



YEARLY STATUS REPORT - 2020-2021

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	Dr. Sonali Sarkar
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03324379913
• Mobile no	9433806989
• Registered e-mail	principal.office.svist@gmail.com
• Alternate e-mail	drsonalisarkar30@gmail.com
• Address	Dakhin Gobindapur, P.S.- Sonarpur, Kolkata-700145
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700145
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Self-financing				
• Name of the Affiliating University	Maulana Abul Kalam Azad University of Technology, West Bengal				
• Name of the IQAC Coordinator	Mr. Amitabha Gupta				
• Phone No.	03324379913				
• Alternate phone No.	7003834341				
• Mobile	7003834341				
• IQAC e-mail address	hr.amitabha@gmail.com				
• Alternate Email address	hrsvgi26@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	http://svist.org/aqar-report.html				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://svist.org/academic-calendar.html				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.12	2019	28/03/2019	27/03/2024
6. Date of Establishment of IQAC			14/03/2018		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>? Successful planning and conduction of online classes (through Google Meet, Zoom, etc.) and examinations, as well as evaluation during the pandemic. ? Faculty members are encouraged to create video lectures and upload them on YouTube. ? To conduct evening remedial classes for those students who could not attend classes due to poor internet connectivity during the day. ? Students are motivated to watch video lectures of faculty members and to enroll in MOOCs through NPTEL and Coursera courses. ? Monitoring mentorship and counseling systems for students, as well as conducting online soft skills training, aptitude training, software training for placement preparedness, and other add-on certificate courses for up skilling. ? IQAC also took the initiative for the submission of data to the NIRF and AISHE authorities in 2020-21 to get a better ranking for quality enhancement.</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Faculty members are encouraged to create video lectures and upload them on YouTube	A total of 23 video lectures have been uploaded on YouTube
Monitoring of students' well-being during the pandemic and encouraging watching video lectures of faculty members and enrolling MOOCs through NPTEL and Coursera courses.	IQAC is in the process of preserving the video lectures made by faculty members. During the pandemic, the well-being of students was also taken care of.
To conduct regular IQAC meetings	Three IQAC meetings were conducted on the following dates: 1. 09.03.2021 2. 29.04.2021 3. 31.07.2021
IQAC encouraged the Training & Placement cell to organize more and more online campus drives and online soft skills training such as English, quantitative aptitude, reasoning aptitude, and software training for placement improvement.	A total of 280 students (B. Tech + MBA) participated in the process during the academic year 2020-2021, and 239 job offers were generated.
To conduct add-on or certificate courses.	Quite a few add on courses, certificate courses have been arranged by all the departments and also centrally through the training & placement cell
To encourage students to register in Internshala for internship opportunities	Total 96 students got selected in internship, out of which 24 were paid internship and 72 were performance based internship
To conduct FDP's for betterment of faculty members and TAs	An FDP was conducted titled "Communication and presentation skills during pandemic period" from 13th July, 2022 to 17th July, 2022
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Academic Council	25/08/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022	23/02/2022
Extended Profile	
1. Programme	
1.1 Number of courses offered by the institution across all programs during the year	6
File Description	Documents
Data Template	View File
2. Student	
2.1 Number of students during the year	1402
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	85
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	365

File Description	Documents
Data Template	View File

3.Academic

3.1	106
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	112
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	31
Total number of Classrooms and Seminar halls	

4.2	33071295
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	362
Total number of computers on campus for academic purposes	

Part B**CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation**

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

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 four class tests/ pre semester tests or internal tests are done after a definite interval. As a part of continuous assessment. Evaluation of answer sheets/ distribution of evaluated answer sheets are displayed. This year due to pandemic, part of the examinations were through online mode mostly as MCQ's or short answer types. Evaluation was done through filtering of Google forms and marks notified through Google classroom etc. • 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 continuous assessment marks, 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. • The college collects the feedback form from the faculty & students and these are analyzed and assessed by the Institution. • 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Based on the Academic Calendar published by the affiliating university MAKAUT, the institute's Academic calendar is designed and published at the beginning of the Odd & Even semester, usually in July- August & January, respectively. All the activities of college like Celebration of National Days, Festivals, Continuous Assessments, Sports, Tech Fest, Cultural Fest, Semester Examinations (Both theory & practical) and holidays and summer and winter recesses are mentioned in the Academic Calendar.

There are four phases of continuous evaluation procedure for theory subjects namely Continuous Assessment-1 (CA-1), Continuous Assessment-2 (CA-2), Continuous Assessment-3 (CA-3) and Continuous Assessment-4 (CA-4) along with few assignments had to be given in between the CA examination if required. Apart from this, two additional phases of internal assessments are there for practical subjects. Internal assessment is done on 25 marks, 5 marks for attendance as assigned by affiliating university and final semester examination is held on 70 marks conducted by affiliating university.

The answer scripts are given back to the students after evaluation for their information, providing sufficient transparency and accountability. The internal assessment marks are shown to students along with their answer scripts by the teacher concerned enabling them to have access to the evaluated answer scripts so that the students can take note for further improvement.

Lab Exercises and Practical are also adapted to assess the students for practical subjects. 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. In this academic year we have adopted some technique so that we can evaluate the

performance of the students based on the online evaluation process, like Google Classroom etc.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://svist.org/academic-calendar.html

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

5

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

15

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

514

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

The efforts made by the Institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc are as follows:

- Our Institution has a Women's Grievance Cell to handle the sensitive issues regarding the Women's Right and security. The Cell was formed through a selection among all senior lady faculties of each department. The Cell also has our local Councillor as a special member and advisor.
- Workshop on Intellectual Property Right Conducted by MBA Department.
- Workshop on Sex Education.
- Seminar on Green House Effect.
- Seminar on Global Warming.

- Seminar on Conservation of Sustainable Energy.
- Workshop on Climate Change.
- ICT- Computer fundamentals are already taught as a part of the curriculum along with this separate computer centres are available for students to enhance their skills and additional training on MS Office.

Regular classes on values and ethics in profession are conducted as a part of the curriculum to embody to guide our actions. Speakers are invited to speak on different social issues to determine what is important to us.

