SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

SYNERGY INSTITUTE OF ENGINEERING AND TECHNOLOGY

BANAMALI PRASAD, BY THE SIDE OF NH-55 DHENKANAL
759001
http://www.synergyinstitute.net

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

"Synergy" evokes an image of a picturesque valley surrounded by breathtakingly beautiful green hills. Its serene surroundings and peaceful ambience have earned it the sobriquet of a modern day Gurukul.

A group of industrialists and professionals inspired by public service spirit, set up a Trust namely Shivani Educational and Charitable Trust – the objective being, promotion of professional Education, Training, and Research & Development in the fields of Engineering, Management and Advanced Computer Studies in order to cater to the technical manpower needs of the 21st century. In 1999, the Trust established at Dhenkanal this institute in a serene and pollution free environment.

The institute had an humble beginning with 180 intake capacity. But the mission being noble and the vision clear, the institute steadily progressed and today it has 630 intake capacity with 2500 students studying B.Tech in five disciplines – Computer Science & Engineering, Civil Engineering, Electronics & Telecommunication Engineering, Mechanical Engineering & Electrical Engineering. Besides the college imparts education in M. Tech. on 4 disciplines namely CS/ME/EE/ECE with intake capacity of 108.

The institute has well equipped laboratories. Hostels for boys and girls are beautiful. The institute's library is an Associate Institutional Member of DELNET. Students have a free access to the World Wide Web having more than 200 Libraries in 20 states of India and five countries abroad. Bank facilities, Gymnasium, Canteen, Market Complex, Transport facilities, Medical Aid Centre etc. are available in the campus.

Students of the institute have been placed in different companies. 'Synergy' has the unique distinction of being the first Degree Engineering College in Eastern India to get ISO Certification for Quality Management System. Synergy is also accredited by the Institution of Engineers (India).

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.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- State of Art Building Infrastructure and Laboratory facilities.
- Computer Centre with Internet Connectivity.
- Effective Placement and Training Cell which is one of the best in the Country.
- Clean and green campus.
- IQAC cell.
- Green campus
- Centre of Excellence

Institutional Weakness

1. GRID Power Supply at present is interrupted.

2. Due to the distance of the institute from the Capital and proliferation of engineering institute, good academicians with Ph.D or other higher qualified personal   are not in a position to share their valuable times for research activities and to produce research scholars.

Institutional Opportunity

- Scope for strengthening the industry institution interaction for better placements of students.
- To develop R&D activities by interacting with premier industries and reputed higher learning institutions.
- Enter into collaborative projects with industries and other institutions for better exposure of students.
- Networking with other institutions for sharing/acquiring know how of advanced technologies.
- Developing new curriculum in training programmes for students to match the industry requirements.
- To develop students into successful entrepreneurs for the technical development   the future of the country.

Institutional Challenge

- To forge strong alliances with National and International organizations for academic and R&D activities in thrust areas of Engineering, Technology.
- To get 100% employment.
- To establish the Deemed to be University in near future in the field of Engineering & Technology with the expertise having enormous experience in respective fields.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

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.
- **Continual Improvement**
- Reduce Failure rate.
- Periodical revision of curriculum.
- Increase in the number of tutor hours.
- Continuous assessment and satisfactory redressing of student grievances.
- **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.
- **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.
- **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.
- **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.
- FShared resources / equipment among the departments

Teaching-learning and Evaluation

TEACHING-LEARNING

The academic calendar of our institute follow by the Affiliating University(BPUT). The same calendar will be published in the prospectus and website of college before the beginning of every academic programs. The calendar will help the followings to plan their academic year: The website can visit as

- Students

- Teachers

The lesson plan, course plan prepared by each department   maintain the academic program in our college. The HOD is distributed the course work to each and every faculty member in the department. The lesson plan followed by the faculty members consist the details regarding details of contents to be covered and teaching aids.

EVALUATION

- University is the sole authority for implementation of reforms in examination

and evaluation but faculty members who are a part of academic bodies of university actively properly propose for reforms.

- The evaluation through seminar, group discussion, quiz, class tests, surprise tests approaches give a lot of information about student achievements after teaching a particular unit.

- The concerned   faculty gets some information about the students ability and plans for further improvements.

 For summative approach attending classes are ;

- By attending classes regularly the students can write internal exams as well as final exams.
- For smooth conducting of classes the students are grouped in sub groups and each group is guided by one faculty.

This is how the institution uses the formative and formative evolution   approaches.

Research, Innovations and Extension

- Institute encourages students and faculty to involve in research activities. If any project is sanctioned by AICTE than full support is provided to the Principal investigator to implement the research scheme within the time framework. To create research oriented environment and create interest in teachers and students, college has procured latest equipments, updated the library facility and subscribed the research journals. AICTE currently released fund under MODROB scheme for different department.
- A separate account is maintained in the name of research and development and from2011-12 it will be audited separately. Students are encouraged to take up innovative projects. Innovation and creativity form a part of the vision and mission of the college.

User friendly infrastructural facilities are available in the campus with hi-end library, Canteen, in-campus Boys and Girls hostel, Guest room, 24 hours security, well equipped laboratories, Girls common room, lavatory and R&D cell. Institution are planning to provide a separate room for the research activity through IQAC cell.. A separate Research and Development Cell has been established with a Professor and Head to facilitate research and promote research culture among the students and faculty. Attempts are on to invite and involve industries in the state and outside for financial support. The faculty and students regularly visit the industries to get acquainted with industrial problems.

The college is having the UG & PG courses are available in the college with all resources like laboratories, library-digital library and huge computer lab especially for research and project works of the students. The IQAC cell has been established for guiding research activities and to create an environment for innovative practices in different sphere for maintaining and sustaining the quality parameter for the students of the college. Internet connectivity and Wi-Fi facility is also available for the students and faculty to enable them to review their academics as well as their research programs.

Infrastructure and Learning Resources

a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, specialized facilities and equipment for teaching, learning and research etc.

b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

- **Hostel Facility** – Accommodation available

- **Recreational facilities, gymnasium, yoga center, etc**.

- **Computer facility including access to internet in hostel**

- **Facilities for medical emergencies**

- **Library facility in the hostels**

- **Internet and Wi-Fi facility**

- **Recreational facility-common room with audio-visual equipments**

- **Available residential facility for the staff and occupancy Constant supply of safe drinking water**

- **Security**

Separate common facilities are available on the campus with a separate IQAC cell, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, etc.

We have a Library Advisory Committee with members of different Department which is headed by a Prof-in-

Charge Library.

ICT and other tools deployed to provide maximum access to the library collection

Federated searching tools to search articles in multiple databases

Content management system for e-learning

Student Support and Progression

The information provided to students through these documents are

- Admission Brochure
- Placement Brochure
- Annual Report

Commitment & Accountability:-Through the

- Proctor system
- TCP
- Cultural club
- Health club
- Extracurricular activity club or through CSR

The specific support services/facilities available for

- Students from SC/ST/OBC and economically weaker sectionsàScholarship
- Physical disabilities-------àGuidance, ramp facilities , transportation etc
- Students to participate in various competitions/ National & International-----à Travel assistance, Nutritious Food, backend support for better preparation for the completion.
- Skill development (Spoken English, computer literacy etc)-
- 'C' Programming class, Communicative English class,
- Slow learners Extra classes.
- Exposure of students to other Institution of higher learning/corporate/business house etc
- Publication of student Magazine
- High-end library
- Website
- Wi-fi campus
- Green and clean campus
- Canteen
- NSS, YRC, NCC and RED-RIBBON CLUB

Indoor and outdoor game facilities.

Governance, Leadership and Management

The institution is administered by the SHIVANI 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 bye-laws, 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 decision-making 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 decision-making process to sustain and enhance quality of education imparted by the institution.

The administration is decentralized to a considerable extent by implementing ERP System. The Principal conducts regular meetings with academic and non-academic 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 focuses on improving the academic, co-curricular 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.

Institutional Values and Best Practices

1. Transparency In the Evaluation Process

Continuous Internal Evaluation (CIE) programme includes components such as Quizzes, Tests, Assignments, Seminars, Lab Exercises, Workshops and Practical. For each programme viz., UG, PG and Professional courses, suitable components are included in their CIE. CIE marks are shown to students along with their answer scripts by the teacher concerned enabling them to have access to the evaluated answer scripts before the marks are forwarded to the examination section.

