YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	**St. Ann's College of Engineering and Technology**
• Name of the Head of the institution	**Dr. M. Venu Gopala Rao**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**08594247500**
• Mobile No:	**9848510999**
• Registered e-mail	**sacetchirala@gmail.com**
• Alternate e-mail	**prinical@sacet.ac.in**
• Address	**Nayunipalli Village, Challareddypalem Post**
• City/Town	**Chirala**
• State/UT	**Andhra Pradesh**
• Pin Code	**523187**

2.Institutional status

• Type of Institution	**Co-education**
• Location	**Rural**
• Financial Status	**Self-financing**

- Name of the Affiliating University **Jawaharlal Nehru Technological University Kakinada, Kakinada**

- Name of the IQAC Coordinator **K. Ramesh Babu**

- Phone No. **08594247500**

- Alternate phone No. **08594247500**

- Mobile **9010266419**

- IQAC e-mail address **iqac@sacet.ac.in**

- Alternate e-mail address **eee.rameshbabu@sacet.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year) http://sacet.ac.in/NAAC/AQAR_2019-20.pdf

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**3.07**	**2011**	**16/09/2011**	**15/09/2016**
Cycle 2	**A**	**3.02**	**2016**	**02/12/2016**	**01/12/2021**

6.Date of Establishment of IQAC **17/04/2012**

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   No File Uploaded

9.No. of IQAC meetings held during the year   1

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   Yes

- 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

- If yes, mention the amount

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

Academic audit in all departments MOUs with reputed organizations Seminars Guest lectures Workshops

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
To offer Value added courses	Programs were conducted on latest technologies for the benefit of the students.
NBA Accreditation of B.Tech(,ECE,CSE,ME) progammes	NBA accredited B.Tech (ECE) and B.Tech (CSE) for three years up to 30-06-2023.
Communication with Parents	Student particulars like Percentage of attendance, Mid-exam marks and Backlogs have been sent to parents. Percentage of student attendance is improved
To Improve Co-Curricular Activities	Workshops, seminars, industrial visits, soft skill development programmes, communication skill development programmes organized regularly.
To Monitor Teaching Learning process	Academic Audit is done at the end of Every year.

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	16/04/2021

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

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- Name of the statutory body

Name	Date of meeting(s)
Governing Body	16/04/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	03/09/2021

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1   311

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

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1 **3060**

Number of students during the year

File Description	Documents
Data Template	No File Uploaded

2.2 **430**

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	No File Uploaded

2.3 **930**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1 **191**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2 **23**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1

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

311

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Data Template	No File Uploaded

2.Student

2.1

Number of students during the year

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2.2

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2.3

Number of outgoing/ final year students during the year

930

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1

Number of full time teachers during the year

191

File Description	Documents
Data Template	No File Uploaded

3.2 Number of Sanctioned posts during the year	**23**

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	**86**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**46146208**
4.3 Total number of computers on campus for academic purposes	**1090**

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

St. Ann's College of Engineering & Technology is an affiliated institution under JNT University and follows the scheme and syllabus prescribed by the university. Faculty members give feedback about the syllabus in the Board of Studies meetings organized by the university. However, the curriculum is prepared by the institution in line with the institution's vision and mission.

Curriculum Planning:

The College Council which comprises the Principal and all Heads of the departments meet regularly to discuss the University-related activities and academic-related issues of the institution. Principal issues a circular to the IQAC to prepare the perspective Plan of the College for the upcoming Academic year. Before the commencement of the academic year, the IQAC sends a notice to all Heads of the Departments asking for the

following things and submit to IQAC for approval and adoption.

- Time table of the Department integrated with the Master Timetable
- Strategic Perspective Plan (SPP) of the Departments and budget requirements besides the SPPs of all the Cells and Clubs.
- Workload and faculty requirements for the upcoming academic year.
- Bridge course / Remedial Intervention strategies/ Certification course, Syllabus and Curriculum
- Curriculum Plan, Deployment Strategy and curriculum delivery tools.

Curriculum Implementation:

The planned curriculum is deployed to the students through the following strategies

- Chalk and talk
- Powerpoint presentations
- Illustrative models
- ICT tools like NPTEL Videos
- Case studies
- Roleplays
- Conducting guest lectures, invited talks and workshops
- Industrial visits
- Project work
- Internships
- Peer Teaching and Peer Learning
- Curriculum delivery also happens through various activities outside the four? walls of the classroom through Cells and clubs.

Curriculum deployment review:

- The effectiveness of planned curriculum implementation is reviewed by HODs in regular review meetings and IQAC by periodic meetings.

IQAC also conducts an audit to review the effectiveness of the strategic perspective plan of the previous academic year at the starting of the current academic year.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/1.1.1.pdf

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

According to the University's standards, the Institution follows the academic calendar. The JNTUK University calendar is followed by an affiliated college. In addition, at the start of each academic year, the institution creates an Academic Calendar that lists all of the curricular and extracurricular activities that will be held by the college, both at the faculty and student levels. It is posted on the college website and on the notice board so that students can learn about our semester plan online, and a copy is given to the H.O.D.s and Coordinators so that they can plan their activities. This assures curriculum enrichment through activities such as expert talks, extension activities, and industry-academic interaction. The academic calendar for the current academic session was prepared and followed for the conduct of examinations and other activities. Calendar of Examinations: The Examination Committee creates the examination calendar in accordance with the University Circular. Our examination committee notifies the date and hour as soon as the University announces the examination schedule. The college was required to adopt these examination dates because the University of JNTUK held semester-end examinations for all courses in 2020-21. An IQAC Calendar is also created, which lists activities aimed at maintaining and improving quality at the college.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/1.1.2.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of	**B. Any 3 of the above**

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	

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

12

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)

8

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

894

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

534

File Description	Documents
Any additional information	View File
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

In order to combine the cross cutting issues like gender sensitization, Environment Sustainability, Human Values and Professional Ethics, at SACET.

Students are nurtured to develop other attributes, like gender equity and sustainability at academics. The institution is following JNTUK curriculum. The efforts made by the Institution to integrate the cross cutting issues are:

Gender Sensitization

Environment Sustainability

Human Values and Professional Ethics

Gender Sensitization:

The institution has a responsibility to build gender sensitivity among the students and staff. The value of gender equity needs to be integrated in the learning process through curriculum. Equal opportunities are given to both the genders in terms of admissions, employment, training programs, sports activities etc., so that gender issues do not arise. Management encourages all the faculty and students to participate in events focusing on women empowerment. Women empowerment cell also take part in the conduction of special lectures on gender related topics on various occasions. Girls and boys participate in various co-curricular activities, group discussions and technical quiz programs. Workshops and seminars related to women's empowerment and sexual harassment are being conducted in college. College supports women faculty and students to become member in forums and encourages them to participate in events focusing on women empowerment and promoting leadership qualities in women.

