system followed • Digital library facility to students and staff. • EJournal available through DELNET • The learning materials such as NPTEL, Class notes, Question bank etc available for access through our server. • 10 No.s of computers with Internet facilities in Elibrary • Issue of Education CD/DVD are to the users • Reference book issue facility on overnight basis Library Details : Library Area: 800sqm Library Timing is : Working day 8AM to 10PM Holiday 9.30AM to 4.30 PM Total no. Of Title: 5077no.s Total no. Of Books: 46391no.s Total no. Of EBooks: 568no.s Total no. Of EJournals: 33no.s 1158 no.s (National and International journals through DELNET) Total no. Of Magazines: 25 no.s Total no. Of Newspaper: 14 no.s Reading Room Capacity: 120 nos. Reprography Facility: 01 Machine Student Book Issue Ratio: 1:5 Department library: Nine (09) departments Girls Hostel also. Digital Library: Total no of Computers: 10 nos Digital Class Notes: 71 nos Digital Journal Articles: 125 nos. Digital Question Bank: From 2011 to 2018 Digital Short Type: 193 nos. Question Answer NPTEL Course Material: 271 nos Videos ICT: NPTEL, DELNET, Digital library, Digital class notes The internal academic and administrative audit conducted and the suggestion/report made by the auditor are taken care. ? Use of NPTEL: The learning materials available online are used by students and faculty. ? Digital Library: The Library has been fully digitalised for the benefits of students and staffs. Ejournal available through DELNET. Barcoding system, education CD/DVD also available. ? Smart classroom: The Power point presentations/ smart class room is designed to tap into the dynamic possibility of the classroom and help the teacher to build a healthy and engaging learning environment ? Formation of various committee: Different committees are formulated taking parents, NGO, industry people, journalist and

other stake holders for the smooth functioning for academic administration. ? Teaching beyond syllabus: For academic excellence some beyond the syllabus topics are covered. Both theory and Laboratory to bridge the gap between academic and industry. ? Live Projects: The final year students are assigned live projects for innovation and skill development. ? Induction programmes for new entrants: Induction training programme is conducted for the new entrants to acquaint themselves with new environment where YOGA classes, personality development, talk on Moral values, Art classes, Motivational talk by eminent speakers, visit to modern village, sculpture and monuments, health checkup followed by a picnic. ? Meeting with students in presence of Principal and HODs: In each semester meetings are conducted with the students to discuss about the academic progress and other suggestion are taken. ? Grievance Redressal Cell: Any type of grievance of student and employees are addressed for redressal forum.

<http://www.synergyinstitute.net>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
SOFT SKILL DEVELOPMENT	17/07/2017	211	ARIFIN ACADEMIC BHUBANESWAR
Remedial coaching	08/11/2018	480	Institute
Bridge courses	03/07/2017	480	Institute
Yoga	08/07/2017	145	PRAJAPITA BRAHMAKUMARI
Personal Counselling and Mentoring etc.,	04/08/2017	480	Institute
<a href="#">View File</a>			

#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	0	0	0	0	0
No file uploaded.					

#### 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance
---------------------------	--------------------------------	-----------------------------------



		redressal
0	0	0

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
WIPRO INFRASTRUCTURE (P) LTD	18	10	JAYASHREE POLYMERS	8	2
<a href="#">View File</a>					

### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	0	0	0	0	0
No file uploaded.					

### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
GATE	6
Civil Services	1
<a href="#">View File</a>	

### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
100 MTR	Institute	30
ENGLISH ESSAY	INSTITUTE	17
<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 national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Adjudged Champion	National	3	0	1601230071	Sudhanshu Shekhar Bisoi
<a href="#">View File</a>						

### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College has a wide range of sports, games, cultural and extracurricular activities that are available to the students. The college has always created a

nice atmosphere for itself in the field of sports. The college provides excellent sports and games facilities in cricket, volley ball and basket ball. Basketball court, volleyball court ,Lawn tennis court and cricket field are already exist inside the campus. Our students won prize in different intercollege sport competitions. Various cultural and extracurricular activities like folk dances, classical singing, group singing, traditional heritage items, fine arts items, Quiz, Literary items are offered to the students. College also organizes annual Sports and annual function in the college campus. "SYNERGY" encourages its students to publish materials like college magazine, wall magazines. The students are motivated to express their talent through articles, paintings, and graffiti. Their Creativity is given a free flight. The college magazine provides them with a platform to express them. The teachers motivate the students to bring out the creative genius in them. The institution also encourages the staff members to attend conferences and to publish papers in national and international levels. There are two class representatives (one boy and one girl) from each section. They are selected unanimously. If unanimous selection is not possible then HOD nominates the class representatives. These class representatives takes lead roll from students side on different occasion. The institute believes in giving the equal opportunity to the students in supporting the authorities in different affairs of the college. For this the college endeavors to provide them with opportunities to participate in the various bodies.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The institution keeps pace and relation with former faculty and the Alumni to take advise on the institutional academic and other development. It keeps touch with them through the Alumni association, face book, mail id etc and through alumni meet annually. The college has a registered Alumni Association which tends to strengthen the stake holder relationship. Participate in decision making process and fosters college development. Alumni Association has come forwarded to assist both in placement activities and quality improvement of both students and faculty members by concreting the relationship between industries and the The college has a registered Alumni Association which tends to strengthen the stake holder relationship. Participate in decision making process and fosters college development. Alumni Association has come forwarded to assist both in placement activities and quality improvement of both students and faculty members by concreting the relationship between industries and the institute. The Alumini regularly visit the institute and share their views to the students in their expertise field. Even Alumini are helping the placement cell for campus requirement institute. The alumni are very effectively utilized in the developmental activities of the college.

5.4.2 – No. of enrolled Alumni:

191

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The following efforts are made to improve the professional development of the teaching and nonteaching staff. Weekly faculty develop programme is conducted where one of the faculty member gives talk on one topic of his interest. Department is asked to organize national seminar. Faculties are encouraged to publish papers in peer referred journals, attend seminars, workshop, publish book etc. Faculties are encouraged to take up projects from government and private agencies. Faculties are encouraged for higher studies. Nonteaching staff(Lab.Asst) are encouraged for higher studies and short term courses. Office staff also take training on office automation.Faculties are required to attend minimum two workshop(two weeks each) for next promotion. They also required to publish paper in the peer referred journal, write books. Self appraisal form is given to each of the faculty in which they apprise themselves. Students also apprise the teacher subject wise in a different format. These two appraisal give a comprehensive evaluation of a teacher. Principal discusses the result of this assessment with the teacher concerned and suggest any necessary improvements if required. From the performance appraisal report the staffs are categorized in three categories i.e. Excellent,Very good, good and bad. Principal gives a letter of appreciation to the excellent category. To the good category he suggests through letter for further improvement and to bad category he personally calls, discuss and suggests probable measures to improve. The institutional policy with regard to quality assurance is: ? Develop a system for conscious, consistent and catalytic improvement in the performance of institutions. ? Channelize the efforts and measures of an institution towards academic excellence. ? To strengthen scholarly research and creative achievement in students and faculty. ? To improve teaching and learning with stateoftheart infrastructure. ? To broaden global perspectives. ? To promote institutional tieup. More freedom coupled with accountability concerns has made our institute to initiate internal quality assurance mechanisms and institutionalize it.The administration is decentralized to a considerable extent by implementing ERP System. The Principal conducts regular meetings with academic and nonacademic staff with proper minutes of meetings. . The opinion of all the staff members are taken for the effective implementation of suggestions. Academic and administrative duties are assigned to HODs. The HODs in turn conduct departmental meetings and decisions are taken in consultation with the teaching staff. At the same time, there are sufficient checks and balances built in the system to see that these decisions are carefully taken. These decisions can also be reviewed by higher authorities and committees in case of needs. The meeting usually focuseson improving the academic, cocurricular and extracurricular performance of the students. The work is delegated to the staffs that frame the time table, formulate the teaching plans and accept the task assigned by the HOD. The academic dairy is maintained by all staffs to record the lessons covered on a daily basis which is monitored by the principal regularly. In addition to the academic responsibility shouldered, faculty also takes up the administrative work and are on the functional committees that cover all aspects of governance of the college. Introduced of mentoring practises will definitely build a healthy and positive environment for mentees and mentor both and will establish the safety platform to excel. The management gives suggestions on various aspects on the basis of the Principals report and feedback it gets from the students and society. The suggestions of the management is communicated to the teaching and nonteaching staff and implemented by the Principal. He also assigns duties to various academic and administrative bodies of the college on the basis of suggestions of the management.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The curriculum development is done by the university. As affiliated colleges we cannot develop the curriculum, but participate in curriculum development with proper feedback and put suggestions for the development of the curriculum from time to time. Institute collects feedback for the course completion from the students after completion of syllabus by the faculty. There, we ask the effective completion of syllabus to the students and feedbacks are collected from each student. If required teachers will be asked to take the extra classes..
Teaching and Learning	? Transparencies are widely used for delivering lectures ? Power Point Presentations using LCD projectors. Power point presentation banks are also available for several subjects. ? Teaching of the concepts by giving real life examples, case studies related to the subject. ? Stateofart Class Rooms with Audio / Visual Systems. ? Course Files and Lab Manuals for Effective Instructions. ? NPTEL Video Lectures. ? Employability Enhancement Training Programmes. ? Entrepreneurship Awareness and Development Programmes. ? Mentoring and Counseling Practices. ? Application Orientated Teaching. ? Learning resources from reputed institutions like IITs and International Universities
Examination and Evaluation	? Internal tests and semester examinations are done as per University Guidelines and evaluationb done by means of the performance, attendance, assignments, surprise test quiz test etc. External evaluations are also their for Viva Voce n Grand viva n project submissions.1. The semester examination is conducted by Biju pattnaik University of Technology. 2. Internal examinations, assignment quiz test, surprise test, lab test, are conducted by the Institute. 3. External examiner is involved for the evaluation of final year Projects and comprehensive viva The university examination evaluation is conducted

online system. Our institute is one of the evaluation centre, where the faculty members are assigned to evaluate the papers online semester wise.

**Research and Development**

R D is an integral part of our institute. The faculty members as well as students are encouraged for research work in addition to their regular work. A state of art research lab is functioning under the guidance of an eminent professor . Recently a good number of our faculty have been registered for M. Tech. and Ph.D. programmes. Some of the faculty members have been awarded Ph.D. by different Universities. Other research activities of the departments include presentation and publication of research papers in seminars, conferences and journals and under take different project works.

**Library, ICT and Physical Infrastructure / Instrumentation**

- Library has been digitalized using own developed software.
- Computerized issue, return system
- Barcoding system followed
- Digital library facility to students and staff.
- EJournal available through DELNET
- The learning materials such as NPTEL, Class notes, Question bank etc available for access through our server.
- 10 No.s of computers with Internet facilities in Elibrary
- Issue of Education CD/DVD are to the users
- Reference book issue facility on overnight basic

**Human Resource Management**

Employees are treated as asset always. Recruitment and selection process is transparent. Induction programme for faculties are conducted regularly. Salary administration is well monitored. Different welfare schemes are followed for employee satisfaction. Employee performance is regularly/annually measured and monitored properly. 1. The faculty members are sent to attend sttp /seminar/workshop for knowledge enhancement. 2. Faculties are encouraged for carrier advancement and higher studies. 3. Service books are maintained.