2. Introduction extra hours teaching for doubt clears classes and support in study materials.

The students were given extra coaching, free of cost, in all the subjects in general. The students Were given extra guidance in the core subjects of their respective specialization in particular. The institute ensured that the students are provided with the Question framed by the experienced faculty of the college.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SYNERGY INSTITUTE OF ENGINEERING AND TECHNOLOGY
Address	BANAMALI PRASAD, BY THE SIDE OF NH-55 DHENKANAL
City	DHENKANAL
State	Orissa
Pin	759001
Website	http://www.synergyinstitute.net

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	P.K.Nayak	06762-225905	9437292409	06762-226708	sietdkl@synergyinstitute.net
IQAC / CIQA coordinator	Jayashree Singh	06762-286659	9861187636	06762-286651	principal@synergyinstitute.net

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	08-07-1999

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Orissa	Biju Patnaik University of Technology	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	06-09-2016	View Document
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
AICTE	View Document	29-04-2019	12	YEARLY EXTENSION

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

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	BANAMALI PRASAD, BY THE SIDE OF NH-55 DHENKANAL	Urban	11.027	28683.32

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BTech,Mechanical Engineering	48	TWELFTH	English	60	27
UG	BTech,Computer Science And Engineering	48	TWELFTH	English	60	60
UG	BTech,Electrical Engineering	48	TWELFTH	English	60	12
UG	BTech,Civil Engineering	48	TWELFTH	English	60	25
UG	BTech,Electronics And Telecommunication Engineering	48	TWELFTH	English	15	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				10				10				60
Recruited	7	1	0	8	5	1	0	6	36	24	0	60
Yet to Recruit				2				4				0
Sanctioned by the Management/Society or Other Authorized Bodies				10				10				60
Recruited	7	1	0	8	5	1	0	6	36	24	0	60
Yet to Recruit				2				4				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				84
Recruited	76	8	0	84
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				84
Recruited	76	8	0	84
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				20
Recruited	14	4	0	18
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				20
Recruited	14	4	0	18
Yet to Recruit				2

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	2	1	0	2	1	0	1	0	0	7
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	2	0	0	2	0	0	28	21	0	53

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

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	3	0	0	0	0	0	0	0	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	1	0	0	7	1	0	9

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	102	5	0	0	107
	Female	18	0	0	0	18
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	15	29	34	20
	Female	2	8	11	4
	Others	0	0	0	0
ST	Male	5	5	5	8
	Female	0	2	2	5
	Others	0	0	0	0
OBC	Male	48	36	33	61
	Female	5	5	8	18
	Others	0	0	0	0
General	Male	39	56	80	101
	Female	11	25	16	25
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		125	166	189	242

3. Extended Profile

3.1 Program

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

Response: 00

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
05	05	05	05	05

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
846	889	1059	1340	1547

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
68	98	128	157	157

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
205	191	333	428	337

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
98	85	131	131	131

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
104	149	169	169	184

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 34

Number of computers

Response: 340

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

2018-19	2017-18	2016-17	2015-16	2014-15
341.61	302.11	391.60	526.33	463.96

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

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.

1. **Continual Improvement**

- Reduce Failure rate.
- Periodical revision of curriculum.
- Increase in the number of tutor hours.
- Continuous assessment and satisfactory redressing of student grievances.

1. **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.

1. **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.

1. **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.

1. **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

File Description	Document
Link for Additional Information	[View Document](#)

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 10.42

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
03	03	02	02	02

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 0

1.2.1.1 How many new courses are introduced within the last five years

Response: 35

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	[View Document](#)
Details of the new courses introduced	[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 5

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

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

1.3 Curriculum Enrichment

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

Response:

The Institution takes necessary efforts in the form of Quiz, Debate and Poster Competition on the issues like Gender sensitization, Climate Change. Institution was organized an environmental awareness programme in collaboration with state pollution control board, Angul branch, in 2013.

An internal talk of Professional ethics by the principal has been taken up. Regarding moral and ethical values, the students are being taught about the moral, ethical and behavioral values through Yoga and soft skills classes and through talks by distinguished person in these fields. Further, discipline and punctuality etc are inculcated in to their minds by the faculty.

Employable and Life skills:

As communication skill is necessary for employment, the institute takes extra care for the development of communication skill of the students through language lab, group discussions, debates, Essay writing competitions etc. Students of Synergy Institute of Engineering and Technology, Dhenkanal Campus, are allotted the different responsibilities in organizing various events and activities such as cultural programmes, competitions, seminars, workshops etc. In this way they improve their team building and organizational skills.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 19

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 19

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 12.53

1.3.3.1 Number of students undertaking field projects or internships

Response: 106

File Description	Document
List of students enrolled	[View Document](#)
Institutional data in prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

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

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 2.23

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	19	32	43	25

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 46.05

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
166	189	242	247	212

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
270	390	510	630	630

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 24.59

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

2018-19	2017-18	2016-17	2015-16	2014-15
21	20	20	52	36

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Delimiting the length of the answers in order to promote the point writings.Providing Question bank of various subjects to the students. Timely redressal of students' grievances.By showing answer books to the students to make them understand their relative strengths and weaknesses.Minimum attendance limit for students to minimize absenteeism.Extra classes for weak students to solve their problems.The periodic evaluation of teachers helps in the improvement of learning outcome.Attendance is mandatory for every lecture.Tutorials and laboratory hours are fixed.The tutorials and assignments are corrected within a short duration and the marks are entered in work register.Based on the participation in the class and the marks scored in the tutorials and assignments, the student level is judged by the staff member and appropriate action is taken.At the end of each periodical test, progress reports which consist of internal test results and attendance status are submitted to the office for further action.Counseling is given to slow learners. Parents of such students are called to meet their respective faculty member, if required.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.2.2 Student - Full time teacher ratio

Response: 8.63

File Description	Document
Any additional information	[View Document](#)

04-02-2020 02:42:16

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

Response: 00

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.3 Teaching- Learning Process

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

Response:

The institution also conducts doubt clearing classes, product development programmes and application oriented programmes for all groups of students to increase their skills and competence. Some surprise tests and monthly tests are also conducted by the department faculty members to test their knowledge received during classes & get updated throughout the semester.Also some Enrichment courses like personality development programmes', seminars, workshops, training programmes, technical festivals, conferences, and symposia are conducted to improve the student's mindset ,creativity and motivate them to do some novel innovations and creative.A class teacher is appointed to every section/class in order to identify the weak students to help him/her with counseling and intensive coaching.Many courses are conducted by the college to provide better education environment for students so that they can improve their knowledge and enhance their abilities. Enrichment Courses like Soft Skill, Tutorial classes, doubt clearing classes are already running in the college.The institution in collaboration with Indian Society for Technical Education (ISTE) conducts subject-wise quiz tests and conducts guest lectures by eminent personalities for extra knowledge acquisition of the students.Also the Institution conducts special 'Programming in C' Laboratory practice classes beyond the college hour to bridge the knowledge gap of the weaker students.Before commencement of the programme , department faculty members discuss and counsel the students about the course curriculum and subject options available and explain the possible combinations.Parents of students are also invited to join in the discussion with the counseling team.The institution takes care of every aspect and needs of the students.Regular health camps are arranged to make them fit & fine.Regular moral boosting sessions are arranged to make their moral high.The institution acts as a ladder in order to climb up their world of aspirations and ambitions to reach their goals and get succeed in their lives.The institution takes care of the student not only to get suitable jobs after the course but also to become a successful & delightful human in his life.The college also takes care that every section or class contains equal mix of intelligent and average students. We admit students of all calibers without objection in providing EDUCATION FOR ALL.We also believe that EXPERIENCE and EXPERTISE brings EXCELENCE. In order to satisfy this, faculty with higher qualification, vast experience and expertise in the subject are recruited. This makes the student community to access with the faculty members easily and clear their doubts.The weak students traced out by the faculty team and special care taken by concerned faculty members by arranging special doubt clearing classes to cope with their

fellow students. These students are counseled by the senior faculty team , faculties experts in particular subjects.

