



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	SWAMI VIVEKANANDA INSTITUTE OF SCIENCE AND TECHNOLOGY
Name of the head of the Institution	Sonali Sarkar
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	033-24379836
Mobile no.	9433806989
Registered Email	info@svist.org
Alternate Email	drsonalisarkar30@gmail.com
Address	Dakhin Govindapur, PS- Sonarpur, Kolkata-700145
City/Town	Kolkata
State/UT	West Bengal
Pincode	700145

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		private			
Name of the IQAC co-ordinator/Director		Dr. Arindam Mondal			
Phone no/Alternate Phone no.		03324379913			
Mobile no.		9733722500			
Registered Email		armsvist@gmail.com			
Alternate Email		arininstru@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://www.svist.org			
4. Whether Academic Calendar prepared during the year		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		http://www.svist.org			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.12	2019	28-Mar-2019	27-Mar-2024
6. Date of Establishment of IQAC			14-Mar-2018		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
NIRF PARTICIPATION	28-Nov-2019 1		1456		

IQAC MEETING	06-Dec-2019 1	1456
IQAC MEETING	04-Apr-2019 1	1456
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

Reviewed the progress of several club/group activities in the implementation of MAKAUT guidelines regarding Mandatory Additional Requirement for earning B.Tech.

For maintaining the quality and imparting quality teaching it is measured that no teacher should be allotted to take more than 2 theoretical subjects for a particular semester other than exigency.

Conducting the Faculty Development Program for the Faculty members.

No Files Uploaded !!!

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

Plan of Action	Achievements/Outcomes
Maintaining the quality and imparting quality teaching	From this year onward no faculties have been allotted classes for more than hour other than some classes which need two consecutive classes with more than two hours of duration.
Conducting the Faculty Development Program	two Faculty Development Programs on various topics has been conducted.
Review of activities of various clubs/groups in the implementation of MAKAUT directives regarding Mandatory Additional Requirement for earning B.Tech. degree.	The progress is found to be satisfactory for implementation of the same.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Academic Council	04-Mar-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	19-Feb-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The following functions have been implemented through MIS: • Student Attendance • Faculty / Staff Attendance and Leave Management • LibraryFacilities • Infrastructure Maintenance • Fees Payment. • Accouns ,Provident Fund.
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Our Institute is affiliated to MAKAUT and we are governed by the guidelines of MAKAUT for curriculum delivery and evaluation processes. Thus we follow the defined syllabus notified and updated by the university time to time. The initial procedure for delivery of course curriculum is depicted below:

- At first program wise curriculum/ syllabus & Academic Calendar is received from the affiliating University.
- Study of the syllabus by Departmental HOD for identification of introduction of new subject/ changes if any in the existing one, identifying the requirement of the respective departments.
- Based on the academic schedule the Institute's Academic Calendar is formulated .
- Allotment of subjects to various faculty members of each department is done by the respective H.O.D consulting with the senior faculty members keeping in view the workload.
- The Time Table/ Routine for all departments and all classes are prepared by the members of Routine Committee after mutual discussion.
- Subject wise Course File are prepared by individual faculty members .
- Distribution of a copy of curriculum/syllabus for the semester. Scheme of evaluation is explained to each student. Notification of class time table to faculty & student through display on notice boards.
- Regular lectures/ lab classes are conducted, duly monitored by HOD/ Principal. Conduct of monthly review meeting by HOD with faculty members regarding progress on syllabus coverage, attendance monitoring is done.
- Conduction of two class tests/ pre semester tests and internal tests are done after a definite interval. Evaluation of answer sheets/ distribution of evaluated answer sheets are displayed.
- At the end of each teaching semester, student's feedback is collected and review of Faculty wise student feedback is done by Principal with the H.O.D and information to faculty for improvement is done.
- At the end of each semester the university regulated semester examination are conducted by the Exam Cell of the institute for both theory and practical exams in a fair and transparent manner as per the university schedule. The internal marks, allotted for attendance, assignment and the unit / class test are submitted by faculty members to the Exam Cell which are then uploaded in the portal of the university. For practical exams, sessional marks comprising of teacher's assessment of practical, performance, attendance are uploaded in the portal of the university through the Exam Cell. The evaluation for theory paper is done by the university in a centralized manner. The final result is then published by the university which is displayed in their website.
- Compilation and analysis of program wise / year wise performance of the students by office of Principal. Analysis and review of 'Results' by Principal & Director and corrective measures decided for implementation in next semester.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
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BTech	CSE	11/07/2019
BTech	ECE	11/07/2019
BTech	CE	11/07/2019
BTech	ME	11/07/2019
BTech	EEE	11/07/2019
MBA	HR	11/07/2019
MBA	FINANACE	11/07/2019
MBA	SYSTEMS	11/07/2019