Employable and Life skills:

For the betterment of our student's way of living, different workshops are organised in the Institute on Lifestyle Management. Also, several workshops on stress management by highly trained Professionals and Yoga Training sessions by Swamiji from Ramkrishna Math are conducted within the campus.

Better Carrier Options:

Separate training and placement cell is existing in the campus to organize different seminars and workshops along with the Industry-Institute partnership Cell(IIPC) for demonstrating different career path to the students.

Community Orientation:

NSS camps are organised for the students every year. Social issues and plantation of trees are given importance during the camps. Blood donation camp is organised by NSS frequently. The students come forward and donate blood for the benefit of the people. The students organised different campaign to keep the city clean and hygienic.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year

6

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

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

28

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://drive.google.com/drive/folders/17MSN0W41kdmGrYj1_HgUleKGaQBRz9fT
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://drive.google.com/drive/folders/17MSN0W41kdmGrYj1_HgUleKGaQBRz9fT?usp=sharing

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

149

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

45

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

As the needs and abilities of students are different due to differences in backgrounds, therefore various teaching strategies are adopted to provide all the things that they need to enhance their abilities and interests towards learning. Using these different teaching methods, which are rooted in theory of different teaching styles, will not only help teachers reach their full potential, but more importantly engage, motivate and reach the students in their classes, whether in person or online. Teachers thus take into account the diversity of learners and take appropriate action to help different learners learn.

1. Strategies adopted to facilitate weak students:

- Remedial courses are organized to clarify doubts, re-explain critical topics for improving performance.
- Provide additional assistance to students through a mentoring programme.
- Change the class layout by positioning students to improve participation and maximize access to instruction.

1. Strategies adopted to facilitate talented students:

For first-year students, advanced learners are identified on the basis of the 12th grades and grades obtained in bridge courses. For 2nd, 3rd and 4th year students, advanced learners are identified based on the performance in learner assessment and university exams.

Specific strategies for the advanced Learners:

- Provision supplementary reference books, journals, review articles and reports, CDs and internet facilities are provided.
- The language laboratory facility is made available to self learners outside working hours.
- Additional experiments are also performed after the completion

of the regular lab classes for the students.

Advanced learners from different departments are encouraged to participate in Symposia, Workshops and seminars to acquire knowledge on advanced topics.

- Students are encouraged to carry out projects and mini projects on advanced subjects under the supervision of faculty members.
- Resource persons from industries and academic institutions are invited to give lectures on advanced subjects for the benefit of students.
- The faculty members teach content beyond the curriculum after the completion of syllabus.
- The students are advised to undertake GATE, CAT, GMAT, TOEFL, GRE exams and are guided for higher studies.
- Rapid learners are motivated and counseled to engage in research activities and are encouraged to participate in civil service examinations such as IAS, IPS, IFS and UPSC also.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1402	106

File Description	Documents
Any additional information	No File Uploaded

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

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

The teaching-learning process is made learner-centric by

adopting outcome-based education processes and evaluation methods.

Innovative practices are adopted by faculty to develop interactive and collaborative learning among the students. Innovative teaching practices include, Model Building, Case Study Discussions, Project-based learning, Experimental learning, etc

Faculty members and mentors guide the students in their final year projects which are assigned from 3rd year & monitor their progress regarding the same on a monthly basis. Selected projects are also encouraged for submission in different national, international conferences and competitions.

SVIST looks beyond the curriculum to encourage students, to develop their innovative skills and prepare students for a successful academic career with initiatives such as different experiential Laboratories, Innovative Project Lab, Skill development Programmes and personality development programs.

Placement training programs are organized regularly which includes General aptitude training, training on communication, building leadership skills, group discussions, mock interviews, company-specific mock tests, career counselling, opportunities for higher studies abroad.

To keep the student's industry ready, special training programs such as compute training, personality development, spoken English classes are organized.

Special classes like GATE, technical aptitude are organized every weekend for the students to keep them motivated for higher studies.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

Teacher's use ICT enabled tools for effective- teaching learning process

The pedagogy followed is such that it supports a learning highly

student centric. The role of faculty is to teach the topics of recommended syllabus of a subject using chalk and talk method, black board as well as visual aid. There after the process used by faculty is to make sure that learning is the sole responsibility of the student using the support process and system like- unit test, periodical class tests, assignments, participation in discussion in lectures/ tutorial classes, quizzes, seminars, viva-voce, project presentation, etc. The support structure and systems available for teachers to develop skills like interactive, collaborative and independent training among students are:

Interactive Learning:

- Stress on regular self-study beyond classroom hours and participation in interaction with teachers during normal lectures/ tutorial classes/ lab class/ seminar/ project presentation/ guest- lectures, etc.
- He/she is made to learn the topics being covered on regular basis and remain updated for better participation in any of occasions during the semester.
- During the Pandemic all theory and practical classes were held in online full video mode.
- For lab classes hybrid mode were followed. Teachers came physically and students were present online to participate in the practical sessions.

Collaborative Learning:

- Though the process of carrying out experiments in lab class in a group of 2/3 students, seminar and related activities like project demonstration/ presentation/ industrial visits, etc. he/she is made to learn and develop skills of collaborative learning.

Independent Learning:

- Though the process of sincere participation of a student with the aim of performing well, he/she is compelled to appear in various evaluator tools like quizzes, unit test, periodic class test, university exams, mock interviews, viva-voce etc. and develop independent learning skills. Further teachers motivate students to appear and do well in competitive exams like GATE, GRE, CAT, GMAT, etc. independently through their own.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

90

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

106

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

14

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

543

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Institute follows its own academic calendar which is prepared based on the University's Academic Calendar before the commencement of the semester. Each faculty members and teaching staffs completed their syllabus for theory, sessional and laboratory papers. If there are changes in schedules, patterns, and methods for that semester, those are communicated to students. Syllabus for the CA exams is communicated to students by subject teachers well in advance.

Internal assessment is done through Continuous Assessments for theory (CA1, CA 2, CA 3, CA 4) and laboratory papers (PCA 1, PCA 2). All the teachers of the institute follow Course Outcomes (COs) based question papers depending upon the type of the subject based for Continuous Assessment (CA). Departmental question paper moderation committees evaluate the quality of question papers and coverage of the syllabus and COs.

