SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SWAMI VIVEKANANDA INSTITUTE OF SCIENCE AND TECHNOLOGY

DAKSHIN GOBINDAPUR, P.S.- SONARPUR, KOLKATA - 700145
700145
www.svist.org

SSR SUBMITTED DATE: 10-08-2018

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Driven by the mission of Vivekananda, Swami Vivekananda Institute of Science and Technology was established to promote Technological and Professional Education of high standards. The institute started in the year 2008 offering *B.Tech* courses in Computer Science and Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering, Mechanical Engineering with 60 capacities each and all the courses are approved by AICTE, Govt. of India and affiliated to Maulana Abul Kalam Azad University of Technology (Formerly WBUT), Govt. of West Bengal. In course of time the institute rapidly expanded with an illustrious journey in pursue of excellence, by successful incorporation of B.Tech in Civil Engineering and PG course in MBA both with 60 seats capacity and an increase of intake in ECE to 90 and ME to 120. Along with this, two more Diploma courses viz. Computer Science & Technology (CST) and Mechanical Engineering (DME), approved by W.B.S.C.V.E.T are also part of our offered courses.

The college is built on a sprawling & green campus of 3.02 acre of land amidst a quiet, plastic free, smoking free ambience which also has a pond so that natural and ecological balance is maintained. The college has spacious building, impressive infrastructure suitable for delivering Engineering education including air conditioned spacious classrooms, well equipped laboratories, computer centers, library, Wi-Fi etc.

The college is strategically placed, situated in close vicinity of Kolkata and well connected by public transport. At present approximately 1700 students are pursuing various courses in this institute.

Vision

To emerge as a Centre of Academic Excellence in creating and disseminating knowledge and providing students a unique learning experience in Science, Technology in the light of Swamiji's vision and providing students an environment for all round development, nurture them for a successful career as well as to contribute to the betterment of the society.

Mission

- To transform attitudes, values and priorities by changing mind set rejuvenating our learners and infuse positive energy to take the challenges of life.
- To empower learners by providing best technical education coupled with leadership and professional skills.
- To provide "Education for living and livelihood" as well as "Education for life", by focusing on the inculcation of human and moral values.
- Enable students for deep learning, rational thinking and flair for entrepreneurship through industry institute interaction.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. **Good reputation for high quality teaching & laboratory based practical skills & knowledge development**
2. **Equal emphasis on co-curricular and value added programs on Emerging Technologies**
3. **Eco-friendly and amicable ambience for working**
4. **Beyond the syllabus curriculum to make the students ready for the present global scenario**
5. **Constant encouragement of faculty for pursuing Ph.D., research, advancement of qualification etc.**
6. **Constant mentoring, monitoring, and a strong feedback system of students**
7. **Training and Grooming of students to make them industry ready and enhancing their Employability skills by imparting technical training, Soft skill, GD & Aptitude classes etc.**
8. **Focus on building entrepreneurship development Cell**
9. **Good faculty retention due to peaceful work environment**
10. **Various activity clubs viz. Tech club, Cultural club, Sports club etc., for Innovation & all round development and extracurricular activities**
11. **Academic achievements of student in University examination and other platforms**
12. **Achievements in placement by students in various reputed organizations and reputed companies**
13. **NPTEL Local Chapter to offer students moocs program**
14. **Strong Alumni base that helps for the job generation and referral drive of junior students. They also appraise the college about any known students still jobless, who are given opportunity for new jobs through job fair**

Institutional Weakness

1. **There is scarcity of well qualified i.e. Ph.D. and senior professors mainly in core engineering fields. However, there is continuous effort made by the management to recruit senior level faculty members from reputed institutions.**
2. **There is a dearth of faculty members with Ph.D. qualification even after continuous search and advertisement**
3. **Shortage of ample opportunity for Research Activities due to funding problem by Govt., Non Govt. & External agencies**
4. **Space limitation for further expansion of facilities**
5. **International and National Collaboration activities to be done**
6. **Patent registration need to be done**
7. **Since course curriculum is as per MAKAUT, so there is no flexibility in academic curriculum**
8. **Domicile Issue in the admission process**

Institutional Opportunity

1. **Collaboration with International and National Institutes of repute and other recognitions**
2. **Faculty – student exchange program with reputed National & Foreign Universities**
3. **Focus on Research activities & collaboration with institutes and industries**
4. **Involving more faculty members in research oriented programs**

5. **External funding for research, project and innovative programs**
6. **Preparing students in Soft Skill, Aptitude, GD, GATE, MAT etc examinations**
7. **Enrollment of Students in Internship programs in different renowned corporate houses & industries**
8. **Developing Skill centre for vocational / Advanced Skill / Research Centre / Incubation centre etc. Keeping this motive in mind SVIST and SVGI have training wings to cater to neighborhood students through schemes like PMKVY – T1, PMKVY- 2, PBSSD, CSS –VHSE schemes under NSQF and 9 ITI Colleges in PPP Model.**

Institutional Challenge

1. **Students come with various vernacular and ethnic backgrounds and training these Bengali and Hindi speaking students in English language and developing their communication skills is really a challenging job.**
2. **Major Gap in course curriculum with respect to Industry standards and our inability to modify it as per present market scenario due to guidelines by affiliating university.**
3. **Keeping pace with continuous modification of technological advancement**
4. **To motivate faculty for New Product Development/Research/R&D/Innovation etc.**
5. **To attract eminent Professors, Ph.D. Holders and Researchers in Campus to share their knowledge and experience with students**
6. **Present lack of interest among students for Engineering education**
7. **Stiff competition towards bringing core companies to campus for bulk hiring**

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Our Institute is affiliated and governed by MAKAUT guidelines and follow the University syllabus and academic calendar.

The procedure for delivery of course curriculum is:

- HOD's with faculty members identify the requirement for the department in the semester and the Academic Calendar is formulated and notified.
- Allotment of subjects by the H.O.D through DAC.
- The routine for all departments are prepared and finally handed over by the H.O.D's to Principal for notification to students and faculty.
- Subject wise Course File are prepared by faculty members containing: Topic wise notes and CO are prepared and mapping done with PO and gap if found, is fulfilled with remedial classes, Assignment sheets, sessional examinations. Relevant PPT, Question bank etc are prepared. Lesson Plan/Course Files are compiled topic wise.
- Distribution of curriculum & evaluation scheme is explained to students.
- Review meeting by HOD with faculty members for syllabus coverage, attendance monitoring is done.
- Internal tests are conducted and marks notified to students. They are instructed to submit assignments given.
- At semester end student's feedback is collected. Any shortfall is intimated and counseling of faculty

done by H.O.D.

- University examinations are conducted by Exam Cell and internal marks are uploaded in the university portal. Final result is displayed in the university website.

Teaching-learning and Evaluation

Student intake is a structured and well defined process. Admission adheres to the guidelines of the entrance examinations through WBJEE and JEE Mains, through online counseling process and satisfying the eligibility criteria. The students throughout West Bengal and outside enroll for the courses. The college offers various scholarships for students from economically challenged category. Skill development program like Soft Skill, Aptitude, GD are offered by the college free of cost.

The institute is able to maintain high standards of conducive academic environment, processes and procedures, quality of faculty members and technical infrastructure for effective learning and self development. The college encourages faculty members to improve their qualifications, attend workshops, conferences, refresher course and faculty development program etc. During the teaching of various courses, emphasis is on imparting procedural and cognitive aspects and on providing factual and conceptual knowledge.

Evaluation system strictly follows the guidelines of MAKAUT which includes 2 internal examinations for theory subjects, sessional assessment for practical's and university at end semester examination. Fair practices and transparency are maintained in the examinations. The students are encouraged to follow strict attendance criteria, and teachers deliver their lectures and practical lessons in a student friendly manner for learning and developing interest for the subject and skills.

Almost all students complete their courses with good grade point. Good academic records, value addition courses and extra-curricular activities attract reputed organizations for placement and 15%-20% students pursue higher studies.

Research, Innovations and Extension

The college has good infrastructure in terms of number of laboratories, laboratory equipment and library resources. The college management makes budget available to procure state-of-the-art equipment useful for curriculum study, project work & research, books etc. Some high-end laboratory equipments are available to provide opportunities for beyond the syllabus skill development and innovative research work. The college library has good collection of books and journals, to facilitate the study. Faculty members are encouraged to attend seminar, conferences, workshop, refresher course to publish articles and papers in journals and to pursue higher studies like Ph.D. This has resulted in good number of publications in conferences as well as in journals.

The college promotes various community engagement activities like blood donation camp, providing clothes, food to the needy and down trodden, educational amenities like books & copies to the poor and various other CSR activities. College students and faculty members participate in activities like Swatch Bharat, Nirmal Bangla program for campus cleaning. These activities lead to the creation of students' awareness on social problems, to improve communication skills, teamwork and to grow students as socially sensitive human beings.

The college has good interaction with industries, academic institutes and professional bodies like Bosch, NEN, Khadims etc. and continuous interaction with JU, IIEST and Science college, CU In addition to getting visibility and identity, college has been benefitted professionally and academically in a big way due to such interactions.

Infrastructure and Learning Resources

The college provides an adequate infrastructural facility which meets the norms of regulating bodies as well as satisfies functional needs. The Institute has fully air conditioned, spacious class rooms. Rooms are well furnished, well lit and airy, equipped with LCD projectors for interactive learning and also smart class facility. Seminar Halls with capacities of 400 & 150 each are used for seminar, workshop, conference, recruitment drive etc.

Laboratory equipment is as per the syllabus requirement. High-end equipment is also available for student projects and research. The Institute has well equipped laboratories in all departments and state of the art workshop with modern equipment and machineries. Adequate no. of computers are available to enable students to acquire practical knowledge and help them for research activities and projects.

Adequate audio visual amenities help students in interactive learning and develop interest towards the subject..

Library has rich resources in the form of books and journals that not only fulfills the criteria of syllabus for students and faculty members but also facilitate in gaining wide knowledge and provides opportunities to go to the depth of a subject.