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

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

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

Feedback Obtained
<p>The Institute has specific mechanism for receiving feedback from different stakeholders. Feedback system from the students: An offline feedback system as per the guidelines of the Institute is conducted with participation of students. Feedback system from the Members of Faculty: Each of the Members Faculty has to appear for an open session with the Principal and the Management separately. Various aspects including the students' feedback, academic performance, interest of Members of Faculty in the area of research, publication, administrative activities, problem solving aptitude towards the industries, commitment towards the society are being assessed from this open session. Feedback system from the Employers: The Institute collects feedback from the employers of different industries on a regular basis. Feedback so received is being analyzed and the students are being trained as per industry</p>

need. Feedback from Alumni: Recommendations received from the Alumni Annual Meet on various aspects of infrastructural facilities and curriculum part of the Institute are being discussed by the appropriate authority and necessary measures being adopted.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BTech	CSE+ECE+EEE+ME+CE	390	240	228
MBA	MBA	60	65	37
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	228	37	103	9	111

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
111	111	0	25	2	0
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No file uploaded.					

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

In all the departments, faculty mentors are assigned to individual students who monitor the performance of students under their mentorship. Problems related to academic performance are reported to the concerned faculties and/or to the HOD and due support are extended to the respective students. Problems related to any continued absenteeism are reported to the respective parents as well. Class room teaching whereby the teacher is typically the central focus of a lesson and the primary disseminator of information during the class period. The teacher responds to questions while students defer directly to the teacher for guidance and feedback. Here individual lessons are focused on an explanation of content utilizing a lecture style. Flipped class room method, a learner centered model in which class time explores topics in greater depth and creates meaningful learning opportunities. This type of active collaborative learning allow for highly differentiated instruction.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
265	111	1 : 20

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
111	111	5	5	14

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MBA	MBA	EVEN	21/06/2019	16/08/2019
BTech	CE	EVEN	18/06/2019	16/08/2019
BTech	ME	EVEN	18/06/2019	16/08/2019
BTech	EEE	EVEN	18/06/2019	16/08/2019
BTech	ECE	EVEN	18/06/2019	16/08/2019
BTech	CSE	EVEN	18/06/2019	16/08/2019
No file uploaded.				

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

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 activities 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

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

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: a) The attendance sheet b) Invigilator schedule c) Physical arrangements of seating of the students during the examination d) 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 by 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.

2.6 – Student Performance and Learning Outcomes

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

<http://www.svist.org>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MBA	MBA	MBA	27	27	100
CE	BTech	CE	70	70	100
ECE	BTech	ECE	96	96	100

ME	BTech	ME	108	108	100
CSE	BTech	CSE	65	65	100
EEE	BTech	EEE	64	64	100
No file uploaded.					

2.7 – Student Satisfaction Survey

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

<http://www.svist.org>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Short Term course on CADD	ME	09/08/2019

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

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

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
ME	1
CSE	1
ECE	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
CSE	1
ME	6
ECE	7
EEE	2
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Entrepreneurship Awareness Camp (Diamond Harbour Employment Exchange) -NOV-2019	Diamond Harbour Employment Exchange	2	20
Entrepreneurship Awareness Camp (Canning Employment	Canning-1 Govt ITI College02	2	20

Exchange) -NOV-2019			
Entrepreneurship Awareness Camp (Budge Budge Employment Exchange) -NOV-2019	SVIMCS Campus	2	20
Entrepreneurship Awareness Camp (Baruipore Employment Exchange) -Nov-2019	SVIMCS Campus	2	20
Job Fair Purta Bhavan (In Association with Labour Department, Govt of West Bengal)	Purta Bhavan, Salt Lake	2	225
C2C Workshop RBC College	RBC College, Naihati	2	140
C2C Workshop BIMS	Burdwan Institute of Management and Computer Science	2	100
Job Fair Haripal	Haripal WEBEL Computer Centre	2	120
Job Fair Gobordanga	Gobordanga College	2	200
Job Fair Naihati	Naihati RBC College	2	100
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Yoga for all	SVIST	performing Yoga	20	225
one student one tree	SVIST	Tree Plantation	10	150
No file uploaded.				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Dabur India Ltd	17/12/2019	Internship, Placement, Mentorship, Joint Course Design	110
Techno Electric Engineering Co. Ltd	20/12/2019	Internship, Placement, Mentorship, Joint Course Design	100
Shalimar Group of Companies	15/11/2019	Internship, Placement, Mentorship, Joint Course Design	120
VGM Consulting	21/11/2019	Internship, Placement, Mentorship, Joint Course Design	40
SUSKAN Pvt Ltd	17/10/2019	Internship, Placement, Mentorship, Joint Course Design	80
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
485	392

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing

Class rooms	Newly Added
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
koha	Fully	3.10.12	2013

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

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

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	350	6	1	1	1	2	6	30	0
Added	25	0	0	0	0	0	0	0	0
Total	375	6	1	1	1	2	6	30	0

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

30 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
MEDIA CENTER	http://www.svist.org

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary

component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
670	524	485	392

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

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 contract workers, 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.