After each CA exam, the answer script is shown to students, so that they can realize their mistakes and take notes for their

improvement. Due to pandemic, this year all the CA exams are taken through online mode MCQ pattern. Students submitted their assignments in Google classroom for their PCA exam. The marks obtained by the students are published. The institution's internal examination system is completely transparent.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Institute carefully obeys to theaffiliating University's norms at the time of conductingInternal exams; a Central Examination Cell is thus formed.

After evaluation process for CA and PCA exams the answer scripts are shown to students for their improvement and result is published. After publishing the result, the exam cell provides 3-4 days' time to accept any grievance. If any grievance is submitted, then it is scrutinize by taking the help of the corresponding HOD and/or subject experts and the matter is resolved if any discrepancy is found. Generally, viva-voce and lab copy evaluations are explained in front ofstudents to keep the process transparent and minimizegrievances. Due to pandemic, this year Project Seminars are held in Google Meet in front of the external examiner to ensure completetransparency in assessment procedure.

According to university rules and norms all CA and PCA marks for Theory and Practical areuploaded into the University portal and students can accessthem by logging in their own login credential.

The Examination Cell, in close collaboration with theUniversity, deals with any student grievances regarding AdmitCards, Registration Cards, etc.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

As per AICTE & MAKAUT guideline the Program Outcome (PO) and Course Outcome (CO) are accepted for all programs offered by the institution.

- The aim of the POs & COs are informed to students for securing their path to higher education or a terminal degree guiding students towards profession selections.
- The POs & COs are published on college website, college magazine and informed the stakeholders, especially the parents, students by concerned staff & faculty.
- COs are connected to the students through the overview of class itself and its also along with lesson strategy are printed and delivered to the students during the first class.
- During course discussion, course outcomes are focused and after the commencement of each unit, the outcomes of the course are reviewed.
- The college are deputed all faculties for joining workshops, seminars, conferences and FDPs to enrich and attain the outcomes while teaching learning in the classes.
- All faculties are actively participated in different workshops, seminars and conferences on revision of syllabus.
- Successful alumni are also invited to intermingle with both students and teachers, where they share how their individual course shaped their career thus helping existing students align better with the specified course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Global engineering sector is changing significantly due to the emergence of new technologies in this fast-paced era. To cope up with these changes, the institute has vowed to produce engineers who would easily adapt themselves to the market demand and make them market-ready.

The process of attainment of CO, PO, PSO stands from describing correct and appropriate COs, for each course of every programme from 1st to 4th year in a 4-year Engineering degree program. 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 PO on the scale of 1 to 3, 1 being the lowest, 2 being the medium and 3 being the highest. On the basis of CO all question papers and assignments are prepared and on the basis of marks obtained by the students a matrix is prepared with CO.

From this matrix the attainment levels are 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 matrix for every course in the program including the elective (both for free and professional elective) subjects. The COs are written and their mapping with Pos are reviewed frequently by an academic council consisting of Principal and Senior faculty members before they are finalised.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

363

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://svist.org/Students-satisfaction-survey-AQAR-2020-2021.zip>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research**

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

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. Models of our Students and Faculty Members on different Business ideas 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, Think Again Lab initiated by our students and Faculty Members. They have already received 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. Institution will apply for the IIC shortly and regularly organise Innovation, Entrepreneurship workshop, pitching ideas etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

6

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

18

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

13

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

This year very few extension activities could be carried out in the neighborhood community due to COVID-19 pandemic. Since there was an issue of sanitization and maintaining social distancing instead of certain activities, only some relief camp for distribution of ration, distribution of food were done to the needy and distressed people. After the super cyclone 'Amphan' struck West Bengal, some students provided relief in the Sundarbans areas which were most affected due to 'Amphan'. Food, water, medicines and clothes were distributed in the cyclone struck areas.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

4

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

106

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

As per AICTE and MAKAUT (affiliating university) norms, the institute has adequate infrastructure and physical facilities for teaching learning process. The college has tried to setup a supportive environment to produce skilled professionals in order to meet the ever growing demands of the industries. Following this, our institute 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 26 AC classrooms with LED projectors
- Well equipped Science Laboratories/ Technology Laboratories,
- Engineering Drawing rooms
- Workshop
- Computer Laboratory with Internet browsing
- Library with books with a reading room
- Seminar Hall
- Tutorial rooms
- State of the Art Language Lab
- Five numbers of Seminar Rooms.
- Auditorium
- Wi-Fi connectivity across campus
- Spacious Sports ground
- Hygienic canteen etc.

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The Institution has adequate facilities for Cultural activities, Sports, games etc. Sports grounds are available and well maintained with full of green grass or well made court suitable for playing foot ball, cricket, volleyball, badminton and other outdoor games. Ground is surrounded with trees and flowers, pond etc. Indoor games facilities are provided like carrom, table tennis etc. Cricket pitches, volleyball net, basket stands for basketball, Jersey is provided at the time of tournament. Annual sports are conducted every year such as Intra College, inter college football, cricket, badminton, volleyball, carom etc. The prizes are given at the time of cultural fest.

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 also includes celebration and observation of Independence day celebration, Republic day celebration, Gandhi Jayanti, Vivekananda Jayanti, Tech-FEST, farewell to final year students, Fresher's welcome, Teacher's day celebration, cultural fest, festivals like Saraswati Puja and Viswakarma Puja etc.

Faculty members and students participate whole heartedly and celebrate and enjoy all such events.

ECO awareness camp, Eye examination camp, Blood donation Camps, Swacch Bharat and Tree plantation activities are also done.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**31**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****33071295**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)****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 user-friendly software. Students and Faculties exchange their books through the automation software. This software helps to detect the availability of books in the library, usage pattern of books etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

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

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

228869

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

In recent times there is a steep rise in the demand for high-speed internet access in educational campuses due to evolving modes of blended education. Thus, setting up of secured and stable wired or Wi-Fi network campus is the need of the hour.

The institute assigns topmost priority to upgrading IT facilities so as to cater to the need of the hour. Regular updating is done in facilities at institute level as well as department level. The description of the same is provided below.