File Description	Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 72.45

2.3.2.1 Number of teachers using ICT

Response: 71

File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 23.5

2.3.3.1 Number of mentors

Response: 36

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

To make the learning effective the institute provides their support to all faculty members. The institute provides a central library with all the latest books and journals which the faculty can use effectively and provide comprehensive latest information to students. The student's are motivated to use the library independently which can enhance their skills and knowledge. The college organizing seminars, short term courses. The faculty members support and encourage every student to make use of internet, computers, video lecture and latest technologies in the market to upgrade themselves in their respective field of studies The institution mainly focuses on the students to make them original thinkers. The faculty members motivate the students in such a way to participate in the youth festival and cultural activities to encourage

the artistic temper among the students. In the same way, to encourage students scientific temper, they are involved in the practical sessions and hands on experience in labs. Due to these type of activities the students can think on own and do at themselves better which will be useful for them in their career. To enrich their critical thinking, we will make them to participate in GDs, debates, seminars and JAM which will help them to think and explore new ideas and can get a chance to get the feedback from the experts and eminent professionals in their area of study. To address the dearth of resource full faculty across all the teaching institutions, students are motivated to take-up teaching as profession and to transform them into life-long learners.

2.4 Teacher Profile and Quality

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

Response: 75.7

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 9.91

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
9	9	14	15	10

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 0.1

2.4.3.1 Total experience of full-time teachers

Response: 9.85

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 49.48

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
9	9	14	15	10

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Regular tests are held, almost weekly, during the course. The institution evaluates the students through two terminal tests after a gap of three months. The report is sent to the head of institution after evaluating in a fair and secret manner. The parents are informed through letters and even telephonically (for weak students). To monitor the students' performance during an academic year, an examination / evaluation board is constituted in the college. This board works under the directions of the Chair. The record of the whole evaluation process is transparent. The answer books are shown to the students. Daily and attendance

and overall performance of the student will be displayed on website where in student parents have their own login id's. The board arranges to inform the parents the terms examination awards of the students' along with their class attendance..

communication skills etc.

There is complete transparency in the internal assessment. The criterion adopted is as directed by the University. All the students are familiar about the transparency in internal assessment. The average will be calculated by considering best of 2 including theory and objective type questions After preparing the assessment report, it is submitted by the concerned teacher and the same is displayed on the notice board at the end of the session. The internal assessment is made by the faculty Members keeping in mind the following aspects / factors of students' Performance during the academic year:

- Class attendance
- Class assignments
- Score in the term examination etc.

File Description	Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

There is complete transparency in the internal assessment. The criterion adopted is as directed by the University. All the students are familiar about the transparency in internal assessment. The average will be calculated by considering best of 2 including theory and objective type questions After preparing the assessment report, it is submitted by the concerned teacher and the same is displayed on the notice board at the end of the session. The internal assessment is made by the faculty Members keeping in mind the following aspects / factors of students' Performance during the academic year:

- Class attendance
- Class assignments
- Score in the term examination etc.

File Description	Document
Link for Additional Information	View Document

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

Response:

- Students having grievances with the evaluation process and all the doubt are made clear by showing his performance in the answer sheet
- The student is made clear about every grievance in his mind at the University level. and some fees are paid by the students for the this purpose.
- The grievances of the students if any are communicated by the principal to the controller or v.c of the university.
- All grievances regarding evaluation, including the internal assessment marks awarded for the students, are redressed by the Examination Board and the various Heads of Departments
- There is a provision for re-evaluation and is permitted on request. The Registrar coordinates with the other members of the Examination board and assists students in the redressal of their problems regarding conduction of examination, evaluation process and declaration of results.

File Description	Document
Link for Additional Information	[View Document](#)

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

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 its own academic calender in the line of university calender. The Academic calender is published annually. These contain the curriculum, the method of teaching and evaluation, the plans for co-curricular and extra curricular activities, seminars, workshops, training programs, industrial visits etc. It is annually published taking into odd and even semester. The academic calendar serves as the primary source of information and planning document for the students, faculty, staff and departments as well as outside organization.

File Description	Document
Link for Additional Information	[View Document](#)

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 on website and communicated to teachers and students

Response:

The real taste of the extent to which teaching learning has been effective in a HEI is reflected in the student performance in the examination. Students performance is seen as the realisation of learning outcomes which are specifications of what a student should be capable of doing on successful completion of a course and/or a program. All the efforts of teachers and the institution to make learning a meaningful process can be considered impactful only to the extent students percieve it to be meaningful. Their satisfaction level is

decided by th kind of experiences they undergo, the extent of the comfort feeling as well as intellectual stimulation the learning situations provide.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Mapping of assessment tools to POs/PSOs with frequency

Mode of Assessment	Assessment Tool	Description	Evaluation of Course Outcomes	Related POs/PSO
Direct	Theory Internal Examinations	Two written examinations are conducted and its average marks are considered.	The questions in the internal examinations and assignment sheets are mapped against COs of respective course. The questions for two internal examinations and Assignments are framed in such a way to cover all course outcomes.	PO a to P
Direct	Assignments	Two assignments are given for each course for continuous assessment. Average marks are considered.	The final attainment for each CO under direct assessment is calculated by taking average of the CO attainments from Internal Examinations and Assignments.	PO a to P
Direct	Day to day evaluation	The day to day evaluation is considered.	The final attainment for each CO is calculated by taking average of the % attainment from day to day evaluation and Internal Lab Examination.	PO a to P
Direct	Internal Practical Examination	Internal examination is conducted in lab course.		PO a to P
Direct	Industry Oriented Project	To test student's concepts in design, creative thinking and independent analysis. Two project reviews are conducted	Two Internal project reviews are conducted and average of these two review assessments are considered .	PO a to P
Direct	Comprehensive Viva Voice Examination	To assess the student's technical and analytical skills in the domain of electrical and electronics engineering and also communication skills.	The assessment is carried out by HoD and three senior faculty members along with student's overall academic performance.	PO a to P

Direct	Major Project	To test student's concepts in design, creative thinking and independent analysis. Three project reviews are	Continuous assessment is carried by the Project review committee. First review emphasizes on Literature survey and problem identification, second review on	PO a to P
		conducted	Design methodology and the third review on validation of the model and documentation. The external examiner assessment is considered as another assessment tool for project work. Final CO attainment is calculated from these two assessments.	

2.6.3 Average pass percentage of Students

Response: 0

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 00

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 00

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 13.05

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.7	00	00	12.35294	00

File Description	Document
List of project and grant details	View Document

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.02

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 01

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 41

File Description	Document
Supporting document from Funding Agency	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The institution has a govt. approved incubation centre which provides facilities to nurture young firms(start-ups) during their early months or years of growth and eventually this collaborative programme design helps new start-ups to succeed. the services provided by incubation centre are:

- Workplace
- Marketing Assistance
- Mentoring Assistance
- High-speed internet access
- Help with Business etiquette
- Comprehensive business training programs
- Connections to higher education resources
- Accounting/ financial Manangement access.

It works as a good path to capital from new investors, state govts.,economic development, coalitions,and other investors.Hence, it gears toward speeding up the growth and success of start up and early stage companies.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 29

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	7	3	2	10

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

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international

recognition/awards

Response: Yes

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

Response: 0.03

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	4	3	4

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

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

Response: 0

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The college always trying to build in the students minds the better living style and the process to live the life and lead the life in the manner which is acceptable by the society. Also encouraging the young mass to feel the importance of education in this competitive era. Many times our college organized the programmes to aware the society for the enhancing their skills to create a space in the society of education. Students are involving themselves in different activities like NSS and NCC for building confidence in them as well as for the society

National Service Scheme (NSS)

The institute has introduced National Service Scheme as per the provision of BPUT. It has 3rd units, two for boys and one for girls. Each unit consists of 50 members heading with a student representative (Counselor). A senior faculty member guides and organizes the NSS activities with student volunteers. Introduction of Social activity helps the student to come across the different problems of the society .It develops high moral character ,quality leadership ,discipline , sportsmanship & the spirit of selfless service as a human being.

GRANT IN AID & COLLABORATION:-

Considering our service activities we were getting some financial aid from the BPUT for two times, to conduct various service camps. Further with the collaboration of Rotary Club of Dhenkanal we have adopted village Gajamara for service activity .Again with the collaboration of district voluntary blood donors & motivators association we organize blood donation camp every year.

ACTIVITIES:-

Our NSS organize activities like

- Plantation programme in & around of college campus
- Health programme
- Blood donation
- Village tank renovation
- Awareness camp like dowry prohibition, unsociability, sunstroke, computer awareness etc.
- Seminars & street play like awareness covering drug abuse (NISA NIBARAN)
- Fist-aid service in local festivals
- Disaster management.