Other facilities provided are separate hostels for boys and girls, playground, basket ball, volley ball and badminton court, gymnasium, cafeteria and first aid facility.

Student Support and Progression

The institute provides several mechanisms for student support and progression. We have an unique mentorship system where one faculty facilitates a group of 20 to 25 students in all aspects. Mentors look after their studies along with overall well being of the students viz. attendance, result, need for remedial classes, discipline, training, counseling etc.

The students are extended all supports for various Scholarship schemes such as Kanyashree, MCM Scholarship (for both Minority & General), Swami Vivekananda Scholarship, NSP Scholarship (for SC, ST, OBC), WBFS Scholarship and also full free ship for father's death. Also institute provides half and full free scholarship.

Principal, Heads of departments, mentors regularly interact with students to help to identify student issues and problems and give solutions.

The institute conducts soft-skill development, aptitude, GD & personality enhancement sessions for the students by inviting external experts. Training and placement cell provides pre-placement guidance for placement activities. The cell coordinates for vocational training, special training for software and core

department and need based training for placement activities and internships.

More than 95% of students complete the degree in stipulated time. Around 15% to 20% students pursue higher studies in India and abroad. Around 70 % to 75 % students get job offers in their final year.

The student representatives are present as members of committees like anti-ragging, Cultural & Fest, Tech fest, Sports and Hostel etc. The institute collects feedback on curriculum and other related issues from all the final year students to improve these services.

Governance, Leadership and Management

Our vision is to train the students to become quality executive with high standard professionalism as well as morality and ethics using our excellent resources, infrastructural and technological support in all the professional streams. Similarly we also believe in all round development of the student's personality. In this era of economic liberalization, globalization and technological super-advancement our effort is to put quality education in the light of Swamiji's vision of spreading education throughout the society.

The leadership of the institute believes in participative management and strives to bring in excellence by structured organizational system with the involvement of all the stakeholders. Various stakeholders of the institute are the members of the statutory bodies and their meetings are conducted regularly.

The institute has a well-defined plan involving various focus areas and definite action plan to achieve the goals and measures to verify the achievements.

Under the leadership of the Principal, Academic council, Head of the departments, these plans are executed for betterment of the institutes and execute their academic and administrative activities.

Since the institute is private and self-financed, the tuition fees are the main source of income. The institute makes budgetary provisions for recurring and non-recurring expenditure in advance. Financial resources are made available for the functioning of the college as per the budget. Financial Management and Resource Mobilization, follow Internal Quality Assurance System through several meetings to review and improve the quality of the overall functioning of the institute.

Institutional Values and Best Practices

The college is built on a sprawling & green campus of 3.02 acre of land amidst a quiet, plastic free, smoking free ambience which also has a pond so that natural and ecological balance is maintained. The presence of large number of trees in the campus, helps to reduce air pollution.

The college takes conscious efforts to create awareness about energy conservation and renewable energy usage among students. Use of LED Bulbs is encouraged for the purpose. Use of renewable energy is the need of the hour for sustainable development to ensure conservation of fossil fuel, for which the institute has planned to install roof of solar panel to compensate for non renwable energy.

The college follows many best practices for students and staffs. Some of them are – mentorship of the students for their all round development, employability enhancement program, soft-skill development

program, aptitude development program for students at no cost, financial assistance to the students as various kinds of scholarship, provisions for railway concession, assistance for placement long after graduation, book bank facility, skill development programs, sports facilities, funding for students publications, funding for innovative projects, monitory prize for model making.

Faculty members are also encouraged by various schemes aiming at faculty development such as paid study leave for qualification enhancement, paid study leave for attending conferences, seminar & workshops, fee concession for the wards of employees and statutory benefits like: PF, Gratuity, ESI and Leave as per norms etc.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SWAMI VIVEKANANDA INSTITUTE OF SCIENCE AND TECHNOLOGY
Address	Dakshin Gobindapur, P.S.- Sonarpur, Kolkata - 700145
City	Kolkata
State	West Bengal
Pin	700145
Website	www.svist.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Associate Professor	Arindam Mondal	0091-9836637955	9733722500	-	armsvist@gmail.com
Principal	Sonali Sarkar	033-24379836	9433806989	033-24379913	info@svist.org

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	30-06-2008

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
West Bengal	Maulana Abul Kalam Azad University of Technology	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	14-06-2018	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	04-04-2018	12	As per AICTE norms the approval is renewed every year

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	Dakshin Gobindapur, P.S.-Sonarpur, Kolkata - 700145	Urban	3.02	11067

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,Computer Science And Engineering	48	XII	English	60	47
UG	BTech,Electrical And Electronics Engineering	48	XII	English	60	42
UG	BTech,Electronics And Communication Engineering	48	XII	English	90	66
UG	BTech,Mechanical Engineering	48	XII	English	120	47
UG	BTech,Civil Engineering	48	XII	English	60	23
PG	MBA,Management	24	GRADUATE	English	60	22

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				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				2				6				92
Recruited	1	1	0	2	5	1	0	6	65	27	0	92
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				58
Recruited	41	17	0	58
Yet to Recruit				0

10-08-2018 10:22:10

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				22
Recruited	14	8	0	22
Yet to Recruit				0

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.	1	1	0	2	1	0	6	5	0	16
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	3	0	0	59	22	0	84

10-08-2018 10:22:11

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.	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	1	0	0	1

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
Diploma	Male	85	2	0	0	87
	Female	11	3	0	0	14
	Others	0	0	0	0	0
UG	Male	168	25	0	0	193
	Female	29	3	0	0	32
	Others	0	0	0	0	0
PG	Male	15	3	0	0	18
	Female	3	1	0	0	4
	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	40	68	53	52
	Female	2	11	6	9
	Others	0	0	0	0
ST	Male	1	0	2	1
	Female	0	1	0	1
	Others	0	0	0	0
OBC	Male	36	59	37	27
	Female	3	7	7	2
	Others	0	0	0	0
General	Male	219	330	331	304
	Female	45	63	67	49
	Others	0	0	0	0
Others	Male	0	0	15	20
	Female	0	0	4	11
	Others	0	0	0	0
Total		346	539	522	476

3. Extended Profile

3.1 Program

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

Response : 10

File Description	Document
Institutional Data in Prescribed Format	[View Document]

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	8	8	8	5

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1723	1755	1541	1379	1280

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

2017-18	2016-17	2015-16	2014-15	2013-14
57	57	57	57	39

File Description	Document
Institutional data in prescribed format	[View Document]

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

2017-18	2016-17	2015-16	2014-15	2013-14
1535	1044	999	726	906

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

2017-18	2016-17	2015-16	2014-15	2013-14
111	131	95	84	78

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

2017-18	2016-17	2015-16	2014-15	2013-14
140	132	112	96	80

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

3.4 Institution

Total number of classrooms and seminar halls

Response : 38

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

2017-18	2016-17	2015-16	2014-15	2013-14
528.01686	661.75757	632.70859	630.05073	677.51874

Number of computers

Response : 370

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:

Our Institute is affiliated and governed by the guidelines of MAKAUT. We follow the university syllabus and academic calendar for admission, registration, class schedule, examinations etc.

The procedure for delivery of course curriculum is:

- Program wise syllabus & Academic Calendar is received from MAKAUT.
- Study of syllabus of all subjects by HOD's with faculty members identifying the requirement of books, equipment, computer, space, man power etc.
- The Institute's Academic Calendar is formulated by the Principal with the help of the Academic Council and notified.
- Allotment of subjects by the H.O.D through DAC. Faculty wise weekly teaching load of lectures/ tutorials/ lab classes as per syllabus is given before the semester. The weekly load is handed over to the faculty for preparative work.
- The Time Table for all departments are prepared by the members of Routine Committee after discussion to avoid overlap of classes in presence H.O.Ds and Principal. The final routine is handed over by the H.O.D's to Principal for notification to students etc.
- Subject wise Course File are prepared by faculty members containing: Topic wise notes/ photocopies and CO are prepared by the faculty members and mapping done with PO and gap if found, is fulfilled with remedial classes, Assignment sheets, Past question papers and sessional examinations. Relevant videos, PPT, Model question bank etc are prepared. Lesson Plan and Course Files are compiled by Unit/ topic wise teaching material.
- Distribution of curriculum for semester & evaluation is explained to students and notified. Notification of class time table to faculty & students through notice boards.
- During semester, lectures/tutorials/ lab classes are conducted, monitored by HOD/ Principal regularly. Review meeting by HOD with faculty members for syllabus coverage, attendance monitoring is done. Feedback to faculty for shortfall, deficiency in teaching or problem conveyed by students to HOD is done. Shortfalls in student's attendance are notified are done by phone calls, guardian call etc.
- Internal tests are conducted at definite interval and marks notified to students. They are instructed to submit assignments given.
- At semester end student's feedback is collected on predefined parameters and reviewed by Principal with H.O.Ds. Any shortfall or improvements required is intimated by Principal. Counseling of faculty by H.O.D is done. Subject wise internal / sessional marks are compiled. Review of performance in internal / sessionals is done by Principal & HOD.
- At semester end, university examination are conducted by Exam Cell of the institute for both theory and practical exams in a fair and transparent way. The internal marks, for attendance, assignment and unit test are submitted by faculty members for theory, practical and sessional papers which are

uploaded in the university portal through the Exam Cell. The theory paper is evaluated by university in a centralized way and the final result is displayed in the university website.

- Analysis of performance of students is done by Principal's office. Review of 'Results' by Principal & Director and corrective measures decided for implementation.

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

Response: 2

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	2	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View 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: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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: 40

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

Response: 4

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: 75

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

Response: 6

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: 59.17

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

2017-18	2016-17	2015-16	2014-15	2013-14
1620	1147	806	609	512

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:

GENDER:(HU-381/HU391/HU481. TECHNICAL REPORT WRITING &LANGUAGE LAB PRACTICE**)**

Women empowerment cannot be possible unless women come with and help to self empower themselves. There is a need to formulate reducing feminized poverty, promoting education of women, and prevention & elimination of violence against women & thus overruling the gender biasness.