Internet Connection: The available internet bandwidth is 32 MBPS through LAN/Wi-Fi, with access points/switches (including L2) strategically located across the campus. An alternative connection is also there as a standby. Wi-Fi is authentication driven with restrictions at different levels to ensure maximum security. This ensures that ours is a secure networked campus with state-of-the-art IT facilities where students and faculties can avail internet facilities for upgrading knowledge, preparing for projects & seminars.

PCs and their configuration: Institute has a total of 350 computers with Processor i5/i3, 4GB RAM, 500 GB HardDisk, 3.10 GHz CPU Speed.

Software: For conducting various UG Courses, various software are used which includes Turbo C/C++, Oracle, Flash Pro, Photoshop, MATLAB, NetSim, IE3D, Xilinx ISE, ANSYS, DOE++, AutoCAD and SolidWorks. Microsoft Office, Tally are also in use.

Operating System: Our institute uses Windows Operating System as well as open-source operating systems like Ubuntu OS and other software tools such as PostGres, Cisco packet tracer, ns2, Wireshark, python, R, CLDC wireless toolkit, open GL, Spark, Hadoop.

I/O Devices: There are in total 17 Laser Printers used by various departments of the institute. There are 4 Scanners which are also used widely.

LCD Projectors: Previously OHP was used. As part of the upgradation process, LCD projectors have been set up in few classrooms of every department.

G Suite: This was purchased to aid in the process of conducting online classes during pandemic era and is also a necessity for hybrid mode.

ERP System: Our institute is in the process of automating all its manual work like student attendance, marks, fees collection via an ERP System designed by a team of ex-students turned entrepreneurs.

CCTV Surveillance: There are 46 CCTV cameras placed strategically in and around the campus to provide security to all stakeholders.

Media Lab: There is a well-equipped media lab which was set up in coordination with IIT Kharagpur. This lab was/is profusely used by faculty members to prepare presentations especially during pandemic and post pandemic times.

Knowledge Partner of Spoken Tutorial, IIT Bombay: The institute has tied as Knowledge Partner of Spoken Tutorial Program, IIT Bombay to impart training related to software/IT Courses since 2013. A dedicated IT Facility exists in the campus for smooth functioning of various Spoken Tutorial activities.

2020-2021

Items

Quantity

Number of Computers (in working Condition)

350

Servers

1

Wi-Fi / Access Points/ Switches

02

Softwares

Turbo C/C++, Oracle, Flash Pro, Photoshop, MATLAB, NetSim, IE3D, Xilinx ISE, ANSYS, DOE++, AutoCAD and SolidWorks. Microsoft Office, Tally

Printers (in working condition)

17

No. of Scanners

04

No. of Online UPS

05

No. of CCTV Cameras

46

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

362

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

33071295

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

- One maintenance supervisor is deputed in the institution whose function is to observe the maintenance of the buildings, classrooms and laboratories. He conducts periodic checks to ensure the efficient working condition of the infrastructure and maintains a document for the same.
- Classrooms, staffrooms, seminar halls and laboratories are cleaned and maintained regularly by non-teaching staffs assigned for each floor. Washrooms are well maintained and dustbins are kept in every floor.
- The green cover of the campus is well maintained by a full time gardener.
- Optimum working condition of all properties/equipments in the campus is ensured through AMC. The AMC purview includes maintenance of generator, ACs and water purifiers.
- Apart from contract workers, the college also has trained in-house electricians.

- The campus maintenance is monitored through CCTV.
- Every department maintains a stock register for the available equipments.
- Proper inspection and verification of stocks 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

216

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

951

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

B. 3 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

226

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

226

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

241

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

8

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

2

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students of SVIST have an opportunity to participate actively in the college events and committees. They are also required to attend all the lectures and lab sessions for which he/she is registered. They have to exercise integrity and honesty. They should act in a civil manner that respects the collegial learning and social environment.

- **Cultural Fest:** the cultural fest highlights the culture adopted by the college that organises it. This fest provides the biggest opportunity to organise multiple types of events. Some of them are; performing arts like group / solo singing, dancing, ramp show, drama etc.
- **Technical Fest:** It is an essential part of the college curriculum. It is one of those events where young brains put their skills to work and compete for the best. Such inspiring events that happens every year in the college guides engineers to dream bigger and make dreams become reality. Moreover students from 2nd, 3rd year actively participate in their events as CORE and CREW members. The task they have to do :
 1. Select the members as CORE and CREW groups from the college.
 2. Marketing team formation and sponsorship.
 3. Decide on the number and variety of events.
 4. Design the brochure, leaflets, banners, charts etc.
 5. Creating teams for hospitality, transportation, accommodation, food etc.
 6. Sending invites to juniors for the position of volunteers, also sending invites to other colleges, faculties, Principal, Director.
 7. Decision on opening and closing ceremony.
 8. Assign budgets for every single expenditure.

9. Choose judges for various events.
10. Meetings are conducted to facilitate the event and maintain communication between the coordinators.

All the faculty members, Principal, Administrative staffs offer their helping hand to make the event a grand success.

- **Sports Committee:** It is required to facilitate the demonstration of sports skills of the students of SVIST.
 1. Coordination with students sports secretary.
 2. Coordination with the Principal.
 3. The schedule of events for the year shall be finalised well in advance and communicate it among the participants.
 4. Maintaining discipline in all the events organised within the college.
 5. Sort out any disciplinary and regulatory issues taking place during any event.
- **Anti-Ragging Committee:** The institute has established a standing committee known as 'Anti Ragging Committee' consisting of the following persons chairman, convener and members. The committee constituted as above shall meet at least once a year to recommend preventive measures which may be adopted by the Institute to prevent prohibit and eliminate the threat of ragging in any form on the campus of the institute. The term of office of the appointed members will be renewed on an annual basis. The present committee took the place of the place of the previous anti-ragging committee.
- **Training and Placement Cell:** The training sessions organized by the college prepares young mind to be creative, innovative, responsible and imaginative thinkers who in future, can become entrepreneurs or entrepreneurial individuals and can contribute to economic growth. Training provides a foundation for development, the groundwork on which much of our economic and social well being is built. It is the key to career development process by increasing the value and efficiency of self-awareness, career exploration, self-reliant and job replacement.