Environment Sustainability:

At present, we are living in a well-developed technological world. Technology has constructive results as well as adverse impact on our environment. There is an immense need to create awareness among the stakeholders regarding the need to sustain and preserve environment and make technology go hand in hand with the ecology rather than hamper it. As per JNTUK curriculum, the institution conducts quiz and debates during the National Science Day, and organizes programs like Swachh Bharat and Haritha Haram for improving the awareness of environment. At SACET, we also donate thousands of plants to the people. Students are taken for industrial visits at water treatment plants and other such places that can educate them well on environmental issues. Some awareness programs are also initiated by NSS with extensively carried out activities to support environmental protection and ecological preservation. Eco Club Conducts Awareness programs such as 'say no to plastic', 'walk more drive less' and 'save earth'.

Human Values and Professional Ethics:

We are undoubtedly living in a developed world. Modern technologies are affecting human values and professional ethics. Hence JNTUK has introduced a subject titled 'Human Values and Professional Ethics' for B.Tech students, so that they can imbibe and practice human values. Professional ethics is defined as the personal and corporate rules that govern behavior within the context of a particular profession. In this direction, the

institution conducts various activities and programs to build value systems, professional ethics, good citizenry skills and the sense of being honest and practice equity, equality and nurture respect for each other.

File Description	Documents
Any additional information	View File
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

30

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

812

File Description	Documents
Any additional information	View File
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	**A. All of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/1.4.2.pdf

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 sanctioned seats during the year

1156

File Description	Documents
Any additional information	View File
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

494

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The participation of the students in class room discussions, performance in class tests, class room seminars, class committee meetings and feedbacks measure their learning abilities and identify slow learners and advanced learners.

Assisting slow learners: Identifying the weak students based on their academic performance. In a class, students are divided as a group and Mentors (faculty members) are assigned to every group right from I year to IV year. In view of Counseling the faculty members suggest /guide the students in curriculum. A prescribed Counseling book is provided to the counselor for recording the status of the student, starting from I to IV year, which registers the monthly attendance. Mid Marks, failures, discipline, aptitudes. The counselor ascertains the difficulties faced empathetically and provides requisite guidance and assistance by way of arranging special

Tutorials, lab classes, video lectures and personal attention by concerned faculty. The mentor will be in touch with the student parents and frequently calls the student to update the status of

his/her ward. Remedial classes are conducted in courses where failures are more in external exams. Apart from the conventional teaching, the students are taught using modern teaching aids like OHP, LCD etc. Special bridge courses are arranged for the lateral entry students in the II year to help them cope with theory subjects.

Advanced learners: They are motivated to strive for higher goals. They are provided with additional inputs for better career planning and growth like: Offering special coaching like Campus recruitment training.

Students are encouraged to be members of professional bodies like IE, IETE and organize technical events. Advising to participate in group discussions, technical quizzes to develop analytical and problem-solving abilities in them and thereby, to improve their presentation skills. Motivating them to do micro projects to inculcate research orientation and practical awareness in the 3nd year apart from mini and major projects.

File Description	Documents
Link for additional Information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/2.2.1 Final.pdf
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
3060	191

File Description	Documents
Any additional information	View File

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

Teaching-learning methods adopted by the faculty members include Lecture Method, Interactive Method, Project-based Learning, Computer-assisted Learning, Experiential Learning etc. The Teaching – learning activities are made effective through

illustration and special lectures. Lessons are taught through Power point presentations to make learning interesting besides oral presenting methods.

Lecture method: - This conventional method is commonly adopted by all the teachers, especially language teachers. This method facilitates the teacher to interpret, explain and revise the content of a text only for better understanding of the subject by the learners.

Interactive method:- The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, educational games, discussion and questions and answers on current trends.

ICT Enabled Teaching:- ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Language Lab, Smart Class rooms, E-learning resources. Online guest lecture of eminent persons to develop their core knowledge in the subject. The department adopts modern pedagogy in line with emerging trends to enhance teaching-learning process. The department has the essential equipments to support the faculty members and students.

·   Regular practical sessions, Online placement test, Use of LCD projectors for seminars and workshops, Productive use of educational videos, Accessibility of non-print material for students of Computer studies.

·   Online reference, lecture talks, motivational talks, educational videos and web reference support the teaching-learning process. The department has installed Wi-Fi on the campus to support the educational activities of the inmates. The department provides instructional materials to the students for easy follow-up / understanding the concepts on the department website. Learning resources and useful websites are made available in the department website, which serve as a ready link to access the portals of information and gain knowledge.

Case Study Analysis and Discussion: The case method is a participatory, discussion based way of learning where students gain skills in critical thinking, communication, and group dynamics.

Group Learning Method: Group Learning allows the slow learners to develop problem solving, interpersonal, presentational and communication skills to confirm quality in learning with Peer

Group. Under group learning, heterogeneous group of students comprising Fast, Average and Slow learners are divided into groups of 5 to 10 members. Group Discussion, Group Projects or Assignments are conducted by the CSE department under group learning method.

Project- based learning:-

·   Certain courses related to Computer Science, demand project based Learning. The teachers are the guides to the students in the process of preparation of projects. The students have main project work in their final semester.

Experiential learning:-

·   The faculty members foster learning environment by engaging in rich experiential content of teaching through experience, Teaching through demonstration, visual aids, Organizing exhibitions, Presenting papers, Analyzing case studies and Participating and conducting quiz on theory topics.

Student Seminars:- The Student seminars are organized where in the papers are presented by students on contemporary topics to enrich their learning experience.

Summer training Project:- Summer training are considered as an important career stepping stone for CSE students. The second year and third year students of CSE are divided into groups and are given with a project to be completed during their summer vacation. The final presentation and viva-voce is conducted at the end of the every semester and the best projects are awarded. Summer training teaches valuable on-the-job skills and provides excellent networking opportunities to the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/2.3.1.pdf

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

Today, it is essential for the students to learn and master the

latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following tools are used by the department ICT Tools:

1.   Projectors- 11 projectors are available in different classrooms/labs

2.   Desktop and Laptops- Arranged at Computer Lab and Faculty cabins all over the department.

3.   Printers- They is installed at Labs, HOD Cabins and all prominent places.

4.   Photocopier machines - Multifunction printers are available at department office.

5.   Scanners- Multifunction printers are available at department office.

6.   Seminar Room- seminar hall is equipped with all digital facilities.

7.   Smart TVS- Smart TVS are installed in the campus.

8.   Auditorium- It is digitally equipped with mike, projector, cameras and computer system.

9.   Online Classes through Microsoft Team, Zoom, Google Meet, Google Classroom

10. MOOC Platform (NPTEL, spoken Tutorials, Coursera, Udemy, Edx etc)

11. Digital Library resources (DEL NET, IEEE explorer etc)

Use of ICT By Faculty

A.   PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.

B.   Industry Connect- Seminar room is digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.

C.   Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of Microsoft Teams or GOOGLE FORMS.

D.   Video Conferencing- Students are counseled with the help of Microsoft Teams / Zoom / Google meet applications.

E.   Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.

F.   Online competitions- Various technical events and management events such as Poster making, Ad-mad show, Project presentations, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.