ENVIRONMENTAL SUSTAINABILITY: (CH-301/CH-401. BASIC ENVIRONMENTAL ENGINEERING AND ELEMENTAL BIOLOGY)

Sustainable development is a continuous development that meets the development of the present generation without jeopardizing the need for the future generation and it can be achieved by 1) social development 2) economic development and 3) environmental protection.

Sustainable Development: (Covered in HU-301 & HU- 401 Values and Ethics in Engineering and Profession)

"Sustainable development is development that meets the needs of the present, without compromising the ability of future generations to meet their own needs."

The concept of sustainable development can be interpreted in many different ways, but at its core is an approach to development that looks to balance different, and often competing, needs against an awareness of the environmental, social and economic limitations we face as a society.

Human Values: (Covered in HU-301 & HU- 401, Values and Ethics in Engineering and Profession)

Basic human values refer to those values which are at the core of being human. The values which are considered basic inherent values in humans include truth, honesty, loyalty, love, peace, etc. because they bring out the fundamental goodness of human beings and society at large.

Professional Ethics (Covered in HU-301 & HU- 401, Values and Ethics in Engineering and Profession)

Professionally accepted standards of personal and business behavior, values and guiding principles. Codes of professional ethics are often established by professional organizations to help guide members in performing their job functions according to sound and consistent ethical principles.

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

Response: 32

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

Response: 32

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 12.42

1.3.3.1 Number of students undertaking field projects or internships

Response: 214

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: C. Any 2 of the above

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

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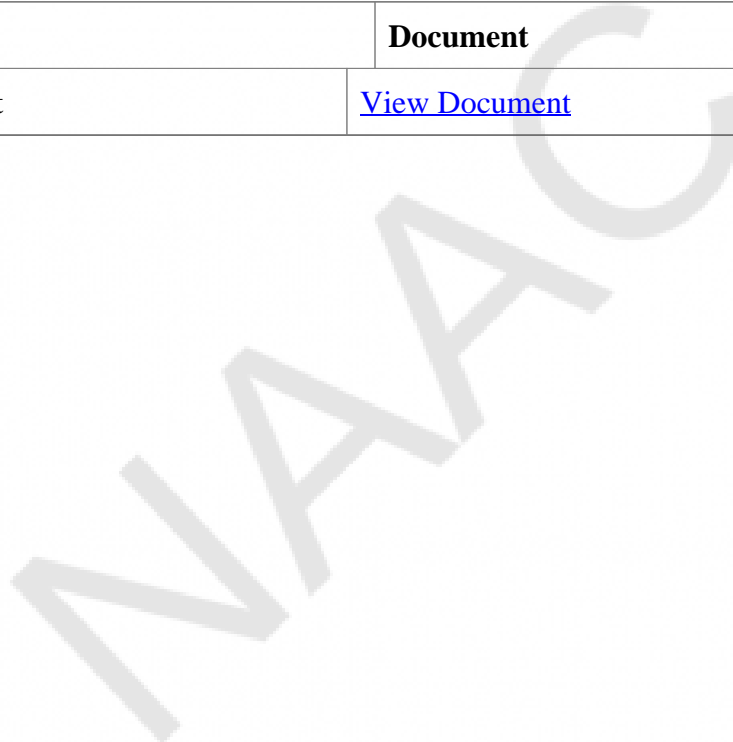**A. Feedback collected, analysed and action taken and feedback available on website**

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

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: 2.81

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

2017-18	2016-17	2015-16	2014-15	2013-14
35	49	71	28	33

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: 83.37

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

2017-18	2016-17	2015-16	2014-15	2013-14
346	539	494	344	378

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

2017-18	2016-17	2015-16	2014-15	2013-14
570	570	570	570	330

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: 90.47

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

2017-18	2016-17	2015-16	2014-15	2013-14
43	57	57	57	30

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:

As students' needs and abilities are different due to divergence in background, abilities and interests, different learning and teaching strategies are therefore adopted to cater for these differences. Teachers thus take learner diversity into consideration and take appropriate action to help different learners to learn.

- **Strategies adopted to facilitate weak students**

1. Remedial classes are organized to clarify doubts, re-explaining of critical topics for

improving performance.

1. Provide additional support for students through mentorship program

- **Strategies adopted to facilitate talented students**

For first year students, advanced learners are identified based on the +2 level board marks and marks obtained from the bridge courses. For II, III and IV Year students, advanced learners

are identified based on the performance in internal assessment and university exams.

Specific strategies for the advanced Learners:

1. Language laboratory facility is provided to self learners during beyond working hours for improvement of communication skill.

2. Additional experiments are also conducted after the completion of the regular lab

classes to these students.

The advanced learners of various departments are encouraged to take part in symposia, workshops and seminars to gain knowledge in advanced topics.

1. The students are encouraged to do projects and mini projects in advanced topics under the guidance of faculty members.
2. Resource persons from industries and academic institutions are invited to give guest

lectures on advanced topics for the benefit of the students.

1. The faculty members teach contents beyond syllabus, after the completion of syllabus.
2. They are advised to undertake GATE, CAT, GMAT, TOEFL, GRE exams and are guided for higher studies.
3. Fast learners are motivated and advised to do research activities and are encouraged to attend civil service examinations such as IAS, IPS, IES of UPSC also.

2.2.2 Student - Full time teacher ratio

Response: 15.52

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

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:

Interactive learning is a hands-on approach to help the students to become more engaged and retain more material. With or without any form of technology, interactive learning helps the students to strengthen problem solving and critical thinking skills. Education seems to be constantly changing. Students are no longer expected to sit at a desk and take notes on a lecture. Lessons are much more engaging and interactive.

Interactive learning:

- Interactive learning is a hands-on, real-world approach to education. Interactive learning can take

many different forms. Students strengthen their critical thinking and problem-solving skills using a much more holistic approach to learning. Interactive learning can take place across the curriculum with or without technology.

- It sharpens critical thinking skills, which are fundamental to the development of analytical reasoning.

Collaborative Learning:

- Collaborative learning is an educational approach to teaching and learning that involves groups of students working together to solve a problem, complete a task or create a product. It is an active process whereby students assimilate the information and relate this new knowledge to a framework of prior knowledge.

Independent Learning:

- Independent learning is when an individual is able to think, act and pursue their own studies autonomously without the same levels of support you receive from a teacher. It enhances the skills those are transferrable to most jobs like motivation, independence, initiative, organizing and multi-tasking, strong reading and writing skills.

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

Response: 81.08

2.3.2.1 Number of teachers using ICT

Response: 90

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: 15.52

2.3.3.1 Number of mentors

Response: 111

2.3.4 Innovation and creativity in teaching-learning

Response:

1. Creative Teaching

Take the help of creative tools to stimulate creativity. Include playful games or forms of visual exercises that will excite the young minds and capture their interest. This is a time tested method to identify young student's creative abilities and encourage creative contributions.

2. Audio & Video Tools

Incorporate audio-visual materials in your sessions. Supplement textbooks with models, filmstrips, movies and pictorial material. Use graphics or other mind mapping and brain mapping tools that will help their imagination thrive and grow. These methods will not only develop their ability to listen, but will also help them to understand the concepts better.

3. Real-World Learning

Link your lessons to real world learning. Infusing real world experiences into your instructions will make teaching moments fresh and enrich classroom learning. Relating and demonstrating through real life situations, will make the material easy to understand and easy to learn.

4. Brainstorm

Make time for brainstorming sessions into your classrooms. These sessions are a great way to get the creative juices flowing in the mind of students. When you have multiple brains focusing on one single idea, you are sure to get numerous ideas and will also involve everyone into the discussion. These sessions will be a great platform for students to voice their thoughts without having to worry about right or wrong.

5. Welcome New Ideas

An open- minded attitude can help you for innovating new teaching methods. Sometimes most of us show reluctance to create new ideas, can be overcome through though open- minded discussion. If you're a teacher never do this, always try to accept new ideas even if it looks like strange at the beginning.

6. Think about a New Hobby

Sometimes, hectic workload may affect your engagement in teaching .If it happens to you, it's natural. You can take a break for couple of hours and engage in some other activity that you're interested in. This will rejuvenate you and you can return to your work with more passion and interest.

7. Work Together as a Team

As everyone knows, the end result of collaborative efforts is always immense helpful. Think about spending some quality time with your colleagues. Ask them to share their views on improving teaching methods; you can see many of them come up with interesting strategies. So, collaborate and introduce innovative teaching methods.

2.4 Teacher Profile and Quality

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

Response: 89.67

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

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

2017-18	2016-17	2015-16	2014-15	2013-14
16	11	7	6	6

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: 29.98

2.4.3.1 Total experience of full-time teachers

Response: 3328

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: 5.01

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	0	2	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

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

Response: 4.9

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	5	6	6	5

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:

Continuous Internal Evaluation (CIE) and project work are the internal modes of assessment.

The evaluation system, as adopted by the Institute, 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.

For effective implementation of Continuous Internal Evaluation (CIE) system at the institutional level, the institute conducts two unit tests per course per semester and performance based improvement test. The answer scripts are given back to the students after evaluation for their information, providing sufficient transparency and accountability. 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. It also promotes the student to participate in mini project demonstration, model exhibition, programming skill competitions, mega projects, technical paper presentation, workshop, and seminar. CIE Components also includes MCQs, Quiz competition, home

assignments, Lab Exercises and Practical. The college encourages and guides students to participate in national level competitions organized by other Colleges and Universities. The college gives facility to participate in competitive examinations and higher studies. Industrial visits are arranged for the students and students submit the visit report which is also evaluated for term work marks. The participation and performance of students in sports, NSS, and other extracurricular and cultural activates is also given weightage. The feedback system is provided to the students for giving the feedback on all fronts. It organizes parents and guardians meet to have a communication once in year. By giving home assignment, tutorials, problems and taking follow up, help the student to explore various learning resources like the Internet and libraries etc. which will enable to develop self study, analytical and reasoning capabilities.