Objective:

1. Developing the students to meet the hiring process of industries.
2. To encourage students to acquire technical and soft skills related to career planning.

3. To motivate students pursue higher studies and mentor them to participate in competitive exams such as CAT, GATE, TOEFL, GRE, UPSC, etc.
4. The goal is to place the maximum number of participants through on-campus and off-campus interviews conducted by major companies.
5. Through extreme hard work and dedication, students of SVIST have attained high-level positions in reputed companies. The T and P Cell obtain information from ex-students to facilitate the placement of present students. Alumni meet is organised every year to enhance the spirit of the current students so that they can interact with the ex students of SVIST and proper guidance regarding their future goals. It increases job readiness and job preparedness.
6. The college also promotes effective youth entrepreneurship education to improve interpersonal relationships, team-work skills and public speaking skills.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

20

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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 deliver motivational lectures to encourage junior students. They also recommend relatives, friends and acquaintances to the college for admission. They actively participate in Cultural Fest and other institutional development activities. The Institute organizes reunion programs to reunite the pass out students every year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Management Committee, the Principal, the faculty members and the non-teaching staff are responsible for establishing and protecting

the overriding objective, core values and ethical principles of the Institution. Our vision, mission and values provide the foundation of our college and its future planning. SVIST provides students with quality educational experiences and support services that lead to the successful completion of degrees and basic skills proficiency.

Our college is driven to provide excellent educational opportunities that are responsive to the needs of our students, and empower them to meet and exceed challenges as active participants in shaping the future of our world. The engineering college is the place that is very closely linked to technology, which is why it has played a huge part in technological advances in including computers and scientific knowledge. They use the knowledge they have within a specific industry in order to make things work and solve problems, entertainment, space or the environment. In fact engineering is behind everything. The alumni of SVIST are distinguished themselves in various ways and we believe that future generations will follow the same.

Engineers are the ones who create systems that protect and unite the people and the environment around them. Our main aim is to become one among the top 10 engineering colleges. Our Director and Principal are the curators of new revolution shaping the college into a better place.

Our strategies, actions and missions may change overtime, but our vision as well as our core values, remains stable and truthful. Our vision is therefore to be a centre of academic excellence in the creation with a unique learning experience. Our main purpose is to provide the right path for students to endeavour their careers and enhance their growth. Students are the main assets of SVIST. Using innovation, creativity and wealth of knowledge, our students create a significant impact on the world. While our vision is our focus, our mission sets out different ways of thinking and working. We believe we provide the best technical education combined with leadership and job skills to empower learners.

"Science can amuse and fascinate us all, but it is engineering that changes the world." - Isaac Asimov

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Our institution achieves its aim to be a centre of excellence in technical education through decentralisation and promotion of participative management so that we can deliver high profile professionals.

- **Board of Trustees:** We believe in beginning decentralisation right from the top most level, i.e. Boards of Trustees- the body which looks after the governance and welfare of the institution. The trustee board plays the role of providing policy oversight and protecting the financial, physical and other assets of the college. The board ensures proper implementation of college policies by holding periodic meetings at regular intervals following board & committee processes. The trustee of our institution is a group of highly dedicated and lively people who are united by loyalty and love for the institution.
- **The Principal:** Heading the administration and academics of our institution is our respected principal who comes just under BOTs. The management provides sufficient freedom to the principal so to implement the vision and the mission. The basic function of the Principal lies in being responsible for effective leadership and overall management. The principal is also responsible for enhancing the overall standards of education.
- **Academic Board:** Academic board includes members from all departments, library and the T&P cell which functions under the supervision of the Principal. Fair and just distribution of academic responsibilities among the staff is taken care of by the Academic Board. The Academic Board addresses all the major issues affecting the academic life of the college and its development by monitoring and upgrading academic standards and regulating teaching.
- **HOD and Faculty:** Each department have their respective HODs whose role is to monitor the functioning of the departments. The participative and collective decision-making process ensures total participation of all the faculty members and the people concerned. The primary role of the HODs is to engage faculties in long term planning for the future direction and development of the department.
- **Training and Placement Cell:** TPO happens to be that body of the institution that guides and train students to choose right career option. It provides assistance in clarifying student's career interests and organising pre-placement training,

workshops and seminars. It plays a key role in academics and acts as a link between students, alumni and employment community. The training placement officer and TPO coordinator works hand in hand to make the department and initiatives successful.

- **Administration:** Parallel to the aforesaid department is the Administration of the college that is responsible for maintenance and supervision of the institution. The said department also looks after admissions, hiring and promotions. Apart from this, the department also looks after the maintenance of official records and construction and the maintenance of Campus buildings, logistics and accounts.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ perspective plan is effectively deployed within various stakeholders of the college. Our institute has policies that aim towards the successful implementation and deployment of strategic plans, human resources, machineries, equipment, computers etc that helps in the smooth working of the departments and the management as well. These deployment policies are well developed, chalked out and maintained by delivery of respective works done by individuals or groups according to the Organisation Structure with full cooperation and support from top management with respect to human resource and equipment. 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 60% of the faculties are actively engaged in research activities. National Seminars are organized to promote research and research related activities. Eminent academicians, industry persons, 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	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Principal is the over all In charge of Academics and Administrative affairs, guided by the BOARD OF TRUSTEE. HOD's along with Faculty Members & Technical Staffs deal with the academics, while day to day work of administration is done by office staffs and administrative staffs. The Librarian with library staffs are responsible for library related work, Finance Manager and account staffs looks in to the financial matters. Training & placement departments is guided by the G.M(T& P) while all maintenance work is looked after by Maintenance. Officer with all other subordinate staffs like house -keeping, Group D, Maintenance staffs etc.

BOARD OF TRUSTEE

PRINCIPAL

ACADEMICS ADMINISTRATION LIBRARY FINANCE TRAINING & PLACEMENT
MAINTENANCE & LOGISTIC

DEPARTMENTAL HOD'S

LIBRAIAN

ACCOUNTS STAFFS G.M , T &P

OFFICE STAFFS ADMISSION & MARKETING STAFFS

IT - INFRA STAFFS

ELECTRICIAN & MAINTENANCE STAFFS

HOUSEKEEPING GROUP D DRIVER

FACULTY MEMBERS

TECHNICAL STAFFS

LIBRARY STAFFS TPO &TPC

General Manager MAINTENANCE OFFICER.