<http://www.svist.org>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
View File	

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

Activity	Level	Number of Participants
Cultural program	Institute	1100
Sports	Institute	450
Technical Fest	Institute	650
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

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

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. 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. TRAINING 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.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

270

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

REPORT OF ALUMNI MEET - 2019 Venue: SVIST (Small Seminar Hall) Dated: 05.01.2019 • Alumni Members went to their departments, laboratories and met the Faculty members, Principal and other Staff members and happily remembered their college days. Some event started playing the different games available. • Most of them shared their memories of college days and some shared their experiences in their career, professional life etc. • They were requested to build a

strong Alumni network and contribute towards building up a fund which could be utilized for education of meritorious students with humble background. They were requested to help in job generation by providing information regarding vacancies, creating opportunities in their own establishment etc. •.They were advised to extend support for entrepreneurship development, internship opportunities. •.It was requested by Principal and H.O.Ds to participate and support during Cultural fest and Tech fest. • They were advised to arrange Seminar, Workshop and Speech more often. • They were also asked to take rigorous initiative for Govt. registration of the Alumni Cell. • At the end of the meet everyone enjoyed some cultural performances by Alumni members themselves and present students, distribution of mementos and refreshments. • The next alumni meet was proposed to be in the month of January next year.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

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.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Admission of students are guided by the Government Order issued by the Department of Higher Education, Govt. of West Bengal. 80 seats are being filled up by WBJEE candidates, 10 by JEE Mains and the rest under Management Quota for candidates qualified through WBJEE / JEE Mains examination. Lateral Entry of Diploma holders and B.Sc. degree holders admitted through JELET conducted by WBJEE Board in the 2nd year with an additional intake of 10 of the approved intake.
Industry Interaction / Collaboration	Academic curricula and syllabi are supplemented keeping in view the requirements of industry by regular interactive workshops, seminars and shortterm courses with active participation of academic and industry.
Human Resource Management	This is managed as per the Service Rules of the Institute. Selection norms of Members of Faculty and Staff are guided by the Rules of affiliating University. Members of Faculty are encouraged to participate in Faculty Development Programmes for improving their teaching quality. Faculty members on Ph.D. track are allowed leave as per the Institute Rule to carry out the research work at educational institutes of repute.
Human Resource Management	The Library is well equipped with standard text and reference books. Students avail the facilities of borrowing one text books on each subject for the semester long time. The Library housed in a well spacious room where students can sit and read reference books and journals. Members of Faculty can also avail of the facility of borrowing books .
Research and Development	The Institute has adopted as a strategy the combined and unceasing efforts of everyone- researchers, teachers and technical staffs to make changes that will lead to better patent outcome, better system performance, and better professional development. All these

three goals have been focused with equal weight age. Quality improvement is achieved through a variety of methods which include systematic reviews, controlled trials, case reports, and hybrid quantitative/qualitative reports. These different methods have different strengths. Rigorous evaluations of the research outcome is assessed by the Institute by emphasizing a diagnostic process that first identifies barriers, then addresses the most important barriers with specific interventions, and, finally, evaluates the effects of the different interventions through rigorous evaluation designs.

Teaching and Learning

The strategy on improving the quality of teaching has been started by prioritizing the need to continue to improve students' attendance and their ability to access the curriculum. To help bring about these improvements, the institute has initiated mentor system comprising of teachers in charge and senior students who keep constant touch with fresher. The actions the Institute has adopted to improve the quality of teaching and learning include: Revisiting the exiting teaching and learning strategy, with a clear focus on creating independent and resilient learners • Integrating all skills strategies to sustain the development of skills across the curriculum • Introducing home assignment and class room quiz • Redefining marking and feedback practice • Employing best possible teachers for working towards consistently outstanding teaching by sharing best practice, challenging and supporting staff • Introducing evaluation of teachers' performance ability through learners' feedback at the end of the semester.