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

Response:

The Examination Cell of the Institute is a separate section which deals with the examination process.

The following efforts were made in the office of the Examination Cell for smooth conduct of the examination and related processes.

Preparing Academic Calendar with the schedule of Internal assessment test and end semester examinations for both theory and laboratory courses. Preparation of Schedules for two internal centralized assessment tests and publication of result.

Disbursal of necessary materials is given to the internal examiners through the examination cell of the college.

Preparing:

1. The attendance sheet
2. Invigilator schedule
3. Physical arrangements of seating of the students during the examination
4. Publication of results of two unit tests.

Weightages assigned for the overall development of students:

- **Behavioral aspects:** There is mentorship scheme in every department by year wise. A faculty

member as well as mentor always gives the necessary advice for overall development of student's behavior. This always helps to their job placement and their professional life as well.

- **Independent learning:** This is certainly a governing parameter regarding the ability of the student. The course curriculum is designed to develop these parameters. Moreover special emphasis is given by providing interactive session, group discussions, personality development, different types of independent mini project, etc. for the continuous developments of the students.

Internal assessment in college is so transparent that every student has an idea about the standard internal evaluation process of the theory & practical subjects. Marks obtained in all the CO's are grouped and is considered as 60% of total marks for the Internal Examination. Slow learners are permitted to improvise their marks by the departmental examination if they have scored low. Head of the departments are fully empowered to suggest the re-assessment of the total marks with the approval of departmental committee. All such modifications will be displayed in the department notice boards for student reference.

The college always maintain an Academic Calendar in line with university calendar prior to the commencement of the academic year. The College organizes orientation programs to the students as guided by the affiliated university to make them fitted with the rules and regulations of the collage such as examination system, evaluation process, extra-curricular activities etc.

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

Response:

Examination related issues are handled by the student mentor to make it time bound & transparent. Internal examination answer scripts are distributed to the students as regard to total checking and for clarifications if any. The marks awarded for the semester examination which constitute the internal assessment component are displayed on the examination cell notice board as well as departmental notice board.

The examination section displays the evaluation report by cross checking the statement of marks as submitted by the respective faculty member of every department.

1) Student approaches his mentor for the clarifications related to internal marks, Semester examination's marks & other if any.

2) Student issue related to the above is provided by the mentor within particular days.

3) Issues are identified & sorted. Recommendations will be forwarded to the departmental examination cell representative.

5) A clear report of the issue is given to the examination section through departmental examination cell

representative.

6) The entire process is monitored by the Officer - In –Charge (OIC).

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

Response:

Swami Vivekananda Institute Of Science And Technology was established in the year 2008 (registration date: 26/12/2007) under the MAKAUT (Formerly known as West Bengal University of Technology) to enhance technical education and development in the state of West Bengal and for related issues. The University has already implemented the academic calendar for the grading system, holidays, examination dates for both the semesters in a year etc. This academic calendar indicates the schedule of continuous assessment to be notified by the University before the start of every academic session.

The student has a choice in selecting courses out of the offered 5 courses by various departments. The grade points are earned for each course reflects the student's proficiency in a particular course. Two consecutive (1 odd + 1 even) semesters constitute one academic year. Credit is a unit by which the course work is measured. It determines the number of hours of instructions required per week and credit point is the product of grade point and number of credits for a course. Grade point is a numerical weightage allotted to each letter grade on a 10-points scale and letter grade is an index of the performance of students in a said courses. Grades are denoted by letters O, E, A, B, F, I according to performance basis. The odd semester is scheduled from July-December and even semester from January-June. SGPA (Semester Grade Point Average) is parameter of performance of work done in a semester .CGPA (Cumulative Grade Point Average) is a parameter of overall semester cumulative performance of a student.

The unit test (twice in each semester), attendance, seminar, projects etc are the main criteria to comprise the internal evaluation. There is an overall coordinator at the college / department level to coordinate for the proper implementation of the same. Every teacher takes attendance in the last instructional day in the semester. A student has to attend 75% of lectures (including tutorials) through the semester.

Following are list of activities performed according to the AICTE & MAKAUT academic calendar:

The college:

- Always follows the exact date of teaching end for every semester for theory and lab classes.
- All the semester and unit tests are taken on the schedule date given by the University.
- In every semester tutorial classes are taken & assignments are given for the skill development of the students.
- Holidays (Semester break / winter vacation / Durga puja and others) are given according to the above mentioned calendar.

Along with our ambition to impart knowledge through class room learning, we give our students equal opportunities of learning e-journals, reference books, give them hands on experience in well equipped laboratories.

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:

Program Outcome:

PO 1: Engineering Knowledge: Implementation of acquired knowledge of Mathematics, Basic Sciences, Engineering Sciences, Generic Skills, Professional Subjects and Environmental Issues to the solution of open-ended electronics & communication engineering problems across the disciplines.

PO 2: Problem Analysis: Identify, formulate, review & explore research literature to solve problems of correlated domains relevant with industry reaching substantiated conclusions.

PO 3: Design/ Development of Solutions: Design prototype systems/ components/ models/ processes within realistic constraints that meet specified needs with appropriate consideration of safety and precautions related with environment and civilization.

PO 4: Conduct Investigations: Investigate complex problems applying research-based knowledge and methodologies including design of experiments, analysis and interpretation of data and synthesis of information for obtaining meaningful outcome.

PO 5: Modern Tool Usage: Use of appropriate techniques, skills, resources and interdisciplinary modern engineering and IT tools keeping in view of their limitations.

PO 6: Engineer and Society: Understanding the impact of engineering solutions in global, socio-economical, legal and cultural issues relevant to professional engineering practice.

PO 7: Environment and Sustainability: Familiarity with Information & Communication Technology, seeking pollution-free and energy friendly sustainable professional engineering solutions towards day-to-day societal and environmental complex problem contexts.

PO 8: Ethics: Commit to professional ethics and code of conduct following the norms of engineering practice.

PO 9: Individual and Team Work: Capacity to function as individual as well as team member by demonstrating positive attitudes and skills in personnel management and maintenance of human relations in multi/inter-disciplinary teams with a spirit of tolerance, patience and understanding.

PO 10: Communication: Communicate effectively to become able to write effective reports, logical thinking, design documentation, make effective presentations, give and receive clear oral and written instructions.

PO 11: Project Management and Finance: Demonstrate understanding and ability of project management and finance principles in multidisciplinary background.

PO 12.Life-long Learning: Desire to acquire knowledge on one's own through libraries/data bases for contributing to knowledge assimilation, creation, dissemination & life-long learning.

Program Specific Outcome (EEE):

PSO 1. Analyse and Design of Electric Drives, Power Electronics, Power System, Control System, Electrical Machines and its implementation on core sectors. Students will be able to work as executives in core sectors of national and international industries.

PSO 2. Identify, formulate and Solve complex problems of Electrical, Electronics and Computers.

PSO 3: Implement Software solutions to design, simulate and analyze Electrical and Electronic systems.

PSO 4. Broaden the knowledge in various administrative skill sets, exposure to entrepreneurial setup and society outreach program as a whole.

Program Specific Outcome (ECE):

PSO1: An ability to understand the basic concepts of Electronics & Communication Engineering and to apply them to various areas like Signal processing, VLSI, Embedded systems, Communication Systems, Digital & Analog Devices, etc.

PSO2: An ability to solve complex Electronics and Communication Engineering problems using modern hardware and software tools, to arrive with appropriate solutions.
PSO3: Wisdom of social and environmental awareness along with ethical responsibility to have a successful career.

Course Outcome are available in www.svist.org

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Link for Additional Information	View Document

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

Response:

Demand for quality of education and employable work force is ever increasing globally. The continuous innovations in industries, global competitions and new business requirements have led to raising the scale for the fresh engineering graduates' employability and success in professional career. One of the important criteria is about measuring the attainment of course outcomes (CO), programme outcomes (PO) and program specific outcomes (PSO).

The process of attainment of CO, PO and PSO stands from describing correct COs for each course of the program from 1st year to 4th year in a 4years engineering degree programme. The course outcomes are described by the respective faculty members using appropriate verbs of learning levels indicated by Bloom and Anderson. Then a correlation matrix is drawn between CO and PSO in the scale of 1to 3, 1 being the low, 2 being the medium and 3 being the high. In the basis of CO a question papers (all subjects) and assignment (for all subjects) are prepared on the basis of marks; a matrix is prepared with CO. From this matrix the attainments level is defined and accordingly CO is attained. From CO, PO matrix the target level of PO is arbitrarily fixed and attainment is achieved.

A mapping is then prepared in this matter for every course in the programme including the elective (both for free and professional elective) subjects. The course outcomes are prepared and their mapping with POs are reviewed frequently by an academic committee consist of senior faculty members before they are finalised.

2.6.3 Average pass percentage of Students

Response: 82.27

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

Response: 362

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

Response: 440

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: 0

3.1.1.1 Total Grants for research projects sponsored by the government/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)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0.9

3.1.2.1 Number of teachers recognised as research guides

Response: 1

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

Response: 0

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

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

Response: 499

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:

Swami Vivekananda Institute of Science and Technology (SVIST) is always encouraging its Students and Faculty Members for Innovation and Incubation of such innovation from the campus.

SVIST is having an active E-Cell which is promoting entrepreneurship in the campus.

Our E-Cell is a part of EDCN (Entrepreneurship Development Cell Network) of West Bengal- An Initiative from Govt of West Bengal and IIM Calcutta.

Our Students and Faculty Member's different Business Models got recognized at different premium platforms like IIM Calcutta, NASSCOM, NEN, PM YUVA, IIT KGP, Presidency University, Govt of West Bengal etc.