The college has a well documented Service Rule that ENCOMPASSES THE HR POLICY UNDER WHICH FALLS: ? RECRUITMENT OF STAFF MEMBERS: AS PER PROCEDURE ENVISIONED IN THE HR POLICY GUIDED BY THE ELIGIBILITY CRITERIA OF AICTE and Affiliated University Makaut. ? GENERAL DUTIES and responsibilities. FUNCTIONS OF MEMBERS OF STAFF: AS MENTIONED IN THE HR POLICY AND GUIDED BY THE ELIGIBILITY CRITERIA OF AICTE ? PAY & ALLOWANCES: AS PER SET NORMS OF THE INSTITUTE AS PER AICTE NORMS ? PERFORMANCE REVIEW OF STAFF MEMBERS: AS PER PROCEDURE AS PER HR POLICY OF THE INSTITUTE ? PERFORMANCE APPRAISAL OF STAFF MEMBERS: AS PER PROCEDURE GUIDED BY THE HR POLICY ? GRIEVANCE REDRESSAL OF STAFF MEMBERS: AS PER INSTITUTE NORMS ? LEAVE RULE: AS MENTIONED IN HR POLICY

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://svist.org/SVIST-ORGANOGRAM.docx
Upload any additional information	View File

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

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

The institution has adopted certain policies for welfare and professional development of teaching and nonteaching 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 as specified in the service

rule. Accumulation of medical leave for utilisation during medical emergency as specified by leave rule.

Free bus facility available for faculties and staffs.

Maternity leave as per Government norms are Provided.

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 it's 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 with half paid sponsorship.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

2

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

7

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

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

H.O.Ds of each department, Heads of Account section, Training & Placement and maintenance does assessment based on below mentioned criteria:

- Work load
- Regularity and Punctuality
- Average working hours / week in the college
- Student, Faculty or Staff Feed Back wherever applicable
- Readiness to deliver lectures or assigned work or allocated job
- Performance in department
- Involvement in other activities
- Mentor ship activity
- Team Work
- Behavior / Attitude
- Based on the above observations the Faculties, Technical Staffs, Office, Placement, Library staffs are rated by the H.O.D or the head of the particular area.

Principal's Evaluation:

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

- H.O.D's or Sectional Head's Feedback
- Class Feedback / Assigned Work Feedback
- Weekly work load / Delivery of job
- Punctuality / Regularity
- Days absent
- Working hour per week

- Work as mentor
- Involvement in other activities of College
- Behavior / Attitude
- Personal observation

The Principal evaluates the individual faculty/staffs on the basis of H.O.D's/ Sectional Head's reports as well as student's feedback and Feedback from other stakeholders. Based on the these attributes and parameters performance of each member is evaluated. 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 for appraisal process.

Final Decision:

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

- A qualified practicing CA has been appointed as internal & external auditor who has been auditing the college accounts once in a period of 6 months.
- A review of the audited report is sent for review to the Board of trustees.
- In addition to this institution consults with consultants as & when required for opinion on taxation & legal issues.
- Last audit was done on 12th January, 2021 and as on date there is no unfavourable remark on the accounts of the institution so far reported. The college is filling income tax return every year within the stipulated time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

The primary areas from where funds are generated by the college are as follows:

- Funds are allotted by Board of Trustees.
- Collection of development fees from respective students.
- Revenue generated from collection of fees from the students enrolled in various courses under the Institution.

The aforesaid collected funds are utilised in the below mentioned ways:

- Development of existing infrastructure
- Maintenance of existing infrastructure

The college has to abide by above mentioned procedure due to any kind of governmental aid.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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 up gradation 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. Tutorials / Remedial classes.
6. Internal evaluation.
7. Assignments (To monitor the improvement of students).
8. Attendance analysis at regular intervals with further communication with parents.
9. Support to research and development:
 - Paid leaves for conferences / seminars/ workshops,
 - 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC of the college was established in 2018. IQAC aims to address the following issues: To have an effective teaching-learning process during the pandemic through virtual mode. IQAC has taken initiatives such that all the students are provided with class notes as per the class schedule in google classroom after the online mode of teaching is over through Google Meet.

IQAC further advised taking virtual lab classes, sometimes following the MHRD virtual lab portal. The institute also took the initiative to record lecture videos and conduct real-time labs, which were then shared with the students. IQAC further suggested that the students should be counselled through the mentors to reduce the stress in students during the pandemic. Faculty Mentors kept in constant contact with their mentees and acted as guardians for them, which increased personal bonding, the teaching-learning process, and attendance.

To include more add-on courses for students to get hands-on training beyond the curriculum. Faculty members are encouraged and motivated to carry out research work.

To equip the existing classrooms with projectors and ICT conducive to quality education to improve the current academic environment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for

C. Any 2 of the above

improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

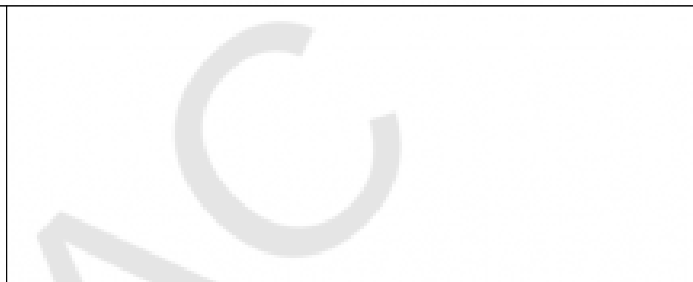
Gender equity is not only a fundamental human right, but a necessary foundation for a peaceful, prosperous and sustainable world. In a society, everyone has the right to lead his/her life accordingly without any discrimination. When this state is achieved where all individuals are considered to be equal irrespective of their caste, gender, colour, profession and status, we call it equality. Gender equality requires equal enjoyment by women and men of socially-valued goods, opportunities, resources and rewards.