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

E-governance area	Details
Planning and Development	ERP system for managing and tracking administration and maintenance activities.
Administration	• Employees HR related information are being managed through an MIS software.
Finance and Accounts	Accounting functions of the Institute are being managed through a accounts

related software.

Student Admission and Support

The Institute has a system to record students information in the students database at the time of admission in UG PG courses and various data analysis are being conducted based on the same.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Faculty Development Program		16/06/2019	20/07/2019	58	20
2019	Faculty Development Program		17/12/2019	21/12/2019	67	23
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
111	111	57	57

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
PF, ESI, Gratuity, Leave (CL, EL, ML, Maternity	leave), On Duty LeavCanteen, Library	Scholarship, Library, Sports, Games

Leave), On Duty
LeavCanteen, Library

6.4 – Financial Management and Resource Mobilization

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

The Institute conducts Internal and External Audits at the end of every Financial Year. Audited Statements of Accounts are updated in our Institute website.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Intra Departmental
Administrative	Yes	Sethia Sethia Partnership Fund		

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

• Annual meet between parents and the administration along with Members of Faculties is being held at the beginning of each Academic Session. • Mutual interaction taking place is then translated to effective measure for the academic and administrative developments. • Head of each department keeps constant touch with the parents for updating them about the progress of their wards.

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

• Skill upgrade and training of support staff • All staff members are encouraged to attend seminars / workshops to keep in touch with latest theories / concepts on their practice areas • All staff members are encouraged to participate in sports, cultural activities, picnic organised by institute

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

Started preparing SAR for NBA.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	

No Data Entered/Not Applicable !!!

No file uploaded.

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Orientation program for freshers	01/08/2019	14/08/2019	165
Mentorship program	08/01/2019	31/12/2019	1456
No file uploaded.			

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

The initiatives are as follows: 1. Solar power installation has been done up gradation in process 2. Phasing out in process to make Campus Plastic free zone 3. Garbage disposal system to segregate bio degradable waste. 4. Rain water harvesting process initiated 5. Complete LED conversion from CFL in process.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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: i)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. ii)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. iii)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.

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

<http://svist.org>

7.3 – Institutional Distinctiveness

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

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 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.

Provide the weblink of the institution

<http://svist.org>

8.Future Plans of Actions for Next Academic Year

Our Institute has been initiating and implementing various activities to assure and improve quality in different aspects of academics, co- curricular and extracurricular activities, faculty development. Another aspect, institute is focusing is social exposure to students and faculty by conducting extension activities. In view of the vision, mission and core values, institute has planned for following initiatives: To apply for NBA Accreditation for UG programs in near future and to take the requisite measures to fulfil the criteria. 2. Institute has been in association with various industries and providing very good industrial exposure to the students. In order to sustain and enhance the interaction with the industries, Institute has planned to focus on interaction with industry with the involvement of every student, to strengthen the association with industry, signing of MOU for formal collaboration. More focus will be given through interaction with industry to motivate the students for industry sponsored projects amp industrial internships. 3. To promote entrepreneurship and innovation through skill development, Institute has planned on increasing activities of "Entrepreneurship Development Cell (EDC)" to enhance the employability of students. 4. Our T amp P cell is collaborating with more industries to give the students opportunities in the field of Training amp Placements, Internships, Live Projects and Workshops. Increasing the number of environment friendly initiatives in the campus or outside of the campus like ? Students are encouraged to use bicycles. ? We are trying to make our campus polythene free. ? Efforts are being made for minimal use of papers. ? Green landscaping with trees and plants are identities of our campus. 6. In the college campus, a small scale of rain water harvesting system is there to meet the water requirements for gardening amp cleaning purpose. A water body (pond) is also located within the campus to store the rain water for future use. 7. Developing Skill centre for Vocational / Advanced Skill / Research Centre etc. Keeping this motive in mind SVIST and SVGI have training wings to cater to neighbourhood students through schemes like PMKVY - T1, PMKVY- 2, PBSSD, CSS -VHSE schemes under NSQF and 9 ITI Colleges in PPP Model. 8. Construction of Lift facility in the main academic building of college campus. 9. Up gradation of existing laboratories and purchase of equipments to promote student projects and research activities of faculty members. 10. Online feedback system is planned to be introduced. The feedback will be analyzed by the IQAC. The college also aims to sincerely address the issues highlighted in the feedback reports. 11. Development of sports infrastructure. 12. A cell for providing counselling and coaching for aspirants appearing in national level competitive examinations like IAS, IPS, IFS, RBI, GRE, TOEFL, MAT, GATE etc examinations. 13. 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. The institute has planned to install roof top solar panel to compensate for non renewable energy.