**Industry Interaction / Collaboration**

As industries are the integral part of technical education, students and faculty members are continuously interacting with the industry. The institute takes following programmes to make the students industry ready and

	<p>enhance their technical knowledge for better career. ? Signing of MOU with industry ? One month Internship training ? Student Industrial visit ? Guest lecture from industry ? Expert talk from industry in seminar /workshop ? Short term courses from CTTC, Sky riders, INFOSYS Campus connect, TCSION Life long Learning. ? Webinars ? Collaboration with ORACLE Corporation, TCS, INFOSYS, REDHAT, NBVL, Sakthi Sugar Ltd., Utkal Asbestos etc. ? Apprentice training under BOPT(ER) and other nearby industry</p>
Admission of Students	<p>4 year B Tech students admitted through JEEMAIN entrance test. 3 year lateral entry BTech students admitted through Odisha JEE Entrance test 2 year MTech students admitted through Odisha JEE(PGAT) entrance test.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>The institution is administered by the SIVANI Education and Charitable Trust . The Management, the Principal and the faculty are always stepping in together for designing and proper applications of the quality policy and plans. The Principal of the college is the head of the institution and is always there to provide requisite leadership to the system. The Principal ensures that all provisions of the University byelaws, the Statutes and the regulations are observed. He also convenes meetings of the Academic council, various others bodies and performs all such acts as may be necessary to carry out and give effect to the decisions of the said bodies. Importantly, the Principal provides academic leadership and in association with the various faculties, evolves strategies for academic growth. The faculty is actively involved in decisionmaking process. The teachers hold periodic meetings in department level or through the committee. The recommendations taken in the meeting are submitted to the Managing Committee and the Management arrives at suitable decisions for implementation. Hence they are actively involved in the decisionmaking process to sustain and enhance quality of education imparted by the institution. The institution has adopted participatory managerial</p>



principles to ensure progress through the following practices: The flow of information is always from lower level to higher level. Coordinators of each level of the system consolidate recommendations after discussion with members and present them to the apex bodies. The feasibility of the proposed changes is discussed in the presence of the respective coordinators and if found acceptable, the changes are implemented. The Principal of the college has complete autonomy to govern the institution within the purview of the rules and regulations framed by the government. In the beginning of the academic year, a selfmapping exercise is conducted for the staff. This exercise exposes the strengths and challenges of each of the personnel to draw a potential map, which gives insight to the management, for the distribution of responsibilities. The head of the institution appoints the conveners for various committees and further nominates the members of committees in consultation with the respective conveners based on the potential map. The committees are well guided about their roles and responsibilities by the principal of the institution. The faculty is informed of their duties and responsibilities by the head of the institution in the scheduled staff meetings and departmental briefings. The administrative staff is given a job map along with the roles and responsibilities.

**Administration**

The Principal is both the academic and the administrative head of the institution. He is accountable for achieving excellence in the college in all the parameters of the predefined mission components. He is appropriately empowered and has autonomy to achieve the objectives. He identifies the abilities of the individuals and assigns their responsibilities to them. The Principal guides and motivates all others staff to achieve their institutional goals and objectives. He is a bridge between management and faculty /nonteaching staff. The management of the college communicates with the principal and the staff members. The problems and issues related to college development,

administration, infrastructural needs and student disciplines are discussed in the frequently conducted meetings between the management and different committees. In the meetings responsibilities are defined and communicated to the staff. If situation demands the director of the institution conducts meeting with teachers to communicate directly and bestows the responsibilities. The teaching as well as the nonteaching staff follows on the instructions and obey the order in the interest of the institution. The administration of The "Synergy Institute of Engineering and Technology" strictly adheres to a participative approach. Principal is the head of academic and administrative affairs. All policy changes and academic activities are planned through a process of dialogue with stakeholders at various levels of the management system. The various committees, their responsibilities and their meetings at stipulated intervals are given below:

**Finance and Accounts**

The institution has appointed M/S Sourya prakash Mohapatra (Sourjya And Biswajit) as chartered accountant, Cuttack, to carry out internal audit for the FY 201718 The external audit of the institution is done by M/S Kiran .c. Sethaia, Cuttack, chartered accountants since inception. Last audit is done on dated...16102018

**Student Admission and Support**

The institution has an effective internal control system to monitor effective and efficient use of available financial resources.