Workshops- Teachers use various ICT tools for conducting workshops on latest methods such as SPSS, Programming languages, simulations etc.

File Description	Documents
Upload any additional information	[View File]()
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/2.3.2.pdf

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

146

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

191

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

36

File Description	Documents
Any additional information	View File
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

1276

File Description	Documents
Any additional information	View File
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.

According to the guidelines of the JNTUK, 2 internal exams are required and the scores obtained must be entered on the university's web portal within the allotted time. The following steps are taken to make the test fair and also to make the assessment transparent and robust for the students:

· Examination branch conducts the Internal tests following the guidelines given by University

· Department conducts assignments and lab internals

· Internal Assessment can be done by Offline Descriptive examination, Online Quiz Examination and offline assignments.

· Internal and external examination marks are always assessable to the respective student through the Department.

· The marks and attendance of the group of 20 students will be sent to concerned faculty mentor for the sake of appropriate counseling

· Institute organizes parent teacher meet, once in a semester, where the parents are informed about the performance of their ward

· Institute maintains utmost transparency in the examination and subsequent evaluation process.

· The significant provisions made in ensuring rigor and transparency in the internal assessment

· Internal assessment evaluation process is fair and thoroughly transparent. The criteria adopted are as prescribed by the University.

· All the students are well informed about the transparency in internal assessment. The performance of students in each subject is evaluated through internal tests (subjective+ objective+ assignments) and university end exams.

· For R-13, R-16 & R20 regulation Internal and external examinations are conducted for 30 marks and 70 marks respectively, R19 Regulations 25 marks and 75 Marks respectively.

· Two internal examinations are conducted for every semester. Each internal examination consists of one descriptive, one objective test and Assignment for each subject. Internal marks can be calculated with 80% weightage for better of the two mids and 20% Weightage for another mid exam.

The College prepares a calendar in accordance with the University calendar before the start of the academic year in consultation with the heads of departments. After that, the college organized orientation programs for the students to familiarize themselves with the rules and regulations of the affiliated university, tests, assessment process, extracurricular activities, etc. Thus, the faculty organizes a semester orientation program with parents the first week after starting a new semester. The head of the division communicates the labs and semester courses to students, parents, and other members of the organization during semester orientation programs. The college textbook was handed out to students after the college orientation program and website link were also offered simultaneously.

Thus, Internal assessment in college is so transparent that every student has an idea about the standard internal evaluation process of the theory & practical subjects.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_20 21/WEBLINKS/2.5.1.docx

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

The institution has made efforts to ensure that students develop holistically and uses a system of Continuous Internal Evaluation to analyse students' abilities. We are associated with the University of JNTUK and follow the University's evaluation guidelines. The Institution administers two tests (offline and online) to evaluate students for Internal Assessments in accordance with University requirements. The University of JNTUK has implemented a Grading System, which awards 25 points for formative assessment and 75 points for summative assessment. Internal tests (20 points) are included in the formative method, as are attendance, behaviour, leadership, assignments, and active involvement in the classroom (5 marks). The University has established a pattern for summative evaluation. After the evaluation of any sessional examination, the results are examined using the mean and median of marks. Monitoring each student's progress using 'counselling sheets,' with the goal of boosting their performance using single and double backlogs. Slow learners are provided with additional guidance for subsequent tests. We send parents progress reports and SMS alerts regarding their children's progress. Apart from academics, the institution encourages students to participate in a variety of extracurricular and co-curricular activities organized by the college's numerous committees, clubs, and forums.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_20 21/WEBLINKS/2.5.2.docx

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Department has clearly stated all program outcomes, program specific outcomes and course outcomes for all Courses. The faculty, industry and alumni are actively involved in preparing program specific outcomes and course outcomes of all courses in the department. The course outcomes of all the subjects are made known to the students and staff by conducting meeting with director of accreditations. Individual copies of the regulation book are distributed to all the students which contain details of the course outcomes. Regulation books are also available in the library for student access. Orientation program for all the new students is conducted every year at the beginning of the academic year to educate about all course outcomes. For every academic year all the faculty members will prepare the course files and laboratory manuals. The course file contains Department vision, mission, course syllabus, individual time table, program objectives, program outcomes, various mapping matrices, lesson plan, unit wise material, direct and indirect assessments, student grading sheet and CO-PO attainment sheet.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/2.6.1.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Attainment of Course Outcomes: The assessment of course outcomes are as follows:

Direct assessment:

1.Internal Mid Examinations and Assignments:

Two Mid Examinations are conducted for students as prescribed by the university norms. There shall be 2 midterm examinations (with 1 subjective by College and 1 Quiz through university portal) along with 2 assignments in a similar pattern as above, university consider 80% of best midterm and 20% from least midterm in each subject add together considered as final marks for the internals. Each question in the mid exam (Subjective) is

mapped to the course outcomes, Program outcomes and Program Specific Outcomes. It is expected that a student should score at least 60% of Maximum marks of the course for the attainment.

2.External Semester Examination:

It is expected that a student should score at least 40% of Maximum marks of the course for the attainment of course outcomes. The marks scored by the students in Internal Examinations, Assignments and End Semester exams are used to assess the attainment level of the whole course and the course outcome attainment level.

Direct CO Attainment: Course Outcome attainment level from internal assessment(A) and university exams(B): CO Attainment:0.3 (A)+ 0.7(B)

Indirect assessment: Course end Survey: At the end of each semester a questionnaire is distributed to all the enrolled students and takes feedback on effectiveness of the course. The questionnaire is prepared to know the efficiency and utility of the course outcomes.