Institute takes special measures to address gender equity in the following ways:

1. Providing special common room for girls.
2. Immediate and adequate actions taken for any complaints lodged by any female students and faculties through institutional women's grievance redressal cell.
3. Organising periodic awareness programmes on gender issues within the Institution to sensitize the people associated with the Institution

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment



File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

In order to maintain a clean campus and regular disposal of different kind of wastes, the teaching and non teaching staffs of the Institute along with the students are regularly updated and educated on waste management by organizing lectures, preparing posters and slogans and other relevant activities. The Institute takes following steps for the management of different kind of wastes:

1. Solid waste management:

- To collect the daily trash materials, the college has employed some dedicated housekeeping personnel.
- Dustbins are kept in different places in the college campus and they are marked by specific colors in order to collect different form of wastes (like dry waste, wet wastes etc.)
- Waste papers, plastics, cartoons etc. are regularly handed over through proper channel for further recycling.
- The college has initiated a project to produce compost from

the wastes of different food materials originated from the college canteen and use the compost in the gardening of the college.

2. Liquid waste management:

- The concealed waste water lines from the washrooms of the college are connected to the local main drainage system.
- The chemical wastes from different laboratories of the college are properly disposed through concealed pipes.

3. E-waste management:

Some amount of E-wastes are also generated in regular basis in the institute.

The E-wastes (empty toners, cartridges, scrap monitors, CPUs and other electronics equipments) are regularly collected, stored in a proper place and disposed in regular basis.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5.

C. Any 2 of the above

**Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of
reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

In order to build and create a nation of youth who are noble in their attitude and morally responsible, Swami Vivekananda Institute Of Science & Technology organizes and conducts several activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation and amusement but also to generate the feeling of oneness and social harmony. The college and its teacher and staff jointly celebrate the cultural and regional festivals, like New-year's day, Fresher Party ,teacher's day, orientation and farewell program, Induction program, rally, oath, plantation, Youth day, Women's day, Yoga day, festivals like , Holi Milan celebration, New Year celebration, Diwali celebrations, etc. religious ritual activities are performed in the campus. Motivational lectures of eminent persons of the field are arranged for all-round development of the students for their personality development and to make them responsible citizens following the national values of social and communal harmony and national integration. Besides academic and cultural activities, we have built up many strong infrastructures for a variety of sports activities for the physical development of the students. In this way the institute's efforts/initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

The Swami Vivekananda Institute Of Science & Technology, sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extracurricular activities. The college curriculum is framed with courses like Introduction to Constitution of India, Practical Ethics, Value Education as a small step to inculcate constitutional obligations among the students. The institute hoists the flag during national days like Independence Day, Netaji's Birthday, and Republic Day and invites eminent persons to inspire students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the rules. The institution encourages participation of students in Sports and Games at Intra & Inter College level to strengthen bond and relation and inculcate harmony, fellow-feeling, brotherhood. The institute choose class representatives and committee members for different committees among the students every year from different streams and the chosen CR's and leaders are given leadership talk and delegated the responsibilities of organising college programmes like fest, tech fest, sports, festivals etc. with the support of other student volunteers. Staff members participate in the celebrations. The institution takes many initiatives like conducting awareness campaigns, organizing orientation programmes, training programmes, seminars and workshops to sensitize the future leaders to inherit human values coping with the constitutional obligations. Ethical Values, rights, duties and responsibilities of citizens are some of the topics that are enlisted in Elocution/ Debates activities. The institution has strived forward with great effort to increase the level of awareness and appropriate practices amongst the students in the following areas: Fundamental Duties and Rights of Indian Citizens: The Facultiesorganisesvarious academic and co-curricular activities for

the propagation of the Fundamental Duties and Rights of the Indian citizens. The students have enthusiastically participated in various activities like seminar, conferences, expert talks, poster making competition, competition on various contemporary legal issues. legal awareness camps to impart awareness of such issues etc.

Constitutional Obligations: Various departments of the institution units are actively involved in conducting several activities for inculcating values for being responsible citizens like Van Mahotsav day, Swachha Bharat programme to make students responsible citizens,

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Swami Vivekananda Institute of Science & Technology (SVIST) is well

recognized for grooming the future generations not only in sectorial competence but also to develop them as good human beings through celebration, organization of different National and International commemorative days, events and festivals. Even during the COVID-19 pandemic period, the Institution celebrated and organized such events in online/hybrid mode. As a recognition the certificate of Honor, "TIMES BEST PRACTICES EAST/2020" was awarded to the Institution for the best practices adapted at the time of the pandemic on 28th September 2020, which was indeed a memorable day for the Institute.

The SVIST Campus is surrounded by varieties of plants and trees in a peaceful countryside environment. Like every year, the Institute celebrated the World Environment Day on 5th June 2020 by planting trees in the college premises. In the academic pandemic year 2020-21, Institution reconciled "Education in technology is the future" which was published on 13th August 2020. The institute celebrated the 74th Independence Day on 15.08.2020; a few faculty members and students hoisted the flag physically. The Teacher's Day was celebrated in virtual mode on 05.09.2021. In the disruption of pandemic period the Institution launched the online music club SARGAM on 14th September 2020. The Vishwakarma (the divine architect) Puja was celebrated physically on 17.09.20 (Thursday), a few faculty members, staff and students were present maintaining the Covid-19 protocols. In the uncertainty of opening the college during pandemic situation, the Institution communicated the achievers through the online programs "Dream Big with Achievers" on 19th September 2020 and "Rendezvous with Achievers" on 27th September 2020. The SVIST photographic competition was held online on 22nd September 2020. On 02.10.2020 Gandhi's birthday was celebrated through remembering his activities in the pre-independent India. The Institute celebrated the 159th birth anniversary of Swami Vivekananda in hybrid mode: both offline and online on 12.01.2021. The organizer tried to reach a large section with HIS thoughts "Arise, Awake and Stop Not Till, The Goal is achieved" through the program held from 12 o'clock on 12th January 2021 in the college premises which was also relayed live on the different social media platforms. The Institute remembered the birthday of Netaji Subhash Chandra Bose in online mode on 23.01.2021. The Institute celebrated the Republic Day by hoisting the flag physically and the event was relayed live on different social media platforms on 26.01.2021. The SVIST celebrated the Saraswati Puja on 16.02.2021 (Tuesday) in the college premises from 10am onwards. The Anjali was held at 10:30am. It is pleasure to mention that one of the students of the Institute Mr. Alamgir Khan was enlisted in the INDIA BOOK OF RECORDS on 11.02.2021 for social awareness. The Institute celebrated the International Women's Day on