**Examination**

Internal tests and semester examinations are done as per University Guidelines and evaluation done by means of the performance, attendance, assignments, surprise test quiz test etc. External evaluations are also their for Viva Voce n Grand viva n project submissions.1. The semester examination is conducted by Biju pattnaik University of Technology. 2. Internal examinations, assignment quiz test, surprise test, lab test, are conducted by the Institute. 3. External examiner is involved for the evaluation of final year Projects and comprehensive viva The university examination evaluation is conducted online system. Our institute is one of



the evaluation centre, where the faculty members are assigned to evaluate the papers online semester wise.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
SEMINAR	1	23/09/2017	23/09/2017	01
WORKSHOP	1	22/07/2017	22/07/2017	1
FDP	1	27/11/2017	09/12/2017	13
STTP	1	04/12/2017	08/12/2017	5
SEMINAR	1	05/02/2018	08/02/2018	04
STTP	2	20/06/2018	24/06/2018	05
SEMINAR	1	10/02/2018	10/02/2018	01
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
85	85	106	106

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EPF/ESI	EPF/ESI	Welfare Fund of BPUT

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution has appointed M/S Sourya prakash Mohapatra (Sourjya And Biswajit) as chartered accountant, Cuttack, to carry out internal audit for the FY 201718 The external audit of the institution is done by M/S Kiran .c. Sethaia, Cuttack, chartered accountants since inception. Last audit is done on dated...16102018

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

406842983

## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	INTERNAL AUDIT SYSTEM OF THE INSTITUTE
Administrative	No		Yes	INTERNAL AUDIT SYSTEM OF THE INSTITUTE

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Every year 3 to 4 times the parents are coming to attend the parents meet for discussing their wards progress. parents are always in touch with the mentors for their wards growth . Parents can contact any faculty for any kind of information .Parents can meet the HODS of different Departments for the discussion for their wards performance and future action.

6.5.3 – Development programmes for support staff (at least three)

The staffs are motivated in the staff council meeting held twice or thrice in year. Staffs are encouraged by achievement awards in the institute.Staffs are also participating in annual games and some times organising cricket match for their good healthNon teaching are encoraged for higher studies and short term courses. Office staff also take training on office automation.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Industry Institute interaction Publication of research paper. Enhancement programs for COE

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No

d)NBA or any other quality audit	No
----------------------------------	----

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
INTERNATIONAL WOMENS DAY CELEBRATION	08/03/2018	10/03/2018	154	15
ANNUAL FUNCTION	05/02/2018	05/02/2018	180	200

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>? Energy Conservation ? Use of renewable energy ? Water harvesting ? Check dam construction ? Efforts for Carbon neutrality ? Plantation ? Hazardous waste management ? ewaste management The college campus is totally eco friendly. For this the management, the head of the institution and the whole staff has taken initiation to make campus area neat and clean. This apart, the institution has taken several other steps/initiatives to make the campus ecofriendly: Energy Conservation: ? The college class rooms are well ventilated and illuminated and hardly need any artificial lighting. ? Energy efficient equipments recommended for operational are installed in kitchen. ? Switching off/unplugging fans, lights while not engaged. ? Energy audit/Load survey done frequently. ? Use of LED ? Use of solar energy Use of renewable energy: Institution has implemented the following: ? "SOLAR STILL" for distilled water produced in the institute. ? Bio gas of 2m3 production capacity generated from organic hostel wastes used for cooking Ic. engine application. ? Production of "syngas" for cooking generated from waste plastics using biomass gasification ? Power generation from "wind energy" available at the roof of institute building. ? "Solar lighting" at our institute park. ? "Hybrid Ebike" for campus visit. ? "Solar powered electric vehicle" for campus visit. ? "Solar electrification" for library reading room. (proposed). ? "Solar heating" of water supply to institute hostel. (proposed). Water harvesting: ? The water harvesting pond of size 20x18x5 cubft constructed. the roof top rain water of the building, waste water ,surface water collected through a conduit and channel and stored in the pond. ? The roof top rain water of all the buildings and surface water of the institute to be harvested. (proposed) Efforts for Carbon neutrality: The college at its own level has taken up certain preventive measures to check the emission of carbon dioxide. The institution has comeup with innovative practices by computing the Oxygen by using formula generated inside the campus area. Such project will be taken care of by the students in the campus. The college has made arrangements for the parking of the vehicles of the students in the college ground. This helps in keeping the campus as much as possible clean. The dead leaves and the waste papers are not allowed to be put on fire. The leaves are buried in the soil itself and the papers are disposed off.</p>