Final CO attainment:

Final co attainment is calculated as 0.8*Direct assessment+0.2*Indirect assessment.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/2.6.2.pdf

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

565

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	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/2.6.3.xlsx

2.7 - Student Satisfaction Survey

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

http://sacet.ac.in/SACET/NAAC/SSS_2020_21.pdf

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)

16.00

File Description	Documents
Any additional information	View File
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 departments having Research projects funded by government and non government agencies during the year

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

16.00

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	https://dsrs.ksu.edu.sa/en

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

4

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

47

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

6

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The institution extends research culture through college neighborhood network to fulfil social responsibility. Issues related to Environment and Sustainability are taken care in the curriculum through courses such as Environmental Studies. Students are motivated to do innovative projects which solve social problems and meet the essential needs with academic projects. As a part of the extension activities which emphasizes community services, N.S.S. Unit provides free medical aid; supplies food for the people who are affected during natural calamities like flood, heavy storm, etc. NSS unit has undertaken the variety of Activities which directly benefit the Society and the people. We have our NSS unit with 100 enthusiastic volunteers who are always ready to take up any Service Activity. Apart from this, our NSS unit is organizing Swachh Bharath and Plastic Free Campus activities, Blood Donation camps, free medical camps, World Important days celebrations in and around the college campus and also in adopted village.

File Description	Documents
Paste link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/3.3.1.docx
Upload any additional information	View File

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

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - 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

3.3.3.1 - 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

1

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

81

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

29

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

The College encompasses a well maintained lush green campus spread over 24.30 acres to of land ensuring adequate availability and optimal utilization of physical infrastructure for teaching learning activities.

Classrooms: college encompasses sufficient number of well-furnished, well ventilated, spacious classrooms equipped with LCD projectors for conducting theory classes.

Technology Enabled learning facility: The College has ICT Classrooms where the provision of Multimedia learning, Wi-Fi connectivity and internet access is given.

Seminar Hall: The College has multiple seminar halls. These halls are regularly used for conducting national / international seminars at the college. The students are promoted for active involvement in paper presentations, group discussions, etc. Tutorial rooms: Separate tutorial rooms are there in the college campus for tutorial lecture, doubt clarification and special remedial classes for weak and needy students.

Laboratories: All laboratories are well equipped with state of the art equipment and facilities. All the laboratories are established as per AICTE and JNTUK norms. These labs are utilized for conducting practical classes as per the requirements of the curriculum. Labs are also utilized for technology learning & training as a part of teaching contents beyond the syllabus. Labs have sufficient licensed software and open source tools to cater the requirements of curriculum & industry enabled teaching. Wi-Fi: The entire campus is Wi-Fi enabled with 24/7 internet facilities to the students and staff.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/4.1.1.docx

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

The Institute, with its compulsory Core Courses and the continuous evaluation scheme, integrates sports and extra-curricular activities as essential components. This is done not only for participation but also for assessment of students.

It has adequate facilities for sports, games and cultural activities. The total area of sports and games fields is 8 acres. St. Ann's College of Engineering and Technology has large playgrounds with provision for multiple games, such as, Athletics, Cricket, Football, Hockey, Volleyball, and Kho-Kho Indoor and outdoor badminton courts and gymnasium are available. All faculties have well-equipped assembly halls for organizing annual functions and cultural events. Major cultural events are organized at Main Auditorium. Facilities for outdoor and indoor sports and games that include badminton, volleyball, carom, table tennis and chess, gymnasium and cultural activities also exist in the Girls and Boys Hostels.

Intra-faculty and inter-faculty games and sports competitions are organized regularly every year for students. Students are specially trained for participation in D- Zone and Inter-University competitions organized by the Association of Indian Universities and sports events outside the campus St. Ann's College of Engineering and Technology has excelled at these events by winning prizes and awards in individual and group events. Special classes on self-defense are organized specially for female students.

National Independence Day and Republic Day are celebrated in the Institute by unfurling the national flag followed by a guard of honor of the Chief Guest. Students present cultural programme on the Independence Day and in National and International Conferences organized by the Institute.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/4.1.2.docx

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

78

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

78

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	[http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/4.1.3.xlsx]()
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)

8.41684

File Description	Documents
Upload any additional information	[View File]()
Upload audited utilization statements	[View File]()
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)

The Library supports the institution and its stakeholder by providing seamless access to the widest possible spectrum of information resources such as digital, online databases, print and non-print materials relevant to the curricular, informational and innovative research needs of the academic community.

To provide college students with the information they need to achieve their highest academic potential and help them to acquire research skills necessary for lifelong learning.

To support teaching faculty & administrative staff and to participate in interactive information to exchange within the wider library / educational community.

· Name of ILMS software – IDENIZEN SOLUTIONS PVT LIMITED, BANGALORE

· Nature of automation (fully or partially)-PARTIALLY

· Version - SMART CAMPUS

Year of Automation -2008

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/4.2.1.docx

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**B. Any 3 of the above**

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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)

8.68066

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

55

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Students of SACET are privileged to have unlimited access to the computer labs. The laboratories are equipped with internet facilities. We have state-of-the-art computer laboratories with 1090 computers with network. The Overall ratio of computers to students is more than the number recommended as per AICTE norms.

All the systems in the college campus are provided with LAN facility and WI-FI with 200 Mbps speed has been facilitated in the campus which will help the students to access internet very easily and very fast. Wi-Fi connectivity is provided in the administrative and academic areas. All departments, staff rooms and offices are provided with internet facilities for the convenience of students, teachers and office staff.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/4.3.1.docx

4.3.2 - Number of Computers

1090

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

358.60902

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The Institution has appointed staff for maintaining facilities such as Buildings, Transport, Electrical, Housekeeping, Garden etc. Regular cleaning of College floors, classrooms, laboratories, equipment, and restrooms are being done by the housekeeping team under the supervision of a floor in-charge. Stock verification and up-keeping of the equipment in all labs and other facilities is done at the end of every year by IQAC and the report is submitted to the Principal for further action.

Maintenance of Laboratory Equipment

· Periodical check-up of equipment is carried out as per schedule by the lab in-charges In addition, maintenance is being done regularly and respective registers are maintained in the laboratories.

· As per the requirement, minor repairs are carried out by the lab in-charges or faculty member in-charge of the particular lab. Major repairs for Laboratory Equipment will be carried out following the following procedures:

1. The service request is forwarded to the Principal through Lab-in-Charge and HoD

2. After approval, Quotation for service is called for and the recommended service provider is identified and forwarded to the Principal for approval.

3. After approval, the service is carried out in the presence of Lab-in-Charge

4. After service, the work completion statement and bills are

submitted to the Accounts Department, through proper channel for payment.

Maintenance of Computers

Maintenance of computers is taken care by the System Administrators. Installation of antivirus and firewall ensure that the software and system are secured. A monthly status will be checked on the hardware and software condition of the computers is undertaken and the same is noted in a register. Breakdown maintenance wherein the system fails due to SMPS problem or boot failure is recorded in a register. If the problem is minor, the System Administrators of the Computer Labs will rectify the problem. For major failures, support from the dealer is taken with the permission of the Head of the Institution. Periodic maintenance is done by regular cleaning of the lab spaces, software updates, and antivirus updates etc.