SVIST is also providing initial handholding/incubation support for the Students and Faculty Member's Start Up Initiatives like i-HR Technology , The Magic of Giving, Foodkart, Digital Mistry of our students and Faculty Members have already got Fund and Infrastructure to start their Business Activities from the Campus.

Apart from the incubation support, SVIST is regularly organizing Entrepreneurship Awareness Camp, Walk The Talk with the Startup Leaders, One Day Startup, E-Week celebrations etc at the Campus to inculcate the culture of entrepreneurship.

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

Response: 55

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

2017-18	2016-17	2015-16	2014-15	2013-14
15	13	10	9	8

File Description	Document
Report of the event	[View 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

File Description	Document
e- copies of the letters of awards	[View Document]

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years
3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 1

File Description	Document
URL to the research page on HEI web site	[View Document]
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document]

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

Response: 0.97

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

2017-18	2016-17	2015-16	2014-15	2013-14
30	12	11	20	24

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

3.3.5 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: 0.56

3.3.5.1 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

2017-18	2016-17	2015-16	2014-15	2013-14
8	16	14	10	8

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:

We have started our outreach activities on 3rd January 2015 and we have named our outreach unit as The Magic of Giving (TMG).

Our 1st Event was a Winter Garment Distribution Camp amongst the slum area people of Tangra Area of Kolkata. Our Corporate Partner was TCS, Kolkata and Venue Partner was Seva Kendra, Kolkata.

Within 2015 we had conducted 4(four) more events with the same Corporate Partner and Venue Partner in 2015 itself catering to different activities like Food Distributions, Library Setup, Safety Awareness, Fun Day Activities etc.

In 2016, we had conducted another event at an orphanage at Memari, West Bengal in association with BHUMI, an NGO. We have distributed sports materials amongst the Orphanage students and also have conducted a Quiz Contest for them.

In 2018, we have conducted a Career Counseling camp for the underprivileged students of Kolkata in association with CESC Ltd and HOPE Kolkata Foundation.

Apart from that between 2013 to July 2018, we have conducted 30 Job Fairs at various parts of West Bengal resulting into employment of more than 1000 unemployed youths. Many big corporate houses like TCS, GENPACT, Concentix, Flipkart, TBS, ICICI, HDFC, VKC Group, PAYTM, JUST Dial, Exide Industries and many more have participated in our Job Fairs.

Our outreach wing TMG has been certified by IIM Calcutta Incubation Park and Department of Science and Technology (DST) as one of the Top 3000 Startup Activities of India during Smart Fifty Event.

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

Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

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: 9

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	6	0	0

File Description	Document
Reports of the event organized	View 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: 0.1

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	1	1

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

3.5 Collaboration

3.5.1 Number of 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

2017-18	2016-17	2015-16	2014-15	2013-14
19	7	7	5	3

File Description	Document
Number of Collaborative activities for research, faculty etc	[View Document](#)
Copies of collaboration	[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: 16

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)

2017-18	2016-17	2015-16	2014-15	2013-14
2	14	0	0	0

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

10-08-2018 10:22:18

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:

As per AICTE and MAKAUT (affiliating university) norms, the institute seeks to setup a supportive environment to produce skilled professionals in order to meet the ever growing demands of the industries. Following this, our institute too has adequate physical facilities for teaching as well as learning. It has the policy for creation and enhancement of infrastructure depending on the requirements in the curriculum. Infrastructure enhancement is taken up both in terms of civil infrastructure as well as technology infrastructure. The budget for this requirement is prepared in consultation with HODs, Principal, management and subsequently submitted it to the Board of Governors (BOG) for approval. Once it is approved, the same is implemented with the help of professionals in the concerned area. With a regular curriculum, institute gives major emphasis on co-curricular and extra-curricular activities.

Our eco-friendly college campus is spread over an area of 3.02 acres of land, with a nicely maintained natural water body adjacent to it. Along with this, the institute has:

- Well furnished 25 AC classrooms with LED projectors
- Well equipped Science Laboratories
- Engineering Drawing rooms
- Workshop
- Computer Laboratory with Internet browsing
- Library of 45,702 books (39256 books for B.Tech, 3313books for Polytechnic, 3133 books for MBA{SVIST}) with a reading room
- Seminar Hall
- Tutorial rooms
- State of the Art Language Lab
- Five numbers of Smart-Class Rooms.
- Auditorium
- Wi-Fi connectivity across campus
- Spacious Sports ground
- Hygienic canteen

The institution takes due care in systematically adding, renovating, updating and maintaining buildings, equipments and other infrastructure facilities with regular supervision of Management.

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

Response:

Sports:

Sports grounds- Available and well maintained ground with full of green grass, most suitable for playing foot ball, cricket, volleyball, and other outdoor games. Ground is surrounded with trees and flowers, fruits. Beside the ground there will be a cemented basketball court. Another badminton court with net is there at the college compound.

Facility: Cricket pitches, volleyball net, basket stands for basketball, Jersey is provided at the time of tournament.

Events: Annual sports are conducted every year such as inter college football, cricket, badminton, volleyball, carom etc. The prizes are given at the time of cultural fest.

Outdoor & Indoor games : -

Football, Cricket, Volleyball and Badminton tournaments, Chess and Carom tournaments

ü **Gymnasium** 01

ü **Seminar Hall** 02

NSS: All 1st year Students participate in NSS activities every year compulsorily.

Activities under this include social welfare, visit to old age home, plantation of trees, providing basic education to the poor local children, donation of old cloths, blood donation camp every year.

Cultural activities

Activities under this include Independence day celebration, Gandhi Jayanti,

Vivekananda Jayanti, Tech-FEST, farewell to final year students, Fresher's welcome, Teacher's day celebration, cultural fest.

Public speaking

Activities under this include Training in leadership skills, intra group quiz and

debate, departmental / institutional seminar/conference/workshop.

Communication skills development

The students are provided training on soft skill development by internal and

external experts.

Health and hygiene: ECO awareness camp, Eye examination camp, Blood donation Camps, Water purifier (RO) facility available for drinking water throughout the day.

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

Response: 84.21

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 32

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
Link for additional information which is optional	[View Document](#)

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

Response: 57.27

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

2017-18	2016-17	2015-16	2014-15	2013-14
269.22131	347.52688	353.50099	372.47908	459.76828

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

4.2 Library as a Learning Resource

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

Response:

Name of ILMS Software : KOHA

Nature of automation : Fully

Version : 3.10.12

Year of Automation : 2013

Swami Vivekananda Institute of Science & Technology Library is fully automated by the KOHA ILMS Software which is 3.10.12 version. This software is started in 2011 and the year of automation in 2013. This is a user-friendly software. Students and Faculties exchange their books through the automation software.

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

Response:

The institution has computerized library with Book bank facility for the students. Journals & periodicals & E-journals along with reference books are available for the students for lending and reference. Reading room with a seating capacity of 120 students creates a suitable ambience for peaceful study. There are about **45702** volumes with 2267 titles available in the library.

Book Bank facility is extended to all keeping in mind the humble financial background of many of our students. 6 to 8 books are provided in every semester so that they do not need to buy any books.

The Library has reprographic and multimedia facility to cater to the needs of the students.

There are some monographs for further enrichment of our students towards academic.

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

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	\underline{\text{View Document}}

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

Response: 7.73

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

2017-18	2016-17	2015-16	2014-15	2013-14
8.09	7.01	10.9	7.32	5.35

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	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: 14.18

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

Response: 260

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

These are periodically maintained by employed Technicians of Swami Vivekananda Institute of Science & Technology. The following list is currently available:

Total No. of Computer Systems: 350

Total No. of Laptops: 5

Total No. of Servers: 01

Total no. of Printers: 09

Total No. of Scanners: 05

- **Stand alone facility:** All the computers are autonomous and therefore stand alone. However, all the machines are connected with LAN.
- **LAN facility:** The college is having a well connected Campus LAN which is a hybrid LAN in terms of wireless and wired connectivity. The total campus is Wi-Fi and is internally connected with wired LAN.
- **Wifi facility:** The campus is equipped with wi-fi facility.
- **Licensed software:** All the necessary software as per the requirement of the university syllabus is licensed versions except some which are open source. A list of licensed software is given below:

1. Microsoft Campus Agreement License for Windows 7

2. Windows Server edition; MS Exchange Server

3. MSOffice 7;

4. Visual Studio Pro including Visual Basic

5. Borland Turbo C++ suite 5.2 Academic version

6. Mypower Software

4.3.2 Student - Computer ratio

Response: 4.66

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: 20-35 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](#)
Link to photographs	[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: 100

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)

2017-18	2016-17	2015-16	2014-15	2013-14
528.01686	661.75757	632.70859	630.05073	677.51874

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)

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

Response:

* One Maintenance Supervisor is deputed in the Institution.The maintenance supervisor always observes the maintenance of buildings,Classrooms and laboratories. The maintenance supervisor

conducts periodic checks to ensure the efficiency / working condition of the infrastructure and is being maintained in a documented manner.

* Classrooms, staffrooms, seminar halls and laboratories, etc are cleaned and maintained regularly by non-teaching staff assigned for each floor. Wash rooms are

well maintained. Dustbins are placed in every floor.

* The Green cover of the campus is well maintained by a full time gardener.
* Optimum working condition of all properties/ equipment on the campus is ensured

through annual maintenance contracts (AMC). The AMC purview includes maintenance of Generator, Air Conditioners, Water Purifiers.

* Apart from contractworkers, the college has trained in-house electricians.
* The campus maintenance is monitored through CCTV.
* Every department maintains a stock register for the available equipment.
* Proper inspection is done and verification of stock takes place at the end of every year.
* Periodic reporting on requirements of repairs and maintenance are submitted by the concerned Technical Assistant to the HODs
* Pest control of library books and records is done periodically.

