



YEARLY STATUS REPORT - 2021-2022

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 Ghosh
• 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	Dr. Anindya Sundar Das				
• Phone No.	03324379913				
• Alternate phone No.	7980752483				
• Mobile	9831439857				
• IQAC e-mail address	anindyasundardas03@gmail.com				
• Alternate Email address	anindyasundardas02@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://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:	https://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)		
? Effective planning and execution of online classes and assessments as well as evaluation during the pandemic (through Google Meet, Zoom, etc.).		
? Repository of the video lectures made by the faculty members that were made available on the Institute's YouTube official channel (Mission Career).		
? Organizing an outreach program Science-Tech 2022 for neighborhood schools on the campus.		
? A proposal was made to obtain RED CROSS membership.		
? Collaboration with Industry: 1) BOSCH India Pvt. Ltd.: Specialized program in employability skills development, 2) L&T: Offering specialized program for CE and ME departments, 3) Capgemini: Dot Net and Java courses		
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 500 video lectures have been uploaded on YouTube.
Monitoring of students' well-being during the pandemic and encouraging them to watch video lectures of faculty members and enroll in MOOCs through NPTEL and Coursera courses.	During the pandemic, the well-being of students was also taken care of. Some students enrolled in MOOCs courses.
To conduct regular IQAC meetings.	3 nos. of IQAC meetings were conducted on the following dates: 1) 07-12-2021, 2) 26-02-2022, 3) 14-05-2022
The idea of running an outreach program Science-Tech-2022 for neighbourhood schools was put forth.	Six schools participated in this program, presented models, and participated in the quiz and extempore competitions.
Proposal to organize ALUMNI MEET-2022.	ALUMNI MEET-2022 was organized successfully.
A proposal was made to obtain RED CROSS membership for collaborating of extension and outreach programs	Institute successfully obtained RED CROSS membership on 26.05.2022
Installation of a smart classroom on the campus.	A smart classroom was successfully installed on the campus.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Academic Council	05/08/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	01/03/2022

15.Multidisciplinary / interdisciplinary

NIL

16.Academic bank of credits (ABC):

NIL

17.Skill development:

NIL

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

NIL

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

NIL

20.Distance education/online education:

NIL

Extended Profile**1.Programme**

1.1

6

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1

1347

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	85
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	349
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	100
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	90
Number of sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1	31
Total number of Classrooms and Seminar halls	
4.2	285.75
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	370
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. 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 and the Institute's Academic Calendar is formulated.
- The Time Table/ Routine for all departments and all classes are prepared by the members of Routine Committee.
- Subject wise Course File is prepared by individual faculty members.
- Regular lectures/ lab classes are conducted, duly monitored by HOD/ Principal.
- Conduction of four tests/ pre semester tests or internal tests are done after a definite interval, as a part of continuous assessments for which class tests, quiz, assignments are conducted. 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
- At the end of each semester the university conducts semester examination through the Exam Cell and centralized evaluation done. The continuous assessment marks are then uploaded in the portal of the university. The final result is then published by the university and displayed in their website.

File Description	Documents
Upload relevant supporting document	No File Uploaded
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. 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 are mentioned in the Academic Calendar. There are four phases of continuous evaluation procedure for theory subjects namely CA-1, CA-2, CA-3 and

CA-4. 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. Lab Exercises and Practical's also enables to assess the students. The college gives facility to participate in competitive examinations and higher studies like GATE, CAT & arranges special training for soft skill, aptitude, computer skill. Industrial visits are arranged for gaining practical knowledge. The participation and performance of students in sports, and extracurricular activates and community service is also given weightage as MAR points.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://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

D. Any 1 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	View File

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)

11

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

472

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 courses those address the Gender Issue

The course aims to spread awareness about the fact that every individual is born free and entitled to equal rights and

opportunities. It gives a vivid understanding of the gender gap at workplace and how awareness must be spread that men and women are not only biologically different but also the rhetoric should focus on the fact that both the genders are inherently different from each other yet deserve equal representation in every sphere of the society.

The courses based on Human Values and Professional Ethics

Human values aims to make the learners understand the importance of universality of various human values which ensures that the society is a happy and harmonious place to live in. Contradictory to human values and morals comes the professional ethics with a set of ethical standards that helps students to transform themselves into professionals.

Courses based on Environment and Sustainability

The courses are unique efforts to provide awareness about the environmental issues from the perspective of social sciences, engineering and technology, education and law. It is expected that after going through the course, learners will have a comprehensive idea about the areas of issue.