Library Maintenance

Library maintenance continuously involves monitoring and verification of the bundles, displaying of new material on the display racks and arrangement of the books on the racks etc. will be done by the Library Assistants. Also, the book materials are cleaned at periodic intervals to reduce the damage caused by dust, insects and pest invasion.

Sports Infrastructure Maintenance

Indoor and outdoor sports infrastructure facilities are properly maintained by the Physical Director throughout the year. Playgrounds, sports materials, and other field and gym equipment are also maintained regularly.

Maintenance of Power and water supply

Regular checkup and maintenance will be carried out by the Supervisors for providing fresh and filtered water to the entire institution. Electrician is responsible to carry out the supply and maintenance of Electricity to the campus. Most of the maintenance work is completed during summer break and a close monitoring of maintenance activities is a prime responsibility of all the Heads of Departments and the In-charges of various facilities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/4.4.2.docx

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

2082

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

84

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

File Description	Documents
Link to institutional website	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/5.1.3.pdf
Any additional information	View File
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

Nil

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

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent — **A. All of the above**

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	

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

266

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	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

4

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	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.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

College creates a platform for the active participation of the students in the various academic & administrative bodies including other activities. This empowers the students in gaining leadership qualities, rules, regulations and execution skills. Each council has a representative council, which is called Class Committee and includes its selection, constitution, activities and funding. The student members bring forward the views and suggestions of the entire class with student members too.

The composition of student members is of one topper, one average and one slow learner of each section are nominated as the Student Council which helps students to share ideas, interests, and concerns with lecturers, class representatives, for all the sections from I Year to Final Year.

These Student councils are majorly responsible for Identifying the need to address particular issues on priority base with respect to the committee.

Conducting Programs for the fund raising of various activities related to committees.

To inform the faculty coordinators about the latest social changes which are happening on a day to day basis to incorporate the same in the college committee

To lay out the basic structure of student involvement in every stage of the committee to makes sure that there is an overall participation of students.

To ensure that the activities of the committees are reaching out to all the students equally.

File Description	Documents
Paste link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/5.3.2.docx
Upload any additional information	View File

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

1

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

SACET Alumni Association is a registered Association. The institute has a well networked alumni association spread over various parts of the world. The institution has alumni portal in its Website to collaborate with the alumni. The institution collaborates with the alumni by arranging alumni meets every year. All departments have an alumni faculty coordinator who keeps record of the alumni and communicates with them through e-mail. The members of Alumni Association regularly interact with the Principal, HODs, Faculty and TPO regarding the need of the Institution and their expectations from alumni. The members of the institution administration and the senior faculty of all the departments participate in the annual or semi-annual alumni meetings on invitation and seek their advice and support for the development of the Institution. The Departments seek the opinion / suggestions of alumni on various developmental Activities by sending mails to them and requesting them to fill the form supplied in this regard. One of the objectives of the association is to develop a mutually supportive relationship with alumni and to encourage lifelong learning and continued growth of the alumni and at the same time provide opportunities to contribute in their own way to their Alma mater.

The objectives are to:

Enhance employment and internship opportunities and help current students receive mentoring Support from the Alumni;

Encourage, Motivate and educate course pursuing students through Guest Seminars/Workshops. Generate funds to support social causes such as Educational sponsoring and create Environmental awareness, Upkeep and uplift the reputation of the Institution and its fraternity.

File Description	Documents
Paste link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/5.4.1.docx
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

Governance of the institution is reflective of an effective leadership: The Principal is the Academic Head of the Institution and is aided by the Heads of the Departments, Finance Officer, Section Heads, and Conveners of other Committees. Internal Quality Assurance Cell (IQAC), Planning & Evaluation, Academic Section, Examination Branch, Research and Development (R&D), Counselling, Training and Placement (T&P) Cell, and Other Sections do take part in the governance of the College. The Institute's Policies, Strategies, Resources and Quality Assurance cater to the needs of the Institute including Academics, Research, Innovation and Entrepreneurship and Social Responsibility with an international Vision.

The Head of the Institution ensure liberal, democratic and

barrier free management in such a fashion that the services and ideas of all the stakeholders do reflect for better achievement. The requirements and inputs in terms of monetary support to the Departments and Sections are identified by the Heads of the different and they will be routed through the Finance Committee for its opinion and comments to the concerned Heads and the Principal. Accordingly, the proposals are presented to the Governing Body for its approval. Faculty members' views and opinions are crucial in teaching methodology for different courses though it is basic courses/core courses, maintenance of academic standards, and welfare measures meant for student welfare. We are conscious of the role of representation of our students and alumni members in IQAC so that their views are taken into consideration wherever deemed to be desirable for implementation. The Principal will suitably be initiating necessary steps putting up to the statutory bodies for their consideration, approval and implementation. We consider the social responsibility to be imbibed as an inherent quality in our students and, thus the Institute contributes by providing socially responsible students as inputs to sustainable socio-economic development. The faculty members at the departmental level are in several Committees/Bodies. The decisions/resolutions made in those Committees have direct bearing in the governance of the College.

Program Evaluation Committee (PEC): The Institute has constituted Program Evaluation Committees for each branch of Engineering Departments. The Committee Consists of Principal, Head of the Department, senior faculty member in the Department and experts from Industry.

PEC gives guidelines related to following areas:

To establish POs and PEOs based on Vision, Mission of department.

To revise PEOs and POs, if necessary based on report submitted by PEC. Academic plans preparation by faculty members for their respective courses allotted by the Department To submit the report to IQAC on evaluation of attainment of PEOs.

Topics beyond the syllabus and additional experiments to meet PEOs and POs.

To consider the recommendations for achievement of PEOs and POs given by DAC for approval.

To formulate the guidelines for attainments of POs and give it to module coordinators

File Description	Documents
Paste link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/6.1.1.docx
Upload any additional information	View File