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: 5.89

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

2017-18	2016-17	2015-16	2014-15	2013-14
42	112	102	132	57

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View 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: 11.13

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

2017-18	2016-17	2015-16	2014-15	2013-14
241	211	208	130	86

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: C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	<u>View Document</u>
Link to Institutional website	<u>View Document</u>

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: 8.89

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

2017-18	2016-17	2015-16	2014-15	2013-14
161	156	143	117	108

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

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

Response: 17.3

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

2017-18	2016-17	2015-16	2014-15	2013-14
214	280	258	268	281

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
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

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

Response: 27.05

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

2017-18	2016-17	2015-16	2014-15	2013-14
163	293	338	260	244

File Description	Document
Self attested list of students placed	[View 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: 1.63

5.2.2.1 Number of outgoing students progressing to higher education

Response: 25

File Description	Document
Upload supporting data for student/alumni	[View 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: 4.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
9	2	2	3	3

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

2017-18	2016-17	2015-16	2014-15	2013-14
150	130	85	62	48

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years	[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: 3

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	0	1	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
e-copies of award letters and certificates	View Document

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

Response:

INTRODUCTION : Students of Swami Vivekananda Institute Of Science And Technology (SVIST) get the opportunity of participating actively in the college events and committees. They should demonstrate academic integrity and honesty. They should act in a civil manner that respects the college learning and social environment.

TECHNICAL FESTIVAL: This event plays an important role in the College curriculum. It is one such event where young brains get to perform their skills and compete with others to find the best. Such inspiring events that happen every year in the college where the student develop their technical skill. Moreover, students from 2nd Year, 3rd Year actively participate in their event as core & crew members. The tasks they had to do:

1. Select the members as core & crew group from 4thyr, & 2nd ,3rd yr. students respectively.

2. Marketing team formation for sponsorship.

3. Decide the number of events and kind of events.

4. Design the brochure /leaflets/banners/charts etc.

5. Creating teams for hospitality, transportation, accommodation, food etc.

6. Sending invitation to juniors for the position of volunteers, also sending out invites to the other colleges, faculties, principal, and Director.

7. Decision on opening and closing ceremony.

8. Assign budget for every single expenditure.

9. Decision for judges regarding different types of events.

10. Weekly and daily meetings, email groups, WhatsApp groups etc help a lot.

CULTURAL FEST: The cultural fest is an event by which the culture adopted by the college. This program provides the broadest scope to organize different types of events. Some of them include performing arts.

SPORTS COMMITTEE:

OBJECTIVE: To provide healthy leisure time for every SVIST students. (The term of the committee will normally be 1 yr.)

ROLE AND RESPONSIBILITY:

- Coordination with the students' sports secretary .
- Coordination with the Principal.
- The schedule of events for the whole academic year shall be finalized well in advance in consultation with the students' sports committee.
- Maintaining discipline in all events happening in and outside the college.

ANTI RAGGING COMMITTEE: The Director or Principal academic constitutes a standing committee to be known as ANTI RAGGING COMMITTEE comprising of the following (chairman, convener, members, member secretary). The committee composed as above shall meet at least once in a year to recommend preventive measures that can be adopted by the institute to prohibit, prevent and eliminate the menace of ragging in any form on the campus of the institute.

The tenure of the nominated members will be renewed / reviewed annually. The present committee and order supersede the earlier anti ragging committee.

TRANNING AND PLACEMENT CELL:

OBJECTIVE:

- Developing the students to meet the industries recruitment process.
- To motivate students to develop technical knowledge and soft skills in terms of career planning.
- The T &P Cell obtains information and seeks support from alumni in facilitating placement of present students. Alumni meets are organized every year to increase interactions between the past and present students and offer guidance to present students on regular basis.
- Effective youth Entrepreneurship Education.

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

Response: 2.6

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	3	3	3	2

File Description	Document
Report of the event	[View 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:

No, the institution does not have a registered Alumni Association. However, the institute has an Alumni Association which is quite functional. The Alumni Association meet at least once a year and share their experience, opinion and give their view about the current industry policies, scenario, market trends, and industry requirements. They motivate their juniors to give presentations on how to crack interviews successfully, relevant books and portals to search for question patterns for a particular company etc. They also provide references for their juniors regularly through the Training & Placement Cell. They keep constant touch with Training & Placement Cell, Principal and Faculty members for any vacancy generated in their company or other company in their knowledge. Often Alumni members have come to the campus for hiring students from junior batches in their company. The Alumni members also visit the institute to delivers motivational lectures to encourage junior students. They also recommend relatives, friends and acquaintances to the college for admission. They actively participate in Tech Fest, Cultural Fest and others institutional development activities. The Institute organizes reunion programs to reunite the pass out students every year.

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	[View Document](#)
Report of the event	[View Document](#)

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 Management Committee of Swami Vivekananda Institute of Science and Technology (SVIST), the Principal, all the HOD's, all faculties and staffs of the institutions has the responsibilities for both establishing and protecting the overarching purpose, fundamental values and ethical principles which govern the activities of our institution. Our vision, mission and values form the foundation of our college and its planning for the future.

We value excellence, innovation, being genuine, respect for others, integrity, trusting and being trustworthy. The engineering college is the place for people who desire to solve problems, to create, to design and to innovate---- and all this with the goal of having an impact on society. The alumni of SVIST are distinguished themselves in many ways, and we believe that future generations will do the same. Our Director, Principal guide us and drive our continued excellence and growth as a top 10 engineering college.

While our strategies, actions and missions may change over time but our vision, like our core values remain steady and truth. So our vision is to be a center of academic excellence in creating and disseminating knowledge and providing students a unique learning experience Science, Technology in the light of Swamiji's vision and providing students and environment for all round development, nurture them for a successful career as well as to contribute to the betterment of the society. While our vision is our direction, our mission defines the distinct ways we think and work. So our mission is to produce creative and technically strong engineers. We believe that we provide best technical education coupled with leadership and professional skills to empower learners.

" There's nothing I believe is more strongly than getting young people interested in science & engineering, for a better tomorrow, for all human kind." -------- Bill Nye

6.1.2 The institution practices decentralization and participative management

Response:

To be a centre of excellence in technical education and deliver high profile professionals, our institution practices decentralization and thus promotes participative management.

Board of Trustees

The decentralization of the institution begins right from the top most level, i.e. Board of Trustees- The body responsible for the governance and welfare of the institution. The Trustee Board not only provides policy oversight, but also serves to protect the financial, physical, and other assets of the college. For the proper implementation of college policies, meetings are held at regular intervals considering Board and Committee processes. The Trustees here in our institution are highly dedicated and lively group of people

who share an uncommon loyalty towards the institution.

The Principal

Just next to this is The Principal - The academic and Administrative Head of the institution. The management gives sufficient freedom to the Principal so that the vision and mission of the institution is fulfilled. The Principal is basically responsible and accountable for effective leadership and overall management. Along with this, the Principal monitors the progress of all academic activities and works towards enhancing the standards of education.

Academic Council

As mentioned, The Principal heads the academic **council** of our institution under which all the five individual departments, library and the Training and Placement Cell works. Academic responsibilities are thus fairly distributed among all the staff members of the institution. The Academic Board basically addresses all the major issues affecting the academic life of the college and its development. It also monitors and upholds the academic standards and regulates teaching.

HOD & Faculty

The five individual departments have their respective HODs who monitor the working of the departments. The participative decision–making ensures total participation of all the faculty members and the people concerned. HODs engage faculties in long term planning for the future direction of the department.

Training and Placement Cell

Training and Placement Cell also has a key role in academics. It is that body of the institution that guides and trains students to choose the right career. It assists to clarify the students' career interests, and organizes pre- placement training /workshops/ seminars. In a nutshell, it acts as a link between student, alumni, and the employment community. The training placement officer and TPO coordinator work hand in hand to make the department successful.

Administration

Parallel to this, works the Administration of the college that is responsible for maintenance and supervision of the institution, and also looks after admissions, hiring, promotions etc. Added to this is the maintenance of official records, construction and maintenance of campus building, logistics, Group D and Accounts.

6.2 Strategy Development and Deployment

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

Response:

Based on the vision and mission, our institute has formally stated policies that aim towards the successful implementation of strategic plans that helps in the smooth working of the departments and the management

as well. These policies are developed by the top management. All the activities are driven by the quality policy and are closely monitored.

The strategic plan of the college is committed to transform students to successful engineers and managers through a systematic teaching – learning process with continuous improvement by providing skill development training and practical exposure. The college has a research and development cell to promote research aptitude among faculty as well as students. More than 50% of the faculties are actively engaged in research activities. National Seminars are organized to promote research and research related activities. Eminent scientists and speakers are invited for delivering lectures. The linkages with local industry and various manufacturing units have been established to provide exposure to our students and further help them in entrepreneurial activities.

Working more towards strategic development, the college addresses various issues from stake holder perspective and takes steps to fulfill the requirements of its students and their parents. The institution also has an active placement cell addressing the campus placements and it organizes for parents meet to convey their ward's performance and to take their inputs as well in the form of feedback. The formative and evaluative comments help in improving the performance of individual learners. The college also encourages students to engage with NGO activities, blood donation camps and tree plantation programs.

Added to this, the college also conducts Faculty Development Programs (FDP) that aims for updating the knowledge and pedagogical skills of the faculty. It also takes effort for improving the internal development of the institution by inculcating harmonious work culture.