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

Response: 7

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	0	2	3

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 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 last five years

Response: 20

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., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	8	1	2	1

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

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 54.68

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
520	570	535	654	750

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 41

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
12	10	8	7	4

File Description	Document
Number of Collaborative activities for research, faculty etc.	[View Document](#)

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 7

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	1	2	1

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Adequate infrastructure facilities are key available for effective and efficient conduct of the educational programmes. The growth of the infrastructure thus has to keep pace with the academic developments in the institution. The other supportive facilities in the campus are developed to contribute to the effective ambience for curricular, extracurricular and administrative activities. Regarding policy matters for creation and enhancement of infrastructure, Institution never take any wrong decision for effective teaching and learning process.The institute has well equipped laboratories. Hostels for boys and girls are beautiful. The institute's library is an Associate Institutional Member of DELNET. Students have a free access to the World Wide Web having more than 200 Libraries in 20 states of India and five countries abroad.

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

Response:

Bank facilities, Gymnasium, Canteen, Market Complex, Transport facilities, Medical Aid Centre etc. are available in the campus. .Facilities exist for both indoor games and outdoor games sports activities. Basketball court, Volleyball court, Cricket and Football fields are available which students use during free times. Interested students are encouraged to register their names with the incharge faculty members for participation in
various activities. Boys' and girls' hostel common rooms are equipped with indoor games facilities like Table Tennis, Carrom, Chess. Additionally, all the hostels including the Girls' hostel have ultra modern Multi GYM for physical fitness and bodybuilding of both boys and girls. Badminton court is a common feature in each hostel.Detail the facilities available for a) Curricular and cocurricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, specialized facilities and equipment for teaching, learning and research etc. b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, NSS, NCC,cultural activities, Public speaking, communication skills development, yoga,
health and hygiene etc. The institution is having separate facilities with ramps for the physically challenged persons. There are no physically challenged students admitted till date.

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

Response: 14.71

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 5

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 1.06

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
3.88	2.58	3.65	4.99	6.65

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Our Library is automated using our own Development Software. Computerised issue & returns with all Bar coded books. At present, the Library has a collection of over 46391 books with total no. Of 5080 titles; 538no.s of e-Books; 33no.s of National & 1158 no.s of International e-Journals like DELNET etc.; 25 magazines & 14News papers;. The Reading Room capacity is of 120 nos. Apart from that there a lot of CD's & DVD are to aid in audio-visual teaching. Besides, the library is a proud member of DELNET for international e-Journals. The library also provides reprographic facility.

The opening hour of library is 8 a.m. to 10 p.m. and in holidays and Sundays 9:30 a.m. to 4:30 p.m. with a Reading Room capacity of 120 students. Besides this every department has its own departmental library having reference books, Text books and books required for research and project activities.

Standard Text books and books by authors of National & international repute in the subjects concerned are stocked. The college follows a policy of buying multiple copies of many of theses books, to make available to a maximum number of students by the ratio of 1:5.

The library also digitalized institutional repositories through DSPACE a open source software with a collection of 71 no.s of digital class notes, 125no.s of Journal Articles; digital Question banks from 2011 to 2019 with 193no.s of digital short type questions. The Library also has collection of 271 Videos of NPTEL Course materials.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Autobiography of some eminent personalities/ man of focus like Honourable Prime Minister Shri Narendra Modi have been collected and kept in our library , for the reference of of both faculty and students . The manuscripts of all research papers/ thesis published by the faculty members are available in our library. Further the thesis work made by MTech students have been kept in the library for use of upcoming students..Many other resource material like different magazines, entrance books and teacher journasl are also available on various subjects .

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.86

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.93	0.46	2.32	1.10	4.51

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

4.2.6 Percentage per day usage of library by teachers and students

Response: 20.34

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 192

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Management Information System

(Synergy Info System- SIS)

The management information system of our Institute hosted in the portal is designed and developed by the Department of Computer Science and Engineering.

The ERP System is comprised of the following modules

1. **Online Aluminai 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 Mentorial System**- Every faculty is assigned a group of 20 students under his mentor ship.This system automated the mentorial system that every faculty can maintain all the details and communications with the mentees and enabled the administration to have the access of the mentorial 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).
9. We have 36 numbers of WI-FI routers which are connected with unlimited 40 MBPS internet lease line installed through the campus , which is providing 24x7 WI-FI and internet for students and staff members.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.3.2 Student - Computer ratio

Response: 2.49

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 35-50 MBPS

File Description	Document
Any additional information	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 2.58

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

2018-19	2017-18	2016-17	2015-16	2014-15
13.90	9.63	6.05	6.24	13.49

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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

Response:

Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, specialized facilities and equipment for teaching, learning and research etc.

b)   Extra –curricular activities – sports, outdoor and indoor games, gymnasium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

Table answer:

Sl.No	FACILITIES	NUMBER
1.	Classrooms	31
2.	Technology enabled learning space	02(Drawing halls)
3.	Seminar halls	03
4.	Tutorial spaces	12
5.	Laboratories	56

6.	Botanical garden	02
7.	Equipments for teaching learning and research	LCD,NPTL,e-journal

Extracurricular facilities-

Sl.No	FACILITIES	NUMBER
1.	Sports	01
2.	Basketball court	01
3.	Volleyball court	01
4.	Cricket practice ground	01
5.	Lawn tennis	01
6.	Badminton court	02

Hostel Facility accommodation available for both boys and girls. Recreational facilities, gymnasium, yoga center, etc available. Computer facility including access to internet in hostel with WI-FI technology. Facilities for medical emergencies. Doctors chamber with physician and all first aid medicine and dressing equipments, 24 hours vehicle for medical services. For campus hostel library main library remains open till 10PM on all working days and on Sunday. Internet and Wi-Fi facility. Recreational facility-common room with audio-visual equipments. Available residential facility for the staff and occupancy Constant supply of safe drinking water. 24 hours security with well recognized security authority.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 10.84

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

2018-19	2017-18	2016-17	2015-16	2014-15
136	128	105	69	134

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 26.18

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

2018-19	2017-18	2016-17	2015-16	2014-15
205	191	333	428	337

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

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students benifitted by VET	[View Document](#)

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

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

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

Response: 18.5

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

2018-19	2017-18	2016-17	2015-16	2014-15
03	67	90	92	25

File Description	Document
Details of student placement during the last five years	[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 19.51

5.2.2.1 Number of outgoing students progressing to higher education

Response: 40

File Description	Document
Details of student progression to higher education	[View Document](#)

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0.36

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	0	0	1

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
205	191	333	428	337

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

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) during the last five years.

Response: 1

5.3.1.1 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-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	01	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

There are two class representatives (one boy and one girl) from each section. They are selected unanimously. If uninanimous 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. The details of having students' representation are NCC,NSS,RED RIBBON CLUB,CULTURAL,SPORTS,ECHO CLUB ETC. Students are guided regarding the future prospects of various options in different areas and they are further sensitized on the societal responsibilities.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 15

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
15	15	15	15	15

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Institution has formed Alumni Association and applied for government for registration. The alumni Association is planning to fix a particular date, convenient to most of the members for the yearly meet. The association helps in building up the network of the alumni and helps in being in touch with the corporate world and helps in planning resource persons for seminars workshops and helps with the placement of the present students. Over the years it has been helping in holding interactive sessions to motivate students regarding social adjustments today it is the back bone of the institution. The alumni has expanded and strengthened itself with new enrolment. The alumni participate through feedback on competencies gained during their student life and provide information to improve curricular on a continuous basis. The alumni play is pivotal role in placement of the outgoing graduates. They involve in academic matter through guest faculty sessions and industrial visits.

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.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

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 focuses on 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.

6.1.2 The institution practices decentralization and participative management

Response:

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:

FUNCTIONAL COMMITTEE RESPONSIBILITY

1. Examination Committee :-To ensure the smooth conduction of University examinations.

2. Time Table Committee :-To prepare the timetable before the semester starts.

3. Library Committee:- Procurement and overall functioning of the library.

4. NSS &Eco Club:- Provide social service, plantation etc.

5. Course Coordinators:- To monitor the class and course coverage.

6. Coordinators–TCP Centre:- Extra classes for weaker students.

7. ISTE Committee:- To conduct different ISTE activities in the college.

8. IE Committee :-To conduct different IE activities in the college.

9. Coordinators EDP:- To conduct EDP programme in the college.

10. Transport Committee:- To see the transport related matters.

11. Food Committee:- To supervise and maintain the food quality in the college canteen.

12. Discipline Committee:- To the discipline in the college.

13. T&P/Campus Connect(Infosys) Committee :-To assist in the training and placement work.

14. News Letter & Wall Magazine Committee:- To publish ½ yearly news letter and wall magazine in every month.

15. Proctorial Committee:- To run the proctorial system.

16. Antiragging Committee:- To ensure a ragging free environment inside the campus.

17. Course Coordinator M.T.ech:- To see the overall functioning of M.Tech.

18. Cultural Committee:- To organize different cultural activities.

19. Alumni Committee:- To establish a strong link with alumni and involve them in the development of the

Institution.