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

The institution defines the decentralization in working through delegation of authority. Personnel at different levels implement the decisions. The delegation of authority can be organized in the form of various levels. The Institution has the culture of following decentralized governance system with well-defined inter-relationships. Institution delegates adequate and systematized authority to the departments to work towards decentralized governance system. There are various committees involving faculty which are constituted to manage different institutional activities. Committees are formed for the various curricular, co-curricular and extracurricular activities to be conducted during the academic year. The departments are encouraged to arrange various activities with the support of Management for the benefit of Students and Faculty; also the Management shall extend enough financial powers to Head of the Institution to carry out the activities. The Institution adopts a culture of decentralized governance and delegates the powers to the Departments, like: The Head of the Department has the authority in deciding the activities and delegating the responsibilities to the staff members of the department; The department decides on timetable, subject allocation, purchase of equipment and consumables, organizing guest lectures and workshops, recommend necessary industrial visits, implant trainings, MoUs and work to achieve its goals, vision and mission. Administration: Freedom to organize the administrative activities in accordance with the institutional policies. The HOD has leave sanctioning authority and autonomy on certain academic issues. PARTICIPATIVE MANAGEMENT: The Institution is keen on the teachers' involvement and participation for improvement of effectiveness and efficiency of the institutional teaching learning process. The Institute has always been in favor of participative management and promotes a culture of

participative management in the Institution. The decisions and action plans suggested by teachers in various meetings like Principal & HODs meeting and Departmental meetings are conveyed to the Management through the Principal. The management ensures and render their approval on the opinions and suggestions made by faculty on implementing various action plans for the development of the Institution. The IQAC is involved in developing a quality system for conscious, programmed action to improve the academic and administrative performance of the institute. IQAC meets at regular intervals and plays an important role in the implementation of its plans and policies. Entire functioning of institute activities is decentralized into various committees, with committee Conveners and committee members. Committee members consist of both students and staff demonstrating participative management. This process probes to the institutional practices for decentralization and participative management.

File Description	Documents
Paste link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/6.1.2.docx
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution affiliated to the JNTUK, Kakinada has a premeditated plan for progress of the institution. The institutional plan is prepared in compliance to the guidelines issued by the University and the Andhra Pradesh Government from time to time for the successful conduct of the academic programmes. The strategic plan developed by the Planning and Evaluation Committee & IQAC, approved by the Governing Body is adopted wherein the goals and action plans are aligned with the Institute's Vision and Mission. College Academic Committee discusses and executes developmental issues and best practices that positively impact teaching-learning process and corrective measures for performance improvement. Faculty members co-operate in the areas of student support, sharing of expertise acquired through different training programmes. Teaching departments encourage interdisciplinary classes during tutorial sessions by faculty of departments. Similarly, IQAC takes initiative in organizing programmes that enable faculty members share their

experiences gained through training. Quality research is promoted at the Institute by undertaking research projects keeping in view of their relevance to requirements of technology in local industry. Faculty and students are exposed to appropriate technology in the emerging fields through on-line transfer of knowledge. The institute enables faculty members abreast of the latest trends and developments in Research, Technology and Teaching methodologies through interaction, by deputing them to other premier Institutions for research and by conducting AICTE sponsored STTPs at the institution. Special classes are arranged for students with rural background for improving their Communication Skills. All the relevant information regarding latest developments in college is made available in college website for the information to all stakeholders. Hostel accommodation is provided to boys and girls separately with all basic amenities. Plantation is done to make the entire campus green and pollution free. Required infrastructure is procured to encourage students participate in sports and games and to boost their morale through the guidance from Physical Director to take part at college, university and higher levels. Institutes Academic calendar is tailor-made according to the strategic plan drafted at the institute.

The envisioned features of the plan are:

To get NAAC Accreditation.

To improve results of students and to produce more students with higher grades in academics.

To sign more number of MoUs.

To Strengthen Institute - Industrial relationship.

To introduce industry relevant programs in association with leading industries through tie-ups.

To reinforce R & D.

To identify Value added courses to cater to the needs of Industry.

To Organize training programs to improve soft skills.

To Develop Entrepreneurial skills by EDC cell.

Serious efforts are made at the institute to materialize all the above mentioned objectives.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/6.2.1.docx
Upload any additional information	[View File](#)

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.

SACET have a systematic and a decentralized administration which gives a directed working approach to take care of each and every stakeholder of the institute. The working methodology is basically student centric. The work culture has two aspects, one is the transparency and the other is the involvement of every one in decision making. The administrative set up of the institution is illustrated below. Patron is the Chairman of the Governing Body. The Governing Body is responsible for Policy making and verifying the reports through the Secretary. The decision making procedures are made at appropriate levels in the organizational hierarchy. Statutory bodies such as IQAC Cell, Anti-ragging Cell etc., as per the NAAC/university/ government guidelines are also included in the organizational structure of the institution. A committee comprising of faculty members and administrative staff are involved in the planning and Evaluation and academic audit. There are different bodies that give academic and administrative leadership to the institution.

Service Rules:

The institution strictly follows the service rules according to the AICTE norms. The institution runs for 8 hours. The teaching and non-teaching faculty have the benefits of Casual Leaves, Earned Leaves, Medical Leaves and Maternity leaves etc., Recruitment takes place according to the norms of the University, a body comprising of Secretary, Correspondent, Director, Principal, HOD and Subject experts decides the worthiness of the faculty member by his/her performance in the interview according to the parameters they are looking for.

Promotional policies:

The institution follows the good academic standards, provide free transport facility to poor students, Merit scholarships are given to the meritorious students.

File Description	Documents
Paste link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_20 21/WEBLINKS/6.2.2.docx
Link to Organogram of the Institution webpage	http://www.sacet.ac.in/sacet/NAAC/AQAR_20 21/WEBLINKS/6.2.2.docx
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**D. Any 1 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
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 the following welfare measures for teaching and non-teaching staff:

Free medical facility for common ailments.

Free Transport facility from all the corners of the City for teaching and non-teaching staff.

Tuition fee concession for the children of non-teaching staff studying.

Salary advances/festival advances for the needy staff.

ATM facility.

Maternity leave: 6 Months maternity leave is provided to women employee after completing the probation period.

Availability of Doctor: This facility is available for all staff and students. Doctor is available as and when required.

File Description	Documents
Paste link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/6.3.1.docx
Upload any additional information	View File

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

7

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

8

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
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

60

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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

A well-defined system for faculty appraisal is followed in the Institution. This is an important process for both the institution and the staff, as it enhances communication channels

and thereby establishing a constructive dialogue between the appraisers and the appraised.

This is done for all staff members of the institution. The Performance Appraisal Forms shall evaluate the overall performance of the staff. The Performance Appraisal forms submitted by the staff are evaluated by the HOD and finally by the Principal on the following parameters.

Periodical reports that correspond to the teaching and learning activities of the faculty

Cater to the needs of all instructional and mentoring responsibilities as specified in the policies and procedures.

Faculty participation in research activities which enhance professional development.

Faculty assistance in the Department, Institution in various academic matters and committees etc.

Teaching, learning and evaluation related performance (number of theory, practical and tutorial hours conducted against the load given).

Co-curricular, extension and professional development related activities,

Behavioral Aspects & Official conduct punctuality and obedience.

The performance of the non-teaching staff will be evaluated by the immediate officer of the concerned staff and counsel for serious setbacks.

This Performance Appraisal System shall reveal an opportunity for every faculty member to know their strengths and weaknesses.

The accomplishment of this evaluation process is the development of the

Institution along with self-growth of every staff member.