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

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:

Governing Body

1. Principal

1.1. Academics

 1.1.1Departmental HOD's

 1.1.1.1 Faculty Members

1.1.1.2 Technical Staffs

1.2 Administration

1.2.1 General Manager

1.2.1.1 Office staffs

1.2.1.2 Admission & Marketing staffs

1.2.1.3 IT - infra staff

1.3 Library

1.3.1 Librarian

1.3.1.1Library Staffs

1.4 Finance

1.4.1 Accounts Staffs

1.5 Training & Placement

1.5.1 G.M , T & P

1.5.1.1 TPO & TPC

1.6 Maintenance & Logistic

1.6.1 Maintenance officer

1.6.1.1 Electrician & Maintenance Staffs

1.6.1.2 House keeping

1.6.1.3 Group D

1.6.1.4 Driver

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
Screen shots of user interfaces	[View Document](#)
ERP Document	[View 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 participative management and the decentralization are implemented in this institution through different committees and cells. The committees present are as follows:

1. Academic Committee
2. Disciplinary Committee
3. Anti ragging Committee
4. Women's Grievance redressal
5. Minority cell
6. Scholarship cell
7. Examination cell
8. Admission cell
9. Training Placement office
10. Industry institution partnership cell
11. Induction program cell
12. Sports committee
13. Festival committee
14. Technical Festival committee
15. Research and development cell

Each cell/committee performs its function as required, constant communication is there within the members of these committees and members do sit for meetings at monthly intervals and the minutes of the

meetings are recorded in a written format. The functionality and constant interaction of these cells can be illustrated from the example mentioned below.

An incident took place on 3.02.2018 when a 2nd year girl belonging to our college faced trouble and was facing a difficult scenario which was created by fellow classmates. When she had made a complain addressed to the head of institution with a written complaint, principal redirected the matter to women's grievance cell dated on 06.02.18. After talking with her, women's grievance cell arranged a meeting with disciplinary committee on 06.02.18. They jointly took the decision of addressing the matter further to the academic council on 07.02.18.After talking with both the committees; the academic council convened the meeting with the girl and accused boys on 07.02.18. After listening to their statements, it was decided to call their parents and the positive action was taken with immediate effect on 08.02.18.

The required documents and the minutes of the meetings are attached for correspondence.

6.3 Faculty Empowerment Strategies

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

Response:

The institution has adopted certain policies for welfare and professional development of teaching and non-teaching staffs as stated below:

- **The institute has following provisions:**

  - E P F – Paid as per P F Act to all the employees
  - Gratuity – Paid as per Gratuity Act
  - ESI Scheme – Employees drawing less than Rs.15000/- PM. They are covered under ESI and can avail this benefit directly with ESI Clinic/Hospitals
  - Encashment of accumulated Earned Leave
  - Free bus facility available for faculties and staffs
  - Maternity leave as per Government norms
  - Different categories of permissible leaves as per norms
  - Paid leave for special cases like; Terminal illness, accidents etc.
  - To upgrade the skills of the faculty, the management of the institution encourages its faculty members to register for higher studies like M.Tech, PhD & Research, participate in national and international seminars and conferences etc. Paid regular leave is granted for career enhancement programmers and paid on duty leave and funding for seminar, conferences and refresher course, publication etc are provided.
  - All staffs are provided with financial or medical help on a case to case and need basis, not only for self but also for near family member's disease, death or other financial need.
  - Support is given to all staff members by providing half or full scholarship for two wards or close relatives for their education in this institution or other colleges of the same group**.**
  - Faculty members are encouraged to participate in faculty development program at regular intervals, mostly sponsored by the institute**.**
  - Members of the faculty are encouraged to enroll as members of professional society / body, viz

ISTE, IEEE (USA), CSI, IE, IETE, and other professional bodies where some portion of registration fee is reimbursed by the institute.

- **For Technical Staffs:** Seminars and workshops are conducted for technical skill development and communication skills for the non-teaching staffs. Sessions are conducted to improve the interpersonal relations, social skills, communication skills, team building, improving leadership qualities for the non-teaching staff etc.

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: 6.69

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	7	11	7	5

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: 0.6

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	0	0

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: 47.84

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

2017-18	2016-17	2015-16	2014-15	2013-14
51	72	61	59	3

File Description	Document
IQAC report summary	View 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:

H.O.Ds assessment is based on all the above and the following points:

- Work load
- Regularity and Punctuality
- Average working hours / week in the college
- Student Feed Back
- Readiness to deliver lectures on new subjects / away from comfort zone
- Performance in department
- Involvement of other activities
- Mentor ship activity
- Team Work
- Behavior / Attitude

Based on the above observations the faculties / technical assistants are rated by the H.O.D through his remarks**.**

- **Principal's Evaluation:**

The Principal's evaluation of individual faculty is based on the following parameters:

- H.O.D's Feedback
- Class Feedback
- Weekly work load
- Punctuality
- Days absent in semester
- Working hour/week
- Work as mentor
- Involvement of other activities of College
- Behavior / Attitude

The Principal evaluates the individual faculty on the basis of H.O.D's reports as well as student's feedback based on the above attributes and parameters. Percentage of pass candidate for a particular subject taught by any faculty is also taken into account for evaluation of individual faculty. All the reviews are considered during the career advancement evaluation or / and appraisal process. The Principal then gives the final recommendation which is escalated to the Members of Trustee.

This Confidential Report is sent to the Members of Trustee for final evaluation, decision and action.

- **Final Decision:**

Final Decision is taken by the Members of Trustee Board considering all the above parameters of evaluation and action is taken accordingly.

- **For Non Teaching Staffs:**

The parameters are:

- Regularity , Punctuality
- Working hours
- Delivery of assigned work
- Performance
- Behavior & Attitude
- Discipline

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

1.   The institution is having qualified practicing chartered accountant as internal and external auditors who are auditing the accounts of the college. After the audit, the report is sent to the management for review. The auditors are appointed by the Director's office. Apart from that there is an external auditor for overall checking institute accounts and balance sheet. The institution is having consultants to give opinion on taxation and legal issues.

2.   Last audit was done on 27th October, 2017 and as on date there is no unfavorable remark on the accounts of the institution so far reported. The college is filing income tax return every year within the stipulated time.

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: 200000

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

2017-18	2016-17	2015-16	2014-15	2013-14
50000	50000	50000	50000	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 principle sources of funds for the college are: allotment from the managing trustee, development fees collected from the students and fees collected from the students enrolled in the courses run under self financing scheme. The institution has at its disposal the funds collected from the students and from the students of the self financing courses. These funds are utilised for the various needs that come up from time to time. The college does not get fund from the state government for the maintenance of the college.

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:

Internal quality assurance cell has contributed significantly for ensuring quality and develops strategies for the advancement of the institution. There are different strategies that have been implemented to ensure constant quality upgradation not only for the students but also for the faculties as well as the immediate environment of the institution.

The following are the steps that have been successfully implemented:

1. Faculty feedback (Taken by the head of institution).

2. Students feedback (subject requirement, teaching methodology etc).

3. Eco – Friendly campus with well maintained natural water body.

4. Faculty Development Programs.

5. Tutorial / Remedial classes.

6. Internal evaluation (Conducted twice a semester).

7. Assignments (For constant monitoring of subject development).

8. Attendance analysis at regular intervals with further communication with parents.

9. Support to research and development:

   - Paid leaves for conferences / seminars
   - Membership taken (Renewal fee half paid by the Institution)
   - Registration fee (Half paid by the Institution)

10. Placement Assistance provided by Training and Placement cell.

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 IQAC of this college has been formed in 2018. This newly formed IQAC aims to address the following issues:

   - To develop quality benchmarks for various academic and administrative aspects of the HEI.
   - To upgrade the current academic ambience by converting the remaining classrooms into smart class rooms conducive to quality education.
   - To organize faculty development programmes twice a year during the semester break.

- To organize more numbers of inter and intra institutional workshops, seminars and invited lectures for the students to make them aware on recent technologies.
- To provide hand-on trainings on upcoming technologies.
- Encourage faculty member for carrying out the research work within the institution.

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

Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
IQAC link	[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: B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	[View 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:

Incremental improvement in academic area during last five years

- Some students of the college have appeared in the merit list of university examinations.
- Civil Engineering department have been included at UG level in the college programme.
- There is increment of intake by 60 numbers and 30 numbers in ME and ECE department, respectively at UG level.
- The institution is working more effectively in coordination with teaching, non-teaching staffs and students.
- The IQAC has started functioning in co-ordination with staff members and students.

- Grievances of staff and students are resolved properly and timely.
- Infrastructural capacity of the institution is improving.
- Plans have been taken for rain water harvesting with the aid of Civil Engineering department of the college.
- Initiatives have been taken to save energy through the installation of solar panels and LEDs.
- Campus has made wi-fi enabled.

10-08-2018 10:22:23

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: 5

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Report of the event	[View 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:

Institution shows gender sensitivity in providing facilities such as:

 1. Safety and Security

2. Counselling

3. Common Room

Institute provides several facilities and takes adequate measures reflecting gender equity for its students and staff. Some of them under various heads are described below.

1. Safety and Security

The institution gives highest priority to safety and security of students, staff and the infrastructure of the college. Institute ensures safety and security of its students and staff through following measures.

1. Security Guards on all entry gates of the campus & hostels of boys and girls ensure security of students 24 x 7.
2. CCTV (Closed Circuit Television) cameras installed at vital locations in the institute such as entry gate, lobby, common passages, library, reading room, instrument rooms, admin office etc. provide strict surveillance to avoid any kind of misconduct.
3. A college committee has been formulated in this regard which is very proactive and regularly looks after and supervises the safety and security of the college. The college committee constituted with the following person: teachers, non- teaching staff and representatives of students.
4. In staff council meetings safety and security of college is discussed. Opinions are sought by members of staff council regarding safety and security of the college. Their feedback about safety of the college is considered and action is taken in this connection.
5. There is a night guard and a peon appointed for safety of vehicles, motorcycles of the college staff and students of the college.
6. The institution always remains in contact with the police administration and civil administration of the district, regarding safety measures of our students.

2. Counselling:-There is an active counselling committee of the college which functions properly. This committee sits time to time with the students and gives them information about personality development and present job opportunities in the present scenario. On many occasions, motivational lectures are also delivered for the benefit and well-being of students.

3. Common Room Facilities:-Separate common rooms for both boys and girls

---

7.1.3 Alternate Energy initiatives such as:

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

Response: 0.01

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

Response: 10

7.1.3.2 Total annual power requirement (in KWH)

Response: 111297

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: 4379

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 8758

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

All types of non-hazardous solid waste from a community that requires collection and transport to a process or disposal site is called municipal solid waste. This includes all types of decomposable food waste, paper or wood-waste. Improper disposal of this waste can create un-sanity conditions and this condition in turn can lead to pollution of the environment. In this view, college has taken some measures to avoid such types of problems.