Plantation ? The institute campus is situated and surrounded by scenic greenery foot hill. Varieties of medicinal plants, and other plants (fruit, vegetation and flower plants) implanted in the institute premises. ? Best Gram Panchayat /educational institute, for outstanding forestation /plantation in the year 2013. ? Institute awarded with "Prakruti Mitra" from Govt.of Odisha in the year 2014. Hazardous waste management. Institute does not produce any hazardous waste. ewaste management. The ewaste produced are

#### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0
Rest Rooms	Yes	0

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
<b>No Data Entered/Not Applicable !!!</b>							

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Lect Seminar series on UNIVERSAL human values	04/09/2018	Dr.Biranchi Narayan Pani deliver a talk on Universal human value
Lect Seminar series on UNIVERSAL human values	10/11/2018	Brahmakumar Anand from Maunt Abu deliver a talk on Universal human value

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Lect Seminar series on UNIVERSAL human values	04/09/2018	04/09/2018	154
Lect Seminar series on UNIVERSAL human values	10/11/2018	10/11/2018	145

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

? Energy Conservation ? Use of renewable energy ? Water harvesting ? Check dam construction ? Efforts for Carbon neutrality ? Plantation ? Hazardous waste management ? ewaste management The college campus is totally eco friendly. For this the management, the head of the institution and the whole staff has taken initiation to make campus area neat and clean. This apart, the institution has taken several other steps/initiatives to make the campus ecofriendly: Energy Conservation: ? The college class rooms are well ventilated and illuminated and hardly need any artificial lighting. ? Energy efficient equipments recommended for operational are installed in kitchen. ? Switching off/unplugging fans, lights while not engaged. ? Energy audit/Load survey done frequently. ? Use of LED ? Use of solar energy Use of renewable energy: Institution has implemented

the following: ? "SOLAR STILL" for distilled water produced in the institute. ? Bio gas of 2m3 production capacity generated from organic hostel wastes used for cooking Ic. engine application. ? Production of "syngas" for cooking generated from waste plastics using biomass gasification ? Power generation from "wind energy" available at the roof of institute building. ? "Solar lighting" at our institute park. ? "Hybrid Ebike" for campus visit. ? "Solar powered electric vehicle" for campus visit. ? "Solar electrification" for library reading room. (proposed). ? "Solar heating" of water supply to institute hostel. (proposed). Water harvesting: ? The water harvesting pond of size 20x18x5 cubft constructed. the roof top rain water of the building, waste water ,surface water collected through a conduit and channel and stored in the pond. ? The roof top rain water of all the buildings and surface water of the institute to be harvested. (proposed) Efforts for Carbon neutrality: The college at its own level has taken up certain preventive measures to check the emission of carbon dioxide. The institution has comeup with innovative practices by computing the Oxygen by using formula generated inside the campus area. Such project will be taken care of by the students in the campus. The college has made arrangements for the parking of the vehicles of the students in the college ground. This helps in keeping the campus as much as possible clean. The dead leaves and the waste papers are not allowed to be put on fire. The leaves are buried in the soil itself and the papers are disposed off. Plantation ? The institute campus is situated and surrounded by scenic greenery foot hill. Varieties of medicinal plants, and other plants (fruit, vegetation and flower plants) implanted in the institute premises. ? Best Gram Panchayat /educational institute, for outstanding forestation /plantation in the year 2013. ? Institute awarded with "Prakruti Mitra" from Govt.of Odisha in the year 2014. Hazardous waste management. Institute does not produce any hazardous waste. ewaste management. The ewaste produced are