The feedback for each staff, department wise is taken, formatted and sent to HoD. The HoD discusses this with the faculty and appreciates or counsels depending on their feedback. The Principal along with the HoDs discuss about the performance

issues and implement the corrective measures.

File Description	Documents
Paste link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/6.3.5.docx
Upload any additional information	View File

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

Yes, the college has a well-structured mechanism of internal and external audit.

Internal Audit: Expenses are incurred in accordance with the budget approved. An internal approval system is in practice for all the expenses made. Internal Audit is done by the college accounts section.

External Audit Book of accounts are prepared as per statutory requirement and audited annually by external qualified Chartered Accountant. They Audit the college accounts. The Audited statement of accounts is posted in the college website.

File Description	Documents
Paste link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/6.4.1.docx
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)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The only source of funds to the college is the tuition fee paid by the students and tuition fee reimbursed by the AP State Govt.

Academic departments, office, and other sections prepare their budget based on their requirements. Individual department's budget is scrutinized by the Principal. The college prepares yearly consolidated budget for allocation of funds for optimal utilization of available resources. The financial resources are monitored as per the Budget Proposal and Approved in the Governing Body Meeting. All purchases are made as per the standard procedure. Stock registers and maintenance registers are maintained by the Departments, sections and the Office. These are regularly audited by the internal auditors.

File Description	Documents
Paste link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/6.4.3.docx
Upload any additional information	View File

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

IQAC of the Institution is committed to enhance the quality in academic and administrative domains and meet the standards of institution as per NAAC guidelines. IQAC strategies are institutionalized for quality achievement, and enhancement to keep in pace with the expectations of stakeholders. IQAC has mechanism for ensuring implementation of all the policies, review and evaluation. Most of the quality initiatives of the

institute are suggested by the IQAC.

These initiatives are:

Curriculum Enrichment and implementation

Research practice and Enhancement of quality publications

Community engagement

Quality of Teaching, learning and evaluation

Best practices

Organizing workshops and seminars related to quality enhancement

Accreditation and ranking

Academic audits

File Description	Documents
Paste link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/6.5.1.docx
Upload any additional information	View File

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

Two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are as below.

1.IQAC periodically reviews the teaching learning process, methodologies of operations and learning outcomes:

 Based on the JNTUK (Affiliating University) Academic Calendar, Institute Level Academic Calendar is prepared before beginning of the semester, followed by the department level Calendars. Subject allocation is done based on the preference of the teachers. Time tables are prepared with separate time slots for Training and Placement activities, seminar, tutorials and slow learner activities. Individual faculty members prepare Teaching plan along with correlation to the Course Outcomes (COs),

Program Outcome (POs) and Program Specific Outcome (PSOs). Each Faculty maintains a Course file which contains university syllabus, Lesson plan, course material, previous year question papers, theory and objective questions, class test question papers, slow learner activity schedule and course attainment document. Further it is verified by the Course Coordinator, HOD and Principal. Teaching plan, notes and question banks of both theory and lab courses are shared with the students, which is more beneficial to the slow learners. Periodic monitoring of attendance and performance of students. Student feedback is taken twice during a semester. Necessary changes/improvements are implemented accordingly. Feedbacks are reviewed by HOD and Principal and based on it, constructive suggestions are communicated to respective faculty members. 2. Institutional audit for its teaching learning process, structures & methodologies of operations and learning outcomes

Institute believes that audits, both internal and external are to be conducted periodically to ensure effective implementation of academic policies for ensuring and sustaining quality. IQAC nominated Academic Audit Committee to evaluate effectiveness of delivering teaching methods using structured documents and procedures. This audit is done in following several stages. 1. Department Level Audit: All faculty members submit Teaching plan and Laboratory plan for conduction of theory and laboratory sessions to their respective Heads of departments. All the faculty members maintain Student attendance register book and record daily sessions delivered, practical sessions conducted and other such activities performed in the teaching diary. The Heads of the Department also verifies the various academic activities during the department meetings and guide the faculty members accordingly.

2. Institute Level Internal and External Audit: The IQAC has also framed the procedures and formatted documents to conduct interdepartmental and external audit once a year to evaluate delivery effectiveness of teaching learning structures & methodologies. Internal audit committee visits each department and checks all the document files thoroughly and audit report is prepared. In case of external audit (JNTUK), external experts visits the college to evaluate the performance in terms of quality of teaching and learning process.

File Description	Documents
Paste link for additional information	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/6.5.2.docx
Upload any additional information	View File

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)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.sacet.ac.in/sacet/NAAC/AQAR_2021/WEBLINKS/6.5.3.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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

"Respect for All" is one of the core values of St. Anns College of Engineering & Technology. As a measure of translating this core values into concrete action plans, the institution had taken several measures on the promotion of gender equity. In all its activities, the institution ensures the participation of women, Our institute has 40% of Women employee.

The institution constituted the committee as per norms laid by University/UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulation, 2015,Named as Internal Complaint Committee. The Committee includes faculty members as well as student mentors. If any woman faculty, staff or girl student has any grievance, including any kind of harassment, the same can be brought to the notice of the Convenor or any of the Committee Members for necessary action and redressal.

- Specific facilities provided for women in terms of:
    1. Safety and security:

- Ensuring that every female student download DISHA APP, A personal safety app , an initiative taken up by the State government for the safety of women
- Providing for adequate and safe hostel space for female students.
- The entire campus is covered with CCTV cameras to provide a sense of security to inhabitants particularly.
- The Institute is the preferred destination of parents for education of their female wards as evidenced by the Stakeholder Feedback.
    1. Counseling:

- Class and Proctorial Committees are available for counseling of both males and females' students.

- Grievance Redressal Committees for staff and students

    1. Common Rooms: common rooms for female students.
    2. Any other relevant information: The institution also conducts many awareness programs for female students. Some of the programs organized are: Celebration of International women's day every year.

File Description	Documents
Annual gender sensitization action plan	"Respect for All" is one of the core values of St. Anns College of Engineering & Technology. As a measure of translating this core values into concrete action plans, the institution had taken several measures on the promotion of gender equity. In all its activities, the

	institution ensures the participation of women, Our institute has 40% of Women employee. The institution constituted the committee as per norms laid by University/UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulation, 2015,Named as Internal Complaint Committee. The Committee includes faculty members as well as student mentors. If any woman faculty, staff or girl student has any grievance, including any kind of harassment, the same can be brought to the notice of the Convenor or any of the Committee Members for necessary action and redressal.
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	• Specific facilities provided for women in terms of: a. Safety and security: • Ensuring that every female student download DISHA APP, A personal safety app , an initiative taken up by the State government for the safety of women • Providing for adequate and safe hostel space for female students. • The entire campus is covered with CCTV cameras to provide a sense of security to inhabitants particularly. • The Institute is the preferred destination of parents for education of their female wards as evidenced by the Stakeholder Feedback. b. Counseling: • Class and Proctorial Committees are available for counseling of both males and females' students. • Grievance Redressal Committees for staff and students c. Common Rooms: common rooms for female students. d. Any other relevant information: The institution also conducts many awareness programs for female students. Some of the programs organized are: Celebration of International women's day every year.