20. NAAC Committee :-Do the preparatory work for the NAAC pear team visit.

21. IQAC Cell :-To maintain quality in teaching and other related areas.

22. Sports Committee:- To organize different sport events.

23. Grievance cell cum Student Welfare Committee:- Counseling students for over all well-being and address the complain of the students.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

All the departments have generated SWOT(Strengths, Weaknesses, Opportunities, and Threats) analysis of the department. Committees are constituted for each and every developmental work. Teachers and students representatives have to participate in all the developmental plans. For each developmental work a coordinator is appointed, under whom a group of teachers and student representative work. Each of the plan is approved by the principal and then by the management. The strength is enhanced, weakness areas are identified for improvement, the opportunities are evaluated and efforts are made to nullify the threats. The following are some of the prospective plans of the College:-

1) More boys hostels inside the campus.

2) Separate girl's hostel inside the campus.

3) Principal'quarter inside the campus

4) Staff quarters inside the campus

5) Guest House

6) More MOU with foreign universities for student & faculty exchange programme.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The institution is administered by the SHIVANI 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 bylaws, 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. 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 institutionThe Principal is both the academic and the administrative head of the institution. 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. It is necessary for the organizations to define the terms and conditions of the appointment and the service of the staff to provide specially the nature of duty, conduct and discipline, remuneration payable to them and other facilities, the governing body managed by Shivani Educational & Charitable Trust has made some rules under the service rules.State the vision and mission of the Institution and enumerate on how the mission statement defines the institutions distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institutions traditions and value orientations, vision for the future, etc.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 Students having grievances with the evaluation process and all the doubt are made clear by showing his performance in the answer sheet The student is made clear about every grievance in his mind at the University level. and some fees are paid by the students for the this purpose. The grievances of the students if any are communicated by the principal to the controller or v.c of the university. All grievances regarding evaluation, including the internal assessment marks awarded for the students, are redressed by the Examination Board and the various Heads of Departments There is a provision for re-evaluation and is permitted on request. The Registrar coordinates with the other members of the Examination board and assists students in the redressal of their problems regarding conduction of examination, evaluation process and declaration of results.

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The institute structuires its different committees on the basis of the release of the academic calendar by BPUT every year. The academic calenar comes to function with the construction of various committees and the timetable committe as well by the instruction of the Dean. The various bodies are constituted for smooth functioning of the institute- **CULTURAL ,GAMES & SPORTS ,NSS ,LIBRARY, EXAMINATION,TIMETABLE , HOSTEL MANAGEMENT ,GRIEVANCE CELL FOR WOMEN, COURSE MONITORING , Industry institute interaction & MOU cell , DISCIPLINARY , ANNUAL REPORT & NEWS LETTER, STUDENT GRIEVANCE CELL & MENTORIAL COMMITTEE, TRAINING, PLACEMENT & EMPLOYABILITY COMMITTEE, Cell for prevention of Sexual Harassment, CANTEEN COMMITTEE, EMERGENCY COMMITTEE OF PRINCIPAL, Research & Development Cell, ISTE COMMITTEE. apart from this there exists an ANTI-RAGGING COMMITTEE and MONITORING CELL for a crime free campus. Thus the resolutions are made according to the need of the hour.**

6.3 Faculty Empowerment Strategies

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

Response:

The college has effective welfare measures in place for its teaching and non-teaching staff.

1. The various welfare schemes are as follows:
2. ESI facility
3. Maternity benefits as per norms
4. Child Care
5. All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. program.

The following facilities are also provided to employees for efficient functioning:

1. Medical leave
2. Yoga classes
3. Psychological counseling
4. 24 hour power back-up (100%) through solar power plants
5. Wi-Fi facility.
6. Workspace
7. Computing facility
8. Cafeterias
9. Identity cards
10. Sports facilities

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

Response: 1.25

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

2018-19	2017-18	2016-17	2015-16	2014-15
02	01	01	01	02

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[View Document](#)

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

Response: 1.6

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	2	3

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 4.27

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
04	03	02	06	10

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The Performance Appraisal Reports (PBAs) provide good feedback to faculty and help them in understanding the changing needs of students. All faculty members fill prescribed Performa for self-appraisal. PAS system encourages the faculty members to make excellent performance in teaching –learning and research. The institution has performance based appraisal system for the Assessment of teaching and non-teaching staff. The Appraisal report is based on the Annual performance of the employ on the basis of their academic, research and other extra-curricular activities. It is also based upon his/her relation with the students, colleagues and administration. The above set performance appraisal report is to be filled by employ in a given prescribedperforma which includes all the above set related to points and sub points. The views of the employ filled in the prescribed performa is reviewed by HOD's, faculty head and principal. The overall report is further reviewed by the chairman of the governing body and final performance functioning status is setup and confidentially recorded in the office.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Yes, the said institution is being audited regularly by both the internal and external audit personels . The internal audit system of our organisation is on monthly basis conducted by Sourya and Biswajit Chartered accountants. Our external auditor is Mr. K.C.Sethia and he is doing the audit under his firm K.C.Sethia and associates once in a year..The audit is conducted for finance mobilization and resource management . The bill ,receipts , expenses, grants , funds etc are verified as per actual.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

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

Response:

The availability of fund is essential for any organization, society, family or co – operatives but the movability of fund is even more important. If the moviability is in the right direction, coordinated then the level of progress in high otherwise it becomes ineffective even though the fund is available. Therefore the movability of fund is important for the development of organization. The principal and the committees of the college monitors the use of resources received from the state government, and Non-Government funds.The allocated funds are utilized to purchase equipments, chemicals, organize seminars, workshops and conferences etc. The administration and finance committee and the management board, review the use of resources including audit, budgets and accounts. They make recommendation for better handling of resources and effective mobilization of available funds. For the smooth working of our college various committees have been constituted, each committee study its own field and analysis to requirements and then forwards its to analysis committee with expected expenditure and planning. Planning and analysis committee they look over these requirements minutely and then adding the future aspects and planning, forward it to finance committee for clear opinion. Finance committee goes through minutely all the suggestion and analysis and then act accordingly for the betterment of students, professors, non – teaching staff, the report is finally handed to management committee. No institution is recognized by its

infrastructure but by the success of students studying in it. Therefore **2% of the funds the income is invested on purchase of books and apparatus, sports, youth festival and some other programs. For the smooth running of** the institution professors and employers are appointed **43.32 % of the funds the income is spent on their salary and up-gradation. A healthy mind dwells in a healthy body,** for this various programs like sports, yoga, personality development and other activities are organized and the finance committee **spends 4% of the funds the income on this. In this way students proceeds towards their bright future by gaining knowledge and their overall development.** For the effective teaching and learning it is very important that the environment and campus of the institution should be clean and attractive. The entire college staff and students are always ready for it. In campus **the garden is maintained for this 2.5% of the fund is** provided. In addition improvement in infrastructure is also needed. Hence there is provision of 4.5% of the **fund for electricity, water, internet website and telephone bills**. To upgrade the students, professors and employees various programs such as guest lectures, seminars, discussions are organized. Not only this, they are encouraged to participate in different institution, research work. **The fund of 4.1% is spent on maintenance of apparatus and purchase. In this way 15.04% of the fund is for miscellaneous expenses and emergency.** This fund is beneficial at the time of need and the development of the college is never hindered. At the same time the allotted fund can be interchanged in case of very important condition.