Solid wastes which can create problems to the college campus are generally the discrete particles of papers and some wastage from kitchen. In view to manage such types of wastes, college generally take some steps listed below

- Provide proper garbage tank (waste bin) in the common places, when the waste bin is full, the garbage run from Panchayet Authority visits the college campus to collect the waste materials.
- Some portions of solid waste (i.e rotten leaf) are kept in a deep hole to convert the waste into bio-fertiliser and in turn it may be used for gardening purpose.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain water harvesting

Over the years the rising population, growing industries and expanding agricultural practices have raised the demand of water supply. Monsoon is still the major hope for source of water to meet all purposes. In

the college, a small scale of Rain water harvesting system is there to meet the water requirements for guarding, campus cleaning purpose. On the other hand, a water body (pond) is also located within the college campus. Planning is undertaken to use it for storage of Rain water.

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:

Green Practices:

Students, staff using

- **Bicycles**
- **Public Transport**
- **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Students, staff using

a) Bicycles – Students are encouraged to come to college by bicycles. Maximum number of students used bicycles.

b) Public Transport - The institution has urged the local administration to start public transportation system in the college area for the benefit of the college staff and students of the college.

c) Pedestrian Friendly Roads Plastic free campus – The college is polythen free. We are trying to make it plastic free also.

Paperless office – Though paper has been used, efforts are being made for minimal use of papers.

Green landscaping with trees and plants – Trees and plants are the identities of the college.

We have developed botanical garden also.

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

Response: 1.03

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)

2017-18	2016-17	2015-16	2014-15	2013-14
7.02	6.85	6.12	6.45	5.24

File Description	Document
Green audit report	View 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: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
link to photos and videos of facilities for Divyangjan	[View Document](#)

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

Response: 7

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	2	2	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)

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

Response: 7

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	2	2	0

File Description	Document
Report of the event	[View Document](#)

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

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

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: No

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)
Any additional information	[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: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

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

Response:

The Institution has organised following activities relating to national festivals, birth/death anniversaries of the great Indian personalities

1. International Yoga Day Celebration

2. Teachers Day Celebration

3. Mahatma Gandhi Jaynti Celebration

4. Aids Diwas

5. Swami Vivekanada - Youth Day Celebration

6. College Foundation Day Celebration

7. Rabindra Jayanti Celebration

8. International Language Day

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

Response:

The institution maintains transparency in its financial, academic, administrative and auxiliary functions. There is proper system of expenditure audit system. Every, expenditure is audited by departmental auditor and CA. total transparency is maintained. There is system of academic audit in the college. There is an academic audit cell in the college which monitors every academic activity of the college. Auxiliary functions are conducted in a transparent way. For this purpose, decisions are taken in academic council meetings.

7.2 Best Practices

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

Response:

BEST PRACTICES 1:

a) Title and objective of the practice:

- **Research and Development**: Encourages the faculty members to constantly upgrade their existing skill-set for the betterment of individuals as well as in the long run student's.

b) Context:

- **Research and Development**: The infrastructure of the institution can be upgraded significantly for the funding of financial assistance of different projects towards research work.

c) Practice:

- **Research and Development**: The institution contributes significantly towards supporting the research program:

i) One day weekly paid leave for **pursuing Ph.D.**

ii) During faculty exchange programs **paid leaves are granted.**

iii) Half fees are paid for registration in **seminars** and **work-shops** attended and for **membership renewal** of different societies**.**

iv) Paper publication fees (half) are beared by the institution for students.

d) Evidence: This practice can be reinforced by citing evidences namely

- **Faculty members:** Number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings per teacher during the last five years.

e) Problems encountered and resource required:

- Further upgradation of the institutional infrastructure would help and promote more scopes towards research and development project works.
- Various government and non-government funding towards exchange programs, projects, attending conference and seminars would facilitate and encourage the promotion of research work.

BEST PRACTICES 2:

a) Title and objective of the practice:

- **Continuous placement assistance**: Institution does not only provide placement support to the present batch, but also guides the previous batches to create better job opportunities.

b) Context:

- **Continuous placement assistance**: Institution believes in the constant upgradation of skills for those students lacking the required set to meet the demands of the existing technical scenario in various sectors.

c) Practice:

- **Continuous placement assistance**: Constant communication is kept with the previous students who are not yet placed. They are invited to participate in various skill upgradation programs arranged by the institution. They are also encouraged to visit the lab facilities to upgrade their technical skill set.

d) Evidence:

Trainings on the followings have been arranged for the students:

- **Big Data Analytics**
- **I.O.T (Internet of things)**
- **Machine Learning**
- **Automobile Maintenance**
- **Embedded System & Robotics**

e) Problems encountered and resource required:

- The common problem faced by the institution is when the students change their personal details (i.e; contact number, e-mail id). It is hard for the organization to keep a track of such things.

- The students who are placed but are not satisfied with the current scenario fail to admit their situations and lack the courage to admit that they require upgradation.
- Focus should be on improved communication (such as using social platforms) from the part of college and faculties should also try to reach out to the students at personal level to motivate them to participate in this initiative taken.

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:

VISION:

To emerge as a Centre of Academic Excellence in creating and disseminating knowledge and providing students a unique learning experience in Science, Technology in the light of Swamiji's vision and providing students an environment for all round development, nurture them for a successful career as well as to contribute to the betterment of the society.

The institute wishes to emerge as a Centre of Academic Excellence by providing students opportunities for learning the subjects to earn the desired degree and also help them to gain knowledge and skills in subjects beyond the course to make the students ready for the present global job market and mould them to skilled professionals.

The institute promotes research and development for the faculty and students. Some projects are identified and the college sponsors them to encourage their zeal towards research. Often the students come up with innovative ideas for startup which are funded by the Management. The students publication in Journals are also funded by the Institute Management to boost their moral.

For upgrading faculty skills the institution encourages them for PhD, research, seminars, conferences and paid leaves and funds are provided. Publication of articles and papers and membership of professional bodies are funded by the Institute Management. This has resulted in good number of publications to direct the institute to achieve its goal to become a centre of excellence. The college also creates an enabling environment to foster research culture. The college makes information related to research and innovation available by circulating related notices.

This institution was established to cater to the finest need of the hour with the vision to actualize the dreams of Swami Vivekananda to educate & empower the youths to contribute in nation-building. To impart education to the youth and to produce graduates with good attributes towards society to fit into the current job scenario is our motto. Our aim is to train the students to become quality executive with high standards of professionalism and morality and all round development.

The institution organizes different activities to enhance the students' personality. Students are trained and groomed to enhance their Employability skills by imparting technical training, Soft skill, GD & Aptitude classes etc. to make the student industry ready to face the current job market successfully. To upgrade their knowledge and enlighten them on the present trends of the technological advancements regular lectures by eminent professors and industrialists, seminars, workshops, quiz-contests are conducted.

Students who wish to pursue higher studies are given free GATE, MAT and competitive examination classes. Majority of students have emerged as a professionals of high level and they are pursuing successful career in various MNCs and corporate houses. Many of our students have qualified in competitive exams and are working in Govt. organizations. Many of the students have qualified GATE & MAT examination and pursue higher studies like M.Tech, Ph.D, MBA in premier institutes. Some students have become entrepreneurs and established their own companies.

5. CONCLUSION

Additional Information :

Swami Vivekananda Institute of Science & Technology has emerged as a pioneer in Skill Development Training.

Developing skill centre for vocational / Advanced Skill / Research Centre / Incubation centre is one of our future goals. Keeping this motive in mind SVIST and SVGI have training wings to cater to neighbourhood students.

SVIST has aimed to empower the individuals (especially underprivileged youths) through improved skills, knowledge and qualifications to enable them to access decent employment. We have an experience of 10 years in imparting education and skill development is one of our strength.

Development Programs –

Ø PRADHAN MANTRI KAUSHAL VIKAS YOJANA (PMKVY T I) BY AICTE

Ø PRADHAN MANTRI KAUSHAL VIKAS YOJANA (PMKVY 2) BY AICTE

Ø PASCHIM BANGA SOCIETY for SKILL DEVELOPMENT (PBSSD)

Ø CSS –VHSE schemes under NSQF

Ø 9 ITI Colleges in PPP Model of our group SVGI

SVIST is a NPTEL Local Chapter to offer students MOOCs programs from various premier institutes. SVIST had successfully run Spoken Tutorial, venture of IIT Bombay-MHRD.

Our students have excelled in their university result by winning Gold, Silver medals and their merit has been recognized by professional bodies like NASSCOM .

Our Placement achievements have been recognized by Aspiring Minds -by award of "Performing minds award for outstanding efforts in drawing recruiters for campus placements".

SVIST is the recipient of Education Excellence Award by ZEE Media in 2017 & 2018.

As part of green initiative rooftop solar panel will be installed shortly to encourage renewable energy usage.

Concluding Remarks :

While concluding the study the following were revealed which needs to be addressed or given more attention:

- The curriculum is conventional and cannot be deviated from the affiliating university which needs to be periodically updated and modernized to suit the present market trend.

- Lack of interest of highly qualified and experienced teachers to come to academics in private engineering colleges in spite of continuous search and advertisements.
- Management is constantly aspiring to bring highly learned and experienced Professors from renowned university to continuously interact with the students in the form of lectures, seminars, workshops etc, so that the students can upgrade their knowledge.
- The gap between course curriculum and recent market trend is fulfilled by organizing industry visits and workshops by highly knowledgeable professionals from industries.
- We face some problems and challenges but management gives all supports to overcome these difficulties. The future plan is to expand the infrastructure, modernize the labs and bring more highly qualified and experienced faculty members.

We hope to overcome some of our challenges and emerge as one of the best institute for imparting technical education in West Bengal.