7.1.2 - The Institution has facilities for	C. Any 2 of the above

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

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

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

Nil

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[Nil](#)
Any other relevant information	[View File](#)

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 | **D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: | **C. Any 2 of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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,	**D. Any 1 of the above**

scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

Institution Quality audits on environment and energy have not been taken up for the A.Y. 2020-21 due to COVID-19 Pandemic.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Due to COVID-19 Pandemic, various programs on sensitization towards the constitutional obligations could not be conducted.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,	**D. Any 1 of the above**

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Celebrating national and International commemorative days in our institution has become an integral part of learning and building a strong cultural belief. Apart from classroom learning, our institution encourages students to celebrate national and International with great zeal and enthusiasm. Keeping its values intact, our institution wishes to offer the right kind of educational system which is based on moral ethics which guides them the right platform where they will work towards becoming a responsible citizen. When students are exposed to the essence events in various ways, their performance turns out to be innovative and unique way. Some of the days celebrated in our institution are Independence Day, Republic Day, Yoga Day and Women's Day. At the same time, it is a great way to understand the rich heritage of India and learn about the importance of various festivals. Along with enthusiasm and fun for the activities, qualities like sensitivity, creativity and togetherness are also inculcated in the students. The experience this joy of festivals truly enhances the Indian culture. Such celebrations bring the students closer to each other's

traditions and cultural beliefs and develop respect and understanding for each other's customs and tradition.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

7.2 - Best Practices

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

1. Title of the Practice: MENTORING SYSTEM FOR STUDENTS

2. Objectives of the Practice:

To minimize dropouts, improve performance and reduce stress of the students through personal counselling.

3. The Context

Students undergo various problems of stress- personal, academic, physical, mental. Students are new to professional college life. It creates a lot of stress, especially to hostel students who are away from family for the first time. Students from educationally weak background feel complex and hesitations in class and unable to perform well due to inhibitions. Considering the student-teacher ratio in classrooms, it is difficult at times to give personal attention to students in class. One solution therefore is a 'Mentor' who can form the bond with students in the true sense. Mentoring is required for students to achieve emotional stability and to promote clarity in thinking and decision making for overall progress.

4. The Practice.

• Each teacher is assigned around 15-20 students for the complete duration of their study.

• They meet at least once in a month to discuss, clarify and

share various problems which may be personal or academic, etc.

• The mentors encourage the students to participate in co-curricular and extracurricular activities and sports.

• Their academic performance and other activities are all recorded.

• The mentors also keep in touch with the parents on their attendance, test performance, fee payment, examinations etc on weekly basis

• When the students have any problem in any department either with the staff or with work completion the mentors speak with the respective staff and sorts out the problem.

• Mentors take special care of weak students, who are given advice on how to study, prepare a time table for study and clarify the doubts and also given notes to study.

•   HOD of department takes the progress of counselling of students by mentors and necessary action is taken to solve it.

5. Evidence of Success

Evidence of success of the practice includes better results in the examinations, improved attendance, less drop outs, increased participation in co-curricular and extra- curricular activities, better discipline on campus and respectful relationship between teachers and students. The students are more relaxed and have a healthy relationship with the staffs.

6. Problems Encountered and Resources Required

This practice requires committed teaching staff who has the desire to help students beyond teaching hours. There are no limitations or constraints faced during implementing the program.

1. Title of Best Practice – Some Improvements in the existing Teaching – Learning Process

2. Goal

- To ensure the completion of syllabus according to the academic calendar of College

- To encourage teachers to adapt to advance pedagogical methods including ICT adoption in class room teaching

- To improve pass percentage, average marks in each semester and enhance the number of ranks bagged by the college at the university level examinations

- To increase the placement of college as quality of students would be improved

3. The context

Different teachers use different methods to teach in class. They teach at different paces. It was observed that syllabus coverage remains a challenge when there is need of uniformity. The teachers find it difficult to keep pace with the techno – savvy student learners. There was a need of uniformity and standard setting so that everyone is able to meet the objective of best teaching practices. It has become essential for teachers to adopt to the latest pedagogic styles and include ICT in class room teaching. The mismatch between the student learner and the teacher in the use and comfort of handling varieties of tools available for teaching – learning needs to be bridged.

4. The practice

- Academic calendar is planned by the respective department under the instructions of Principal.

- Academic calendar is uploaded on the website for information to students, teachers and others.

- On the basis of that, every faculty prepares the lesson plan which is verified by the department head.

- The heads of different departments monitor the pace of coverage of the syllabus.

- Timely Feedback is obtained from students regarding the content delivery by different teachers.

- Assignments, tests and evaluation are conducted at scheduled dates to improve performance in the mid and

semester – end examinations.

• Timeline of Assignments, syllabus coverage is monitored by the HOD and the Principal at regular intervals

5. Evidence of Success

•   All the teachers have adopted modern pedagogic styles and ICT in their classes.

•   Appropriately paced and timely completion of syllabus.

•   Increased attendance in the classes.

•   Improvement in results.

6. Problems encountered and Resources required.

This practice requires a monitoring system which can show the progress and gaps at each point of time.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

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

ADVANCED MACHINING LABORATORY

The department is supported by an advanced machining laboratory equipped with computer numerical control milling machine and lathe provided by Andhra Pradesh State Skill Development Centre worth of one crore rupees (approximately) to upgrade the machining skills of the students, also gives hands on experience to make the students industry ready and to ignite entrepreneurship attitude in the domain of production and manufacturing. The laboratory provides good practical exposure, research activities for both students and faculty. The laboratory is a handy tool for the department to move towards revenue generation for the institute in solving the problems of the local industry by providing them the components required with high dimensional accuracy.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

To achieve Fresh Autonomous Status by the next Academic Year i.e., 2021-22. In this context, the Autonomous Inspection visit took place during 30th and 31st October, 2021. As per the UGC guidelines, necessary preparations are being made to implement the Autonomous Status. Some of the actions take are:

- Preparation of Course Structure and Academic Regulations for the courses running presently in the college for approval by the statutory bodies.
- Constitution of Non-Statutory committees for implementation of Autonomous Status and assistance for smooth administration.
- Preparations for NAAC Accreditation for the 3rd cycle.
- Proposed to apply for NIRF ranking in 2022.
- Applied for the Research Centers in three areas i.e., ECE, CSE and ME to JNTUK, Kakinada.