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

5

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

29

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	Nil
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	View File

1.4.2 - Feedback process of the Institution may

C. Feedback collected and

be classified as follows

analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

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**

146

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**

00

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

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, therefore various teaching strategies are adopted to enhance their abilities and interest towards learning. These different teaching methods will engage, motivate students in their classes. Teachers thus take into account the diversity of learners and appropriate action to help

different learners.

1. Strategies adopted to facilitate weak students:

- Remedial courses are organized to clarify doubts.
- Provide additional assistance to students through mentoring.

1. Strategies adopted to facilitate talented students:

For first-year students, advanced learners are identified on the basis of the 12th grade results. For 2nd, 3rd and 4th year students, they are identified based on the performance in assessment and university exams.

Specific strategies for the advanced Learners:

- Provision for supplementary reference books, journals and internet facilities are provided outside working hours also.
- Additional experiments are performed after the completion of the regular lab classes for the students.
- They are encouraged to participate in Symposia, Workshops and seminars to acquire advanced knowledge.
- They are encouraged to carry out mini projects.
- Resource persons from industries and academia give lectures on advanced subjects.
- The teachers teach content beyond the curriculum.
- They are motivated to engage in research activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
1347	100

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

The teaching-learning process is made learner-centric by adopting outcome-based education processes and evaluation methods.

Innovative practices are adopted by faculties 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 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 develop students' innovative skills and prepare students for 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 training on General aptitude, communication, leadership building skills, group discussions, company-specific mock tests, career counseling, and opportunities for higher studies abroad.

To keep the students industry ready, special training programs 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 student centric learning. The role of faculty is to teach the recommended syllabus using chalk and talk method, black board as well as visual aid. To ensure proper learning, system like- unit test, periodical class tests, assignments, participation in discussion in lectures/ tutorial classes, quizzes, seminars, viva-voce, project presentation, etc. are conducted regularly.

Interactive Learning:

- For interactive learning projectors, screen, laptop and sometimes microphones are used for better communication with students.
- Teachers prepare PowerPoint presentation, videos and enable the students for audio visual learning
- 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.

Independent Learning:

- Though the process of sincere participation of a student with the aim of performing well, students develop independent learning skills with the help of ICT tools and internet and wifi availability in the college.

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

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

99

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
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

100

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

22

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

476

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	View File
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 the affiliating University's norms at the time of conducting Internal 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 of students to keep the process transparent and minimize grievances. Due to pandemic, this year Project Seminars are held in Google Meet in front of the external examiner to ensure complete transparency in assessment procedure.

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

The Examination Cell, in close collaboration with the University, deals with any student grievances regarding Admit Cards, Registration Cards, etc.

File Description	Documents
Any additional information	View File
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)	View File

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

To cope up with changes in Global engineering sector, the institute has vowed to produce engineers who would easily adapt them to the market demand and make themselves market-ready.

The process of attainment of CO, PO stands from describing correct and appropriate COs, for each course of every programme from 1st to 4th year. The course outcomes are described by the respective faculty member's 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. Based on CO, question papers, assignments, quiz, etc. 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. 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 finalized.

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

320

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	View File
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)

<https://svist.org/NAAC-uploaded-documents-under-AQAR-2021-22.html>

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)

46.7

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
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

The Institute aims to promote innovation, and entrepreneurship skills among the students and faculty members to extend knowledge

and transfer technology.

Institute has created an ecosystem for Research and Innovation by recruiting & developing desirable human resources, taking initiative for the creation & dissemination of knowledge and establishing state-of-the-art infrastructure. The details are as shown below:

1. **Encouraging Innovation:** The Institute has established an Entrepreneurship and Institutional Innovation Council (IIC) cell in the academic year: 2020-2021 for promoting entrepreneurship & innovation activities. Students are encouraged to present their innovative ideas, project models & products through the annual Tech fest contest "Innovention".
2. **Technology Business Incubation Park:** The institution has initiated various activities like pre-incubation support, start-up initiatives & training programs.
3. **Centre of Excellences & Collaborations:** Industrial collaboration is there with BOSCH, and L&T to promote our students to develop necessary skills & develop innovative projects in various domains.
4. **Human Resources:** The institute has taken initiatives to motivate the faculty members to continue their doctoral studies, research work and filing patents.
5. **R & D Cell:** The College has an R & D Cell to motivate the faculty members to write research projects and submit them to various supporting agencies

File Description	Documents
Upload any additional information	View File
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

11

File Description	Documents
Report of the event	View File
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