6.5 Internal Quality Assurance System

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

Response:

IQAC Coordinators have taken the initiative to strengthen the IQAC cell by planning and conducting regular intervat meetings, sending information to different departments for institutional tie-up, improving the number of activities of the departments through motivational and suggestive measures.

oles and Responsibilities

Strategies (As per NAAC)

IQAC mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Some of the functions made by the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

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

Response:

The academic functions and related administrative matters have been vastly streamlined ever since the functional committees are formed. A Registrar was appointed, leading to Speedier and more efficient transactions of matters relating to payment of fees, issuing of redressal of valuation grievances etc. The feedback on teachers obtained from students has helped analyze and evaluated the performance of the teachers. The evaluation has led to remedial measures to improve the performance of teachers through SDP and CSR to encourage teachers who have been efficient and full of initiative. The self appraisal mechanism started for teachers, together with the student feedback has been very useful for the Principal to arrive at an overall performance report of the teacher. These evaluator mechanisms are taken into consideration for teachers promotion. Arrangements of faculty development programmes, skill development programmes

for students and non teaching staff, continuous up-gradation of laboratory facilities, library and office automation, enhancement of student support services (Placement, carrier

guidance, counselling, mentorship, encouragement to culture and sports activities) has brought a revolutionary changes in the institute.

The institution provides training to its staff for effective implementation of the

quality assurance procedures. The institution always makes sure that the decisions based on the findings of the IQAC are fully adhered to. The academic as well as the

administrative working is further smoothened by conducting time to time training

sessions for the teaching and non-teaching staff of the college. Small workshops over the weekends, in the form of interactive sessions, have helped the staff of the institution work in a better and more promising way. Teachers are advised to monitor the workflow of the competitive colleges and thereby to improve their inter personnel skills.

The Head of the institution ensures an academic integrity by keeping an eye on the

regular progress of classes, listening to the grievances of the students and faculty and trying to solve such problems. In executing these activities, head of the departments take feed back of the faculty members of their concern department in regular intervals, who, in turn, communicate to the principal. After thorough analysis of the feedback forms, principal suggests appropriate training to be imparted to the faculty members. In this regard, we organize in-house staff development program (SDP). Also, faculty members are encouraged to attend the SDP organized by other reputed institutes. Faculty members are also awarded with certificates during SDP for their quality education. This process has really brought a homogeneous environment in the institute for all rounds growth of both students and faculty community.The general procedure adopted to communicate its quality assurance polices mechanisms and outcomes to various internal and external stakeholders in the following manner:

The academic standard is appropriate to the level and nature of the award Interaction with students and staff. Teaching and learning strategy, Web-site, prospectus, information package. Assessment and staff Interaction with management and staff development interaction with management. Physical facilities: Visit to facilities, interaction with management, staff and students.

Institutional planning and resource allocation Financial allocation to the department, strategic plan, annual reports, audit reports, cash flow and balance sheets

Any other information regarding Governance Leadership and Management which the college would like to include.

The faculty of the college is fully aware of the fact that teaching entails not just

imparting curricular knowledge and arranging extra-curricular activities, but also the development of holistic and integrated personality to prepare the students to meet the challenges of life ahead. The college arranges seminars, study tours, excursions, field work, debate competitions, annual functions, welcome and farewell functions etc. to give the students adequate exposure.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	2

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

- The Principal regularly attends the academic and board of studies meeting at the university as a representative of the institution.
- More value added courses has been conducted by various depts. like Entreprenuership Development Program, COE by core depts.
- Faculty are being trained in different orientation programmes, FDPs, SDPs etc.
- Ed Cell conducts Entreprnuership Awareness Camp, interactive sessions, industrial visits regulaly and MOUs have been signed with different industries also.
- We have well equipped smart class rooms and ICT enabled faculty.
- more number of faculty are pursuing their PhD and Teacher student rati has increased.
- institute has adhered to development activities through Unnat Bharat Abhiyaan (UBA) in several nearby villages.
- Existing generator backup has been ungraded.
- The institutes conducts atleast one seminar/workshop per semester along with industrial visits.
- the lesson plan and e-notes are provided to the students through the ERp before the commencement of the semester.
- Recruitement of teachers is conducted upon a minimun qualification criteria of Master's degree.
- The inculcation of research activities the students of 7th &8th semester are undertaken some live projects which are processing in advancement on the basis of both harware and software.
- lab records and observations are minutely observed.
- Academic administrative audit id conducted periodically by internal and external audit experts.
-

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 33

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	4	4	17

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

   1. **Institution shows gender sensitivity in providing facilities such as:**
        1. **Safety and Security**
        2. **Counselling**
        3. **Common Room**

Response:

SIET has a strong ethical work culture that is based on inclusivity. It observes highest ethical standards in all its activities. Equal opportunities are provided to all individuals irrespective of gender, race, caste, color, creed, language, religion, political or other opinion, national or social origin, property, birth or other status. Its unique work culture, healthy traditions and ethos have led to enrolment of 51%(Approx) women students and 55%(Appox) women staff. Safety, security and well-being, along with gender equity and friendly working atmosphere are the issues of prime concern to SIET. Gender sensitivity is an inherent value in the cultural ethos of the institute and its neighbouring community, as is evident by the following facilities – (a)Safety and Security • Well-trained and vigilant care takers stationed across the campus specially in the hostels. • Security checkpoints at all campus entries and exits. • Extensive surveillance network with 24x7 monitored control rooms. • Rotational duty by all faculty members for discipline and security. • The Mentorial Committee includes male and female proctors at institute as well as faculty level. • Night Patrols by security officer and superintendents. • Summer Patrols by students. • Strict implementation of Anti-Ragging, Anti-Smoking and Mobile Free Campus. • Awareness campaigns on women safety and gender sensitivity through debate essay ,poster and drwaing competitions, rallies and camps by NSS and NCC student volunteers. • Separate hostels for men and women with dedicated wardens. • The Institute is the preferred destination of parents for education of their female wards as

evidenced by the Stakeholder Feedback. • Eco-friendly crèche for wards of institute staff with dedicated staff and faculty supervisors. (b) Counseling • Formal and informal avenues for counseling male and female students and staff for academic and other issues/problems. • Class and Proctorial Committees are available for counseling of both males and females' students. • Grievance Redressal Committees for staff and students • Gender sensitization camps in slums and rural areas of Dhenkanal district that include the following aspects: • Women's rights • Human rights • Child rights • Gender justice • Gender equality • Gender sensitization workshops • Specific courses dedicated to gender issues. • Campaigns against female feticide. • Business Advisory Clinic provides free counseling to various MSMEs. • Faculty Placement Cells and Alumni Placement Assistance Cell • Others – Entrance Exam Counseling, Matrimonial Counseling, Orientation Programmes for Teachers and Students. • Medical Counseling, Moral Counseling, Career Counseling, Village Counseling, Vocation Counseling weekly through medical camps . (c) Common Rooms: • In most of the Departments, common rooms have been allocated for men and women, which also facilitate meetings and discussions. (d) Other Measures Other measures of Gender Sensitization include – • Curriculum and Coursework. • Co-curricular activities. • Enrolment of 52% women students and 55% women staff S.I.E.T has been successful in caring for its diverse students and staff population harmoniously in its efforts to steadily achieve its vision and mission. This is also evident from regular feedback from all its stakeholders. Other Initiatives Additional initiatives ensure active participation of students in co-curricular activities including sports as it is a compulsory core course in all UG programmes and also at intra-faculty, interfaculty and inter-university levels. Different field works under faculty supervision. Community outreach The Life-Long Learning Education (LLLE) programme provides opportunity to women from all walks of life to get trained in entrepreneurship and self–employable skills. As part of NSS activities, free multi-specialty medical camps are organized fortnightly in neighboring villages, which help transform rural women in building awareness about health, hygiene, importance of child education and provide a launching pad to induct them into vocational skilling. SIET has been successful in caring for its diverse students and staff population harmoniously in its efforts to steadily achieve its vision and mission. This is also evident from regular feedback from all its stakeholders.

7.1.3 Alternate Energy initiatives such as:

1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 34.13

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 131207

7.1.3.2 Total annual power requirement (in KWH)

Response: 384390.3

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 50

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 54750

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 109500

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid Waste Management: In Solid Waste Management we stress on three R's i.e Reduce, Reuse and Recycle. Reduce: The reduction in use of raw materials Reuse: Reuse of waste materials and recycling of those Recycle: Recycling of materials There are two types of Solid wastes (i) Bio-degradable (ii) Non-bio degradable Bio-degradable waste is allowed to degrade or decompose an oxygen rich medium. A good quality nutrient rich and eco-friendly manure is formed and non-biodegradable wastes are dumped into dumping yards. Dust bins are provided throughout the campus. Throwing the waste anywhere is strictly prohibited. Usage of plastic bags is discouraged within the premises of the College. Liquid Waste Management: Well constructed drainage system leading to the closed collection tanks, the tanks are regularly cleaned to avoid stagnation of water and the cleaning part is given for outsourcing.