08.03.2021. On 28th April 2021 the Institution has taken special awareness for COVID-19 vaccination registration online for the faculties, staff and students. The faculty members, staff and students observed "Shuvo Nabobarsho" (Bengali New Year) on 15th April 2020, "Shuvo Mahalaya" on 17th October 2020, "Shuvo Vijaya" on 22nd October 2020, "Barodin" on 25th December 2020, English new year on 1st January 2021 by wishing each other for well-being of deserving love, respect, unity, prosperity, happiness and good health.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

BEST PRACTICES 1: a) Title and objective of the practice: Research and Development: All Faculty members are always being encouraged by the Institute for upgrading their existing skill-set and qualification in order to uplift their individual profile along with benefits of the students as well as the Institute in the long run. b) Context: Research and Development: Up gradation of infrastructure of the institution can be carried out significantly with the help of proper funding and provision of financial assistance to different projects can enhance the capabilities of faculties as well for the students to pursue research work. c) Practice: Research and Development: Research programs are widely accepted by the institution and the institute contributes greatly towards supporting that in the following ways:-: i) One day paid leave per week for faculties pursuing higher studies like Doctorate and Post-Doctorate programmes. ii) paid leaves are provided to every faculties during faculty exchange programs. iii) Institute pays 50 percent of the fees for registration and attending National/International seminars and work-shops, and for renewal of membership in different societies. iv) Half of the Publication fees for Journals/ Research articles 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: Institutional infrastructure can be further upgraded that may help in bringing out more scopes in the field of research and developmental project works. Various funding from governmental and non-governmental institutions for exchange programs, projects, attending conference and seminars would enhance the growth and encourage promotion of research work. Faculties and students can take part in applying projects in various Governmental institutions like DST, MoES and engage in research activities. BEST PRACTICES 2: a) Title and objective of the practice: Continuous placement assistance: This Institution provides placement support to the ongoing degree pursuing batch, and they also keep track on students who passed out in previous batches. This institute provides mentorship and guides every students, whether they may be from ongoing or passed out batches to create better job opportunities. b) Context: Continuous placement assistance: Institution believes in efforts for continuously upgrading skills for the students who are lacking particular skill set to meet the demands of the existing technical scenario in various sectors. c) Practice: Continuous placement assistance: Communication is kept constantly with previous passed out students who have not been able to clear any placement. They are invited to participate in various skill up gradation programs arranged by the institution. They are also encouraged to visit the lab facilities to upgrade their technical skill set. Training programmes are arranged by the institute so that students may get an idea about the real life practical scenario of a working environment. Students from previous batches are always informed and guided regarding the vacancies and openings for on campus as well as off campus drive. 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) Institution faces problem which occurs most commonly when student's change their personal details (i.e contact number, e-mail id). When students fail to inform about those changes to the department or the college authority, it becomes very difficult for the organization to keep a track of such things. ii) Students who are already placed in an organization but are not satisfied with their current working scenario, fail to admit their situations and they lack the courage of admitting that they need up gradation. iii) Focus should be on improved communication (such as using social platforms, creating groups on social media to share information) from college's end. Faculties should also try to reach out to the students at personal level to motivate them to participate in the initiatives undertaken by the institute.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

VISION:

The Institute wishes 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. Provide the students an environment for all round development; nurture them for a successful career has been set as a target so 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 for industry readiness.

This is done by offering them beyond the syllabus courses, bridge courses, workshops for exposure to industry related topics, short term training courses on industry relevant learning to bridge the gap between academia and industry and 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 for 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.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

This establishment has been initiating various endeavors to assure and improve the standard and quality of different aspects of academics, co-curricular and extra-curricular activities, and faculty-development. The institute is focusing more on the social exposure of the students as well as the faculties by conducting extensive activities. The Vision, mission and core values of our institution to implement the following initiatives:

- Applying for NBA accreditation for UG programs in 2 years and to take the necessary steps to match the required criteria.
- Our institute will be trying to develop Industry-academia relationship and will be focusing on providing more and more Industrial exposure to our students by arranging more industry talks.
- Our institute will arrange Paid Internship through INTERNSHALA. The institute will be pushing to sign more industry MOUs with organizations to provide students with Industry Exposure during the curriculum.
- Our institute is thriving to establish PG courses within our campus with the necessary infrastructural development to provide our students opportunity of Higher education.
- Our institution will be focusing more on arranging workshops, seminars, webinars, live-project and trainings to further develop the skills of our pupils through our T and P cell.
- Our institution will promote and encourage more entrepreneurial and innovative activities through Entrepreneurship Development Cell (EDC) to generate more employability among students.
- Our institute will be focusing on developing Green Campus by taking the following measures: promoting E-Vehicles (within and around the campus locality) , usage of cycles among the students, creating awareness among the students and faculties to create a plastic-free campus and surroundings.
- Our institute will be focusing more on environmental

sustainability and maintaining the balance between flora and fauna within the campus by promoting awareness among the students to plant more and more trees.

- Within the institute a small scale rainwater harvesting system is present to meet the water requirements for gardening and cleaning purpose. A water body (pond) is also located within the campus to store the rainwater for future use.
- Our institution will be focusing more on giving encouragement to Faculties and Students to pursue research works and on publication of journals and articles.
- The institution will be focusing on the development of the existing infrastructure to create barrier-free campus and facilitating the lift within the campus building.
- The institution is thriving towards forming of Institute Innovation Cell (IIC) to conduct various entrepreneurial activities through it to make the students aware of future and the possibilities of the aforesaid.
- The institution will be focusing more on developing the infrastructure of sports activities within the campus.
- Our institution has been developing various sub-groups to provide counseling and coaching for aspirants appearing for national and international competitive examinations like IAS, IPS, IFS, GRE, TOEFEL, GATE, MAT, CAT etc.
- The institution will be more focusing on spreading the awareness about energy-conservation and renewable energy usage with-in the campus by replacing bulbs and tubes with LEDS. We are planning to install rooftop solar panel to compensate for non-renewable energy and meet our energy requirement through it.