0

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 considerable number of extension activities could be carried out in the SVIST campus and neighborhood community inspite of partially hit by COVID-19 pandemic. Since there was an issue of sanitization and maintaining social distancing instead of certain activities, only one food distribution camp for distribution of ration, distribution of food were done to the needy and distressed people could be arrange. After reopening of college a variety of cultural programs and events addressing social and environmental issues were organized passionately and successfully. Among the most important events celebrated were Independence Day, Republic Day, Science Tech (Community Program with neighborhood schools and science exhibition), Blood Donation Camp, Azadi Ka Amrit Mahotasav (3 Programs), Swachh Bharat Abhiyaan, Tree Plantation in collaboration with Indian Red Cross Society, Campus Nursery Development.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

1

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

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	View File
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

311

File Description	Documents
Report of the event	View File
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**

8

File Description	Documents
e-copies of related Document	View File
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**

7

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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 norms, the institute has adequate infrastructure and physical facilities for teaching learning process. The college has setup a supportive environment to produce skilled professionals in order to meet the ever growing demands of the industries. Our institute has adequate physical facilities for teaching and learning and 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 & technology infrastructure.

The budget for this requirement is prepared in consultation with HODs and Principal and approved by management. Once approved, it is implemented with the help of professionals. 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 and the following amenities.

- 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, common room and music room
- Hygienic canteen etc.

File Description	Documents
Upload any additional information	View File
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 carom, 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 also includes celebration and observation of Independence day celebration, Republic day celebration, Vivekananda Jayanti, Cultural Fest, farewell to final year students, Fresher's welcome, Teacher's day celebration, Alumni Meet (Nostalzea) festivals like Saraswati Puja and Viswakarma Puja Etc.

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

File Description	Documents
Upload any additional information	View File
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	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

460

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 of 3.10.12 version. This software was installed in 2011 and the year of automation was 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. The software facilitates seamless functioning of the library and enables the users to conveniently use the library without much hassle and wastage of time.

File Description	Documents
Upload any additional information	View File
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

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)

2.99

File Description	Documents
Any additional information	View File
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

00

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

Recently there is a steep rise for high-speed internet access in educational campuses due to modes of blended education. Thus, setting up of secured and stable leased line and WiFi network is the need of the hour.

The institute assigns topmost priority to upgrading IT facilities so as to cater to this need.

Internet Connection: The available internet bandwidth is 48 MBPS through LAN/Wi-Fi. An alternative connection is also there as standby.

PCs and their configuration: Institute has a total of 370 computers with Processor i5/i3, 2GB/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, Photoshop, MATLAB, NetSim, IE3D, Xilinx ISE, ANSYS, DOE++, AutoCAD and PRO E. Microsoft Office, Python (Open Source).

Operating System: Our institute uses Windows Operating System as well as open-source operating systems like Ubuntu other software tools such as Wireshark (Open Source).

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

4.3.2 - Number of Computers

370

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

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

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)**

362.37

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
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 inhouse 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. Each floor of the institution has proper fire safety to protect from any accidental hazard.

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 benefitted by scholarships and free ships provided by the Government during the year

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

341

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefitted 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

126

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted 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	C. 2 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	
242	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
242	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
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	C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
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

208

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File
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

5

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

4

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.**

00

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.

Cultural Fest: The fest committee is made every year with student representation of 4th year & 3rd year. This fest provides the biggest opportunity to organize multiple types of events like group/ solo singing, dancing, ramp show, drama etc.

The students participate in Marketing and sponsorship, selecting the team members, events, designing the brochure, procuring food, invitation, hall booking, event management etc.

Technical Fest: The Tech fest committee is made with student representation of 4th year & 3rd year. It is one of those events where young brains put forth their innovative skills & ideas to work and compete with the peers.

Sports: The sports committee is made with student representation of 4th year, 3rd year & 2nd year. It is required to facilitate the demonstration of sports skills of the students.

Anti-Ragging Committee: The Anti-Ragging committee is made with student representation of 4th year & 3rd year. The institute has an established 'Anti Ragging Committee' consisting of the faculty members, Technical Staffs, Administrative members and students to prevent & eliminate the menace of ragging.

Training and Placement Cell: The Training and Placement Cell committee is made with student representation of 4th year & 3rd year. The students act as coordinators between placement cell and students during training sessions and placement activities.