The solid waste in the form of kitchen waste from two boys hostels and one girls hostel is collected(60-70kg) and fed to the Organic Waste Converter(OWC). Since these biodegradable wastes are free from plastic and non-biodegradable waste,it forms a very rich mineral for the production of fruits,flowers and vegetables. The waste kitchen food is decomposed by feeding it in the machine for half an hour which get grinded and the same comes out in a semi solid form. It is kept in a basket of 20kg aech and allowed to decompose and dry within 20 days of time. This manure can also be sold in the market as a business strategy.

e-waste 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 eco-friendly: E –Waste, which on the face of it seems

quite clean and safe is not so. Its qualitative characterization shows it to be very complex consisting of several hazards constituents that can play havoc with our health therefore some of the e-waste generated is used for technical education purpose by using the hardware in laboratories for display. The remaining material is disposed off in an appropriate manner.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

A rain water harvesting structure in the form of a pond of size20'x18'x5' has been constructed near the main well adjacent to play ground of the campus from which major amount of water is pumped into the water tank placed on the roof tops of the college or hostel building . The water problems become acute in the April and May of every year since the water level drastically fall down in summer due to geographycal situation of the campus which is a hilly area. Initiative havebeen taken to store the rain water flowing on the ground surface through a RCC drain structure to the pond , hence all the surface water of the playground and college area flow in to the pond and gets cpponnected . This temporarily recharges the well by which the water raises to anopther height of 3 ft to 4ft. This level of water keeps raising in the well for two months by Sept and Oct every year. This partially fullfil the requirement of the campus every year.

For water conservation in the Campus, almost all the buildings are having the facility to collect the rain water and recharge the underground water table. The water is also economically supplied and used. Rainwater Harvesting facilities consist of the following network: • Bore wells : 6 • Roof top rain harvesting in Girls hostel, in which rainwater is collected in discarded bore well whose level had receded, which is now replenished and caters to the needs of the hostel.

7.1.7 Green Practices
• **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
• **Plastic-free campus**
• **Paperless office**
• **Green landscaping with trees and plants**

Response:

Bicycles: The faculty members and students residing nearby are encouraged to come by bicycles. Thus we prevent the emission of carbon dioxide in the campus. b)Public Transport: The institution is located just side by the highway. So we encourage our faculty members and students to use the public transport for safety, security and fuel conservation.

Plastic free campus: Use of plastic bags and cups are discouraged in the campus. Even in the canteen usage of steel plates/ leaf plates and steel cups or paper cups are mandatory. Paperless office: The Management has taken keen interest to make the office a paperless office. . The accounts/office and academic

information is stored and maintained through systems only .The complete campus is Wi Fi enabled, making it much easier for paper less activities . Even the official information and circulars are preferred to be sent only through mails.

The institute has taken several measures for planting to make Green Campus. 70% of total area is covered with trees and lawns. A number of trees exist at different places in the college. Tree plantation in the campus is the regular activity of the NSS Rotaract NCC etc. Our college has got many prizes such as Prukruti Mitra from state of Odisha and many District level prizes from Horticultute Dept .

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 2.07

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
6.61	4.56	7.15	10.36	14.33

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 27

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
07	05	08	02	05

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 27

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
07	05	08	02	05

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: No

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 27

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
07	05	08	02	05

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Institution celebrates National Festivals and Births Anniversaries of great Indian personalities every year as follows: Every year the Institution celebrates Republic Day and Independence Day with great pomp on the campus. All the staff and students attend the program without fail. The program starts with Flag Hosting followed by National Anthem, Patriotic songs, March Past by NCC Cadets and various acts and skills presented to the gathering by the students. Mahatma Gandhi Birth Anniversary Gandhi Jayanthi is celebrated on campus in memory of the Father of the Nation, who devoted his whole life preaching Truth and following Ahinsa. The NSS volunteers of the college organize mass pledge in accordance with the Prime Ministers' urge for 'Swaachh Bharat Abhiyaan'. Cleanliness drive is taken up on the Campus and also some lectures are organized by eminent followers of the Gandhian philosophy. The Institution celebrates Teacher's Day commemorating the birthday of Dr. Sarvepalli Radha Krishnan, a great teacher and a staunch believer of constructive education. The students speak about the contribution of teachers in their lives and the Institution felicitates eminent personalities from the educational field. Best teachers for the academic year are identified and felicitated by the management during tha annual function.College celebrates Engineers Day on 15th September in honor of Bharat Ratna Mokshagundam Visveswaraya, an eminent engineer. The program starts with garlanding the eminent personality and briefing the students on the greatness of the awardee along with the challenges, duties, and responsibilities of the present day engineers. The students are urged to render selfless services to the nation in their chosen fields of Engineering and Technology. Achievers from Engineering discipline are invited to address the students. 31st October Ekata Divas (Birth Anniversary of Sardar Patel)- it is celebrated as National Unity Day

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions; the following are the few means which shows the means of transparency:

Our Institute is governed by technical University BPUT, Rourkela , Odisha so the institute abides by the terms of the university.

- The college follows the academic calendar, provided by the affiliating university, i.e. Biju Pattanaik University of Technology (BPUT), Rourkela , Odisha .
- The college admission is done through the Odisha Joint Entrance Examination (OJEE) counseling which is held at the Government and university level.

- JEE COMMITTEE selects candidates for different colleges from the merit list published by COMBINE JEE and AIEEE /JEE(MAIN) on the basis of the preference given by the candidates
- The selection of students to the college is done through the admission committees in the counseling centers which include a convener and a panel of experts. Thus the transparency is guaranteed and maintained all through the process from the start of the notification till the end of admission.
- Therefore the access, equity social justices are guaranteed through transparency and adherence to the rules.Admission is an online process which is strictly on the basis of merit in accordance to the government reservation policies.
- There is academic committee in the college which monitors every academic activity of the college. Important notices regarding college are regularly posted in the college website to ensure complete transparency in all its functioning. The institute maintains transparency in its financial, academic, administrative and auxiliary functions.
- It has proper system outline taking care of ethical and human values responsible for transparency. The institute's financial transaction Audits are being carried out yearly by external auditor.
- There is anti-ragging committee in the college for prevention of ragging.
- There is Mentoring committee for personal counseling of students.
- It ensures that all the financial transactions, reports and documents are completed with integrity. Institute presents timely and accurate information to the University community, alumni etc as well as state government.
- We various committees in our college like examination, time table, cultutal, sports, Anti ragging, sexual harrasment, disciplinary, grievance cell, hostel canteen etc
- For the development of R&D we have R&D cell, ED Cell, Incubation Centre, IQAC cell , etc.
-

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

- Employment Enhancement guidance for Final Year students of Engineering.
- Motivational/Inspirational Lectures from Reputed Industry and Organizations.

Video Lectures from IIT's and reputed International Universities for advanced

courses to explore latest technologies.

- Pre placement training (PPT)   programme For campus selection.
- Transparency In the Evaluation Process. (Best Practices)
- Introduction of Doubt clear Classes and Question Banks. . (Best Practices)

7.3. Best Practises.

7.3.1Elaborate on any two practises

	Best Practice-1	Best Practice-2

Title of the Practice	Transparency In the Evaluation Process	Introduction extra hours teaching clears classes and support in study
Goal	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 clearing classes and question bar To clear the doubt of the student on a he/she is absent in the class due to medical problem. The doubt clearing classes also be tak a group of students are unable to und course properly due to standard of th career. Question banks are a part of the inno best practices to make the entire stu about the possible questions to att coming examination. For through revision of the course ta class room through different questi To discuss different field applicatio the technology. To solve different critical proble simulation model. To train students on visualizing and future technology requirement and g statement of equation for research
The Context:	The teaching, learning, and evaluation are integrated and indissoluble components of education. The "Synergy Institute of Engineering and Technology" desired that the evaluation system should also serve as in aid in the process of learning. The Institute felt, that this, along with teaching, should be an integral part of aiding learning by the student. The evaluation process should include continuous internal evaluation, the conduct of examination, the evaluation of answer scripts and indicating the performance by grading rather than marking .1t is in this context that the evaluation practices were chosen and introduced.	The institute over the long history of created a niche for itself in the a ambience and makes the context mor by introducing the doubt clearing ar bank facilities. Also to create a stron and research environment Un-less and un-till we provide the s the students to clear their doubts thr hours expectation and service of the i the poor academically back ground s