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details. ? Mentorship system: Every faculty members are mentoring 20 students each for all round development of the students. ? Feedback system: The feedback of students regarding the teaching ability of the faculty members are collected in every semester for the improvement of the faculty community. ? ERP: Attendance, Course Planning coverage, Lecture notes, Staff Profiles, Internal Marks are monitored by ERP system. ? Smart campus The college campus has been computerized with Wi Fi and CCTV Surveillance facility. The College has made the library fully computerized. The library is having its OPAC system. The students are having their web browsing space in the library. The total working in the library is now on the computers. ? Academic and Administrative Audit The internal academic and administrative audit conducted and the suggestion/report made by the auditor are taken care. ? Use of NPTEL: The learning materials available online are used by students and faculty. ? Digital Library: The Library has been fully digitalised for the benefits of students and staffs. Ejournal available through DELNET. Barcoding system, education CD/DVD also available. ? Smart classroom: The Power point presentations/ smart class room is designed to tap into the dynamic possibility of the classroom and help the teacher to build a healthy and engaging learning environment ? Formation of various committee: Different committees are formulated taking parents, NGO, industry people, journalist and other stake holders for the smooth functioning for academic administration. ? Teaching beyond syllabus: For academic excellence some beyond the syllabus topics are covered. Both theory and Laboratory to bridge the gap between academic and industry. ? Live Projects: The final year students are assigned live projects for innovation and skill development. ? Induction programmes for

new entrants: Induction training programme is conducted for the new entrants to acquaint themselves with new environment where YOGA classes, personality development, talk on Moral values, Art classes, Motivational talk by eminent speakers, visit to modern village, sculpture and monuments, health checkup followed by a picnic. ? Meeting with students in presence of Principal and HODs: In each semester meetings are conducted with the students to discuss about the academic progress and other suggestion are taken. ? Grievance Redressal Cell: Any type of grievance of student and employees are addressed for redressal forum.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.synergyinstitute.net>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The main objectives of evaluation procedures are: (a) The system of evaluation should be adequate and comprehensive so as to measure different types of skills. (b) The system should provide a feedback: 1. to the students regarding their strengths and weaknesses and 2. to the teacher as to how far she/he has been able to benefit the students and to modify his/her approach and teaching methods. (c) To evaluate the performance by a method, that will be free from subjectivity and be accurate as far as possible. The evaluation system, as adopted by "Synergy Institute of Engineering and Technology" , has two components, viz, 1. The Continuous Internal Evaluation (CIE) 2. The End Semester Examination (ESE) The ratio of weightage is 30 in CIE and 70 in ESE for UG and 50 in CIE and 50 in ESE for PG. The answer scripts are given back to the students after evaluation for their information, providing sufficient transparency and accountability The core objectives of introducing of doubt clearing classes and question banks are: To clear the doubt of the student on any subject if he/she is absent in the class due to any serious medical problem. The doubt clearing classes also be taken in case of a group of students are unable to understand the course properly due to standard of their teaching career. Question banks are a part of the innovative and best practices to make the entire student aware about the possible questions to attain in the coming examination. For through revision of the course taught in the class room through different question pattern. To discuss different field application models of the technology.

Provide the weblink of the institution

<http://www.synergyinstitute.net>

### 8.Future Plans of Actions for Next Academic Year

? To establish a fullfledged Entrepreneurship Development Cell . ? It also sets out a clear plan of action to inspire the next generation of engineers and ensure that Basic Science and Humanities helps our society to achieve its best educational, environmental, health and economic potential. ? To implement innovative teaching methods to involve the students for their bright future. ? To provide the opportunity to be part of a distinctive experience that offers exceptional opportunities for research and learning on campus, in the community, and around the world. ? Communication skills of the students have to be improved. It is proposed to conduct programmes for improvement of the communication skills of students.