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

6

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 meets at least once a year to share their experience, opinion and views about the industry scenario, market trends, and industry requirements. They motivate their juniors to give presentations on how to crack interviews successfully and portals to search for question patterns etc. They also provide references for their juniors 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. The Alumni members also visit the institute to deliver motivational lectures. 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 every year. After the pandemic the reunion program Nostalzea 2K22 was held on 23.04.2022 at our college campus with great excitement and enjoyment. Breakfast, lunch and snacks were arranged and mementos were presented to the alumni as a token of felicitation. Though 560 ex-students enrolled for this event, 300 were present physically and many in online mode. They shared their success stories with their juniors and participated in cultural events. They relive their memories and share their joy and Nostalzea moments in social media platforms.

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)

E. <1Lakhs

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 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 education and support services that lead towards a successful professional. Our college is driven to provide excellent educational opportunities that are responsive to the needs of our students, and empower them to meet the challenges of the world. Being closely associated with technology, students play a huge part in technological advances of the society. They use the knowledge they have in order to solve problems. In fact engineering is behind everything. The alumni of SVIST have 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 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 will remain the same. Our vision is therefore to be a centre of academic excellence with a unique learning experience. Our main purpose is to provide the right path for students and enhance their skills.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Our institution achieves its aim through decentralization and promotion of participative management.

Board of Trustees: Boards of Trustees is the body which looks after the governance and welfare of the institution. It plays the role of providing policy, protecting the financial, physical and other assets of the college. The board ensures proper implementation of college policies.

The Principal: The principal comes under BOTs. The management provides freedom to the principal to implement the policies. The Principal is responsible for effective leadership and overall management and for enhancing the overall standards of education.

Academic Council: Academic Council includes members from all departments under the supervision of the Principal. The Academic Council addresses all the major issues affecting the academic life of the college and its development by monitoring and upgrading academic standards.

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.

Training and Placement Cell: This body guides and train students to choose right career option. 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 to make the training and placement activities successful.

Administration: They are responsible for maintenance, supervision of the institution. It also looks after admissions, hiring, Finance and accounts. They also take care of the maintenance of official records and construction and logistics.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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. These deployment policies are well developed, chalked out and maintained by delivery of respective works done.

The strategic plan of the college is committed to transform students to successful engineers and managers through a systematic teaching - learning process. 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 and participated to promote research 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.

Working towards strategic development, the college addresses various issues and takes steps to fulfill the requirements of its students and their parents. The institution has an active placement cell for campus placements and feedback.

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 are 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

ACADEMIC COUNCIL (ACADEMICS & LIBRARY), ADMINISTRATION, FINANCE TRAINING & PLACEMENT, MAINTENANCE & LOGISTIC, IQAC, STUDENTS AFFAIRS, IIC

DEPARTMENTAL HOD'S, LIBRARIAN, G.M, T & P OFFICER, 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 appraisal of staff members: as per procedure guided by the HR policy. Grievance redressal of staff members: and leave rule: as mentioned in HR

policy.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
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

E. None of the above

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

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:

EPF - Paid as per PF Act to all the employees

Gratuity - Paid as per Gratuity Act

ESI Scheme - Employees drawing less than Rs.15000/- PM are covered under ESI and can avail this benefit with ESI Clinic/Hospitals

Encashment of accumulated Earned Leave as specified in the service

rule. Accumulation of medical leave for utilization 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 encourages faculty members to register for higher studies like M.Tech, PhD & Research. 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.

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

4

File Description	Documents
Upload any additional information	View File
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

2

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	View File
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

33

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	View File
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

Principal with H.O.D's of each department, Heads of Account section, Librarian, Training & Placement and maintenance officer does assessment based on the candidate as per below mentioned criteria:

- Work load/Duration of work
- Regularity and Punctuality
- Student, Faculty or Staff Feed Back & Mentorship activity wherever applicable
- Readiness to deliver lectures or assigned work or allocated job
- Performance in department
- Involvement in other college related activities
- Behavior / Attitude

Based on the above observations the Faculties, Technical Staffs, Office, Placement, Library staffs are rated by the Principal and is evaluated based on certain criteria.

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 Research, Higher Studies, Collaboration, Innovation, Entrepreneurship, Anti Ragging etc.

- Involvement in other activities of College
- Personal observation

Based on the 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 for final decision and action.

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 11th February, 2022 and as on date there is no unfavorable 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	View File

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)

00

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 utilized in the below mentioned ways:

- Development of existing infrastructure
- Maintenance of existing infrastructure
- For Research & Development Activities
- For Training & Placement Activities
- For Extra Curricular Activities
- For Daily Expenditures

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. Alumni Feedback
4. Eco - Friendly campus with well maintained natural water body.
5. Faculty Development Programs.
6. Tutorials / Remedial classes.
7. Internal evaluation.
8. Assignments (To monitor the improvement of students).
9. Attendance analysis at regular intervals with further communication with parents.
10. 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)
11. 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, IQAC has taken initiatives such that all the students are provided with class notes as per the class schedule in Google classroom and lecture video links.