	The examination reforms, in the Institute, are not merely a technique to improve the evaluation system but to be viewed as an aim at improving the education process itself.	be un-fulfilled. This type of continuous process wil help the students to excel in the exan will more confident to come out wi graduate attributes. These achievemer enough in itself to boost the name ar the institute is enjoying. Still the in facing certain challenges which o importance. The library has been co and digital library open for all studen The institute in the academic world in technique of Doubt clear classes an study materials keeping in view the e perspective. The students belonging t are given extra coaching free of addressing their problems. Their sharpened and chiseled keeping in patterns of the final examinations. Th a list of prospective exercise prepare faculties. This process has helped th their targets in a better wa
The Practice	CIE Components: CIE programme includes components such as Quizzes, Tests, Assignments, Seminars, Lab Exercises, Workshops and Practical. For each programme viz., UG, PG and Professional courses, suitable components are included in their CIE. CIE marks are shown to students along with their answer scripts by the teacher concerned enabling them to have access to the evaluated answer scripts before the marks are forwarded to the examination section. This exercise ensures: (i) providing a feedback to the students on the mistakes committed; (ii) providing an opportunity to learn the subject more accurately and adequately; (iii) transparency in the evaluation system. *Only CIE and* no *ESE for certain courses:*	The dropout rate and the failure rate heights. The students were given ext free of cost, in all the subjects in ge students Were given extra guidance subjects of their respective special particular. The institute ensured that are provided with the Question fran experienced faculty of the college. Th resulted in a steep in the failure. Th Banks have facilitated the students in that their efforts in the final exams h bearing. This type of practice auto establishes the brand image of the ir teaching and learning proce The students facilitate with the differ bank and make themselves more co attain the examination. *Doubt Clear classes:*

There are a few papers in UG, PG and Professional Programmes, which are evaluated totally by CIE; that means, there would be no end semester examinations in these papers.

The following are a few examples:

1.All Practical for Science courses at the UG and PG levels.

2.All sessional Course for Technical branches.

In all the above courses including practical, the weightage of the CIE is 100%.

External Members:

A general thrust is given on the external element in the end semester examinations, such as external paper setters, moderators of the question papers and evaluators of the answer scripts.

The paper setter is expected to match the content of the syllabus with the type of questions and different abilities and skills tested. For this purpose the paper setter has to prepare a blue print or a table of specifications which enables him to match all the above mentioned three components viz., (i) syllabus content, (ii) skills tested and (iii) the types of questions.The paper setter has to submit a scheme of valuation which is called a Master Copy, along with the responses for objective type of questions and synopsis of answers for long answer questions. In the Master Copy 15 utilities and skills are listed with a view to including a few of them in the questions while setting a question paper.

Grading System:

Elimination of subjectivity to the possible extent in the marking system, is accorded by introducing the grading system, by converting marks into grades. Marking of the answer scripts are done by a scheme of evaluation provided by the paper setter along with an "Analytical Marking Scheme."

At the time of introduction of the Examination

Question Banking:

The Institute has prepared Question various courses taught at UG level.T by the faculty for setting the question at the time of scrutinizing the question the Moderation Boards. Question updated by the departments as and syllabus is changed or new subj introduced and also to keep pace developments in the field

Structured Question Paper Pa

The question paper carries the quest Objective type (20 marks), *Short* A questions (40 marks) and the Long Questions (40 marks), to test the sk analysis, synthesis, drawing, cre originality, etc., in addition to mem questions. Further the pattern of th paper, with only internal choice (choice), motivates the students to pre entire syllabus and discourages sele

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	Reforms against the traditional end examination system, in order to give orientations to teachers of the Institute, several workshops were conducted with the help of AIU and therefore, there have been no obstacles. Of late, the orientation courses are conducted periodically either centrally at the University or at the Campus levels for teachers, especially for the new teachers.	
Evidence of Success	After proper evaluation and keeping feedback report from all the stake holders in the curriculam designing and development, in teaching and learning process are the evidence of success for maintaining and sustaining the quality parameter.	The level of achievement is maintai the performance of students in the ex Further the result of success in eacl examinations is always satisfac
Problems Encountered and Resources Required	At the time of introduction of the evaluation process and Reforms in order to give orientations to teachers of the Institute and for the different stakeholders it requires the personal interest of all the mentor/mentees and stake hoders to extend their support and time for several evaluation and financial help is also required to conduct more and more evaluation.	At the time of introduction of the E Reforms against the traditional end e system, in order to give orientations t the Institute, several workshops were with the help of AIU and therefore, been no obstacles. Of late, the orienta are conducted periodically either cen University or at the Campus levels f especially for the new teach To encountered such problems ma should come forward for conduct appraisal for the faculty members a mentor/partner students and to th introducing any attractive incentives the faculty as well meritorious stu maintain and sustain the quality e environment.
Impact of the Practice	There is a solid impact of the practices once the evaluation process has been introduced in the system.	.Once the system introduced, more students build confidence on their mentor and feel confident to do w examination. Once the doubt is clear through conti clearing classes, it has been noticed students come forward to act as a me to share his/her knowledge with thei those have still any doubt on a partic It creates a healthy educational envi the institution.

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7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

An Atmosphere that facilitates personal commitment to the educational success of students in an environment that values multiplicity and society. SIET is very keen at facilitating personal commitment to the educational success of students and thus the Academic committee consisting of Principal / Director, senior faculty members and Examination Coordinator prepares the academic calendar well in advance before the commencement of the session/semester. The faculty members before the commencement of semester prepares the lesson plan, and make it available to the students. So many efforts are being made for the past few years to change the Teaching – Learning environment into activity based learning. Following are the methods adopted to transform the academic environment:

Changing the teaching methodology by encouraging the faculty to use power point presentation where ever required.

Extensive use of online – content and other Video lectures to support the Class – room teaching. Students are encouraged to present poster and oral paper presentations. Counseling system:

Every Faculty member is allotted 15-20 students to whom one acts as a mentor. The mentor identifies the academic and personal problems of his/her ward.

The wards are encouraged to participate both in curricular and extra- curricular activities.

Each department arranges guest lecturers periodically addressed by the eminent persons from Industry, Academic and Research Institutions. ?

Eminent experts of National reputed people are invited from academic /organization /industries for seminar, workshop, conferences etc. In addition to the classroom interactions, following are the other methods of learning experiences provided to the students:

Project work

Short term Industrial visit o Internships.

Oral presentation

Seminars/ Symposiums/ Workshops

Paper presentations/ Group discussions

Providing access to e-journals and e-books by use of ICT in delivering and learning process Emphasis is paid to obtain feedback from parents, students, faculty members and alumni through informal contact to obtain information about qualitative changes which are required. Feedback System

Students give feedback about the faculty at the end of each session or semester.

Feedback is taken from the parents of the wards.

Feedback is also taken from alumni The students play major role in the events like Annual day, Sports day etc., which are being organized by the college and inculcate the qualities of co-operation, co-ordination and team work. Personality development programs and seminars are being conducted from the first year to· improve communication skills & soft skills of the students. Social Responsibility Activities like Go Green Activity through plantation,· Blood Donation· Visiting Doctors· & Interacting with patients and distribution of nutritious food, plantation and visiting nearby villages and helping them according to their requirements. Achievement:

Improved students understanding in domain knowledge.

Improved results and pass percentage.

Reduced backlogs and detention.

Improved placements and opting for higher studies.

We have got AICTE grants for R&D from time to time.

File Description	Document
Link for Additional Information	[View Document](#)

5. CONCLUSION

Additional Information :

1. The Institute has intiated Green Campus with Solar Power Generation upto 125kw, Solar water heater in hostels, Solid waste management, Rain water Harvesting, Eco friendly campus.

2. Sports Complex,

3. Student Live Projects

Concluding Remarks :

- The faculty expertise comprises of experience gained through Academic

Institutions/Universities and reputed R&D Organizations.

- Improved teaching and learning process through the use of audio-visual aids.
- Conducting Employability Enhancement and Personality Development Training Programs for the students.
- Certification Training programs in the areas of specializations.
- Improved Campus Placements for students. MoUs with foreign Universities to help the students to secure admission and financial assistance.
- MoUs with industry and R&D Organizations for collaborative Research Programs.
- Active guidance to M.Tech. Students both in-house and external candidates.