IQAC further advised taking physical and virtual lab classes, 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 counseled through the mentors to attend add on courses, soft skill and aptitude classes. 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.

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 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)

C. Any 2 of the above

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)	View File

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[1]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. Organizes periodic awareness programs 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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
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

To maintain a clean campus and regular disposal of various 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 following steps are being followed:

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 is 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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways

C. Any 2 of the above

4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
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

E. None of the above

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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. The college and its teacher and staff jointly celebrate the cultural and regional festivals, like Teacher's day, Orientation and Farewell program, Induction program, plantation, Youth day, Yoga day, festivals like Holi celebration, 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. Besides academic and cultural activities, we have built up many strong infrastructures for a variety of sports activities. Providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities are welcomed here.

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. 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 institution takes many initiatives like conducting awareness campaigns, organizing orientation programs, training programs, 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 students have enthusiastically participated in various activities like seminar, conferences, expert talks, poster making competition, competition on various contemporary IPR related issues and seminars are arranged. Tree plantation, Swachha Bharat programs are conducted.

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,

C. Any 2 of the above

teachers, administrators and other staff 4.
Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
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	View File
Any other relevant information	View File

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 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.

Like every year, the Institute celebrated the World Environment week on was celebrated in the 1st week of June by planting trees in the college premises. The institute celebrated the 75th Independence Day on 15.08.2022; faculty members and students hoisted the flag. The Institute celebrated anniversary of Swami Vivekananda in hybrid mode: both offline and online on 12.01.2022. 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 2022 in the college premises. The Institute celebrated the birthday of Netaji Subhash Chandra Bose on 23.01.2022. The Institute celebrated the Republic Day by hoisting the flag on 26.01.2022. The SVIST celebrated the Saraswati Puja in the college premises. The cultural fest was celebrated with enthusiastically.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
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) Research and Development: All Faculty members are encouraged by for upgrading their skill-set and qualification in order to uplift their individual profile as well as the Institute. Research promotions 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 ii) Paid leaves are provided for attending conference, seminar, workshop, training, FDP etc. iii) Institute pays 50 percent of the fees for registration for attending National/International seminar conference and membership in different societies. iv) Half of the Publication fees for Journals/ Research articles are beared by the institution for students.

BEST PRACTICES 2: Continuous placement assistance: This Institution provides placement support to the pursuing batch, and T&P cell also keep track of students who passed out in previous batches. Institute guides every student to create better job opportunities. Institution believes in efforts for continuously upgrading skills of the students. Communication is kept constantly with previous passed out unplaced students. They are invited to participate in various skill up gradation programs, campus drives, job fair etc. Students from previous batches are always informed and guided regarding the vacancies and openings for on campus as well as off campus drives. Students who are already placed are also given opportunities where experienced hirings are notified.

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.

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. All these may work towards creating the Institute a center of excellence.

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 endeavours to assure and improve the standard and quality of academics, co-curricular and extra-curricular activities, and faculty-development in the

following ways:

- 1) Applying for NBA accreditation for UG programs within 1 year.
- 2) Our institute will be trying to develop Industry-academia relationship, Collaboration, industry MOUs and will be focusing on providing industrial exposure to our students, faculty members.
- 3) Our institute will arrange Paid Internship through INTERNSHALA and other platforms.
- 4) Arranging workshops, seminars, webinars, live-project and trainings to further develop the skills of our pupils.
- 5) Our institution has a highly functional IIC CELL which will promote and encourage entrepreneurial and innovative activities. Enrichment of innovative ideas of students through model presentation, mini project and Tech fest under the guidance of the Entrepreneurship Development Cell (EDC) is our motto.
- 6) Our institute will be focusing on developing Green Campus by creating awareness to create a plastic-free campus and plantation and rearing of trees.
- 7) Within the institute a small scale rainwater harvesting system is present to meet the water requirements for gardening and cleaning purpose.
- 8) Encouragement to Faculties and Students to pursue research works and publication of journals and articles is a focus area.
- 9) The institution will focus more on spreading the awareness about renewable energy usage with-in the campus by replacing bulbs and tubes with LEDS. We have installed a rooftop solar panel and will enhance it further.

We are planning to replace the street lights by solar lights.